



ANNUAL ACTION PLAN 2022

Comptroller General's Office

Ministry of Economic Policies & Plan Implementation

Effective from January 01, 2022 to December 31, 2022

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01. Overview

1.1 Introduction:

The Comptroller General's Office was established under the Ministry of Finance on 07th March 2017 as stipulated in Budget Proposal No. 368 of 2017 to focus on the management of non-financial assets of the Government. The Comptroller General's Office is mainly entrusted with overseeing the asset, material and cost management of the Government. Hence, it is required to maintain a central registry for non-financial assets and to formulate and implement non - financial assets management policies, while identifying idle resources and ensuring effective use of these assets to strengthen the national development framework of the Government. While the Government Agencies are required to maintain records of the assets under their custody, such action was not followed properly and no formal procedure was in place to have centralized records. The absence of a focal agency has led to the non-financial assets not being valued periodically and hence its real value not being reflected properly.

1.2 Vision, Mission and Objectives

(a) Vision:

Globally recognized apex body for public sector non-financial assets management.

(b) Mission:

Formulation and implementation of reliable non - financial assets management policies, while ensuring effective use of non-financial assets to strengthen the national development framework of the Government and maintaining a comprehensive central non-financial assets register.

(c) Objectives:

- i. Create a central database to record all non-financial assets belonging to the Government.
- ii. Recording the correct value of the non-financial assets in Government accounts.
- iii. Adhere to a systematic process of developing, operating, maintaining, upgrading and disposing of assets in a cost effective manner.
- iv. Collect due revenue from non-financial assets of the Government and assist expenditure management.
- v. Maximum utilization of Government lands for investment and development activities.

1.3 Functions and Responsibilities of the Department

- I. Oversee the assets, material and cost management of the Government.
- II. Supervision of the management of Government non-financial assets through formulating regulations, collecting data and creating a centralized information system.
- III. Efficient, effective and economical utilization of Government assets in order to prevent mismanagement and waste.
- IV. Improve collection of due revenue from non-financial assets belonging to the Government.
- V. Provide necessary guidance for the acquisition, maintenance and disposal of Government assets.
- VI. To play the leadership and custodianship role in the management of non-financial assets belonging to the Government.
- VII. To function as the Government asset information center.

