



2019

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வருடாந்த செயலாற்றுகை அறிக்கை
Annual Performance Report

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பாராளுமன்ற அரசாங்கக் கட்சி முதற்கோலாசானின் அலுவலகம்

ஸ்ரீ ஜயவர்தனபுர கோட்டே.

Office of the Chief Government Whip of Parliament

Sri Jayewardenepura Kotte.

ANNUAL PERFORMANCE REPORT FOR THE YEAR 2019

OFFICE OF THE CHIEF GOVERNMENT WHIP OF PARLIAMENT

Expenditure Head No.18

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Chapter 01 - Institutional Profile

1.1 Introduction

- Office of the Chief Government Whip is a special Coordinating Office established in the premises of Parliament of Sri Lanka.
- Planning and organizing of all the functions of Government and coordinating, directing and supervising of implementation of such functions, giving priority to the government activities to be performed in Parliament, are carried out by this office.
- It is significant that this office coordinates internal affairs extending its mutual cooperation with the Secretary-General's Office and all other Divisions of Parliament.
- Raising awareness among all the Hon. Members of the Government Group on state policies, convening meetings of Parliamentary Group, preparing upcoming programmes, convening Hon. Members for Parliamentary Sessions and other special occasions are the key responsibilities of the Office of the Chief Government Whip.
- In view of the functions entrusted, the Office of the Chief Government Whip is an institute which performs a significant role in Parliament. Since the Chief Government Whip of Parliament has shouldered to the immense responsibilities, another two Deputy Government Whips and three Assistant Government Whips have been appointed for his support.

1.2 Vision, Mission and Objectives

Vision:

To become the leading state institution shouldering excellent performance of functions of the Legislature in order to enable the general public to receive positive benefits of democracy.

Mission:

Perfect performance of all official duties pertaining to the Chief Government Whip of Parliament by a skilled, efficient and satisfied staff in an effective manner within a background of sound inter-personal relationship in the office environment with modern infrastructure facilities, by maintaining power and pride of the incumbent government.

Objectives :

Activities of this office are performed under instructions and directions of the Chief Government Whip of Parliament. The office assists in very efficient and effective performance of all parliamentary activities of the government. It is also engaged in making required preparations for passing Laws, Bills, Orders, Regulations and other Motions presented to Parliament by the government and coordination and organization pertaining to ensuring contribution of government Members in Parliament as well as outside for government functions.

1.3 Key Functions

- Assisting in scheduling all activities of the Government, organizing them and coordination, operation and supervision of their performance prioritizing the government activities performed in Parliament.
- Making arrangements necessary for getting passed the legislative enactments such as bills, orders, regulations and other motions presented to Parliament.
- Raising awareness among Hon. Members of the Government Group on state policies, conducting workshops and providing necessary assistance to implement such policies.
- Convening Meetings of Government Parliamentary Group, preparation of the upcoming programme and agenda and keeping records of all such meetings, distribution of them among the Hon. Ministers and Members of Parliament and follow-up action on implementation of the decisions taken.
- Making arrangements on Sitting Days of Parliament to call the Hon. Members in order to keep quorum in Parliament and constant supervision of entry and exit of the Hon. Members.
- Calling press conferences and issue of press release.
- When the Members of Parliament have submitted questions seeking oral answers, reference of the answers received, in co ordination with the relevant Ministries, to the Hon. Chief Government Whip and at times when the relevant Minister/ State Minister or the Deputy Minister is not available in the chamber, making all preparations enabling the Hon. Chief Government Whip to answer such questions on behalf of the relevant Minister.
- Preparation of the speaker lists of Hon. Ministers, State Ministers, Deputy Ministers and Members of Parliament who take part in the Parliamentary Debates for the Government and allocation of time for their speeches.
- Furnishing particulars such as background reports, legislative enactments, regulations, gazette notifications etc. required by the MPP and Ministers taking part in Parliamentary debates.
- Attending the Meetings of Parliamentary Business Committee and Party Leaders' Meetings and organizing all functions of the Government in line with the decisions taken at such Meetings.

