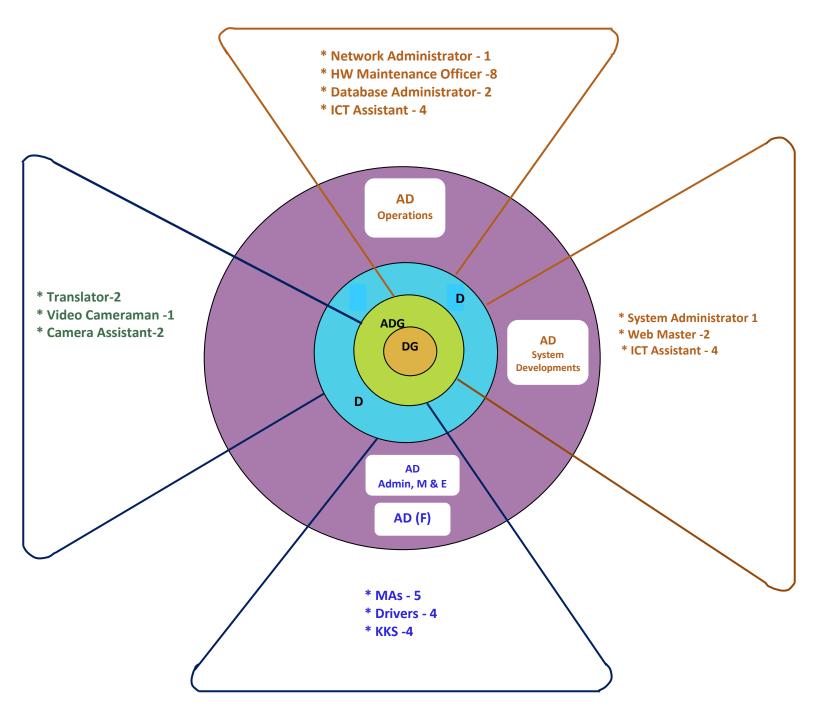
# **Action Plan-2014**

# Department of Information Technology Management

**Ministry of Finance & Planning** 



**Organization Chart – Department of Information Technology Management** 

# Department of Information Technology Management Staff Schedule – 2014

Serial No	Designation in the chart	Designation approved by MSD	Service	Service Level	Existing Carder	Approved Carder 2013
01	Director General			Senior	1	1
02	Additional Director General			Senior	0	1
03	Director	Director	SLPS/SLAS/SLITS	Senior	1	1
04	Director (Media)	Director (Media)	Dept	Senior	1	1
05	Assistant Director/ Deputy Director	Assistant Director/ Deputy Director	SLPS/SLAS/SLITS	Senior	2	3
06	Accountant	Accountant	SLAcS	Senior	1 (Acting)	1
07	System Administrator	Senior IT Specialist System Development	Contract	Senior	1	1
08	Network Administrator	Senior Infrastructure Development Specialist	Contract	Senior	1	1
09	Web Master	ICT Officer II/II	DOS/SLITS	Senior	1	2
10	Database Administrator	ICT Officer II/II	DOS/SLITS	Senior	0	2
11	HW Maintenance Officer	Development Officer	DOS/SLITS	Senior	3	8
12	Translator	Translator	TS	Secondary	0	2
13	Video Cameraman	Video Cameraman	PL 2	Primary	1	1
14	Camera Assistant	Camera Assistant	PL 1	Primary	1	2
15	Lighting Assistant	-	Dept	Primary	1	0

# Department of Information Technology Management Staff Schedule – 2014

16	ICT Assistant	ICT Assistant	SLITS	Secondary	3	8
17	Management Assistant	Management Assistant	PMAS	Secondary	4	5
18	Drivers	Drivers	DS	Primary	2	4
19	KKS	KKS	OES	Primary	4	4
	TOTAL		•		28	48

### **Executive summary**

The Department of Information Technology Management (ITM) was established under the purview of Ministry of Finance & Planning as per the decision taken by the Cabinet of Ministers on 28 November 2012. ITM is responsible for facilitating all automation activities of departments coming under the purview of the Ministry of Finance & Planning. The department will provide strategic ICT direction and IT operational policies and standards for effective functioning of Treasury departments.

Designing and maintaining of IT systems and providing hardware maintenance support for Treasury departments and provision of information are main responsibilities of the Department.

Integrated Treasury Management Information System (ITMIS) project which is expected to be implemented in the Ministry within the year 2014. Once this project is commenced, it will be necessary to have a full-fledged IT department for the Ministry of Finance & Planning for successful implementation of the system.

