

ආයතනයේ නම : දිස්ත්‍රික් ලේකම් කාර්යාලය, මාතර
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

நிருவனத்தின் பெயர் : மாவட்டச் செயலகம், மாத்தறை
மாத்தறைபாராளுமன்றத்தின் அரசகணக்குக் குழுவினால்
முன்வைக்கப்பட்ட அறிக்கை தொடர்பாக நிலையியற்
கட்டளை இலக்கம் 119(4) இன் கீழ் கௌரவ
அமைச்சரின் அவதானிப்புக்களும் மற்றும் அது
தொடர்பாக எடுக்கப்படும் நடவடிக்கைகளும்
பாராளுமன்றத்திற்கு சமர்ப்பித்தல்.

Name of institution : District Secretariat, Matara
Submission of observations of Hon.Minister
And steps taken with regard to the reports
Tabled by the Committee on Public Accounts in
Terms of Standing Order No. 119(4)

Annexure 01

Submission of observations and actions to be taken regarding Standing Order 119(4) tabled by the Committee on Public Accounts of the Parliament of Sri Lanka

Parliamentary Publication Series No. 183

District Secretariat - Matara

Deficiencies pointed out by the Co. of Pub.Acc and Guidelines	Action taken by Returning Officer	Current progress
As per Public Accounts Circular No. 267/2018 dated 21.11.2018 , the fixed assets register has not been updated.	Instructions have been given to update and maintain the Fixed Asset Register.	Action has been taken to update the Fixed Asset Register. However, as per paragraphs 8.1 and 8.2 of the Public Accounts Guide No. 2021/03 dated 16.11.2021 issued by the Public Accounts Department, since a fixed assets module has been set up in the CIGAS program, it has been informed that it is not mandatory to maintain the fixed assets register. Therefore, I mention that the CIGAS program has been updated.
Register regarding damages has not been updated.	Instructions have been given to update the register regarding damages.	Document regarding damages has been updated and maintained.
Failure to provide answers within one month to every audit query submitted by the Auditor General .	All sectional heads of the department and divisional secretaries have been informed regarding the need to respond promptly to audit queries. Instructions have been given to answer the remaining audit queries as soon as possible, except the audit queries with complex and technical matters, and to send interim replies in cases where such answers cannot be provided.	30 audit queries for the year 2020 and 17 audit queries for the year 2021 have been received and answers have been provided for all of them. 36 audit queries have been received for the year 2022 and answers have been submitted to all of them except for one audit query.
Incidents have been reported about the unanswered internal audit inquiries within a month..	The above answer is relevant.	The percentages of the internal audit queries, answered within less than one month is 13.5%, 9.2%, 19.5% in the years 2020, 2021 and 2022 respectively. COVID status and the limited officers in the working premises affected this

		situation and it is expected to obtain a higher percentage during this year.
According to paragraph 7 of Asset Management Circular No. 01/2017 dated 26.06.2017 the information regarding the assets purchased and disposed in the year 2018 has not been submitted to Comptroller General's Office.	Instructed to submit relevant asset reports in due time	I would like to mention that the asset reports up to 31.12.2022 have been submitted to the Comptroller General's office.
Not having done the board of survey and not having submitted the related reports to the Auditor General as per the Public Finance Circular No. 05/2016 dated 31.03.2016.	Instructions have been given to send the reports on due date from the year 2021	Annual board of survey of 2021 has been done and the related reports have been submitted to the Auditor General on 17.02.2022, and actions will be taken to submit the reports as scheduled in the coming years.
Surpluses, deficiencies and other recommendations revealed in the annual board of survey have not been implemented within the prescribed periods.	Advices have been given to follow up on redundancies and deficiencies revealed in 2021.	From the year 2021, those activities have been updated in accordance with the circular instructions and actions have been implemented regarding the discovered redundancies and deficiencies.
Non -submission of monthly and daily track records and monthly summary reports of reserve vehicles to the Auditor General	The drivers have been informed to submit the relevant reports on the scheduled date.	So far all track notes and monthly summaries have been submitted for audit within the stipulated dates.
Condemned vehicles have not been disposed within a period of less than 6 months.	Actions have been taken to appoint a committee to make recommendations regarding the condemned vehicles.	I would like to mention that all the condemned vehicles have been disposed after handing over them to the Technical College, Matara according to the recommendations given by the appointed committee and has been reported to the audit.
Failure to check the fuel consumption of the vehicles owned by the District Secretariat as per the provisions of paragraph 3.1 of Public Administration Circular No. 2016/30 dated 29.12.2016 .	Fuel inspection was problematic and could not be done properly due to COVID -19, and instructions were given to carry out fuel inspections.	A delay has been occurred for the fuel inspection as of now since there is a problem with getting the required amount of fuel for the fuel inspection. I will take necessary action for the fuel inspection as soon as it is resolved.
Recurring outstanding loan balances for more than a year .	Actions have been taken to request advices from Ministry of Home Affairs regarding settling the outstanding loan balances.	All outstanding loan balances indicated under this paragraph have been settled and reported to the audit by 31.12.2022.