- Standard organization and supervision of the duties of the Government in coordination with the Hon. Leader of the House and the Office of the Leader of the House.
- Acting in cooperation with the Office of the Secretary General of Parliament and all other Departments of Parliament for internal functions of the office.
- Taking necessary action to convene MPP of the Government Group at times of Divisions in Parliament.
- Dealing with the Office of the Leader of the Opposition during the period of debate of the Annual Budget and making required arrangements.
- Submission of Foreign Leave Applications of the Hon. Members of Parliament for due approval under recommendation.

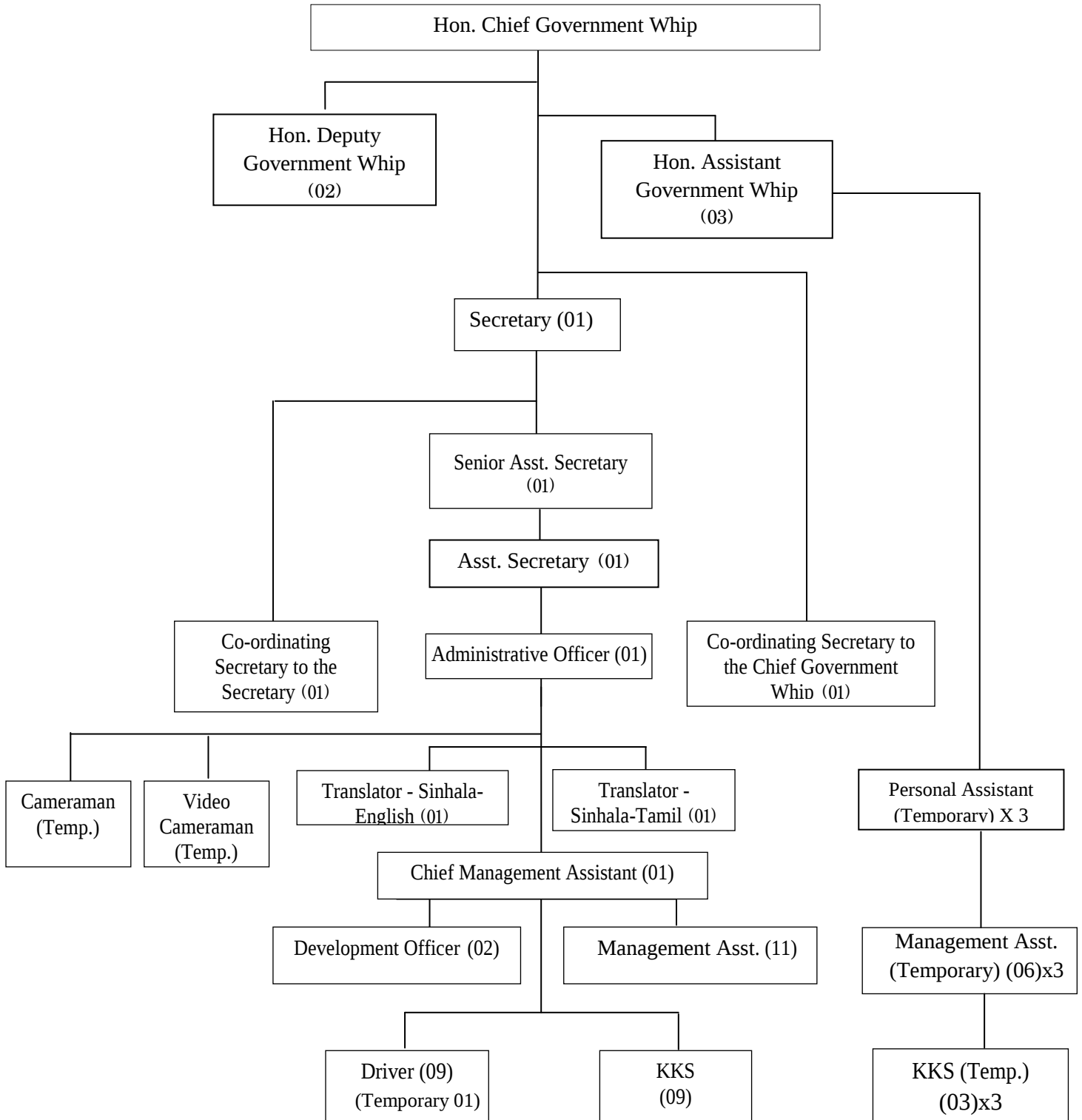
1.4 Organizational Structure

Instructions and directives of the Chief Government Whip of Parliament are implemented under supervision of Secretary to the Chief Government Whip of Parliament. For this purpose, the office consists of a staff of 37 employees including a Senior Assistant Secretary, an Assistant Secretary and an Administrative Officer. There are three vacancies in the Office Employees' Service.

In addition, approval has been granted to create 02 Posts of Deputy Government Whip and 3 Posts of Assistant Government Whip as per a Cabinet Decision taken on 28th November 2016. A Deputy Minister and a State Minister have been appointed for 2 Posts of Deputy Government Whip and action was taken to appoint 02 Members of Parliament for the 03 Posts of Assistant Government Whip. The personal staff of each such Assistant Government Whip, consists of 01 Personal Assistant, 06 Management Assistants and 03 Office Employees. Accordingly, the total number of Officers is 61.

Organizational Chart

Office of the Chief Government Whip of Parliament



Chapter 2 - Progress and Future Outlook

2.1 Key Functions performed

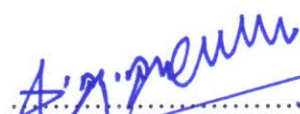
