

Ministry of Provincial council & Local Government Annual Action Plan For 2018

Internal Audit

| Policies  | Strategies | Proposed Activity   | Allocation (Rs.Mn) | Date of commence | Date of Completion | Financial Targets |    |    |    | Physical Targets(%) |     |     |                    | output & out Come Indicator/s | Implement ing Agency   | Responsible by | Contract Tel.Nos | Remarks |
|---|------------|---|--------------------|------------------|--------------------|-------------------|----|----|----|---------------------|-----|-----|--------------------|-------------------------------|------------------------|----------------|------------------|---------|
|   |            |   |                    |                  |                    | Q1                | Q2 | Q3 | Q4 | Q1                  | Q2  | Q3  | Q4                 |                               |                        |                |                  |         |
| Maintain a proper financial system to accountable to the parliament |            | <b>01.Preporation of Annual Internal audit plan</b>   |                    | 01.01.2018       | 31.01.2018         |                   |    |    |    | 100%                |     |     |                    | Audit Plan                    | Chief Internal Auditor | 011-2345974    |                  |         |
|   |            | <b>02.Preparation of preliminary report</b>   |                    | 01.01.2018       | 31.01.2018         |                   |    |    |    | 100%                |     |     | Preliminary Report |                               |                        |                |                  |         |
|   |            | <b>03.Conducting Audit and Management Committee Meeting</b>   |                    | 01.01.2018       | 31.12.2018         |                   |    |    |    | 25%                 | 50% | 75% | 100%               | Meeting                       |                        |                |                  |         |
|   |            | <b>04. Paying monthly Salaries and wages , over time and holiday payments to Compliance with FR and relevant Circulars</b><br><br><ul style="list-style-type: none"> <li>• Check the Salary Scales and placement of salaries with relevant Circulars</li> <li>• Check the accuracy of Circulars and payment with payroll programme</li> <li>• Check (Random) Personal files with payroll</li> </ul> |                    | 01.01.2018       | 31.03.2018         |                   |    |    |    | 100%                |     |     |                    | Report                        |                        |                |                  |         |

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|  |            |  |                    |                  |                    | Q1                | Q2 | Q3 | Q4 | Q1                  | Q2   | Q3 | Q4 |                               |                     |                        |                  |         |
|  |            | <b>05. Prepare and update financial statements</b> <ul style="list-style-type: none"> <li>• Prepare and update financial statements</li> <li>• Comparing Votes with treasury accounts</li> <li>• General deposit</li> <li>• Imprest A/C, appropriation Account</li> </ul>                              |                    | 01.01.2018       | 31.03.2018         |                   |    |    |    | 100%                |      |    |    | Report                        |                     | Chief Internal Auditor | 011-2345974      |         |
| Complie with Procurement Guidline & circulars and financial regulation |            | <b>06. Procurement activities</b> <ul style="list-style-type: none"> <li>• Check the Preparation and update of Procurement Plan</li> <li>• Check the accuracy of payment</li> <li>• Check the Procurement Procedure /preparation of Procurement documents</li> <li>• Selection of Suppliers</li> </ul> |                    | 01.04.2018       | 30.06.2018         |                   |    |    |    |                     | 100% |    |    |                               |                     |                        |                  |         |

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|----------------------------------|------------|---|--------------------|------------------|--------------------|-------------------|----|----|----|---------------------|------|------|-----|-------------------------------|---------------------|------------------------|------------------|---------|
|                                  |            |   |                    |                  |                    | Q1                | Q2 | Q3 | Q4 | Q1                  | Q2   | Q3   | Q4  |                               |                     |                        |                  |         |
| Maintain proper store Management |            | <b>07.Stores management</b> <ul style="list-style-type: none"> <li>Check the updating of fixed asset register</li> <li>Check the board of survey</li> </ul>                                 |                    | 01.04.2018       | 30.06.2018         |                   |    |    |    |                     | 100% |      |     | Report                        |                     | Chief Internal Auditor | 011-2345974      |         |
|                                  |            | <b>08. Public officer advance B account</b> <ul style="list-style-type: none"> <li>Check the loan records and Public officer advance B accounts</li> </ul>                                  |                    | 01.07.2018       | 30.09.2018         |                   |    |    |    |                     |      | 100% |     |                               |                     |                        |                  |         |
|                                  |            | <b>09.Receipts</b> <ul style="list-style-type: none"> <li>Check pay in Vouchers for receipts (Cheques /cash)</li> <li>Check the accuracy of recording and accounting of receipts</li> </ul> |                    | 01.01.2018       | 31.12.2018         |                   |    |    |    | 25%                 | 25%  | 25%  | 25% |                               |                     |                        |                  |         |

