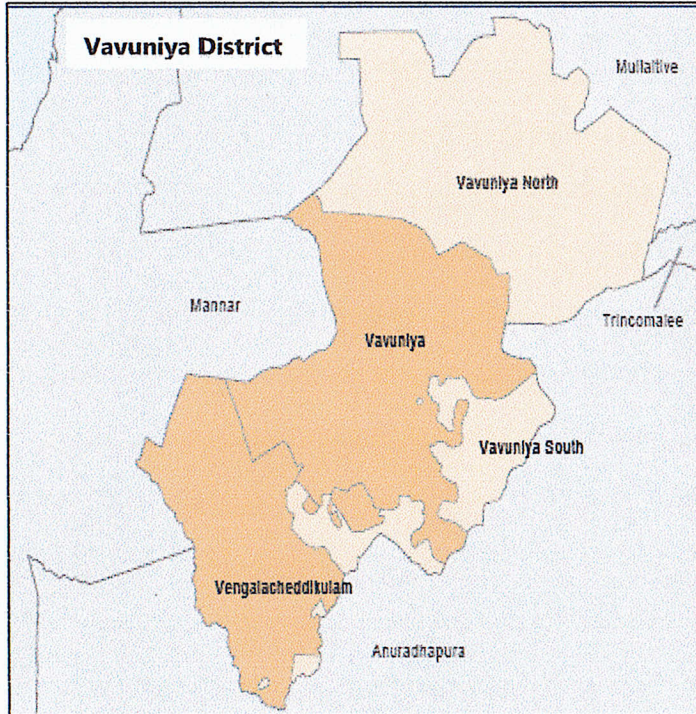




**දිස්ත්‍රික් ලේකම් කාර්යාලය-වවුනියාව**  
**மாவட்ட செயலகம்-வவுனியா**  
**District Secretariat - Vavuniya**



**දායකතයේ නම:- දිස්ත්‍රික් ලේකම් කාර්යාලය -වවුනියාව.**

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

**நிறுவனத்தின் பெயர் :- மாவட்ட செயலகம், வவுனியா.**

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

**Name of the institution: - District Secretariat, Vavuniya**

**2020**

Submission of observations of Hon.Minister and steps taken with regard to the reports tabled by the Parliamentary Committee on Public Accounts in terms of Standing Order No.119 (4)



**Submission of Observations and the steps taken regarding the Standing Order  
No.119 (4) tabled by the Parliamentary Committee on Public Accounts to the  
Parliament.**

**Parliament Serial No: 183  
District Secretariat, Vavuniya**

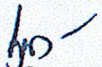
No	Shortcoming/Defects shown by the Committee on Public Accounts and Guidance.	Activities taken by the accounting officer and guiding.	Present Process
1	Annual action plan had not been prepared	A senior officer had been appointed to be responsible for the preparation of Annual Action plan and all activities to prepare the plan are being carried out by said officer properly.	The Action plan for the year 2023 had been prepared and submitted to the Auditor General on 30 <sup>th</sup> December 2022
2	Replies had not been received to all audit queries raised by the Auditor General within a period of one month. There had been instance where internal audit queries had not been answered within a period of 1 month.	All the audit queries received from the Auditor General during the period were in Sinhala only and hence replies had to be send after translating same. Since all the translations were effected by the only translator employed at the District Secretariat delay become unavoidable. the translator had been instructed to give priority to the audit queries at present and action is being taken to reply to within the stipulated period	Since the audit queries are being received in Tamil language the delay had been avoided.
3	No action had been taken for the recommendations on excesses and shortages & other recommendations revealed by the Board of surveys.	There was the delay in complete the annual verification of stores due to Corona lock down and the officers were called upon for duty in shift system. Action was taken to complete the verification within the Stipulated Period as per provisions in the circular.	Report had been submitted on completion of the verification activities within the specified period in respect of the year 2021.
4	Daily running charts and monthly summaries of running charts of fleet of vehicles had not been submitted for the Auditor General on regular basis.	There was delay in forwarding the daily running charts and summary report due to the corona lockdown and the calling for duty of officers on shift system. The staff officer in charge of vehicle maintenance activities and orders were instructed to forward monthly summary report to the Audit with no delay.	At present the monthly summary report of a particular month are being forwarded to the auditor general in the following month.
5	Condemning vehicles had not been disposed of within a period of less than 6 months after condemning.	To Vehicles bearing registration No 252-9899 and 252-9900 had been handed over to the irrigation department in the year 2021 in terms of letter number HA/05/05/17 dated 2021-11-16 from Ministry of Home Affairs further the motor traffic department had been requested by letter No. GA/VA/FIN/07/17-8519/2022 dated 12.10.2022 for permission to demark the engine number of vehicle 17-8519 in order to sell it by auction.	Permission to demark the engine number of vehicle No. 17-8519 is yet to be received from the Motor Traffic Department.
6	Fuel consumption of vehicles belonging to the District Secretariat had not been re-tested in terms of the	It was not possible to have the fuel consumption test of the Vehicles as the usage of Vehicles had been restricted	The fuel Consumption test was done for five Vehicles belongs to the District Secretariat in



