

ආයතනයේ නම :- දිස්ත්‍රික් ලේකම් කාර්යාලය කළුතර.

ශ්‍රී ලංකා පාර්ලිමේන්තුවේ රාජ්‍ය ගිණුම් පිළිබඳ කාරක සභාව විසින් සභාගත කරන ලද
වාර්ෂා සම්බන්ධයෙන් ස්ථාවර නියෝග 119(4) යටතේ ගරු අමාත්‍යවරයාගේ
නිරීක්ෂණ හා ගනු ලබන පියවර පාර්ලිමේන්තුව වෙත ඉදිරිපත් කිරීම.

නிறுவනத்தின் பெயர் : மாவட்ட செயலகம் களுத்துறை

பாராளுமன்றத்தின் அரசு கணக்குக் குழுவினால் முன்வைக்கப்பட்ட
அறிக்கை தொடர்பாக நிலையியற் கட்டளை இலக்கம் 119(4) இன் கீழ்
கௌரவ அமைச்சரின் அவதானிப்புக்களும் மற்றும் அது தொடர்பாக
எடுக்கப்படும் நடவடிக்கைகளும் பாராளுமன்றத்திற்கு சமர்ப்பித்ததல்

Name of the institution : - District Secretariat –Kalutara

Submission of observations of Hon. Minister and step taken with
regard to the reports tabled by the Committee on Public Accounts in
terms of standing order No. 119(4).

Submission to the parliament the observations and the steps taken regarding the standing order 119(4) tabled by the parliament of Sri Lanka.

Parliamentary series No 183

District Secretariat - Kalutara

First part : 61.00

	Shortcomings and guidance pointed out by the committee on public Accounts	Action taken by the counting officer	Current progress
01	Annual action plan has not been prepared	Instructions have been given to the relevant officers as to prepare the annual action plan as at the correct date.	Annual action plan has been prepared and forwarded in every year.
02	Annual procurement plan has not been prepared	Relevant officers have been informed	Procurement plan for the year 2020 has been prepared on 07.02.2020 and forwarded.
03	Replies for all audit Queries submitted by the auditor general have not been given within a month.	Using of whatsapp and e-mail to overcome the issues arising in receiving the replies from the divisional secretariats.	Duty of preparing the replies for the audit Queries sent by the auditor general has been assigned to a separate subject clerk and arrangements have been made to provide timely replies to the audit queries sent at present.
04	There had been instances where internal audit Queries had not been answered within period of 1 month.	Using of whatsapp and e-mail to overcome the issues arising in receiving the replies from the divisional secretariats.	Internal Audit officer has been appointed for this subject within the divisional secretarial and thus arrangements have been made to prevent / overcome the delay in producing the replies to internal audit queries.

05	Internal audit programme has not been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)	Obtaining of the approval for the internal Audit plan relevant for every upcoming year by submitting it to the fourth district Audit management committee of the previous year.	All internal Audit plans of the years 2021, 2022 and 2023 have been approved by the fourth Audit management committee of the previous year.
06	Information about purchases of assets and disposals relating to year 2018 has not been submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management circular No. 01/2017 of 26.06.2017.	At the first time in the year 2018, information regarding the assets has been entered to the Cigas Programme. There all the assets within the office have been entered as opening balance and because of certain issues arisen there this information had not been submitted	Information regarding purchasing and disposal will be presented by asset management of cigas programme after the year 2019.
07	Boards of survey had not been conducted and the relevant reports submitted to the Auditor General by the due date in terms of Public Finance Circular No. 05/2016 of 31.03.2016.	This information should be obtained from the divisional secretariats as limited staff had been served in the office due to the Corona pandemic" certain delays were occurred.	By new board of surveys have been carried out according to the circulars and the reports are sent to the Auditor General on the due date'
08	Daily running charts and monthly summaries of running charts of fleet of vehicles had not been submitted for the Auditor General on regular basis.	Although certain delays had been occurred during the covid-19 period. Steps have been taken to hand over the running charts and monthly summary reports as scheduled.	So far, action has been initiated to forward the relevant up to December 2022.
09	Condemned vehicles has not been disposed of within a period of less than 6 months after condemning.	Necessary arrangements are being taken to hand over it for the education purposes of the students of the Technical college - Kalutara	Activities regarding the transferring of it are being carried out according to the instruction of the department of motor traffic.
10	Log book on all vehicles were not maintained on up to data basis.	Informing the subject officer and the supervising officer to complete the log book properly.	By now is being maintained on update basis.

