Performance Report for the Year 2019

Head - 102

Ministry of Finance, Economic and Policy Development

Annual Performance Report for the year 2019

Ministry of Finance, Economic and Policy Development

Expenditure Head No 102

Chapter 01 - Institutional Profile/Executive Summary

1.1. Introduction

Ministry of Finance, Economy and Policy Development is a foremost Cabinet Ministry in Sri Lanka.

The Ministry mainly involve in the functions of formulation, proposing and evaluation of economic and financial policies of the country for the investment and economic development of the country to ensure quality living for the people.

At present, Hon. Mahinda Rajapaksa, Prime Minister of the Democratic Socialist Republic of Sri Lanka performs as the Minister of Finance, Economy and Policy Development while Mr. S.R.Attygalle is the Secretary to the Treasury

1.2. Vision, Mission, Objectives of the Institution

Vision

"A new Sri Lanka through an economic environment that facilitates rapid development and investment"

Mission

"Design, propose, execute and evaluate with efficiency and transparency, economic and fiscal policies of the country towards promoting investment and economic development to ensure quality living for the people."

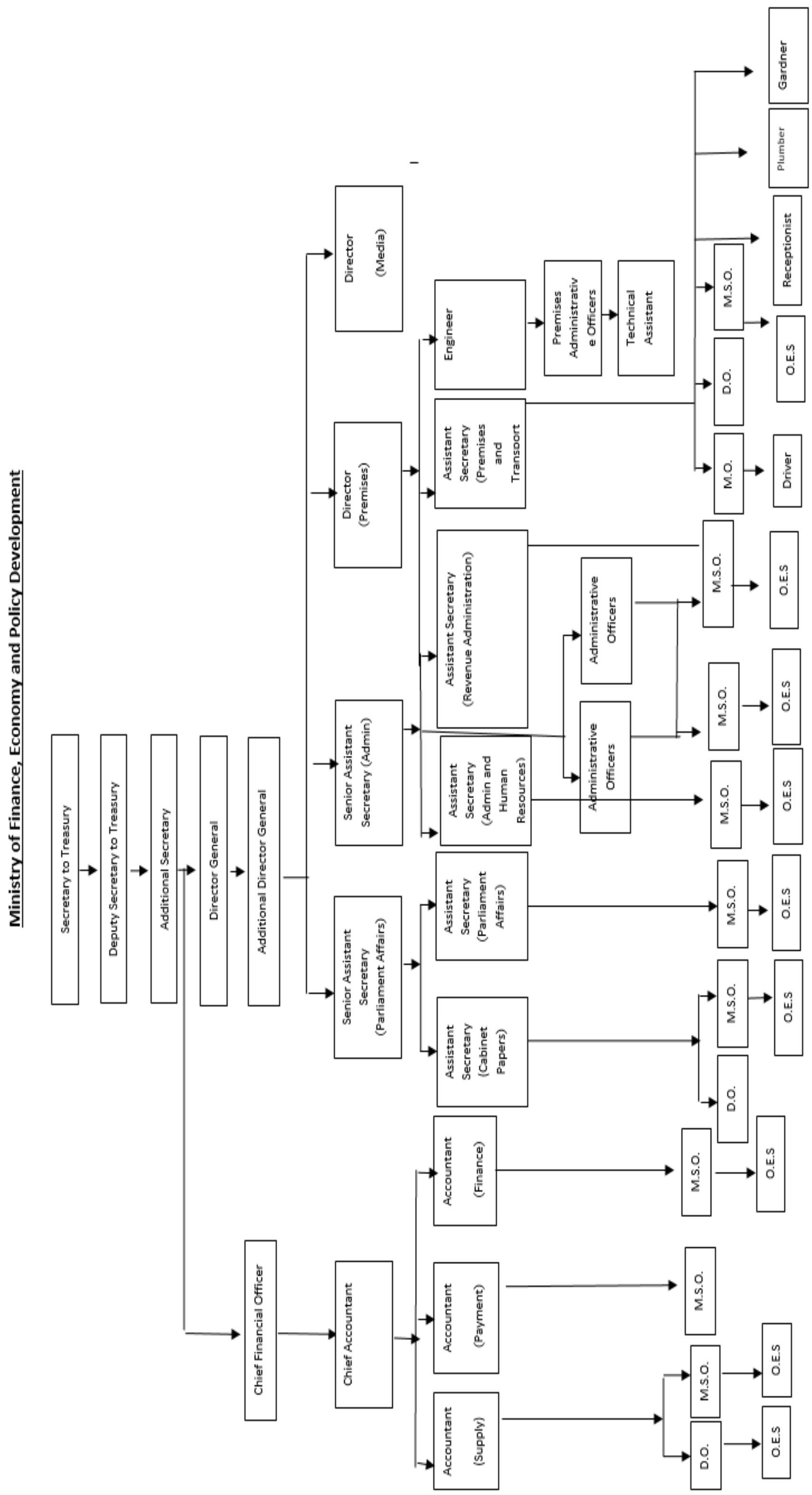
Objectives

- Formulate national economic and financial policies and strategies of the country.
- Formulate fiscal policy and macro fiscal policy management.
- Prepare national development plan and management of financial resources.
- Manage national tax policy and effective use of government revenue.
- Formulate monetary policies, in coordination with Central Bank.
- Coordinate public and private sector activities and facilitation of the private sector for economic development.
- Coordinate with international agencies and mobilize foreign resources ensuring effective use.
- Manage and accounting for the consolidate fund and publication of annual accounts of the country on international standards.

1.3. Key Functions

- Formulation, implementation, monitoring and evaluation of policies, programmes and projects; in relation to Public Finance, Taxation and Economic Affairs in accordance with the National Policy Plan and the subject of the departments, statutory institutions.
- Formulation of public finance and macro finance management policies
- Financial resources management and preparation of Annual Budget.
- Empower financial control on budget and execution of national budget.
- Implementation of National Taxation Policies and effective utilization of government revenue.
- Enforcing and regulating government Financial Regulations
- Managing the Consolidated Fund
- Overall supervision and management of revenue agencies
- Management of public expenditure
- Administration of departments and other public finances
- Maintaining Treasury Committee Reports based on reports of Public Accounts Committee.
- Preparation of guidelines for enhancing management audit of the departments.
- Management of Public Service Cadre