Currently, there is a limited access to information despite the high demand for accurate data and information. ITMD will therefore facilitate the use of information and communication technology to provide required data ensuring the support for management decision making.

#### Vision

Fully automated Finance and Planning for a rapid economic growth

#### Mission

Provide, coordinate and facilitate the use of information and communication technology and information resources to formulate national economic and financial policies and strategies of the country.

### **Strategic Objectives**

Ensure automated systems and procedures are in place in each department with modern ICT

Provide Management Information for decision making purposes

Ensure easy access to treasury information for the general public

Coordinate ICT activities of other departments in achieving e-government objectives

Activity/ Sub activity	Responsibility						Time f	rame						Expected outcomes
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1. Upgrading the Treasury Website	Senior IT													Timely
<b>1.1</b> Evaluate existing website	Specialist													updated website
1.2 Remove obsolete information	Web Master													
1.3 Re-organize existing information														
1.4 Design a new website														
1.5 Introduce the new web-site														-
2.Implementation of ITMIS	DG													Sound
2.1 Engage with infrastructure														implementati
development for ITMIS	Senior IT													on of ITMIS
<b>2.2</b> Coordination with the other Departments	Specialist													
2.3 Attend training programmes on ITMIS	Senior Infrastructure													
2.4 Engage with ITMIS development team	Development Specialist													
<b>2.5</b> Facilitate with trouble shooting activities														
3.Upgrading the Treasury Intranet	Director													Up-to-date
3.1 Evaluate existing intranet	AD													Intranet
<b>3.2</b> Remove obsolete information	Web Master													
<b>3.3</b> Make necessary changes to intranet	1													

4.Upgrading the e-mail System	AD						Proper e-mail
<b>4.1</b> Ensure the use of official e-mail by all staff	Web Master						system
<b>4.2</b> Install a backup email server with a secondary communication link							
5. Hardware Maintenance	AD						Efficient
<b>5.1</b> Review existing hardware maintenance system	Web Master						hardware maintenance
<b>5.2</b> provide more efficient HW maintenance system							System
6.Introduce IT Usage Policies							
<b>6.1</b> Review existing policies	DG						ICT usage policy
<b>6.2</b> Introduce security policy for the data storages system							
<b>6.3</b> Introduce group policies for shared documents							
<b>6.4</b> Introduce IT Usage Policy							
<b>6.5</b> Introduce access policy for web browsing							
<b>6.6</b> Introduce backup policies							_
7.Upgrade network infrastructure	AD						Well
7.1 Inspect the existing network	Web Master						functioning Network
7.2 Upgrade network as necessary							

8.Introduce postal mail tracking system	Director							Automated mail tracking
8.1 Study the ministry procedure	AD							system
8.2 Design & agree for new procedure	ICT Assistant							
8.3 Design Software								
8.4 Testing & Implementing								
9. Development of Database	Director							
a. Sri Lanka Accountants' Service	AD							
b. Sri Lanka Planning Service	ICT Assistant							
9.1 Identify requirements	ICI Assistant							Databases for
9.2 Preparation of SRS - System Requirement Specification								SLAcS and SLPS
9.3 Database design								
9.4 Use interface design								
9.5 Report generation								
9.6 Testing								
9.7 Implementation & Maintenance								
9.8 Coordination	_							

10. Introduce a Vehicle Management System 10.1 Implementation and User	AD							Automated vehicle management
Management								system
<b>10.2</b> Coordination with developers & users								
11. Plan for introduction of new IT systems	Director AD							Plan to introduce automated
11.1 Discuss with officers in the departments	AD							systems
11.2 Identify new requirements								
11.3 Prepare a plan								
12 . Media & Publicity	Director							Availability of up-to-date
<b>12.1</b> Draw a mechanism to obtain news/information/reports to publish								information
12.2 Publish regularly								
<b>12.3</b> Make general public aware of recent development activities								
<b>12.4</b> Make corrections of incorrect information published by media								
<ul><li>12.5 Maintaining secure video clips for Newspapers, Television programmes</li><li>&amp; Book printing</li></ul>								

#### 2014 Action Plan- ITMD

12.6 Publish signing of new agreement								
& new economic reforms in the								
Treasury Web								
13.Monitoring & Evaluation	DG							
13.1 Prepare the Annual Action Plan								Well
	Director							functioning
13.2 Progress review								department
	AD							
13.3 Progress reports								
13.4 Prepare the Annual Budget	]							