- 18 Meetings of the Government Group of Parliamentarians have been held during the year 2019 as follows and the Minutes of those Meetings have been prepared and submitted to H.E. the President, Hon. Prime Minister, Hon. Leader of the House and Hon. Ministers and Members of Parliament

Month	Dates	Month	Dates
January	18, 21	July	08, 22
February	05, 20	August	05, 19
March	05	September	16
April	23, 29	October	03
May	06, 21	November	-
June	03, 06, 17	December	-

- Hon. Members of Parliament have been made aware of the Bills and Amendments to be presented to Parliament, at the Meetings of the Government Parliamentary Group and arrangements were made to provide them required assistance.
- Arrangements were made to prepare Speaker Lists of Hon. Members expected to take part for the Government at the Debates and Adjournment Debates held in the Sessions of Parliament during the year 2019, allocate time for their speeches and provide important information and data required to the Hon. Members for such debates.
- Parliamentary Sittings are held on 08 days every month as four days starting from Tuesday in the week following the first Sunday and other four days starting from Tuesday in the week following the third Sunday. It is a key duty entrusted to this Office to keep the Hon. Members of Parliament informed of the Parliamentary Programmes once the decision is taken by the Party Leaders on the Programme for every Sitting Day or week of Parliamentary Sessions and to inform them to be present in Parliament when the Divisions are taken. Accordingly, the Hon. Members of Parliament were kept informed from time to time in the forms of letters, e-mail, SMS, Viber, Whatsapp and over the telephone.
- Action was taken to raise awareness among the Hon. Members of Parliament by providing the required background reports at the Debates related to the legislative enactments presented to be passed in Parliament.