- Matters relevant to all the other subjects assigned to institutions

1.4. Organizational Chart



1.5. Departments under the purview of the Ministry

	Departments under the purview of the Ministry
1	Department of Fiscal Policy
2	Department of National Budget
3	Department of Management Services
4	Department of External Resources
5	Department of Public Finance
6	Department of Treasury Operations
7	Department of State Accounts
8	Department of Information Technology Management
9	Comptroller General’s Office
10	Department of Legal Affairs
11	Department of Project Management and Monitoring
12	Department of Management Audit
13	Department of Inland Revenue
14	Sri Lanka Customs
15	Department of Imports and Exports
16	Department of Excise

	Departments, Statutory Biddies and State Corporations under the purview of the State Ministry of Economy and Policy Development
1	Department of National Planning
2	Department of Public Enterprises
3	Department of Trade and Investment Policy
4	Department of Census and Statistics
5	Department of Valuation
6	Department of Registrar Companies
7	Department of Commerce
8	Sustainable Development Council of Sri Lanka

	Departments, Statutory Boards, and State Corporations under the purview of the State Ministry of Development Loans and Loans Schemes
1	Department of Development Finance
2	Debt Information Bureau of Sri Lanka
3	Sri Lanka Export Credit Insurance Corporation
4	Regional Development Banks
5	State Mortgage and Investment Bank
6	Housing Development Finance Corporation Bank of Sri Lanka
7	Lankaputhra Development Bank

	Institutions/Funds under the Ministry
1	Central Bank of Sri Lanka
2	Securities and Exchange Commission of Sri Lanka
3	Credit Information Bureau of Sri Lanka
4	Sri Lanka Insurance Board
5	National Operation Centre
6	Public Services Mutual Provident Association
7	Lady Lochore Loan Fund
8	Tax Appeal Commission
9	Sri Lanka Accounting and Auditing Standards Monitoring Board
10	Public Utilities Commission of Sri Lanka
11	Institute of Policy Studies
12	Hotel Developers Lanka Ltd.
13	National Lotteries Board
14	Development Lotteries Board
15	National Insurance Trust Fund
16	Sri Lanka Insurance Corporation and its subsidiaries and sub subsidiaries
17	Employees Trust Fund
18	State Resources Management Corporation
19	Welfare Benefits Board
20	All State Banks its subsidiaries and associates
21	Strike, Riot, Civil Commotion and Terrorism Fund

1.6. Information on Foreign Funded Projects

	(a) Project Name	**(b) Funding Agency**	**(c)Estimated Cost of the Project – Rs. Mn.**	**(d) Project Period**
01	Social Safety Nets Project (SSNP)	World Bank	USD Mn 75	02 years
02	Financial Sector Modernization Project (FSMP)	International Development Association of the World Bank (IDA)	USD Mn 75	05 years
03	Financial		USD Mn	years

Chapter 02 – Progress and Future Vision

Progress and the future out look

During the year 2019, Ministry had engaged in activities that will ensure the objectives as entrusted by HE President in assigning duties to Ministries are achieved.