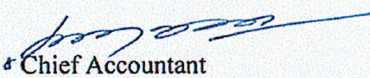
	provisions.	due to Corona lock down and Officers were called upon for duty in shift system.	the year 2021
7	Bank reconciliation statements had not been prepared on due date.	Since there was a delay in receiving the Bank Statement for the month of December 2020 from Union Place branch the preparation of Bank reconciliation Statement too was delayed. Action is being taken to forward the Bank reconciliation Statement within due date in future.	At present the Bank reconciliation Statement are being forwarded within the due date.
8	The annual performance report had not been prepared within 150 days from the expiration of the financial year, as per the public finance circular number 402 of 12, 09.2002 and it has not been presented to parliament with a copy to the Auditor general.	Permission was granted to submit the Annual Performance Report before 30.06.2021. But the final Audit report had been send to us by the Auditor General Department only on 22.06.2021. Therefore there was a delay in submit the report by translation same in both languages and design in the book form. However the report was handed over to the Parliament on 01.07.2021 by us.	The Performance report for the year 2021 had been submitted to the Parliament within the due period.
9	Staff had been attached/recruited exceeding the approved limit.	Appointments in excess of the carder had been effected by the Ministry under the scheme of granting appointment to the Graduates. The report related to Cadre is being forwarded to the Ministry in respect of each for month.	Till now the excess cadre is exists.
10	The institution had failed to identify the sustainable development goals applicable to its scope.	Through the sustainable object of the entity had been identified those were not disclosed properly at the time of Audit. Further activities are being taken under the supervision of Director planning.	At present the sustainable object had been identified in accordance to the subject scopes of the entity and they are included in the Action plan for the year 2023.
11	Performance targets that would enable the measurement of the level of achievement of the identified sustainable development goals had not been set.	Though the performance indicators to assess the achievement of identified sustainable objective targets were specified, action was not properly taken to assess same due to Corona lock down and the officers were called upon for duty in shifts.	At present action is being taken assess the performance objects and included in the Action Plane for the year 2023.
12	Specific parties relevant for the achievement of the sustainable development goals applicable to the institution had not been identified.	Action is being taken to identify the parties relevant to achievement of objects.	Divisional Secretariats and the Heads of Dept. of the relevant field are being incorporated as parties to achieve the objects.
13	The institution had not reported to the ministry of sustainable Development and Wildlife, naming two representatives who were to be appointed in order to coordinate matters pertaining to sustainable development goals, in keeping with the provisions of the circular No.MSDW/08/65, dated 27 <sup>th</sup> April 2018 of Ministry of Sustainable Development and Wildlife.	Action was taken to Nominate two representatives to Co-ordinate the Sustainable Development activities.	Two officers had been named for trainings related to sustainable Development by my letter No: GA/VA/EB/11/SF/NDM/06/2019 dated 2019.10.17.
14	citizen/client charter had not been prepared or applied properly as per the circular number 05/2008 of Ministry of public Administration and	Now Updating	Now Updating



	Management dated 06.02.2008 as amended by circular No.05/2018(1) dated 24.01.2018. A methodology had not been formulated to monitor and evaluate the application of citizen/ client charter by the institution. Shortcomings/ errors pointed out by the Auditor General in the paragraphs had not been rectified.		
15	Shortcomings/ errors pointed out by the Auditor General in the paragraphs had not been rectified	Rectified as Perfectly	Rectified as Perfectly

  
District Secretary  
District Secretariat  
Vavuniya

**P.A.Sarathchandra**  
District Secretary/Government Agent  
Vavuniya.

  
Chief Accountant  
District Secretariat  
Vavuniya  
**G.KIRUPARAJAN**  
Accountant  
District Secretariat  
Vavuniya



## 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.



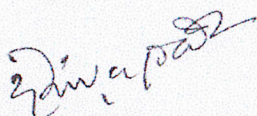
Neel Bandara Hapuhinne  
Secretary,  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government

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.