

Annual Performance Report

For the Year - 2019

Office of the Leader of the
Opposition of Parliament

Annual Performance Report for the Year 2019
Office of the Leader of the Opposition of Parliament
Expenditure Head No. 019

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Chapter 01

Institutional Profile

1.1 Introduction

Office of the Leader of the Opposition of Parliament is the office established to facilitate the Hon. Leader of the Opposition of Parliament and the Hon. Members of Parliament who represent the Opposition, in performing their duties.

1.2 Vision, Mission, Objectives of the Institution

1.2.1 Vision

To foster and sustain a Strong Opposition in the Parliament of Sri Lanka.

1.2.2 Mission

To provide an excellent service to the Hon. Leader of the Opposition and Hon. Members of the Opposition for the accomplishment of their tasks in the Parliament of Sri Lanka.

1.2.3 Objectives

- a. To provide an efficient and effective service to the Hon. Leader of the Opposition of Parliament, Hon. Chief Opposition Whip of Parliament and the Hon. Members of Parliament of the Opposition.
- b. To function as an efficient coordinating body in performing Parliamentary duties.

1.3 Key Functions

The main function of the office of the Leader of the Opposition is to provide necessary facilities for the Opposition to carry out its tasks efficiently and effectively so that the Parliament of Sri Lanka could accomplish its activities with excellence. Accordingly, the following functions are carried out by the Office of the Leader of the Opposition.

- **Functions related to the Committee on Parliamentary Business**

- a) Representing the Office of the Leader of the Opposition and participating at meetings of the Committee on Parliamentary Business in order to be informed of the parliamentary programmes and other decisions relevant to the weekly parliamentary sessions and to record and maintain reports of the decisions taken at such meetings.

- b) Preparing in three languages the Parliamentary programme decided by the Committee on Parliamentary Business and communicating it to all Hon. Members of the Opposition.