- Measures were adopted to call in the answers for Questions forwarded for Oral Answers from relevant Ministries every day of Parliamentary Sittings in coordination with such Ministries. Additionally, required arrangements were made to present the relevant answers to such questions to Parliament through the Hon. Chief Government Whip when the relevant Minister, State Minister or the Deputy Minister is not present in Parliament to answer them.
- Action was taken to refer the supplementary questions, raised by the Hon. Members, to the relevant Minister on the occasions of Hon. Chief Government Whip answered the questions on behalf of the Hon. Ministers in their absence in Parliament and carried out coordination to get replies to them.
- Co-ordination works were carried out with the relevant Minister and ministerial officials on Motions at the Adjournment Time in Parliament on matters of public importance, questions raised under Standing Order 27(2), Questions asked from the Hon. Prime Minister as well as on Questions that do not expect oral answers.
- Information such as telephone numbers, fax numbers and addresses (in Colombo and Outstation) of all Members of Parliament of the Government and Opposition, Secretaries of the Ministries, the Ministers , State Ministers and Deputy Ministers and their Personal Staff etc., were collected and this staff maintains a register including all such information collected, by updating it from time to time. Arrangements were made to issue the same information to other Institutions on their request.
- The Calendar including the scheduled days of Parliamentary Sittings for the year 2020 was distributed to all the Hon. Members of Parliament including public officers and other relevant persons.
- The Officers of this office were assigned duties at the Members' Entrance, Staff Entrance and Public Entrance of Parliament on shift basis from time to time on the days of Parliamentary Sittings in order to supervise attendance of the Hon. Members of Parliament of the Government Group and the staff officers were engaged in follow-up work, being positioned at the Officers' Box in the Chamber.
- Reports were called on the nature of casting vote by the Members of the Government Group by assigning the officers of this office when a Division is called and the information so collected were submitted to the Hon. Chief Government Whip.
- Measures were taken to send instant messages to the Hon. Members of Parliament of the Government Group on urgent matters and arrangements were made to keep a continuous coordination with them.

- Maintenance of Attendance Registers of the Hon. Members of Parliament of the Government and submission of Motions of Leave on the Hon. Members expecting to be absent from Parliamentary Sitzings for a continuous period of over three months (as per Article 66(E) of the Constitution).
- Action was taken to issue Compact Disks containing the debates of the Hon. Members of Parliament of the Government as well as to e-mail such debates on their request.
- Necessary assistance was provided to the Hon. Members of Parliament in the form of performing documentation and typing work referred to this office on their request.
- Action was taken to forward the overseas leave applications of Hon. Members of Parliament to H.E. the President and Hon. Prime Minister with the recommendation of the Hon. Chief Government Whip of Parliament.
- Arrangements were made to issue messages of condolences and send wreaths in case of funerals of present Hon. Members of Parliament and their close relatives and the former Members of Parliament on behalf of the Hon. Chief Government Whip.
- Officers of this Office were assigned duties in the Officers' Box in the Chamber for providing necessary information for the Members of the Government Group during the Sessions of Parliament.
- Required arrangements were made, as stated above, for efficient and productive utilization of physical and human resources in this office with a view to promoting its performance and they were supervised by the Staff Officers.



Chaminda Kularatne, AAL

Secretary to the Chief Government Whip
 Chief Accounting Officer
 Office of the Chief Government Whip of Parliament