02. Administrative Responsibilities of the Comptroller General's Office

2.1 Organization Structure

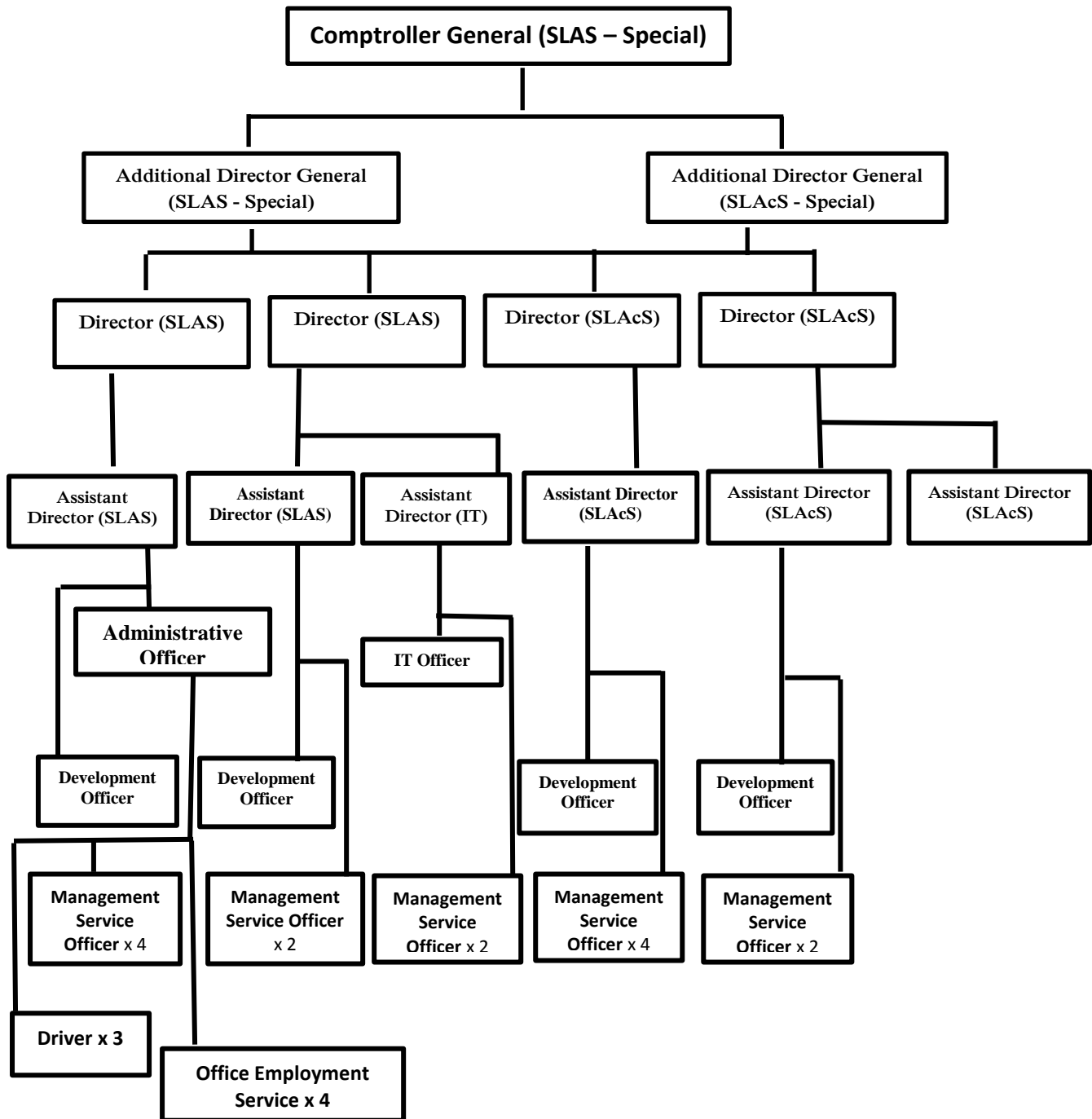


Figure 01: Organization Structure.

2.2 Approved Cadre and Existing Cadre

Table 1: Approved Cadre and Existing Cadre

	Designation	Service	Class/Grade	Salary Code	Approved Cadre	Existing Cadre
01	Comptroller General	SLAS	Special	SL 3 - 2016	01	01
02	Additional Director General	SLAS	Special	SL 3 - 2016	01	00
03	Additional Director General	SLAccS	Special	SL 3 - 2016	01	01
04	Director	SLAS	I	SL 1 - 2016	02	01
05	Director	SLAcS	I	SL 1 - 2016	02	01
06	Assistant Director / Deputy Director	SLAS	III/II	SL 1 - 2016	02	00
07	Assistant Director / Deputy Director	SLAcS	III/II	SL 1 - 2016	03	01
08	Assistant Director	SLICTS	III/II/I	SL 1 - 2016	01	00
09	Administrative Office	MSO	SUPRA	MN 7 – 2016	01	01
10	Information and Communication Technology Officer	SLICTS	2 - III/II/I	MN 6 – 2016	01	00
11	Development Officer	DO'S	III/II/I	MN 4 – 2016	04	02
12	Management Service Officer	MSO	III/II/I	MN 2 - 2016	14	12
13	Driver	DS	III/II/I/ Special	PL 3 – 2016	03	02
14	Office Employee	OES	III/II/I/ Special	PL 1 - 2016	04	03
Total					40	25

