

ANNUAL ACTION PLAN

2018

Comptroller General's Office

Ministry of Finance and Mass Media

Effective from January 01, 2018 to December 31, 2018

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01. Overview

1.1 Introduction:

The Comptroller General Office was established and the Comptroller General was appointed on 07th March 2017 as approved by the Cabinet of Ministers on 21st February 2017 for implementing the proposal number 368 of the Budget Speech 2017, which stipulate “It is proposed to establish the Office of the Comptroller General, at the General Treasury, which will be entrusted with among other, overseeing the asset, material and cost management of government. Accordingly, an Asset Register that includes all assets of the government will also be created”.

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:

1. Create a central database to record all non-financial assets belonging to the government.
2. Recording the correct value of the non-financial assets in government accounts.
3. Adhere to a systematic process of developing, operating, maintaining, upgrading and disposing of assets in a cost effective manner.
4. Collect due revenue from non-financial assets of the government and assist expenditure management.
5. Maximum utilization of government lands for investment and development activities.

1.3 Functions and Responsibilities of the Department

1. Oversee the assets, material and cost management of the government.
2. Supervision of the management of government non-financial assets through formulating regulations, collecting data and creating a centralized information system.
3. Efficient, effective and economical utilization of government assets in order to prevent mismanagement and waste.
4. Improve collection of due revenue from non-financial assets belonging to the government.
5. Provide necessary guidance for the acquisition, maintenance and disposal of government assets.
6. To play the leadership and custodianship role in the management of non-financial assets belonging to the government.
7. To function as the government asset information center.