Chapter 03 – Overall Financial Performance for the Year ended 31st December 2019

3.1 Statement of Financial Performance

ACA -F

Statement of Financial Performance for the period ended 31st December 2019

		Rs.		
Budget (2019)	Note	2019	2018	
-	Revenue Receipts			
-	Income Tax	-	-	ACA-1
-	Taxes on Domestic Goods & Services	-	-	
-	Taxes on International Trade	-	-	
-	Non Tax Revenue & Others	-	-	
-	Total Revenue Receipts (A)			
-	Non Revenue Receipts			
-	Treasury Imprests	65,086,000	63,882,652.00	ACA-3
-	Deposits	-	-	ACA-4
-	Advance Accounts	-	-	ACA-5
-	Other Receipts	-	-	
	Total Non Revenue Receipts (B)	65,086,000	63,882,652.00	
	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)	65,086,000	63,882,652.00	
	Less: Expenditure			
	Recurrent Expenditure			
56,800,000.00	Wages, Salaries & Other Employment Benefits	47,164,736	41,858,237.00	ACA-2(ii)
19,810,000.00	Other Goods & Services	13,120,886	16,536,205.00	
	Subsidies, Grants and Transfers	(47,480)	(64,670.00)	
550,000.00	Interest Payments	423,575	426,375.00	
	Other Recurrent Expenditure	-	49,006.00	
77,160,000.00	Total Recurrent Expenditure (D)	60,661,717	58,807,153.00	
	Capital Expenditure			
1,250,000.00	Rehabilitation & Improvement of Capital Assets	317,780	782,895.00	ACA-2(ii)
900,000.00	Acquisition of Capital Assets	650,209	150,243.00	
-	Capital Transfers	-	-	
-	Acquisition of Financial Assets	-	-	
700,000.00	Capacity Building	604,650	399,642.00	
-	Other Capital Expenditure	-	-	
2,850,000.00	Total Capital Expenditure (E)	1,572,639	1,332,780.00	
3,000,000.00	Main Ledger Expenditure (F)	2,410,655	2,994,864.00	
	Deposit Payments	-	-	ACA-4
	Advance Payments	2,410,655	2,994,864.00	ACA-5
	Total Expenditure G = (D+E+F)	64,645,011	63,134,797.00	
83,010,000.00	Imprest Balance as at 31st December 2019 H = (C-G)	440,989	747,855.00	

3.3 Statement of Financial Position

ACA-P

Statement of Financial Position As at 31st December 2019

	Note	2019 Rs.	Actual 2018 Rs.
Non-Financial Assets			
Property, Plant & Equipment	ACA-6	63,597,730.00	63,063,506.00
Financial Assets			
Advance Accounts	ACA-5/5(a)	7,178,547.00	5,169,754.00
Cash & Cash Equivalents	ACA-3	440,989.00	747,855.00
Total Assets		71,217,266.00	68,981,115.00
Net Assets/ Equity			
Net Assets		7,178,547.00	5,169,754.00
Property, Plant & Equipment Reserve		63,597,730.00	63,063,506.00
Rent and Work Advance Reserve	ACA-5(b)	-	-
Current Liabilities			
Deposits Accounts	ACA-4	-	-
Imprest Balance	ACA-3	440,989.00	747,855.00
Total Liabilities		64,038,719.00	63,811,361.00

Detail Accounting Statements in above ACA format Nos. 1 to 6 presented in Pages from 5 to 53 and Notes to accounts presented in pages from 54 to 61 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 Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.


THARANI KUMARADASA
 Attorney-at-Law
 Secretary to the Chief Government Whip
 Parliament of Sri Lanka
 Sri Jayawardenepura Kotte
 Name:
 Designation:
 Date: 28-02-2020


 Accounting Officer
 Name:
 Designation:
 Date: 28-02-2020


 Chief Financial Officer/Chief Accountant/
 Director (Finance)/ Commissioner (Finance)
 Name:
 Date: 28.02.2020

Tharani Kumaradasa
 Senior Assistant Secretary
 Office of the Chief Government Whip of Parliament
 Parliament, Sri Jayawardenepura - Kotte