03. Activity Plan - 2022

Areas of responsibility	Activities	Responsible person	January	February	March	April	May	June	July	August	September	October	November	December	Out Put	Out comes
Goal – 01: Creation of the Central online Database for Non-Financial Assets of the Government																
Proper Management of Non -Financial Assets of the Government.	Coordinate with ITMIS project office for creation of online database for Central Government Institutions	D / DD /AD	√	√	√	√	√	√	√	√	√	√	√	√	Establishment of an online updated database for Non-Financial Assets of the Government	Efficient use of Non-Financial Assets Management of the Government
Goal – 02: Recording & reporting of information in Central Asset Register for Non – Financial Assets																
Creation of Asset Registry for all Non – Financial Assets of the Government	1. Preparation of database on Buildings of Central Government Agencies.	D / DD / AD	√	√	√	-	-	-	-	-	-	-	-	-	Establishment of an online updated database for Buildings of Central Government Agencies.	Implementation of a best recording system for Non-Financial Assets Management of the Government
	2. Preparation of database on Buildings of Provincial Councils and Local Governments	D / DD / AD	√	√	√	-	-	-	-	-	-	-	-	-	Establishment of an online updated database for Buildings of Provincial Councils and Local Governments	Implementation of a best recording system for Non-Financial Assets Management of the Government

	3. Updating the vehicles database of Central Government Agencies for 2021.	D / DD / AD	√	√	√	-	-	-	-	-	-	-	-	-	-	Establishment of an online updated database for vehicles of Central Government Agencies.	Implementation of a best recording system for Non-Financial Assets Management of the Government
	4. Updating the vehicles database of Provincial Councils and Local Governments for 2021.	D / DD / AD	√	√	√	-	-	-	-	-	-	-	-	-	-	Establishment of an online updated database for vehicles of Provincial Councils and Local Governments	Implementation of a best recording system for Non-Financial Assets Management of the Government
Goal 03: Ensure the legal ownership of the vehicles used by government agencies																	
Resolve all ownership issues of government vehicles used by Government Agencies.	Taking action to authorize the transfer of ownership of government vehicles for current users of relevant vehicles.	D / DD / AD	√	√	√	√	√	√	√	√	√	√	√	√	√	All the government vehicles are registered under current users.	Ensure that government vehicles are not misused.
Goal 04: Management of vehicle fleet of the government																	
i. Efficient use of government funds for procurement of vehicles	Review existing vehicle fleet and requested vehicles and accordingly submit the recommendations to the Department of National Budget with regard to utility vehicles as per the National Budget Circulars 05/2019 and 07/2019	D / DD / AD	√	√	√	√	√	√	√	√	√	√	√	√	√	Vehicle requirements of government agencies are fulfilled enabling to achieve expected expenditure management targets	Ensure that government expenditure management targets are achieved by productive use

ii. Proper management of government owned vehicles	Review the existing vehicle fleet and allocating suitable vehicles given the restriction imposed by National Budget Circulars 05/2019 and 07/2019	D / DD / AD	√	√	√	√	√	√	√	√	√	√	√	√	√		of government assets
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Goal 05 : Revenue collection from sales of Capital Assets of the Government Ministries, Departments and District Secretariats.

Collection of due revenue from sales of Capital Assets of the Government Ministries, Departments and District Secretariats.	1. Preparation of the revenue estimates	D / DD / AD	-	-	-	-	-	√	-	-	-	-	-	-	-	Due revenue is collected	Ensure that due revenue from sale of Capital Assets of the Government is collected and reported
	2. Issue revenue circulars yearly	D / DD / AD	-	-	-	-	-	√	-	-	-	-	-	√			
	3. Co-ordinate with respective government agencies to collect due revenue	D / DD / AD	√	√	√	√	√	√	√	√	√	√	√	√			
	4. Reporting revenue estimates and collected revenue to the Fiscal Policy Department	D / DD / AD	√	-	-	-	-	-	√	-	-	-	-	-			