02. Administrative Responsibilities of the Comptroller General's Office

2.1 Organization Structure

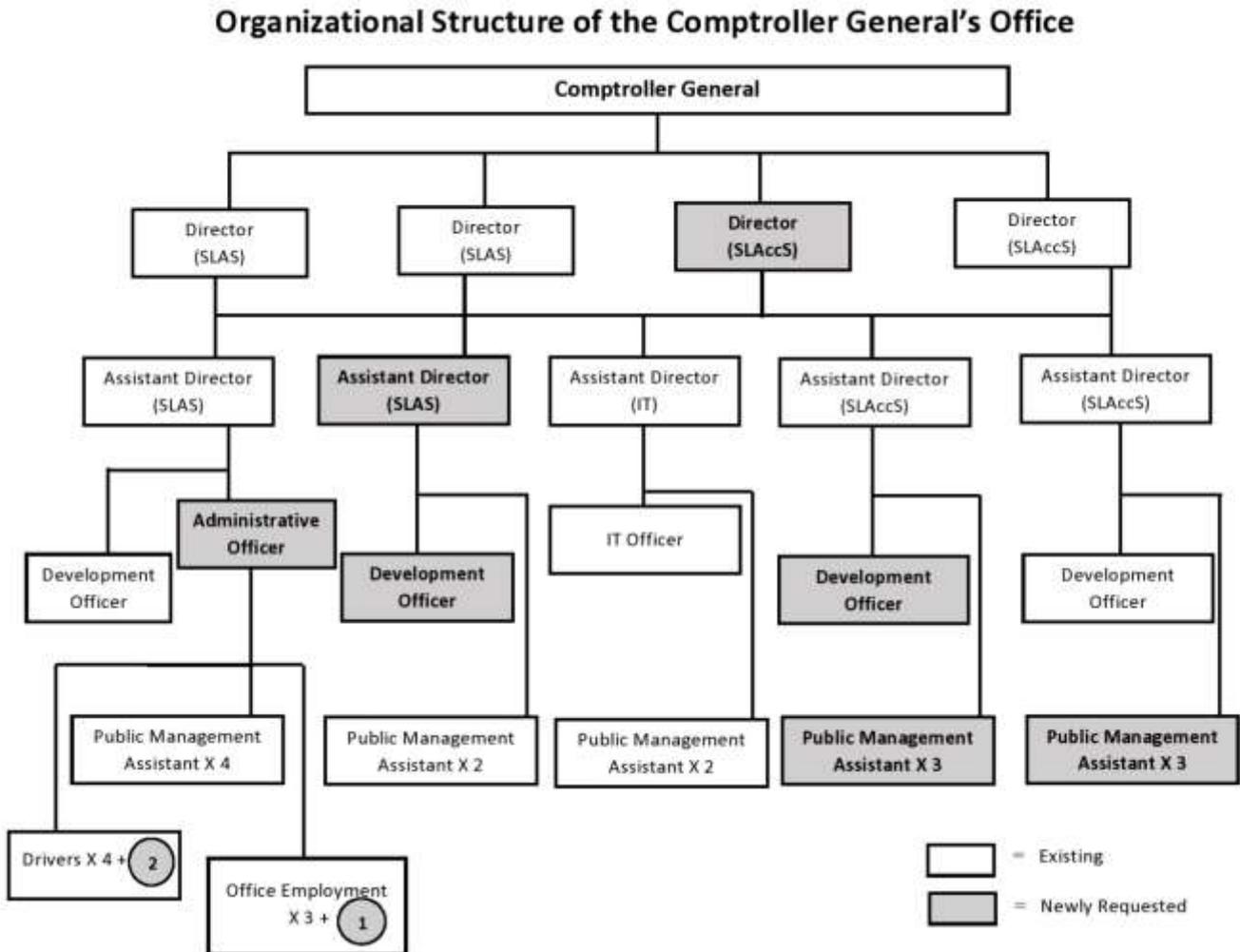


Figure 1: Organization Structure

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	Director	SLAS	I	SL 1 - 2016	02	01
03	Director	SLAccS	I	SL 1 - 2016	02	01
04	Assistant Director / Deputy Director	SLAS	III/II	SL 1 - 2016	02	02
05	Assistant Director / Deputy Director	SLAccS	III/II	SL 1 - 2016	02	01
06	Assistant Director	SLICTS	III/II/I	SL 1 - 2016	01	00
07	Administrative Office	PMAS	SUPRA	MN 7 – 2016	01	00
08	Information and Communication Technology Officer	SLICTS	2 - III/II/I	MN 6 – 2016	01	00
09	Development Officer	DOS	III/II/I	MN 4 – 2016	04	01
10	Public Management Assistant	PMAS	III/II/I	MN 2 - 2016	14	06
11	Driver	CDS	III/II/I/ Special	PL 3 – 2016	06	02
12	Office Employee	OES	III/II/I/ Special	PL 1 - 2016	04	03
Total					40	18

Comptroller General's Office – Activity Plan-2018

Goal 01

Goal Statement : Creation of the Central online Database for Non-Financial Assets of the Government

ACTION/ STEP /DESCRIPTION	PARTY/DEPT. RESPONSIBLE	TIME FRAME												DESIRED OUTCOME/ INDICATOR
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1. Coordinate with ITMIS project office for creation of online database	D/AD													1. Establishment of the online system and a proper data base for Non-Financial Assets management of the Government.
2. Prepare separate system for SOE's with ITMIS team	D/AD													
3. Conduct discussions with main SOE's to understand the existing asset recording systems.	D/AD													

Goal 02														
Goal Statement : Reporting of information and creation of Database for Non-Financial Assets														
ACTION/ STEP /DESCRIPTION	PARTY/DEPT RESPONSIBLE	TIME FRAME												DESIRED OUTCOME/ INDICATOR
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1. Submission of Cabinet Memorandum on vehicle information of central government organizations and Public enterprises	D/AD													I. Creation of Database for all Non-Financial Assets of the Government
2. Submission of Cabinet Memorandum on vehicle information of Provincial Councils and Local authorities	D/AD													
3. Submission of Cabinet Memorandum on Plant & Machinery, Furniture information of central government	D/AD													

organizations and Public enterprises														
4. Submission of Cabinet Memorandum on Lands, Buildings & Structures information of central government organizations and Public enterprises	D/AD													
5. Submission of Cabinet Memorandum on Plant & Machinery, Furniture information of Provincial Councils & Local authorities	D/AD													
6. Submission of Cabinet Memorandum on Lands, Buildings & Structures information of Provincial Councils & Local authorities	D/AD													

Goal 03															
Goal Statement : Implementation of Asset Valuation Procedure															
ACTION/ STEP /DESCRIPTION	PARTY/DEPT RESPONSIBLE	TIME FRAME												DESIRED OUTCOME/ INDICATOR	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1. Draft the circular on asset valuation	D/AD														I. Issue a new circular for valuation of Non-Financial Assets II. Recording of value of the Non-Financial Assets of the Government
2. Arrange discussions with relevant authorities & get observations.	D/AD														
3. Issue the circular on valuation of Non-Financial Assets	D/AD														
4. Gather information according to the valuation circular	D/AD														

