

The background of the slide is a photograph of a desk with various financial documents. There are several line graphs and bar charts with blue data series. A black pen lies diagonally across the left side of the documents. A white smartphone is visible in the upper right corner. The overall theme is financial analysis and reporting.

District Secretariat – Polonnaruwa

**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 STEPS TAKEN WITH REGARD TO THE REPORTS TABLED BY THE COMMITTEE ON PUBLIC ACCOUNTS OF PARLIAMENT OF SRI LANKA IN TERMS OF STANDING ORDER NO. 119(4)

Parliamentary Series Number : 183

District Secretariat – Polonnaruwa

Discrepancies pointed out & guidelines given by the Committee on Public Accounts	Actions taken by the Accounting Officer	Present Progress
First Part		
As per Public Accounts Circular No. 267/2018 dated 21.11.2018, the fixed asset register was not kept updated.	All Divisional Secretaries have been instructed to update the fixed assets register as per paragraphs 8.1 and 8.2 of Public Accounts Circular No. 267/2018.	According to the circular letter dated 12.07.2013 of Department of State Accounts issued regarding the accounting of non-financial assets, the assets have been classified and given corresponding codes, and according to paragraphs 8.1 and 8.2 of the State Accounts Circular No. 267/2018, As a fixed asset module in the CIGAS computer program being set up, it keeps all assets accounted for and up to date.
Register of losses not kept up to date.	Advised to keep losses register up-to-date.	By now all losses have been entered and updated in the register.
According to the Public Accounts Circular No. 171/2004 dated 11.05.2004, the passwords related to the computer software for the preparation of government salaries were not changed once in three months.	Instructions have been given to proceed as per the circular.	According to the Public Accounts Circular 171/2004, the passwords related to the government payroll processing software have been changed every three months.

Annual procurement plan was not prepared.	As per Para 04 of Public Finance Circular 02/2020, instructions have been given to prepare the Annual Procurement Plan.	According to paragraph 04 of Public Finance Circular 02/2020, the annual procurement plan has been prepared according to the form for the annual procurement plan and the data entry guide.
Cash flow plans indicating monthly cash requirements were not submitted to the Department of Treasury Operations at the beginning of the year.	As per the Guideline No. 04 of the Public Finance Circular of No. 02/2020, instructions have been given for continuous reference of monthly cash requirement.	Financial requirements to the Department of Treasury Operations for the relevant year through the monthly cash flow statement submitted in the TOD/IMP/2 form based on the annual interest calculated as per the TOD/IMP/1 form as per paragraph 03 of the guideline number 04 of Public Finance Circular No. 02/2020 has been presented.
Every audit query raised by the Auditor General was not answered within a month.	In the Audit Management Committee held at the District Secretariat Polonnaruwa, all staff officers of the District Secretariat and Divisional Secretaries have been informed personally.	Although there have been unavoidable delays in obtaining information from the sub-offices and preparing the answers for the audit queries, however presently, steps have been taken to prepare the answers within a month.
Cases where internal audit queries were not answered within a month were reported.	In the Audit Management Committee held at the District Secretariat Polonnaruwa, all staff officers of the District Secretariat and Divisional Secretaries have been informed personally.	As of now, arrangements have been made to send replies without delay.
Vehicle was not expulsed less than 06 months after it was condemned	According to Guideline No. 03 of Part I of Public Finance Circular .01/2020, the officers in charge of the District Secretariat	According to Guideline No. 03 of Part I of Public Finance Circular 01/2020, as per the approval of the Ministry, the condemned

	and all the Divisional Secretaries have been informed to deal with the condemned vehicles.	vehicles have been formally disposed of by 20.01.2022. Notes have been kept to proceed according to the relevant circulars in the future.
Log books were not maintained on an up-to-date basis for each vehicle.	In office inspections as well as in progress review meetings, the relevant Sections of the District Secretariat and all the Divisional Secretariats have been informed.	Under the supervision of the Administrative Officer of the District Secretariat and all the Divisional Secretariats, the log books for each vehicle have been kept up-to-date.
Fuel consumption of the vehicles owned by the district secretariat had not been checked as per the provisions mentioned in paragraph 3.1.of the Public Administration Circular No. 2016/30 dated 29.12.2016,	It is advised to complete the fuel consumption test within the first quarter of every year.	The fuel consumption related to previous years has been checked. In the year 2023, tests are currently being conducted.
Balances which should have been adjusted as revealed in bank reconciliation statements were not settled within a month as per Financial Regulations.	Designate a specific officer and monitor whether the relevant work is completed.	It has been corrected within a month.
There were outstanding loan balances dating back more than a year.	Designate a specific officer and monitor whether the relevant work is completed.	Every defaulted debt has been recovered, and pending legal proceedings are yet to be recovered.
In respect of lapsed deposits in the General Deposit Account, had not been dealt with as per F.R. 571	Designate a specific officer and monitor whether the relevant work is completed.	Lapsed deposits are currently settled.
Second Part		
There was no system to monitor or evaluate the implementation of the citizen/service beneficiary charter of the institution.	The Additional District Secretary has been nominated for this purpose, and arrangements have been made for supervision by the supervisory officers of each division under a prescribed system.	The supervisory officers in each division hold a discussion on the matter once a month in the divisions and once in two months by the higher staff officers to cover all the divisions.
According to the provisions of the Public Administration Circular No. 02/2018 dated	According to the provisions of the relevant circular, the Assistant District Secretary	The human resource plan has been prepared in the past years, and the human resource