- **Functions related to Parliamentary Debates**

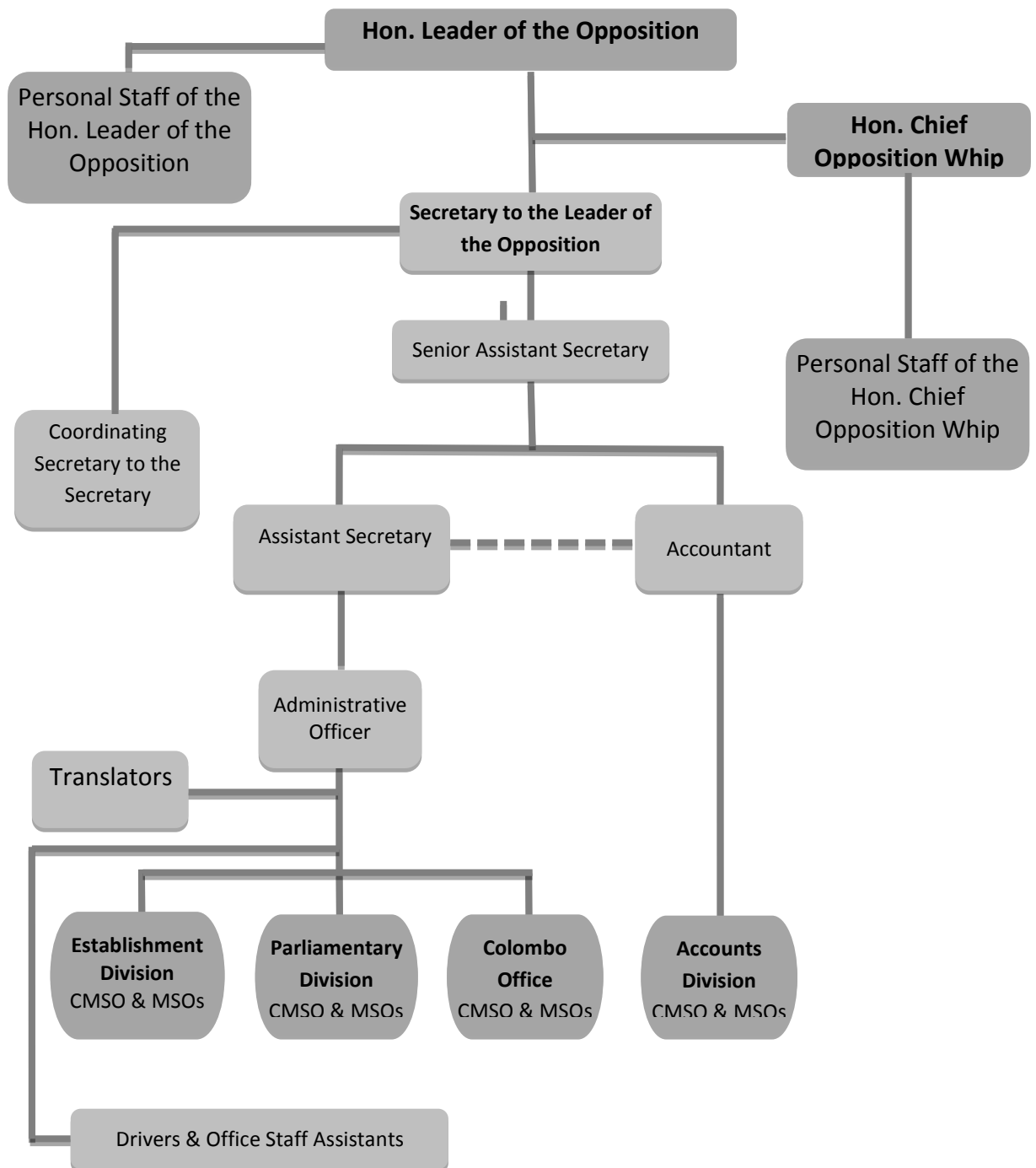
- a) Preparing the list of speakers who will participate in the Parliamentary debates on behalf of the Opposition and allocating time slots for their speeches.
- b) Informing the Party Leaders of the Opposition of the scheduled dates and times of meetings of the Committee on Parliamentary Business chaired by the Hon. Speaker.
- c) Forwarding to the Secretary General of Parliament questions relating to matters of urgent public importance, raised under the Standing Order No. 27(2) by the Party Leaders of the Opposition.
- d) Keeping the Parties of the Opposition informed of the dates allocated for them to present Adjournment Motions and Questions in the House, receiving such Adjournment Motions and Questions and coordinating the relevant tasks of submitting them to the Secretary General of Parliament.
- e) Forwarding to the Secretary General of Parliament questions from Hon. Members of the Opposition for responses to be sought from the Hon. Prime Minister.
- f) Taking necessary action to summon all Hon. Members of the Opposition to be present in the chamber when a division is anticipated and maintaining necessary records of their attendance.
- g) Stationing the officers of this office on roster basis in the booth reserved for the Secretary to the Leader of the Opposition on every sitting day for the purpose of providing necessary assistance to Hon. Members of the Opposition.
- h) Preparing dockets containing Draft Legislative Bills, Gazette Notifications, Draft Regulations, Amendments to the Bills etc. relevant to the Agenda items to be taken up in Parliament in each sitting week and providing them to the Party Leaders of the Opposition for their reference.
- i) Preparing the schedule of the Committee Stage of the Annual Budget Programme for the Third Reading of the Appropriation Bill in three languages, having it printed and distributing printed copies of which to relevant public organizations.