11	Fuel consumption of vehicles belonging to the District Secretariat had not been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016.	Interruptions / obstructions have been arisen for the fuel consumption test of the vehicles in the years 2020, 2021 due to covid – 19 distress and also due to the fuel crisis in the year 2022.	Fuel consumption tests activities have been started at the vehicles have been started at the beginning of the year 2023.
12	Balances that are revealed by the findings of Bank Reconciliation Statements and should be adjusted, had not been adjusted within a period of one month as per Financial Regulations.	The respective officials have been informed.	The balances that had to be adjusted in the year 2020 have been settled by now and the written instructions have been given to the Divisional Secretariats to settle the balances of more than one month by the date 31.12.2022.
13	<p>The balances in arrears exceeding 1 year had not been settled</p> <div><div><div>1. O.S. Sandalanka (Divisional Secretary, Beruwala)</div><div>2. T.T. Gunathunga (Divisional Secretary, Millaniya)</div><div>3. J.A.H.P. Jayakody (Divisional Secretary, Millaniya)</div><div>4. L. Aruna (Divisional Secretary, Mathugama)</div><div>5. W. Dayananda (Divisional Secretary, Bulathsinbala)</div></div><div>}</div></div> <p>6. G.H.D.P. Fonseka (Divisional Secretary, Mathugama)</p>	<p>Taking necessary actions to recover the loan balances by informing the institutions where officers have been transferred.</p> <p>Recovering from the death gratuity of deceased officers.</p> <p>Retired Officer. Has been recovered from the retirement gratuity.</p>	<p>Has been settled. Rs.138,715.00</p> <p>Has been settled in year 2022. Cheque No. 023848 – Rs. 25,500.00</p> <p>Has been settled Rs.192,491.00</p> <p>To be recovered from the gratuity. – Rs. 209,738.00</p> <p>It is recovered from the Widowers' and Orphans' pension. (Installment value Rs. 2000) Rs.119,625.26</p> <p>Has been settled. – Rs. 75,856.02</p>

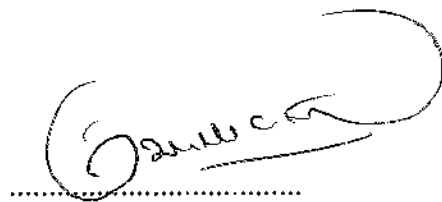
<p>7. H.K.D. Weerathunga (Divisional Secretary, Dodangoda)</p> <p>8. W.W. Chandrasena (Divisional Secretary, Palindanuwara)</p> <p>9. S.R.M. Harry Premawansa (Divisional Secretary, Walallawita)</p> <p>10. J.S. Silva (Divisional Secretary, Kalutara)</p>	<p>Suspended Officers.</p>	<p>This officer has been reinstated and reported to Divisional Secretariat, Beruwala. Rs.57,418.00</p> <p>Rs.117,545.00 has been settled. (in payment of salary arrears of September 2022)</p> <p>Rs.45,420.00 has been settled.</p> <p>Festival Advance - Rs.6,250.00 Distress Loan – Rs.45,420.00 There is a disciplinary inquiry.</p>
<p>11. S.D. Kusumsiri (Divisional Secretary, Panadura)</p> <p>12. N.T.P.A. Nayanajith (Divisional Secretary, Kalutara)</p>	<p>Officers who have left the service.</p>	<p>Arrangements have been made to write off the debt. (Rs. 40,056.00) – 31.12.2022</p> <p>Festival Advance- Rs.7,500.00 Distress Loan – Rs.109503.41 The distress loan is being recovered from Mr. A.S. Amarathunga, the guarantor in installments (Rs. 1080.00.) (Balance - Rs.78,363.41) The Grama Niladhari of the Division has been informed in writing regarding the festival advance.</p>
<p>13. T.D.U.V. Wijerathne (Divisional Secretary, Kalutara)</p>		<p>The actions are being taken to recover the amount Rs.185,830.00 from the guarantor.</p>