Head - 329 Department of Information Technology Management Medium Term Budgetary Framework

	2014	2015	2016
Description	Estimate	Project	tions
Recurrent Expenditure	31,230	32,880	34,610
Salaries and Wages	5,000	5,150	5,305
Overtime and Holiday Payments	200	200	200
Other Allowances	2,800	2,885	2,970
Domestic	100	110	120
Foreign	200	215	230
Stationery and Office Requisites	500	530	560
Fuel	800	850	900
Diets and Uniforms	30	35	40
Vehicles	500	530	560
Plant and Machinery	150	160	170
Buildings and Structures	150	160	170
Postal and communication	300	320	340
Advertisement/ Media	20,000	21,200	22,475
Other	200	215	230
Transfers	300	320	340
Capital Expenditure	6,000	3,200	4,500
Furniture and Office Equipment	500	600	700
Plant , Machinery and Equipment	5,000	2,000	3,000
Capacity Building	500	600	800
Total Expenditure	37,230	36,080	39,110

## <u>APPLICATION FOR ANNUAL IMPREST LIMITS FOR THE YEAR -2014</u> "A" CLASS DEPARTMENTS

MINISTRY / DEPT: Department of Information Technology Management

(Rs. 000)

												Ded	uctions			Total	l.	Imprest limit	Rev/Cash	Amount Req.
Group			Descr	ription of b	oudgetary F	Provision				Total Provision	X - Entry	Allo. To Other	To D/Sec	Gov	gn Aid		from other			
										(1)	(2)	Depts.	(a) (4)	Institu (5)		Deductions (7)=(2+3+4 +5+6)		(9)=(1-7+8)	(10)	from Treasury (11) =(9-10)
(1)	Prog: Ser	vices (Recur	rent exp.) (	c),(d)																
		Prog.			Sal	aries		Oth	ners											
		1					5,000	2	26,230	31,230	725					725		30,505		30,505
		2														-		-		-
		Sub Total					5,000	2	26,230	31,230	725					725		30,505		30,505
(2)	Prog: Ser	vices (Capita	ıl exp.) ( c )	),(d)																
			Domestic	FA Lo	an (12)	F Aic	l (13/16)	RFA(	14/15)											
	I	Prog	Fund (11)	FA Loan (12)	DF (17)	DF (17)	FA(13/16)	DF(17)	RFA(14/ 15)											
		1	6000							6,000						-		6,000		6,000
		2								-						-		-		-
(3)	Deposit A	A / C ( h )	•					-		4								4		4
(4)	Adv. To .	.P.OO A / C	No (DR Li	mit)						1,000						-		1,000		1,000
(5)			0	ther Adva	ance Acco	ounts														
	Sub Total	.1																		
	General	Total								38,234	725	-	-	-	-	725	-	37,509	-	37,509

Certified as Correct

Signature of Chief Accountant / Director finan :
Name of Chief Accountant :
Tele : No. :

	Rs.
Cross Entries	Rs.'000
Deduction of W & O.P Contribu 6.5% *5000	325
P.OO Adv. A/C Cr.Limit	200
Others (including intrest on P. O. O. Ad)	200
Total	725

#### Monthly Cash Flow Statement as per Approved Plans for the Year 2014

Expenditure Head No: 329 Ministry / Department: Department of Information Technology Management (Rs. 000)

Ex	penditure Items				Ca	sh Requirer	nent for the a	pproved ex	penditure Pla	ans				
wit	h Expenditure	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	Salaries & wages													
	with other													
	allowances ( 1001													
I	and 1003)	589.58	589.58	589.58	589.58	589.58	589.58	589.58	589.58	589.58	589.58	589.58	589.58	7,075
	Over time &													
	Holiday Pay (													
II	1002)	32.00	15.27	15.27	15.27	15.27	15.27	15.27	15.27	15.27	15.27	15.27	15.27	200
	All the Other													
	Recurrent													
III	Expenditure	9,375.83	1,275.83	1,195.83	1,295.83	1,295.83	1,195.83	1,295.83	1,255.83	1,195.83	1,295.83	1,195.83	1,355.83	23,230.00
	Recurrent Total	0.007.43	1 000 70	1 000 (0	1 000 60	1 000 (0	1 000 60	1 000 (0	1 000 00	1 000 (0	1 000 60	1 000 (0	1.000.00	20.505
	D : 1 11	9,997.42	1,880.69	1,800.69	1,900.69	1,900.69	1,800.69	1,900.69	1,860.69	1,800.69	1,900.69	1,800.69	1,960.69	30,505
	Reimbursable													
IV	Foreign Aid													*
	All the Other													
	Capital													
V	Expenditure	3,450.00	0.00	1,200.00	0.00	100.00	0.00	100.00	0.00	0.00	1,100.00	0.00	50.00	6,000
	Public Officers													
VI	Advance Account	110.00	60.00	60.00	175.00	65.00	60.00	160.00	60.00	65.00	60.00	60.00	65.00	1,000
	Deposit A / C													
VI		0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	4.20
	Others													
VI														*
	Total	13,557.77	1,941.04	3,061.04	2,076.04	2,066.04	1,861.04	2,161.04	1,921.04	1,866.04	3,061.04	1,861.04	2,076.04	37,509