- **Functions related to the Parliamentary Sectoral Oversight Committees.**
 - a) Forwarding to the Secretary General of Parliament the names of the Hon. Members of the Opposition nominated by the Party Leaders of the Opposition for Sectoral Oversight Committees.
 - b) Informing the Hon. Members of the Opposition of scheduled meetings of the Sectoral Oversight Committees via e-mail and SMS.
- **Functions relevant to the Hon. Members of the Opposition**
 - a) Submitting the nominations of the Hon. Members of the Opposition recommended by the Hon. Leader of the Opposition for Inter Parliamentary Union, Commonwealth Parliamentary Association, SAARC Parliamentarians' Association and other relevant foreign conferences, workshops and training programmes.
 - b) Preparing the Motions for leave of absence of Hon. Members of the Opposition (before a lapse of three months) and forwarding the same to the Secretary General of Parliament for seeking parliamentary approval.
 - c) Providing necessary background reports, information and court decisions etc. to the Hon. Members of the Opposition upon their request.
 - d) Translating documents submitted by Hon. Members of the Opposition into other relevant languages.
 - e) Forwarding leave applications for overseas travel submitted by Hon. Members of the Opposition, to the Hon. Leader of the Opposition for approval.
- **Functions relevant to the Hon. Leader of the Opposition of Parliament**
 - a) Providing necessary assistance to the Hon. Leader of the Opposition of Parliament in respect of all official meetings.
 - b) Maintaining a database with updated contact particulars of all Hon. Members of the Opposition.
 - c) Organizing meetings for diplomats, foreign dignitaries and other VIPs who wish to meet the Hon. Leader of the Opposition and arranging protocol and logistic assistance for such meetings

- d) Assisting the Hon. Leader of the Opposition in obtaining relevant information from local and foreign institutions and individuals for official purposes.
- e) Providing necessary assistance in respect of all local and foreign official tours of the Hon. Leader of the Opposition.
- f) Forwarding public complaints and grievances received by the Hon. Leader of the Opposition to the relevant institutions for a favourable response and to follow up on them.
- g) Organizing media briefings and issuing press releases as per the instructions of the Hon. Leader of the Opposition.
- h) Providing necessary assistance for conducting Parliamentary Group Meetings of the Opposition convened by the Hon. Leader of the Opposition and the Hon. Chief Opposition Whip.
- i) Functions related to the office and other property owned by the office of the Leader of the Opposition.
- j) Performing all administrative and financial functions of the Office of the Leader of the Opposition established at Parliamentary complex and at No. 30, Sir Marcus Fernando Mawatha, Colombo 07.
- k) Providing necessary facilities for the official residence of the Hon. Leader of the Opposition.

1.4 Organizational Chart

Activities of this office are carried out by the Secretary to the Leader of the Opposition on the instructions and directives of the Leader of the Opposition and under the guidance of the Chief Opposition Whip of Parliament.



Chapter 02

Progress and the Future Outlook

The Office of the Leader of the Opposition has shown a good progress in all areas during the year 2019 while maintaining a steady financial discipline. The progress related to each functional areas are described below.

- **Progress of the functions relating to the Committee on Parliamentary Business**
 1. Parliamentary Programmes were prepared as per decisions taken at the Committee on Parliamentary Business and Hon. Members of the Opposition were informed about the programmes for 90 days of Parliamentary sittings through letters, fax, SMS and telephone calls.
 2. Opposition Members of the Committee on Parliamentary Business were kept informed of the scheduled dates and times of 33 meetings of the Committee on Parliamentary Business.
 3. Officers representing the Office of the Leader of the Opposition participated in 33 Meetings of the Committee on Parliamentary Business.
- **Functions relating to Parliamentary Debates**
 1. Lists of speakers from the Opposition were prepared to participate in debates in 90 Parliamentary Sittings and time slots were obtained for their speeches.
 2. 70 Questions, raised under Standing Order No: 27/2 by the Party Leaders representing the Opposition were forwarded to the Secretary General of Parliament.
 3. Steps were taken to submit 52 Adjournment Motions submitted by Hon. Members of the Opposition to the Secretary General of Parliament.
 4. Steps were taken to submit questions forwarded by Hon. Members of the Opposition in relation to 13 adjournment debates to the Secretary-General of Parliament.
 5. 10 Questions to be asked from the Hon. Prime Minister submitted by Hon. Opposition Members were submitted to the Secretary General of Parliament and the relevant Hon. Members were kept informed.
 6. 51 Nominations of Hon. Opposition Members recommended by the Hon. Leader of the Opposition for 43 Consultative Committees were submitted.
- **Functions relating to Hon. Opposition Members**

Background reports, information, and documents requested by Hon. Members of the Opposition for obtaining information required for their speeches were duly provided.