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|---|------------|---|--------------------|------------------|--------------------|-------------------|----|----|----|---------------------|----|----|----|-------------------------------|---------------------|------------------------|------------------|---------|
|   |            |   |                    |                  |                    | Q1                | Q2 | Q3 | Q4 | Q1                  | Q2 | Q3 | Q4 |                               |                     |                        |                  |         |
| Efficient , expeditious and effective maintenance of Human Resource Management and Asset Management for Service delivery to the optimum level |            | <b>10. Admin Branch</b><br>Recurinting Staff and attach them to achieve the objective of the ministry<br><br><ul style="list-style-type: none"> <li>• Fill up the Vacancies with in the approved Cadre</li> <li>• Providing duty list and evaluating the performances</li> <li>• Updating the personal files</li> <li>• Check the personal files</li> <li>• Leave reports system</li> <li>• Assets declaration</li> <li>• Disciplinary actions</li> </ul> |                    | 01.01.2018       | 31.03.2018         |                   |    |    |    | 100%                |    |    |    | Report                        |                     | Chief Internal Auditor | 011-2345974      |         |

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|         |            |                   |                    |                  |                    | Q1                | Q2 | Q3 | Q4 | Q1                  | Q2 | Q3 | Q4 |                               |                     |                |                  |         |

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|--|--|--|--|------------|------------|--|--|--|--|------|--|------|--------|--|------------------------|-------------|--|
|  |  | <b>11.Human Resource development/Management</b> <ul style="list-style-type: none"> <li>Human resource development plan</li> <li>Appraisal increments</li> <li>check the training plan <ul style="list-style-type: none"> <li>i. selection Methodology</li> <li>ii. check the list of training programme and participated staff member</li> </ul> </li> </ul> |  | 01.07.2018 | 30.09.2018 |  |  |  |  |      |  | 100% | Report |  | Chief Internal Auditor | 011-2345974 |  |
|  |  | <b>12.Janitorial services</b> <ul style="list-style-type: none"> <li>Check the Procedure of Cleaning in the premises</li> <li>Direct Observation and check the time chart for each cleaning place</li> <li>Check the quality of service and cost</li> </ul>  |  | 01.01.2018 | 31.03.2018 |  |  |  |  | 100% |  |      |        |  |                        |             |  |

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|          |            |                   |                    |                  |                    | Q1                | Q2 | Q3 | Q4 | Q1                  | Q2 | Q3 | Q4 |                               |                     |                |                  |         |

|  |  |   |  |            |            |  |  |  |  |  |     |     |      |      |        |  |                        |             |  |
|--|--|---|--|------------|------------|--|--|--|--|--|-----|-----|------|------|--------|--|------------------------|-------------|--|
|  |  | <b>13. Maintain of vehicle to achieve the organization objectives</b> <ul style="list-style-type: none"> <li>Check the vehicle maintain Procedure</li> <li>Vehicle Accident files and Insurance claim</li> <li>Fuel consumption</li> <li>Check the Running charts and log books for each vehicle</li> </ul> |  | 01.01.2018 | 30.09.2018 |  |  |  |  |  | 25% | 75% | 100% |      | Report |  | Chief Internal Auditor | 011-2345974 |  |
|  |  | <b>14. Productivity Concept</b> <ul style="list-style-type: none"> <li>Check the Implementation of Productivity Concept</li> <li>Training and Awareness programmes, workshop</li> <li>5'S concept and inspecting the progress reports</li> </ul>  |  | 01.10.2018 | 31.12.2018 |  |  |  |  |  |     |     |      | 100% |        |  |                        |             |  |

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|              |            |                             |                    |                  |                    | Q1                | Q2 | Q3 | Q4 | Q1                  | Q2 | Q3 | Q4   |                               |                     |                |                  |         |
| Planning for |            | <b>15.Planning Division</b> |                    | 01.10.2018       | 31.12.2018         |                   |    |    |    |                     |    |    | 100% | Report                        |                     | Chief          | 011-2345974      |         |

|  |  |  |            |            |  |  |  |  |  |  |  |  |      |  |                  |         |  |
|--|--|--|------------|------------|--|--|--|--|--|--|--|--|------|--|------------------|---------|--|
| year 2018 to achieve objective of Ministry |  | <ul style="list-style-type: none"> <li>Preparing the annual action plan</li> <li>Preparing the annual progress reports</li> <li>Preparing the Strategic Plan</li> </ul>                              |            |            |  |  |  |  |  |  |  |  |      |  | Internal Auditor | 2345974 |  |
|  |  | <b>16. Empowering information and Communication System in the ministry</b> <ul style="list-style-type: none"> <li>Updating ministry website</li> <li>implementing database Network system</li> </ul> | 01.10.2018 | 31.12.2018 |  |  |  |  |  |  |  |  | 100% |  |                  |         |  |