In that while in the aftermath of the Easter attack of 2019, the then government introduced measures aimed at reviving the economy, post the November 2019 Presidential elections, the incumbent government introduced a more comprehensive package that included a simplified, low tax regime together with a credit scheme aimed mostly at small and Medium scale entre entrepreneur who have been for almost 5 years battered in a slow growth economy.

This Ministry in now in the process of reexamining and restructuring its activities to suit a modern day Sri Lanka. The COVID – 19 pandemic has certainly created an increased awareness for the requirement for change, given that the challenges created by the pandemic are unprecedented.

The Ministry remains committed to ensuring that its services are provided with efficacy, in line with the government policy. It is also committed to a framework of good governance in how it conducts itself internally as well as with its stakeholders.

Secretary,

Ministry of Finance, Economy and Policy Development

Chapter 03 - Overall Financial Performance for the Year ended 31st December 2020

3.1 Statement of Financial Performance

ACA -F

Statement of Financial Performance

for the period ended 31st December 2019

Rs.

Budget (Current Year)		Note	Actual 2019	2018	
-	**Revenue Receipts**		-	-	
-	Income Tax	1	-	-	
-	Taxes on Domestic Goods & Services	2	-	-	ACA
-	Taxes on International Trade	3	-	-	
-	Non Tax Revenue & Others	4	-	1,068,301,454.00	
-	**Total Revenue Receipts (A)**		-	1,068,301,454.00	
-	**Non Revenue Receipts**		-	-	
-	Treasury Imprests		2,623,164,284.87	971,708,030.95	ACA
-	Deposits		1,236,379,348.44	14,460,021.00	ACA
-	Advance		57,462,492.39		ACA

	Accounts			40,071,520.00	**5/5(a)**
-	Other Receipts		414,476,294.58	134,905,169.38	
-	**Total Non Revenue Receipts (B)**		**4,331,482,420.28**	**1,161,144,741.33**	
-	**Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)**		**4,331,482,420.28**	**1,161,144,741.33**	
	Less: Expenditure				
-	**Recurrent Expenditure**		**-**	-	
292,275,000.00	Wages, Salaries & Other Employment Benefits	**5**	266,023.042.00	971,708,030.95	
2,544,940,000.00	Other Goods & Services	**6**	1,542,384,706.00	682,323,572.00	**ACA 2(ii)**
162,500,000.00	Subsidies, Grants and Transfers	**7**	120,754,384.00	997,104,422.00	
-	Interest Payments	**8**	-	-	
-	Other Recurrent Expenditure	**9**	-	-	
2,999,715,000.00	**Total Recurrent Expenditure (D)**		**1,929,162,132.00**	**2,005,989,103.00**	

	Capital Expenditure				
175,830,000.00	Rehabilitation & Improvement of Capital Assets	**10**	165,974,229.00	159,369,543.00	
715,550,000.00	Acquisition of Capital Assets	**11**	137,156,055.00	1,488,130,043.00	
52,000,000.00	Capital Transfers	**12**	3,822,730.00	174,130,043.00	**ACA 2(ii)**
1,055,100,000.00	Acquisition of Financial Assets	**13**	700,000,000.00	-	
82,450,000.00	Capacity Building	**14**	55,236,690.00	20,525,990.00	
1,284,500,000.00	Other Capital Expenditure	**15**	460,220,138.00	281,943,740.00	
3,365,430,000.00	**Total Capital Expenditure (E)**		**1,522,409,842.00**	**2,124,375,046.00**	
	Main Ledger Expenditure (F)		**1,203,854,995.67**	81,941,991.00	
	Deposit Payments		1,161,813,146.06	20,295,005.00	**ACA**
	Advance Payments		42,041,849.61	61,646,986.00	**ACA 5/5(a)**
6,365,145,000.00	**Total Expenditure G = (D+E+F)**		4,655,426,969.67	4,212,306,140.00	
6,365,145,000.00	**Imprest Balance as at 31st December2019 H = (C-G)**		**(323,944,549.39)**	**(1,982,859,944.67)**	