- **Functions relating to the Sectoral Oversight Committees**

Actions were taken to keep the Hon. Members of the Opposition were kept informed of the scheduled dates and times of meetings of the Sectoral Oversight Committees and sub-committees through SMS.

- **Functions relating to the Hon. Leader of the Opposition**

1. Provided necessary cooperation to the Hon. Leader of the Opposition for fulfilling the duties entrusted to him at the Constitutional Council.
2. The database containing communication particulars of Hon. Members of the Opposition have been updated and maintained.
3. Officers were stationed on duty in the official booth reserved for the Secretary to the Leader of the Opposition on all Parliamentary Sitting Days of the Year 2019 in order to provide necessary assistance to Hon. Members of Opposition.
4. In accordance with the weekly Parliamentary Programmes for all sitting weeks, Dockets containing Bills scheduled to be presented to Parliament, Gazettes, Regulations and Amendments made to the Acts, etc. were sent to the party Leaders of the Opposition for their study.
5. Steps were taken to computerize documents submitted by Hon. Members of the Opposition and to translate the documents into relevant languages.
6. Compact disks containing speeches of Hon. Members of the Opposition were issued upon request.
7. VIPs including diplomats, foreign delegations and other guests who called on the Hon. Leader of the Opposition on various occasions were provided with the required support and services.
8. Measures were taken to obtain necessary official information required by the Hon. Leader of the Opposition from local and foreign institutions and persons.
9. Necessary steps were taken to forward complaints and grievances received from the general public by the Hon. Leader of the Opposition to relevant authorities as per his instructions.
10. Effectively accomplished all the administrative and financial functions of the Opposition Leader's Office of the Parliament and the office located at No: 30, Sir Marcus Fernando Mawatha, Colombo 07.
11. Provided the necessary support and cooperation to the Secretary General of Parliament and his staff for carrying out their duties.

Chapter 03

Overall Financial Performance for the Year

3.1 Statement of Financial Performance

Statement of Financial Performance for the period ended 31 st December 2019					ACA - F
					Rs.
Budget 2019	Note	Actual			
		2019	2018		
-	Revenue Receipts	-	-		
-	Income Tax	1	-	-	ACA-1
-	Taxes on Domestic Goods & Services	2	-	-	
-	Taxes on International Trade	3	-	-	
-	Non Tax Revenue & Others	4	-	-	
-	Total Revenue Receipts (A)		-	-	
-	Non Revenue Receipts		-	-	
204,483,000	Treasury Imprests	179,100,000	75,986,000	ACA-3	
-	Deposits	1,282,171	554,634	ACA-4	
1,600,000	Advance Accounts	10,295,598	2,080,107	ACA-5	
-	Other Receipts	1,548,045	1,404,970		
206,083,000	Total Non Revenue Receipts (B)	192,225,814	80,025,712		
206,083,000	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)	192,225,814	80,025,712		
	Less: Expenditure				
	Recurrent Expenditure				
86,160,000	Wages, Salaries & Other Employment Benefits	5	82,498,764	48,112,867	ACA-2(ii)
52,999,000	Other Goods & Services	6	37,052,443	20,757,184	
360,000	Subsidies, Grants and Transfers	7	359,826	304,990	
-	Interest Payments	8	-	-	
-	Other Recurrent Expenditure	9	-	-	
139,519,000	Total Recurrent Expenditure (D)	119,911,033	69,175,041		
	Capital Expenditure				
8,600,000	Rehabilitation & Improvement of Capital Assets	10	5,342,007	5,847,772	ACA-2(ii)
55,293,000	Acquisition of Capital Assets	11	54,290,872	490,169	
-	Capital Transfers	12	-	-	
-	Acquisition of Financial Assets	13	-	-	
1,071,000	Capacity Building	14	1,070,411	1,382,805	
-	Other Capital Expenditure	15	-	-	
64,964,000	Total Capital Expenditure (E)	60,703,290	7,720,746		
3,000,000	Main Ledger Expenditure (F)	9,632,178	2,667,847		
-	Deposit Payments	1,032,845	158,634	ACA-4	
3,000,000	Advance Payments	8,599,333	2,509,213	ACA-5	
207,483,000	Total Expenditure G = (D+E+F)	190,246,501	79,563,634		
	Imprest Balance as at 31st December 2019 H = (C-G)	1,979,314	462,078		