J. M. Liyanagama
 Finance Assistant
 For Secretary to the
 Chief Government Whip of Parliament

3.4 Statement of Cash Flows

Statement of Cash Flows for the Year ended 31 st December 2019		ACA-C
	Actual 2019 Rs.	2018 Rs.
<u>Total Cash flows generated from Operations</u>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue collected for other Heads	-	-
Imprests receipts	65,086,000	63,858,274
Total Cash flows generated from Operations (a)	65,086,000	63,858,274
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	60,709,197	58,847,445
Subsidies & Transfer Payments	(47,480)	(64,670)
Payments for other Heads of Expenditure	-	-
Imprest Settlement to Treasury	2,410,655	2,994,864
Total Cash flow disbursed for Operations (b)	63,072,372	61,777,639
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	2,013,628	2,080,635
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from on Lending	-	-
Recoveries from Advance	-	-
Total Cash generated from Investing Activities (d)	-	-
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of other investments	-	-
Advance payment	1,572,639	1,332,780
Total Cash disbursed for Investing Activities (e)	1,572,639	1,332,780
NET CASH FLOW FROM INVESTING ACTIVITIES(f)=(d)-(e)	(1,572,639)	(1,332,780)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	440,989	747,855
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposits Received	-	-
Total Cash generated from Financing Activities (h)	-	-
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Payment of Deposits	-	-
Total Cash disbursed for Financing Activities (i)	-	-
CASH FLOWS FROM FINANCING ACTIVITIES (J)=(h)-(i)	-	-
Net Movement in Cash (k) = (g) -(j)	440,989	747,855
Opening Cash Balance as at 01st January		
Closing Cash Balance as at 31st December	440,989	747,855

3.5 Notes to the Financial Statements

1. Reporting Period

Reporting period related to these financial statements is from 01st January to 31st December 2019.

2. Measuring Basis

Financial statements have been prepared on the basis of historical cost. Historical cost of certain assets have been improved to the re-assessed value. If it is not indicated in another manner, preparation of accounts is carried out on the basis of improved cash basis.

Financial statements have been presented to approximate Rupee in Sri Lankan Rupees.

3. Identification of Revenue

Exchanging and non-exchanging revenues are identified as per their cash receipts within the period of accounting without considering their lease period.

4. Identification and measurement of property, plant & equipment

If there is an assurance that future economic benefits related to the assets are received to the institute and when the asset can be measured reliably such assets are identified as property, plant and equipment.

Property, plant and equipment are identified to the cost and when the structure of cost is not applicable, re-assessed value is used.

5. Property, Plant and Equipment Reserve

This reserve account is the corresponding account of property, plant and equipment.

6. Cash and Cash Equivalents

Cash and Cash Equivalents are consisted of local current notes and coins which are in hand as at 31st December 2019

3.6 Performance of the Revenue Collection

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	as a % of Final Revenue Estimate
		Not applicable			

3.7 Performance of the Utilization of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	77,160	45,335	43,090	79%
Capital	350	1,600	1,377	55%

3.8 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/ Departments

Serial No.	Allocation Received from Which Ministry /Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of final Allocation
			Original	Final		
	Not applicable					

3.9 Performance of the Reporting of Non-Financial Assets

Rs. ,000

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	Not applicable			
9152	Machinery and Equipment	63,340	63,340		100%
9153	Land	Not applicable			
9154	Intangible Assets	Not applicable			
9155	Biological Assets	Not applicable			
9160	Work in Progress	Not applicable			
9180	Lease Assets	Not applicable			

Chapter 04 – Performance indicators

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

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100%- 90%	89%-75%	74%-50%
1. Obtaining answers for Parliamentary oral questions and presenting them.	100%		
2. Preparing Speaker lists of Hon. Members who take part in Parliamentary Debates for Government, allocating time for them and providing required information for their speeches.	100%		
3. Convening Hon. Members for Parliamentary Sessions and organizing Meetings of Hon. Members of Parliament.	100%		
4. Organizing Workshops for the Hon. Members of Government Group on the timely important subjects/fields with the engagement of relevant resource persons.	100%		
5. Coordinating official affairs with the Office of the Secretary-General including other divisions and Ministries.	100%		

Chapter 05 – Performance of the achieving Sustainable Development Goals (SDG)

5.1 Identified respective Sustainable Development Goals

Government tasks are organized and coordinated by the Office of the Chief Government Whip with respect to the Government Policies keeping close links with all Ministries, Departments and other Institutes for the purpose of achieving development targets of the government.