Goal 06: Policy Formulation for Non – Financial Asset Management

Adhere to a systematic process of developing, operating, maintaining, upgrading and disposing of Non-Financial Assets in a cost-effective manner	1. Review existing Asset management policies	D / DD / AD	√	√	√	√	√	√	√	√	√	√	√	√	1. Government agencies are directed within a policy framework develop for efficient use of Non-Financial Assets 2. Supporting the expenditure management policies of the Government 3. Supporting to the revenue generation of the government	1. Ensure the efficient use of Non-Financial Assets to facilitate the development strategies of the government 2. Facilitate the Fiscal Management of the Government
	2. Identify the policies to be changed	D / DD / AD	√	√	√	√	√	√	√	√	√	√	√	√		
	3. Discuss with other Treasury Departments and other stakeholders on formulating new policies	D / DD / AD	√	√	√	√	√	√	√	√	√	√	√	√		
	4. Formulation of policies on management of Non –Financial Assets of the Government	D / DD / AD	√	√	√	√	√	√	√	√	√	√	√	√		
	5. Issue Circular Instructions for management of Non – Financial Assets of the Government and collect due revenue from sales of Capital Assets of the Government Ministries, Departments and District Secretariats.	D / DD / AD	√	√	√	√	√	√	√	√	√	√	√	√		

Goal 07: General Administration & Financial Management																	
Smooth functioning of the Comptroller General's Office	01. Establishment Matters																
	1.1. Coordinate ITMIS Activities in relation to CGO	D / DD / AD	√	√	√	√	√	√	√	√	√	√	√	√	√	Carry out the function of the CGO within the stipulated time work and under the relevant rules and regulations	Ensure the smooth functioning of the Comptroller General's Office
	1.2. Preparation of Performance Report – 2021	D / DD / AD	√	√	-	-	-	-	-	-	-	-	-	-	-		
	1.3 General Administrations of the office.	D / DD / AD	√	√	√	√	√	√	√	√	√	√	√	√	√		
	1.4. Preparation of Action Plan – 2023	D / DD / AD	-	-	-	-	-	-	-	-	-	-	√	√	-		
	02. Financial Matters																
	2.1 Preparation of Procurement Plan - 2023	D / DD / AD	-	-	-	-	-	-	-	-	-	-	√	√	-		
	2.2. Preparation of annual expenditure estimate for the year 2023	D / DD / AD	-	-	-	-	-	√	√	-	-	-	-	-	-		
	2.3 General Financial Matters	D / DD / AD	√	√	√	√	√	√	√	√	√	√	√	√	√		
	2.4 Reconciliation of financial statement of Treasury	D / DD / AD	√	√	√	√	√	√	√	√	√	√	√	√	√		
	2.5 Preparation of Accounts including Public Officers Advance "B" Account																
2.5.1. Annual Financial Statement	D / DD / AD	√	√	-	-	-	-	-	-	-	-	-	-	-			
2.5.2 Public Officers "Advance B" Account	D / DD / AD	√	√	-	-	-	-	-	-	-	-	-	-	-			

04. Revenue Collection Activity Plan - 2022

Serial No	Objectives	Strategies	Activities	Key Performance Indicators	Time Frame work				Out put/ Out come (Rs. Mn.)	Responsible Officer
					Q 1	Q 2	Q 3	Q 4		
01	Collection of due revenue from sale of Capital Assets (Vehicles - Revenue Code - 20.06.02.01)	<ul style="list-style-type: none"> Condition based recommendations for purchase of new assets 	<ol style="list-style-type: none"> Issue revenue circulars Collection of data Inform relevant institutions to dispose identified assets to be disposed Check monthly credits to relevant revenue codes by each institutions Obtain detailed information with regard to those credit transactions on disposed vehicles 	<ul style="list-style-type: none"> Revenue collection as a percentage of estimated revenue 	75.0	50.0	50.0	75.0	250.0	D / DD /AD
02	Collection of due revenue from sale of Capital Assets (Other Assets - Revenue Code - 20.06.02.02)		<ol style="list-style-type: none"> Rectify erronness transactions Prepare annual revenue estimates and accounts, revenue arrears reports, revenue performance reports as per the fiscal policy circular no.01/2015 		15.0	25.0	25.0	15.0	80.0	D / DD /AD