3.2 Statement of Financial Position

3.2 Statement of Financial Position

ACA-P

Statement of Financial Position As at 31st December- 2019

		Actual	
	Note	2019	2018
		Rs	Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	450,841,795	357,882,721
Lease Assets Investment	ACA -P- Note - 01	53,602,598	-
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	5,160,615	6,856,880
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		509,605,008	364,739,601
<u>Net Assets / Equity</u>			
Net Worth to Treasury		4,515,290	6,460,880
Property, Plant & Equipment Reserve		450,841,795	357,882,721
Rent and Work Advance Reserve	ACA-5(b)	-	-
<u>Current Liabilities</u>			
Lease Creditor	ACA -P- Note - 01	53,602,598	-
Deposits Accounts	ACA-4	645,325	396,000.00
Imprest Balance	ACA-3	-	-
Total Liabilities		509,605,008	364,739,601

Detail Accounting Statements in ACA format Nos. 2 to 6 presented in pages from 05 to 34 and Notes to accounts presented in pages from 35 to 44 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.

Naufel Abdul - Rahman

Chief Accounting Officer

Name :

Designation :

Date :

NAUFEL ABDUL - RAHMAN
Secretary to the Leader of the Opposition
Office of the Leader of the Opposition
Parliament
Sri Jayawardenepura Kotte

26.02.2020

Accounting Officer

Name :

Designation :

Date :

Accountant

Name :

Designation :

Date :

C. P. Lokugalappaththi

C. P. Lokugalappaththi
Accountant

26/02/2020 Office of the Leader of the Opposition
Parliament of Sri Lanka
Sri Jayawardenepura Kotte.

3.3 Statement of Cash Flows

		ACA-C
Statement of Cash Flows for the Period ended 31 st December-2019		
	2019 Rs.	Actual 2018 Rs.
Cash Flows from Operating Activities		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	123,299	2,904,777
Revenue Collected for the Other Heads	-	-
Imprest Received	179,100,000	75,986,000
Total Cash generated from Operations (a)	179,223,299	78,890,777
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	(116,135,771)	(68,838,871)
Subsidies & Transfer Payments	(359,826)	(304,990)
Expenditure on Other Heads	-	-
Imprest Settlement to Treasury	(139,494)	(328,486)
Total Cash disbursed for Operations (b)	(116,635,092)	(69,472,347)
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	62,588,207	9,418,431
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	-	-
Total Cash generated from Investing Activities (d)	-	-
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of Other investment	60,648,164	7,720,746
Advance Payments	2,189,368	2,093,685
Total Cash disbursed for Investing Activities (e)	62,837,532	9,814,431
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	(62,837,532)	(9,814,431)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	(249,325)	(396,000)
Cash Flows from Financing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	1,282,171	554,634
Total Cash generated from Financing Activities (h)	1,282,171	554,634
Less - Cash disbursed for:		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	1,032,845	158,634
Total Cash disbursed for Financing Activities (i)	1,032,845	158,634
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	249,325	396,000
Net Movement in Cash (k) = (g) -(j)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-
<i>Figures in brackets indicate deductions.</i>		

3.4 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.