Accordingly, this office contributes to achieve sustainable development goals indirectly.

Chapter 06 – Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies/ (Excess)
Senior	03	03	-
Tertiary	05	04	01
Secondary	16	14	02
Primary	19	15	04

Since a new government was formed after the Presidential Election held in 2019, above vacancies were created on the transfers made in the staff and such vacancies are scheduled to be filled in the beginning of the Year 2020.

6.3 Human Resource Development

Name of the Programme	No. of staff trained	Duration of the Programme	Total Investment (Rs. '000)		Nature of the Programme (Abroad / Local)	Output/ Knowledge Gained
			Local	Foreign		
Examining Parliamentary Affairs of Indian Parliament (Lok Sabha)	05	from 28.04.2019 to 03.05.2019		1,979	Foreign	Improvement of efficiency and productivity of the official functions
International Course on Management (Indonesia)	01	from 23.06.2019 to 30.06.2019		475	Foreign	- do -
Summit on Economic Development Plans of Sri Lanka (China)	01	from 28.09.2019 to 18.10.2019		169	Foreign	- do -
- do -	01	from 11.10.2019 to 31.10.2019		193	Foreign	- do -
- do -	01	from 11.11.2019 to 03.12.2019	25.5	188	Foreign	- do -

Name of the Programme	No. of staff trained	Duration of the Programme	Total Investment (Rs. '000)		Nature of the Programme (Abroad / Local)	Output/ Knowledge Gained
			Local	Foreign		
Enhancement of attitudes and professional knowledge of KKS	03	2 days	25.5		Local	Improvement of efficiency and productivity of the official functions
Establishments Code and Financial Regulations	05	2 days	42.5		Local	- do -
MS - Excel and MS-Access	01	3 days	15		Local	- do -
New Audit and Developing International Control System	01	2 days	8.5		Local	- do -
Losses Loss Recovery and write-off	01	2 days	8.5		Local	- do -
Enhancement of attitudes and Professional Knowledge of Drivers	04	2 days	34		Local	- do -
Advance Excel for data analysis and decision making	03	3 days	54		Local	- do -
Tamil language Course for junior employees		150 hours	54		Local	- do -
Capacity Development Residential Training Workshop	33	3 days	170		Local	- do -
Capacity Development Residential Training Workshop	31	2 days	200		Local	- do -

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)	-		
	1.4	Stores Advance Accounts.	-		
	1.5	Special Advance Accounts.	-		
	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 No. 267/2018.	Complied		
	2.2	Personal emoluments register/ Personal emoluments cards have been maintained and updated.	Complied		
	2.3	Register of Audit queries has been maintained and updated.	Complied		
	2.4	Register of Internal Audit reports has been maintained and updated.	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 updated.	Complied		
	2.7	Inventory register has been maintained and updated.	Complied		
	2.8	Stocks Register has been maintained and updated.	Complied		

	2.9	Register of Losses has been maintained and updated.	Complied		
	2.10	Commitment Register has been maintained and updated.	Complied		
	2.11	Register of Counterfoil Books (GA– N20) has been maintained and updated.	Complied		
3	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.	Not complied	There is no Post of Accountant in the approved cadre	
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.	-		
	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 have 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.	-		
	6.2	All the internal audit reports have been replied within one month.	-		
	6.3	Copies of all the internal audit reports have been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018.	-		
	6.4	All the copies of internal audit reports have been submitted to 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 have been held during the year as per the DMA Circular 1-2019.	-		
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 were 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 were carried out during the period specified in the circular.	Complied		
	8.5	The disposal of condemned 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.	Complied		
	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.	Complied		
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.	-		
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 one month from the completion of the task.	Complied		
	14.3	The ad-hoc sub imprests had not 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.	-		
	15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account.	-		
	15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176.	-		

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 it has 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.	Complied		
	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.	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 programmes and conducting skill development programmes 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		

END