January 24, 2018, a human resource plan was not properly prepared.	has been nominated to prepare and implement the Human Resource Plan and supervise whether the relevant work is being carried out.	development plan for the year 2023 is being prepared.
The prepared Human Resources plan did not stipulate a minimum of 12 hours of additional training per employee per year.	It was not possible to carry out the training due to the recent Covid epidemic and the limitation of provisions, the reduction of officers, and by now arrangements have been made to carry out the process and a specific officer will be appointed to supervise whether the relevant work is up to date.	Second Language training, productivity training programs, Grama Niladhari training, financial audit and financial management programs required for the service of government officials have been carried out.
There was no senior officer nominated in the organization to prepare human resource development plans and implement capacity and skill development programs.	Additional District Secretary has been nominated for this function.	Capacity and skill development officers of various ministries have been directed for the same under the full supervision of the Additional District Secretary and Assistant District Secretary.
Performance agreements involving the entire workforce were not prepared and contracted.	All the performance agreements related to the previous years have been prepared and arrangements have been made to monitor whether the relevant work is being done by naming a specific officer.	The performance agreement for the year 2023 has been prepared by now.
The amount of training opportunities provided from the planned training opportunities was less than 50%.	Although it was difficult to work in the situation of the recent Covid epidemic, the officials were given opportunities under the online system.	In relation to the year 2023, financial management, financial audit, Grama Niladhari etc. training programs are being conducted to bring the progress to a higher value.
The deficiencies/defects pointed out by the Auditor General in the paragraphs had not been rectified.	Instructions have been given to the concerned officials to rectify the deficiencies/defects and have been asked to implement them.	The deficiencies/errors pointed out by The Auditor General in the audit passages, have been rectified.

As per circular 2/2018 of the Ministry of Home Affairs, 05 priority services to be performed by the institution were not identified.	As per Home Affairs Accounts Circular 2/2018, 05 leading services have been identified in the public sector.	Services identified as per relevant circular- <ol style="list-style-type: none"> 1. Payment of Elderly, Kidney, Low Income, Disability Allowance. 2. Payment of Wild elephant compensation 3. Licensing of firearms 4. Issuance of explosives permits.
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		5. Solving land issues.
Targets for identified services were not determined.	It has been advised to deal with the related services on priority basis.	In relation to the identified services, the activities have been completed according to the provisions received from the respective ministries.
Identified service targets were not determined.	Assistant District Secretary has been nominated and arrangements have been made to supervise whether the relevant work is done.	More than 80% of identified service targets have been achieved.
A system was not developed to measure the achievement of the identified service goals.	Assistant District Secretary has been nominated and arrangements have been made to supervise whether the relevant work is done.	Monitoring is being done through an online system to ensure that the related work is done.
The details of the identified targets were not forwarded to the Ministry with copies to the Auditor General before 15 January 2019.	Assistant District Secretary has been nominated and arrangements have been made to supervise whether the relevant work is done.	From this year, the details of the relevant targets will be forwarded to the Ministry.
Attainment of identified performance indicators was less than 24%.	Assistant District Secretary has been nominated and arrangements have been made to supervise whether the relevant work is done.	Efforts are being made to reach a higher percentage of the work indicators identified in the Polonnaruwa District Secretariat and all the Divisional Secretariats.

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District Secretary

District Secretariat

W.A. Dharmasiri
District Secretary/Government Agent
Polonnaruwa
Additional Secretary (Home Affairs)

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Chief Accountant

District Secretariat

S.A.N.Samarasinghe
Chief Accountant
District Secretariat
Polonnaruwa

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.

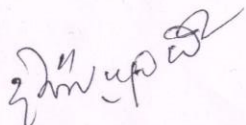


Neel Bandara Hapuhinne
Secretary,
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

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.