*** Note 1 :- Since the Income Statement and the reports related to the Department of National budget are not applicable to this office, they are not included to this report.

*** Note 2 - Format of the Financial Statement has been change In 2019, accordingly steps taken to restate 2018 figures also in 2019.

*** Note 3 - During the year 07 Motor vehicles were procured under the Financial Leasing. As at 31st december 2019 payable amount of those vehicles shows under the Lease creditor and Lease Assets Investment. Schedule of the Lease creditor for each Assets shows in ACA-P-Note 01.

*** Note 4 - Assets figures of Opening balances have been rescheduled in 2019, in accordance with Assets reports of NEWCIGAS.

3.5 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
	N/A				

3.6 Performance of the Utilization of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	86,815	139,519	119,911	86
Capital	8,800	64,964	60,703	93

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/ Departments

Rs. ,000

Serial No.	Allocation Received from Which Ministry /Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
		Nil				

3.8 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	39,726	39,726	-	100
9152	Machinery and Equipment	145,732	145,732	-	100
9153	Land	206,340	206,340	-	100
9154	Intangible Assets	-	-	-	-
9155	Biological Assets	-	-	-	-
9160	Work in Progress	-	-	-	-
9180	Lease Assets	59,044	59,044	-	100

3.9 Auditor General's Report submitted as Annexure 01 and reply referred as Annexure 02.

Chapter 04

Performance Indicators

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100%- 90%	75%-89%	50%- 74%
Number of assistance made to Hon. Leader of the Opposition, Hon Chief Opposition and Hon Members of Opposition within the financial year.	100%		
No. of adjournment motions, adjournment questions, Hon Prime Minister's questions, 27/2 questions and revised within each month of the year.	100%		
Number of Opposition MPP delivered their speeches in each month Time allocated for the opposition in each month.	100%		

Chapter 05

Performance of the achieving Sustainable Development Goals (SDG)

5.1 Indicate the Identified respective Sustainable Developments Goals

Goal / Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0%-49%	50%-74%	75%-100%
		N/A			

5.2 Briefly explain the achievements and challenges of the Sustainable Development Goals

Chapter 06

Human Resource Profile

6.1 Cadre Management

As at 31st December 2019

Category	Approved Cadre	Existing Cadre	Vacancies / (Excess)**
Senior	04	04	0
Territory	14	04	10
Secondary	38	07	31
Primary	46	17	29
Total	102	32	70

6.2 **Briefly state how the shortage or excess in human resources has been affected to the performance of the institute.

6.3 Human Resource Development

Name of the Program	No. of staff trained	Duration of the program	Total Investment (Rs'000)		Nature of the Program (Abroad/Local)	Output /Knowledge Gained*
			Local	Foreign		
Study on Malaysia Parliamentary system - Staff	07	05	969	-	Abroad	
Seminar on Economic Development Planning for Sri Lanka - S.A.S	01	03 weeks	181	-	Abroad	
Seminar on China-Sri Lanka Business Culture Exchanges - Assistant secretary & Accountant	02	02 weeks	255	-	Abroad	
Master degree Programme – Assistant Secretary	01	01 year	101	-	Local	

*Briefly state how the training program contributed to the performance of the institution

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 statements/accounts have 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	N/A		
1.4	Stores Advance Accounts	N/A		
1.5	Accounts) Special Advance Accounts	N/A		
1.6	Others	N/A		
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	N/A		
2.5	All the monthly account summaries (CIGAS) are	Complied		

	prepared and submitted to the Treasury on due date			
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		
3.0	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		
4.0	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	Complied		

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	N/A		
6.2	All the internal audit reports has been replied within one month	N/A		
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	N/A		
6.4	All the copies of internal Audit reports has been Submitted to the Auditor General in terms of Financial Regulation 134(3)	N/A		
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	N/A		

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	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	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 one month from the completion of the task	Complied		
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	Complied		
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	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 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		