3.3 Statement of Financial Position

ACA-P

Statement of Financial Position
As at 31st December 2019

	Note	Actual 2019 Rs	2018 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	13,169,485,019.16	11,373,578,000.00
Financial Assets			
Advance Accounts	ACA-5/5(a)	63,782,907.76	79,203,550.54
Unsetteld sub Imprest			
Cash & Cash Equivalents	ACA-3	1,136,016.00	-
Total Assets		13,234,403,942.92	11,452,781,550.54
Net Assets / Equity			
Net Worth to Treasury		(59,503,466.53)	30,483,378.63
Property, Plant & Equipment Reserve		13,169,485,019.16	11,373,578,000.00
Rent and Work Advance Reserve	ACA-5(b)		
Current Liabilities			
Deposits Accounts	ACA-4	123,286,374.29	48,720,171.91
Imprest Balance	ACA-3	1,136,016.00	-
Total Liabilities		13,234,403,942.92	11,452,781,550.54

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from ......05..... to....58.... and Notes to accounts presented in pages from ....59..... to ....67........ form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Finacial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.

Chief Accounting Officer	Accounting Officer	Chief Financial Officer/ Chief Accountant/ Director (Finance)/ Commissioner (Finance)
Name :	Name :	Name :
Designation :	Designation :	
Date : 25/2/2020	Date : 25/2/20	Date : 25.02

S. R. Attygalle
Secretary to the Treasury and Secretary to the Ministry of Finance, Economy and Policy Development
The Secretariat
Colombo 01

H. G. Sumanasinghe
Additional Secretary
Ministry of Finance

3.4 Statement of Cash Flows

3.4 Statement of Cash Flows **ACA-C**

Statement of Cash Flows

for the Period ended 31st December 2019

	Actual Current Year Rs.	**Previous Year Rs.**
Cash Flows from Operating Activities		-
Total Tax Receipts	-	1,068,301,454
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	414,476,030	1,138,720,529
Revenue Collected for other Heads		
Imprest Recieved	2,623,164,285	-
Total Cash generated from Operations (a)	**3,037,640,315**	**2,207,021,983**
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	1,709,360,030	1,542,439,661
Subsidies & Transfer Payments	14,705,151	89,177,083
Expenditure on Other Heads	1,136,016	

Unsetteld Sub Imprest for Election		
Finance Costs - Imprest Settlement to Treasury	221,137,725	21,984,435
Total Cash disbursed for Operations (b)	**2,011,555,004**	**1,653,601,179**
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	**1,026,085,311**	**553,420,804**
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	17,997,716	-
Total Cash generated from Investing Activities (d)	**17,997,716**	**-**
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of	1,096,530,401	501,172,581
Other Investment	22,165,725	
Total Cash disbursed for Investing Activities (e)	**1,118,698,126**	**501,172,581**
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	**(1,100,698,410)**	**(501,172,581)**
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	**(74,613,099)**	**52,248,223**
<u>Cash Flows from Fianacing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	1,236,425,016	-

Total Cash generated from Financing Activities (h)	**1,236,425,016**	**-**
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payment	1,161,811,917	52,284,224
Total Cash disbursed for Financing Activities (i)	**1,161,811 ,917**	**52,248,224**
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	**-**	**-**
Net Movement in Cash (k) = (g) -(j)	**-**	**-**
Opening Cash Balance as at 01st January	**-**	**-**
Closing Cash Balance as at 31st December	**-**	**-**

3.5 Notes to the Financial Statements

Basis of Reporting

1) Reporting Period

The reporting period for these Financial Statements is from 01st January to 31St December 2019.

2) Basis of Measurement

The Financial Statements have been prepared on historical cost modified by the revaluation of certain assets and accounted on a modified cash basis, unless otherwise specified.

The figures of the Financial Statements are presented in Sri Lankan rupees rounded to the nearest rupee.

3) Recognition of Revenue

Exchange and non exchange revenues are recognised on the cash receipts during the accounting period irrespective of taxable period.

4) Recognition and Measurement of Property, Plant and Equipment (PP&E)

An item of Property, Plant and Equipment is recognized when it is probable that future economic benefit associated with the assets will flow to the entity and the cost of the assets can be reliably measured.

PP&E are measured at a cost and revaluation model is applied when cost model is not applicable.

5) Property, Plant and Equipment Reserve

This revaluation reserve account is the corresponding account of PP&E.