05. Imprest Plan 2022


Name of the Ministry/ Department/District Secretariat: **Comptroller General's Office**


Head No: 333

	Expenditure items (with Expenditure Codes)	Cash Requirement for the approved expenditure plans																Rs.'000
		Jan.	Feb.	March	Ist Qtr Total	April	May	June	2nd Qtr Total	July	Aug.	Sep.	3rd Qtr Total	Oct.	Nov.	Dec.	4th Qtr Total	Grand Total
I	Salaries and allowance (1001 and 1003)	1,650	1,680	1,699	5,029	1,750	1,800	1,838	5,388	1,900	1,950	2,077	5,927	2,150	2,200	2,297	6,647	22,991
	Other Allowances paid with salary (Except object code 1003)	248	253	254	755	262	265	270	797	272	275	275	822	282	289	295	866	3,240
II	Overtime and Holiday pay (1002)	20	20	20	60	20	25	25	70	25	25	30	80	30	30	30	90	300
III	All other Recurrent Expenditure	100	100	109	309	150	250	268	668	200	300	310	810	375	425	453	1,253	3,040
	Total Recurrent	2,018	2,053	2,082	6,153	2,182	2,340	2,401	6,923	2,397	2,550	2,692	7,639	2,837	2,944	3,075	8,856	29,571
IV	Reimbursable Foreign Aid																	
V	Other all Capital Expenses	0	0	0	0	35	50	50	135	0	20	25	45	0	25	25	50	230
VI	Public Officers Advance Account	300	50	40	390	350	100	100	550	100	200	200	500	100	200	260	560	2000
VII	Deposit Accounts																	
VIII	Other Advance Accounts																	
	Grand Total	2,318	2,103	2,122	6,543	2,567	2,490	2,551	7,608	2,497	2,770	2,917	8,184	2,937	3,169	3,360	9,466	31,801

All the information given in the above table is certified as correct.

Prepared By: 

Checked By: 

D.M. Weerasinghe
 Signature: 
 Name: D.M. Weerasinghe
 Date: 12/12/2021
 Comptroller General's Office
 Ministry of Finance
 Official Stamp
 Colombo - 01.

06. Procurement Plan for Year – 2022

Ministry of Economic Policies & Plan Implementation

Se No	Procuring Entity (Department/ Line Agency/ Ministry etc.)	Description	Vote Particulars	Procurement Category (Goods, Services, Works, Information Systems, Consultancy Services etc.)	Estimated Cost (Rs.'000)	Source of Financing / Name of the Donor	Method of Procurement (ICB, LIB, NCB, LNB and National Shopping etc.)	Level of the Authority (SCAPC, CAPC, MPC, DPC)	Priority status U=Urgent P=Priority N=Normal	Current status of procurement preparedness activities	Scheduled date of commencement	Scheduled date of completion	Remarks
	Comptroller General's Office	Stationary & Office Requisites	1201	Goods	650	Domestic Funds	Shopping/ Single Source	HD	N	Prepare Bidding Docs.	2022.01.15	2022.12.26	
		Plant and Machinery	1302	Services	150	Domestic Funds	Shopping/ Direct Contracting	HD	N	Prepare Bidding Docs.	2022.04.05	2022.12.26	
		Plant and Machinery & Equipment	2002	Services	100	Domestic Funds	Shopping/ Direct Contracting	HD	N	Prepare Bidding Docs.	2022.04.01	2022.06.30	
		Staff Training	2401	Services	130	Domestic Funds	Direct Contracting	CAO/ HD	P		2020.04.01	2020.12.28	

[Signature]

Prepared by

[Signature: Ramya Kanthi]

Approved by the Head of the Department

2021/12/13

Date

K. A. Ramya Kanthi
Comptroller General
Comptroller General's Office
Ministry of Finance
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07. Internal Audit Plan

Internal Audit plan for 2023 is to be submitted