#### INTERNAL AUDIT PLAN FOR THE YEAR 2014

## **Department of Information Technology & Management**

	Accord		al Activities ction Plan/Estimate			Annual Internal A	Audit l	Plan			
No	Area and objective to be achieved	Annual Financial Provision	Planned Activities under each area	Identified auditable area	Ev al- uat ed ris	Planned Internal Audit Activity and Objectives of the audit	Inte	e fran rnal <i>A</i> ration			Required Resources
		Rs. Mn.			k		Q1	Q2	Q3	Q 4	
01	Upgrading the Treasury Website	37.2	i.Evaluate Existing website ii.Remove obsolete information iii.Design a new website iv.Introduce the new website	Existing website New website	4	Review the action taken  Review the progress of introducing a new web site		√ √		√ 	One Staff Assistant, one Manageme nt Assistant and other allocated resources.
02	Upgrading the Treasury Intranet		i. Evaluate Existing Intranet ii.Remove obsolete information iii.Make necessary changes to intranet system	Treasury website	4	Review the action taken  Asses the change made  Check the updated intranet system	<b>V</b>	V	√		

03	Upgrading the email System	i.Ensure the usage of official email by all staff  ii.Install a backup email server	Use of emails  Installation of Email backups	4	Review the actions taken to increase the email Usage  Check whether the back up email server has been installed as planned		1		√ √	One Staff Assistant, one Manageme nt Assistant and other allocated resources.
04	Hardware Maintenance	i.Review the existing hardware maintenance system	Maintenance system	4	Asses the maintenance system & procedures	V				
05	Introduce IT Usage Policies	i.Introduce security policy for the data storages system  ii. Introduce IT Usage policy	Security for database system  IT Usage policy	3	whether the Review of progress of Introduction of the security policy IT policy and Back up policy			√ √		
	Introduce postal mail tracking system	iii.Introduce backup policies i.Design software ii.Testing & Implementing	backup policies	3	Review the procedure of designing & Implementation			√	$\checkmark$	

					1					
06	Database for Sri Lanka Accounts' Service	<ul><li>i. Data base design</li><li>ii. Implementation &amp; Maintenance</li></ul>	Related files & system  The Data base	4	Review the procedure of designing & Implementation  Review the timely updation	1	V			One Staff Assistant, one Manageme nt Assistant
07	Introduce a Vehicle Management System	i. Coordination with developrs & users	The system & Relevant information	3	Review the procedure		<b>√</b>		<b>√</b>	and other allocated resources.
08	Plan for introduction of new IT systems	i.Discuss with officers in the departments ii.Prepare a plan	Meeting minutes  Prepared plan	3	Review the progress and efficiency  Check whether the plan is prepared and review it			1	V	
09	Media & Publicity	i.Draw a mechanism to obtain news/information/reports to publish  ii.Make general public aware by publishing newspaper articles  iii.Make corrections of wrong information published by media  iv.Publish day new agreement signing & new economic reforms in the treasury web	Related information  Paper articles and file  No of corrected news items  Searching the treasury	4	Review the procedures  Review the program  Review the efficiency	√ √		<b>V</b>	√ √	

10	Monitoring & Evaluation	pla	Prepare the Annual action an Progress reviewing	Annual action plan  Meeting	Checked whether the action plan has been prepared and action has	√ 				One Staff Assistant, one Manageme nt Assistant
		14.4	rogress reviewing	minutes	achieved  Review the	$\sqrt{}$				and other allocated resources.
		iii.	.Progress report preparing	Progress reports	progress reports & procedures		$\sqrt{}$	$\sqrt{}$	$\sqrt{}$	
				Budget Estimates						