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|          |            |  |                    |                  |                    | Q1                | Q2 | Q3 | Q4 | Q1                  | Q2 | Q3 | Q4   |                               |                     |                        |                  |         |
|          |            | <b>17.Development Unit</b><br>1. Strengthening of Local Government Pradesiya sabas |                    | 01.10.2018       | 31.12.2018         |                   |    |    |    |                     |    |    | 100% | Report                        |                     | Chief Internal Auditor | 011-2345974      |         |

|  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  | <p>2. Library development programme</p> <p>3. Development of 1000KM of road length areas</p> <p>4. Development Assistant for Back word Local Authorities</p> <p>5. Strengthening Local Authorities</p> <ul style="list-style-type: none"> <li>• Check the guidelines 2018</li> <li>• Check the effective procedure and follow up action correct time to complete the projects</li> <li>• Check the follow up action for each delay</li> </ul> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|         |            |  |                    |                  |                    | Q1                | Q2 | Q3 | Q4 | Q1                  | Q2 | Q3 | Q4 |                               |                     |                        |                  |         |
|         |            | 18.Implementing Local Government Competition/ Improve chamber Facilities for newly elected members |                    | 01.10.2018       | 31.12.2018         |                   |    |    |    |                     |    |    |    | Report                        |                     | Chief Internal Auditor | 011-2345974      |         |



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|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>• Check the evaluation criteria and evaluation process</li> <li>• Check the implementation process</li> <li>• Check the process of inter provincial subject coordination forum</li> <li>• Check the Land aquisition process</li> <li>• Reply to parliament questions public petition commitee</li> </ul> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|          |            |  |                    |                  |                    | Q1                | Q2 | Q3 | Q4 | Q1                  | Q2 | Q3   | Q4     |                               |                        |                |                  |         |
|          |            | <b>19. Provincial Council</b> <ul style="list-style-type: none"> <li>• Strengthening the coordinating activities with PCS</li> </ul> |                    | 01.07.2018       | 30.09.2018         |                   |    |    |    |                     |    | 100% | Report |                               | Chief Internal Auditor | 011-2345974    |                  |         |

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|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>Land aquisition repo representing the provincial councils in the parliament</li> </ul> <p>i. Check the process of inter provincial subject coordination forum</p> <p>ii. Check the Land aquisition process</p> <p>iii. Reply to parliament questions public petition committee</p> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

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|----------|------------|---|--------------------|------------------|--------------------|-------------------|----|----|----|---------------------|------|----|----|--------------------------------|----------------------|------------------------|------------------|---------|
|          |            |   |                    |                  |                    | Q1                | Q2 | Q3 | Q4 | Q1                  | Q2   | Q3 | Q4 |                                |                      |                        |                  |         |
|          |            | <p><b>20. Conducting projects of solid waste management</b></p> <p>Check the effective procedure and follow up action at correct time to complete the each projects</p> |                    | 01.04.2018       | 30.06.2018         |                   |    |    |    |                     | 100% |    |    | Report                         |                      | Chief Internal Auditor | 011-2345974      |         |

|  |  |   |  |            |            |  |  |  |  |  |  |  |      |  |  |  |  |  |
|--|--|---|--|------------|------------|--|--|--|--|--|--|--|------|--|--|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>Check the effective procedure and follow up action at correct time to complete each project</li> </ul> |  |            |            |  |  |  |  |  |  |  |      |  |  |  |  |  |
|  |  | <b>21. Implementation of new accounting system to Local Authorities</b>   |  | 01.10.2018 | 31.12.2018 |  |  |  |  |  |  |  | 100% |  |  |  |  |  |
|  |  | <b>22. Introducing a computer based system for preparation of financial reports of the LAs/PCs</b>  |  | 01.10.2018 | 31.12.2018 |  |  |  |  |  |  |  | 100% |  |  |  |  |  |
|  |  | <b>23. Online Payment system for Local Authorities</b>  |  | 01.10.2018 | 31.12.2018 |  |  |  |  |  |  |  | 100% |  |  |  |  |  |

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|----------|------------|--|--------------------|------------------|--------------------|-------------------|----|----|----|---------------------|-----|-----|------|-------------------------------|---------------------|------------------------|------------------|---------|--|
|          |            |  |                    |                  |                    | Q1                | Q2 | Q3 | Q4 | Q1                  | Q2  | Q3  | Q4   |                               |                     |                        |                  |         |  |
|          |            | <b>24. Local Loans and Development Fund</b>                                  |                    | 01.04.2018       | 30.06.2018         |                   |    |    |    | 25%                 | 50% | 75% | 100% | Report                        |                     | Chief Internal Auditor | 011-2345974      |         |  |
|          |            | <b>25. Sri Lanka Institute of Local Governance</b>                           |                    | 01.04.2018       | 30.06.2018         |                   |    |    |    | 25%                 | 50% | 75% | 100% |                               |                     |                        |                  |         |  |
|          |            | <b>26. Sending reports on the online system Conducted by the parliament.</b> |                    | 01.01.2018       | 31.12.2018         |                   |    |    |    | 100%                |     |     |      |                               |                     |                        |                  |         |  |