Failure to deal with overdue deposits in the public deposit account as per F.R. 571.	Instructed to clear overdue deposits.	I would like to mention that all the overdue deposits have been settled and reported to the audit, except the deposits which should be retained from the overdue deposits, pointed out in the audit enquiries.
Ad-hoc imprest issued as per F.R 371 have not been settled within one month of its completion.	The concerned departments have been notified to settle the ad-hoc imprest within a month of completion of the work.	I hereby report that, barring delays due to uncontrollable reasons, necessary steps have been taken to settle all the given ad-hoc imprest within one month.
Accumulated income is not credited directly to the income or it has not credited to the revenue account within a period of less than one month after retaining in the deposit account.	The concerned departments have been notified to settle the ad-hoc imprest within a month of completion of the work.	Barring delays due to uncontrollable reasons, necessary steps have been taken to settle all the ad-hoc imprest within one month.
Recruitment of staff exceeding the approved limit .	Reports on vacancies and excess of staff have been sent to the Ministry	I would like to point out that such excess numbers of employees are seen due to the recruitments made in between on the basis of government policies which were not in control of the administration of District Secretariat.
As per Management Circular No. 04/2014 dated 20.09.2017, staff information has not been forwarded to the Management Services Department within one month after the end of a quarter.	It has been informed to send the reports on due date.	By now, the relevant reports have been sent to the Management Services Department without delay.
Objectives of sustainability have not been identified by the institution according to its scope.	Even though there are 17 objectives introduced, they are subjected to limitations since these projects are implemented on the provisions issued by the other line ministries. Even so, actions have been taken to pay attention to approach 17 objectives in the year 2022	The performance of identified 17 sustainable goals was valued between 75% - 100% in the year 2022.
Failure to set performance goals to measure the achievement of the	Identifying performance goals for the year 2022 to measure the achievement of	The same answer as above applies.

identified sustainability objectives .	sustainable goals.	
As per the provisions in the circular No. MSDW/08/65 dated April 27, 2018 . of Ministry of Sustainable Development and Wildlife, two representatives has to be appointed for coordination of sustainable development activities. But the information regarding them has not been reported to the Ministry of Sustainable Development and Wildlife.	It has been discussed to obtain necessary instructions from Sustainable Development Council to nominate two new officers.	As new officers the following names have been nominated and reported. Mr.C.M Siriwardhana, Director (Planning) Ms. E.D Chamali Priyangika, Deputy Director, (Planning)
Not having properly prepared and implemented the Citizen/Employee Charter as per Circular No. 5/2008 of the Ministry of Public Administration and Management dated 2008.02.06 as amended by Circular No. 05/2018(1) dated 24.01.2018.	It has been informed to prepare and implement the Citizen/Employee Charter in accordance with the relevant circulars	Preparation is in progress and Citizen/Employee Charter will be prepared and executed before 31.12.2023.
Failure to develop a system to monitor or evaluate the implementation of the organization's citizen/employee charter.	It has been notified to prepare a system to monitor or to evaluate the implementation of the Citizen/Employee Charter.	A system will be developed to monitor and evaluate the Citizen/Employee Charter to execute before 31.12.2023.
Not having prepared a human resource plan which was properly prepared according to the provisions of the Public Administration Circular No. 02/2018 dated January 24, 2018.	It has been informed to prepare a human resource plan as per the relevant circulars.	Preparation is underway and a human resource plan as per the relevant circulars will be prepared before 31.12.2023.
The prepared HR plan does not stipulate additional training of at least 12 hours per year per employee.	Due to COVID 19 situation, the training of government officials was minimal, and it has been informed that they will provide at least 12 hours of additional training per year in the future.	Training opportunities are being provided within the respective plan and will be provided expeditiously.
Failure to develop and contract performance agreements involving all staff.	It has been informed to Prepare and contract performance agreements.	Preparation is underway and the relevant performance agreements will be made before 31.12.2023.

Less than 50% of the planned training opportunities were provided.	Due to COVID 19 situation, the training of government officials was minimal, and it has been informed that they will provide at least 12 hours of additional training per year in the future.	Planned training opportunities will be provided expeditiously.
Failure to correct the deficiencies/defects pointed out by the Auditor General in the paragraphs.	Officers have been informed to avoid such shortcomings in the future.	All the faults pointed out have been corrected by now.
Details of the identified targets have not been forwarded to the Ministry with copies to the Auditor General before 15 th of January 2019.	It has been informed to send the details of the identified targets to the Ministry on due date.	The relevant report has been sent to the Ministry.
Performance was less than 24% in the Performance indicator.	Due to the lack of public attendance due to the COVID 19 situation, it was difficult to access the relevant indicators, and necessary instructions have been given in this regard.	Hope to reach the relevant indicators.


District Secretary
District Secretariat
Matara

Y. Wickramasiri
District Secretary / Government Agent
Matara.


Chief Accountant
District Secretariat
Matara

P. Wickramasinghe
Chief Accountant
District Secretariat
Matara

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.

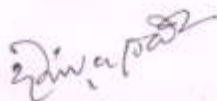


Neel Bandara Hapuhinne
Secretary,
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

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.