6) Cash and Cash Equivalents

Cash & cash equivalents include local currency notes and coins on hand as at 31st December 2019

3.6 Performance of the Revenue Collection

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	as a % of Final Revenue Estimate
	Nil				

3.7 Performance of the Utilization of Allocation

Rs.5,119,845,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	3,010,815,000	2,999,715,000	1,929,292,731	64%
Capital	2,109,030,000	3,365,430,000	1,522,279,843	45%

3.7 In terms of F.R.208 grant of allocations for expenditure to this Department/ District Secretariat/ Provincial Council as an agent of the other Ministries/ Department

Serial No.	Allocation Received From Which Ministry	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
			1,246,300,000	1,429,100,000	630,976,392	44%

3.8 Performance of the Reporting of Non-Financial Assets

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2019	Balance as per financial Position Report as at 31.12.2019	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	-	3,745,904,836.76		
9152	Machinery and Equipment	-	1,024,680,182.40	-	100%
9153	Land	-	8,389,900,000.00		
9154	Intangible Assets				
9155	Biological Assets				
9160	Work in Progress				
9180	Lease Assets				

3.9 Auditor General's Report[**]

Chapter 04 – Performance Indicators

4.1 Performance Indicators of the Institute (Based on the Plan of Action)

Special Indicators	Actual output vs expected output as a percentage (%)		
	100%- 90%	75%-89%	50%- 74%
No. of local training opportunities planned	√		
No. of foreign training opportunities received	√		
No of foreign leave applications received	√		
No. of foreign leave applications referred to the Ministry of Public Administration	√		
No. of Treasury Representatives appointed	√		
No. of Cabinet Papers submitted	√		

Chapter 05 - Performance of achieving Sustainable Development Goals (SDG)

5.1 Indicate the identified relevant Sustainable Development Goals

Target / Goal	Targets	Performance Indicators	Progress of achieving performance		
			0%-49%	50%-74%	75%- 100%
Ensure inclusive and equit able quality education and promote lifelong learning opportunities for all	Direct officers for local and foreign training programmes to improve their knowledge and skills.	No. of local and foreign training opportunities provided.			√
Ensure access to affordable, reliable, sustainable and modern energy for all	(i) Economical use of energy (ii) Switch off light bulbs in unnecessary places.				√
Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss by proper disposal of waste and garbage.	Co-operate implementation of 3R concept of disposal and recycling of waste by disposal of waste of the Ministry separating them.				√

Chapter 06 – Human Resources Profile

06.1 Cadre Management

	No. of approved cadre	No. of actual cadre	Vacancies/ (Excess)**
Senior level	40	26	14
Tertiary level	08	07	01
Secondary level	149	119	30
Primary Level	199	163	36

06.2 ** Briefly state how the deficiency/ excess in human resources give effect to performance of the Ministry.

06.3 Human Resource Development

programme	No. of employees trained	Duration	Total Investment (Rs'000)		Nature of the programme (local/Foreign)	Output/acquired knowledge*
			Local	Foreign		
International Programme on Management Auditing, Malaysia	01	07 days			foreign	Increase performance through efficient management of duties for enhancement of economy of the country through the knowledge acquired by foreign trainings on economy and management.
Policy Dialogue on the Domestic Savings in Asian Countries, Japan	01	01 days				
Government Human Resource Management for Senior Officials, Japan	01	18 days				
International Programme on Management, Indonesia	01	08 days				
PIM International Management Programme, Japan	01	11 days				
Trade Development Capacity for Countries under Belt & Road Initiative, China	01	12 days				
International Programme on Management, Indonesia	01	08 days				
MOF DIPPCA - 2nd Country Visit MILODA United Kingdom	01	10 days				

Asia Pacific Financial Inclusion Forum, Japan	01	01 days				Increase performance through efficient management of duties for enhancement of economy of the country through the knowledge acquired by foreign trainings on economy and management.
General Tax Administration Course	01	10 days				
Communication Capacity Building Program for ADB Developing Country's Communications Offices, Thailand	01	03 days				
Seminar on China's Development Experience & its Reform and Opening, China	01	30 days			foreign	
Sub Regional Workshop on Advertising Nationally Determined Contributions (NDCs), Thailand	01	02 days				
8th Temasek Foundation International Governance and Public Administration Program, China	02	10 days				
2019 Seminar on China – Sri Lanka Business Culture Exchanges, china	02	03 days				
Personality Development	71	01 days				Gain ability to enhance efficiency and productivity in delivering duties through the knowledge acquired.
Personality Development	97	01 days				
Personality Development	127	01 days				
Delays, Issues Constrains in Contract Administration	01	01 days				
English Communication Skills for office use	01	02 days				
Project Management with MS Project	01	03 days				
Board of Survey, Losses and Write -Offs	01	02 days				
Formal Letter Writing Skills	01	03 days			local	
Preparation of Advanced "B" Account of Public Officers	05	01 days				
MSc/PG Diploma in Building Services Engineering	01	01 days				
Loss – Cutting and Book dismissals	02	02 days				
Internal Audit		02 days				
Certificate of Course in Government Procurement Process	02	10 days				
Database Management in Ms Access	01	03 days				
Office Management	01	10 days				
Power of Positive Thinking	01	03 days				
Certificate in Project Management	01	10 days				
Four day workshop on Procurement Process in	01	04 days				