14	Action was not taken with regard to expired deposits in terms of financial regulation 571.	The relevant officers have been informed to settle the deposits in public deposit account.	<p>There are outstanding deposits due to following reasons.</p> <ol style="list-style-type: none"> 1. Deposits with audit queries. 2. Deposits where final bills have not been submitted. 3. Land compensations pending litigation 4. Deposit to be paid for house damages where conditions were not fulfilled. Rs. 25,000.00
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Part two : 65.00

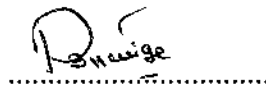
	Shortcomings and guidance pointed out by the committee on public Accounts	Action taken by the counting officer	Current progress
17	A methodology had not been formulated to monitor and evaluate the application of citizen/ client charter by the institution.	A monitoring officer has been appointed and an evaluation methodology has also been initiated.	Maintained up to date.
18	A human resource plan drafted in keeping with the provisions of Public Administration Circular No. 02/2018 dated 24 th January 2018 was not available.	Steps have been taken to prepare the human resource plan for the coming years.	Human resource plan for the year 2023 is being prepared as per the circular 02/2018.
19	The human resource development plan that had been prepared, did not provide for at least a minimum of twelve hours' extra training per an employee for a year.	It is expected to increase the number of individual training hours in the coming years. The training programmes could not be conducted as scheduled in the years 2020/2021 due to the COVID 19 pandemic. Although we asked the approval to conduct training programmes online, there was a delay in giving approval by the Ministry. Accordingly training programmes could not be organized properly.	The work is being done as scheduled from the year 2023 onwards
20	Performance agreements covering the entire staff had not been drafted or entered.	Performance agreements were issued and contracting activities have been started.	Maintained up to date.
21	A senior officer of the institution had not been named for the preparation of human resource development plans and to implement capacity and skill development programmes.	The responsibility has been assigned to the Additional District Secretary (Administration).	

22	Out of training opportunities planned, the extent of training opportunities granted, was less than 50%.	Due to the COVID 19 pandemic the training activities could not be conducted properly from the year 2020. But in the year 2022 that level was achieved.	The trainings were conducted properly as scheduled in year 2022, and are expected to continue it.
23	Shortcomings/ errors pointed out by the Auditor General in the paragraphs had not been rectified.		04 out of 06 paragraphs have been corrected by the time. Currently, there are 108 Grama Niladhari vacancies. Panadura Special Crime Investigation Division has informed that the Attorney General has been consulted regarding fraudulently obtaining pensions.
24	Information about the identified targets had not been submitted to the Ministry with copies to the Auditor General before 15 th January 2019.	Informing Divisional Secretaries to give targets related to their institution on the due date.	The targets will be forwarded to the Auditor General and the Ministry avoiding delays as much as possible.



District Secretary
District Secretariat
Kalutara

Chandrasana Jayakumar
District Secretary / Government Agent
Kalutara
Additional Secretary
Ministry of Home Affairs



Chief Accountant
District Secretariat
Kalutara

P.S. Hettige
Chief Accountant
District Secretariat Office
Kalutara

Recommendation of the Secretary

Measures taken by the District Secretary are recommended and instructions have been given to District Secretaries to pay personal attention on the other shortcomings pointed out and to take corrective measures regarding them.

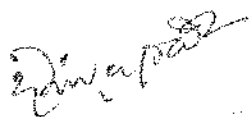


Neel Bandara Hapuhinne
Secretary,
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

Neel Bandara Hapuhinne
Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils & Local Government
Home Affairs Division

Recommendation of the Minister and the Action taken

Instruction have been given by me to the Ministry Secretary to take necessary steps by paying special attention on the instructions given to the District Secretary by the Committee on Public Accounts, to ensure that such shortcomings may not occur again and it is expected that the such measures would enable the provable level to reach the optimum level within the year 2023.



Hon. Dinesh Gunawardena.(M.P)
Prime Minister and
Minister of Public Administration, Home Affairs,
Provincial Councils and Local Government.