



ACTION PLAN – 2019

**DEPARTMENT OF PUBLIC ENTERPRISES
MINISTRY OF FINANCE AND MASS MEDIA**



Department of Public Enterprises

Action plan – 2019

H= High

M= Medium

Objective	Activity	Responsible Officer	Priority	Time Frame	Output	Progress
1. Improve Good Governance in Public Enterprises	1.1 Issuance of guidance and directives to establish financial discipline and good governance. <ul style="list-style-type: none"> • Dividend Policy • Bonus Policy • Good Governance updated Guideline • Circulars 	ADG (P)	H	1 st Quarter	1.1 <ul style="list-style-type: none"> • Dividend Policy • Bonus Policy • Good Governance updated Guideline • Circulars 	
	1.2 Issue a guideline for the preparation of Administrative Manuals.	ADG (P)	H	1 st Quarter	1.2 A Guideline	
	1.3 Grant approval for Administrative Manuals.	ADG (P)	H	Throughout the Year	1.3 Granted approvals for manuals submitted by SOEs	
	1.4 Categorization of SOEs	ADG (P)	H	2 nd Quarter	1.4 Approved Scheme of SOEs categorization	

Objective	Activity	Responsible Officer	Priority	Time Frame	Output	Progress
2. Best Practices to optimize Performance	2.1 Assisting to the COPE	ADGs	H	Throughout the Year	2.1	
	<ul style="list-style-type: none"> a) Prepare reports to COPE on the performance of SOEs to be reviewed by the respective COPE meetings b) Attend COPE meetings relevant to SOEs c) Follow up implementation of COPE recommendations by SOEs d) Submit PED's observations on COPE reports (Interim and Final) submit in parliament 				<ul style="list-style-type: none"> a) COPE reports submitted at COPE meetings b) No of COPE meetings attended c) No of recommendations followed up d) Written observations given 	
	2.2 Facilitating to an effective Audit	ADGs	H	Throughout the Year	2.2	
	Monitoring the actions taken by SOEs on issues raised by the Auditor General /External Auditors.				No of remedial actions taken	

Objective	Activity	Responsible Officer	Priority	Time Frame	Output	Progress
	2.3 Participate in AGM / EGM	ADGs	H		2.3 Attended AGMs / EGMs	
	2.4 Recommend Borrowing Limits and Treasury Guarantees	ADGs	H		2.4 Recommended Borrowing Limits and Treasury Guarantees	
	2.5 Facilitate the renewal of Collective Agreements	ADGs	M		2.5 Reviewed Collective Agreements	
	2.6 Recommend Capital Expenditure as per the Financial Act	ADGs	M	Throughout the Year	2.6 No of requests recommended for Capital Expenditure	
	2.7 Review Corporate plans, Action plans, Annual Budgets of 2019 and Propose corrective measures to improve above plans where necessary	ADGs	H	Throughout the Year	2.7 No of plans received and reviewed (Corporate Plans / Action Plans, Annual Budgets)	
	2.8 Improve Financial Performance of SOEs	ADGs	H		2.8 No of actions taken to improve the Financial Performance	

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	2.9 Review monthly/ quarterly reports with variance analysis against budgeted target	ADGs	H		2.9 Quarterly or monthly reports of SOEs reviewed.	
	2.10 Develop a Database	ADG (P)	H		2.10 Developed Database	
	2.11 Review performance of SOEs with relevant stakeholders	ADGs	M		2.11 No of reviews taken placed	
	2.12 Follow up timely submission of Annual Reports in Parliament	ADGs	M		2.12 No of Annual Reports Submitted in Parliament	
	2.13 Review and recommend request for cash release submitted by SOEs	ADGs	H	Throughout the Year	2.13 No of cash releases recommended to TOD	
	2.14 Follow up the implementation of budget proposals related to SOEs	ADGs	M		2.14 No of implemented proposals	
	2.15 Preparation of a Revenue Policy	ADG (A)	H	2 nd Quarter	2.15 Established Revenue Policy	
	2.16 Preparation of Revenue Estimates and Budget for the year 2020	ADGs	H	3 rd Quarter	2.16 Preparation of Revenue Estimates and Budget - 2020	
	2.17 Collection of Levy and Dividend	ADG (A)	H	Throughout the Year	2.17 Collected levy and dividend as against the estimate - 2019	

Objective	Activity	Responsible Officer	Priority	Time Frame	Output	Progress
	2.18 Preparation of Financial Statements and Public Officers Advance B. Account	ADG (A)	H	Before 28 th of February	2.18 Timely submission of Financial Statements and Public Officers Advance B. Account 2019 to relevant authorities.	
	2.19 Conduct awareness programme on Companies Act, Guideline on Good Governance, Audit and Management Functions etc. for Treasury Representatives	ADG (P)	M	1 st Quarter	2.19 No of programmes conducted	
3. Safeguard of the Public Interest	3.1 Preparation and timely submission of Performance Report of 2019	ADG (P)		31st May 2019	3.1 Timely submitted Performance Report	
	3.2 Preparation of the chapter on SOBEs for the MOF Annual Report 2019	ADGs		End of May 2019	3.2 Timely submitted the Chapter of SOBEs for the MOFP Annual Report	
	3.3 Preparation of chapter on SOBEs for Fiscal Management Report 2018	ADGs		Mid July 2019	3.3 Timely submitted the Chapter on Timely performance of SOBEs for Fiscal Management Report 2018	

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	3.4 Preparation of CBSL Annual Report	ADG (P)	M	End of March 2019	3.4 Submitted CBSL Annual report	
	3.5 Preparation of CBSL Semi Annual Report	ADG (P)		End of July 2019	3.5 Submitted CBSL Semi Annual Report	
	3.6 Preparation of Mid-year Fiscal Position Report	ADG (P)		Mid October	3.6 Submitted Mid-year Fiscal Position Report	
	3.7 Submission of 2018 Annual Accounts of the Department	ADG (A)		Mid November	3.7 Submitted Annual Accounts	
	3.8 Guideline of Golden Share Holding Policy for subleasing, Ceding, Assigning & Alienation of RPCs' land	ADG (A)		Throughout the Year	3.8 Prepared Guidelines	
	3.9 Granting of approval for major transactions, subject to safeguarding of Treasury interest.	ADG (A)			3.9 No of approved major transactions	
	3.10 Arrange Golden Shareholders meetings with representatives of RPCs.	ADG (A)		2 nd Quarter	3.10 No of meetings organized	