Goal 04															
Goal Statement : Policy Formulation for Non-Financial Asset Management															
ACTION /STEP /DESCRIPTION	PARTY/DEP. RESPONSIBLE	TIME FRAME												DESIRED OUTCOME/ INDICATOR	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1. Issue Circular on settling vehicle ownership issues.	D/AD														I. Establish a policy for Government Non-Financial Assets

2. Review existing Asset management policies	D/AD													management in a cost effective manner II. Issuing Circular instructions for Non-Financial Assets management of the Government
3. Identify the policies to be changed	D/AD													
4. Discuss with other Treasury Departments and other stakeholders on formulating new policies	D/AD													
5. Formulation of policies on managing of Non-Financial Assets of the Government	D/AD													
6. Issue circular instructions for management Non-Financial Assets of the Government	D/AD													

Goal 05														
Goal Statement : General Administration & Financial Management														
ACTION /STEP/ DESCRIPTION	PARTY/DEPT. RESPONSIBLE	TIME FRAME												DESIRED OUTCOME/ INDICATOR
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
01.Establishment Matters														I. Smooth functioning of the Comptroller General's Office.
1.1 Coordinate ITMIS Activities in relation to CGO	D/AD													
1.2 Prepare Performance report - 2017	D/AD													
1.3 General administrations of the office	D/AD													
1.4 Prepare of Action Plan 2019	D/AD													
02. Financial Matters														I. Smooth Functioning of the Comptroller General's Office.
2.1 Prepare Procurement Plan 2019	D/AD													
2.2 Prepare annual expenditure estimate for the year 2019	D/AD													
2.3 General Financial Matters	D/AD													

The Format for Master Procurement Plan

Procurement Plan for year 2018 Comptroller General's Office

Department/ Line Agency/ Ministry	Procurement Category (Goods, Works & Services etc.)	Estimated cost (Rs. ,000)	Source of Financing/ Name of the Donor	Procurement method (ICB,LIB,LNB,NCB and National Shopping etc.)	Level of Authority	Priority status U= Urgent P= Priority N= Normal	Current status of procurement preparedness activities	Scheduled date of commencem ent	Scheduled date of completion	Remarks
CGO	Goods									
	1.Stationary & Office Equipment	900	Domestic Funds	Shopping	DPC	N		2018.01.01	2018.12.31	
	2. Furniture & Office Equipment	500	Domestic Funds	Shopping	DPC	N		2018.02.01	2018.11.30	
	3. Plant & Machinery	1,000	Domestic Funds	Shopping	DPC	N		2018.03.01	2018.12.31	
	4. Software Development	15,000	Domestic Funds	LNB	DPC	N		2018.05.01	2018.12.31	

Imprest Plan 2018

Statement of Monthly Cash Flow as per Approved Expenditure Plans for the Year 2018

Expenditure Items (with Expenditure Codes)		Cash Requirement for the approved expenditure Plans- (Rs.000)												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
I	Salaries & wages with other allowances (1001 and 1003)	1,062	1,062	1,062	1,062	1,062	1,062	1,062	1,062	1,062	1,062	1,062	1,062	12,741
	Other Allowances paid with salary (Except object code 1003)	168	168	168	168	168	168	168	168	168	168	168	168	2,016
II	Over time & Holiday Pay (1002)	167	167	167	167	167	167	167	167	167	167	167	167	2,000
III	All the Other Recurrent Expenditure	706	938	881	856	961	806	781	1,026	856	956	756	781	10,306
	Recurrent Total	2,103	2,335	2,278	2,253	2,358	2,203	2,178	2,423	2,253	2,353	2,153	2,178	27,063
IV	Reimbursable Foreign Aid													-
V	All the Other Capital Expenditure	117	267	492	117	192	442	7,692	192	5,367	217	2,792	317	18,200
VI	Public Officers Advance Account	300	100	150	200		500		250	100	200			1,800
VII	Deposit A / C													-
VIII	Other Advance Accounts													-
	Grand Total	2,519	2,701	2,919	2,569	2,549	3,144	9,869	2,864	7,719	2,769	4,944	2,494	47,063