Public Financial Management						
Maintaining a personal file	01	02 days				
Office Management and Financial Regulations	01	02 days				
Event Management	01	02 days				
Web Development Using	01	03 days				
Tamil Language Training	01	12 days				Gain ability to enhance efficiency and productivity in delivering duties through the knowledge acquired.
Procurement Commission and Proposed new Procurement Guideline	01	02 days			local	
File Management, General Office, administration and cooperation code	02	03 days				
Public Sector Management Audit Rules	02	03 days				
37th National Information Technology Conference -2019	03	03 days				
Board of Survey , Loss – Cutting and Book dismissals	01	02 days				
Networks administration and System Administration	02	05 days				
Duties and Responsibilities of Office Aides (KKS)	01	02 days				
Positive thinking and work place Etiquette	02	01 days				
Three Day Workshop on Advanced Excel for Data Analysis and Decision Making	01	03 days				
Advance MS Excel Skills for Government Officers	02	02 days				
Diploma in English for Junior Executives (DEJE)	02	30 days				
Certificate in English for Academic Purposes (CEAP)	01	10 days				
ICT – Microsoft Office Specialist (MOS)	02	08 days				

Chapter 07– Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1	**The following Financial statements/accounts have been submitted on due date**			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	N/A		
1.4	Stores Advance Accounts	N/A		
1.5	Special Advance Accounts	N/A		
1.6	Others			
2	**Maintenance of books and registers (FR445)/**			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Complied		

2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		
2.8	Stocks Register has been maintained and update	Complied		
2.9	Register of Losses has been maintained and update	Complied		
2.10	Commitment Register has been maintained and update	Complied		
2.11	Register of Counterfoil Books (GA – N20) has been maintained and update	Complied		
03	**Delegation of functions for financial control (FR 135)**			
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Complied		

4	**Preparation of Annual Plans**			
4.1	The annual action plan has been prepared	Complied		
4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	N/A		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		
5	**Audit queries**			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Complied		
6	**Internal Audit**			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Complied		
6.2	All the internal audit reports has been replied within one month	Complied		
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	All the copies of internal audit reports has been submitted to	Complied		

	the Auditor General in terms of Financial Regulation 134(3)			
7	**Audit and Management Committee**			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Complied		
8	**Asset Management**			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Complied		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	Complied		
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Complied		

8.5	The disposal of condemn articles had been carried out in terms of FR 772	Complied		
9	**Vehicle Management**			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Complied		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	Complied		
10	**Management of Bank Accounts**			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	N/A		

10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	Complied		
11	**Utilization of Provisions**			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Complied		
12	**Advances to Public Officers Account**			
12.1	The limits had been complied with	Complied		
12.2	A time analysis had been carried out on the loans in arrears	Complied		
12.3	The loan balances in arrears for over one year had been settled	N/A		
13	**General Deposit Account**			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	The control register for general deposits had been updated and maintained	Complied		
14	**Imprest Account**			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within	Complied		

	one month from the completion of the task			
14.3	The ad-hoc sub imprests had been issued exceeding the limit approved as per F.R. 371	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Complied		
15	**Revenue Account**			
15.1	The refunds from the revenue had been made in terms of the regulations	Complied		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	N/A		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	N/A		
16	**Human Resource Management**			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Complied		
17	**Provision of information to the public**			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation	Complied		

17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	Complied		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Complied		
18	**Implementing citizens charter**			
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Not Complied	This department has no direct services to the general public	The Citizens client's charter will be prepared in future for the servicers that the department is providing to the government institutions
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular	Not Complied	-	
19	**Preparation of the Human Resource Plan**			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Complied		

19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Complied		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Complied		
20	**Responses Audit Paras**			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		