

# **Performance Report - 2017**



**Department of Information Technology Management**

## **Content**

	<b>Page Numbers</b>
1. Organizational Structure Vision, Mission and Strategic Objectives of the Department	3 - 4
1.2 Core Responsibilities Organizational Chart	4 - 5
2. Performance During 2017 Overview	6
3. Network Operation Centre	7 - 9
4. IT Division	10 - 12
5. Administration	13 - 15
6. Financial Review	16

# 1. Organizational Structure

## 1.1 Vision , Mission and Strategic Objectives of the Department

### **Vision**

Fully automated Finance for a rapid economic growth

### **Mission**

Provide, coordinate and facilitate the use of information and communication technology and information resources to decision making on designing, executing and evaluating of fiscal policies and promote paperless working environment.

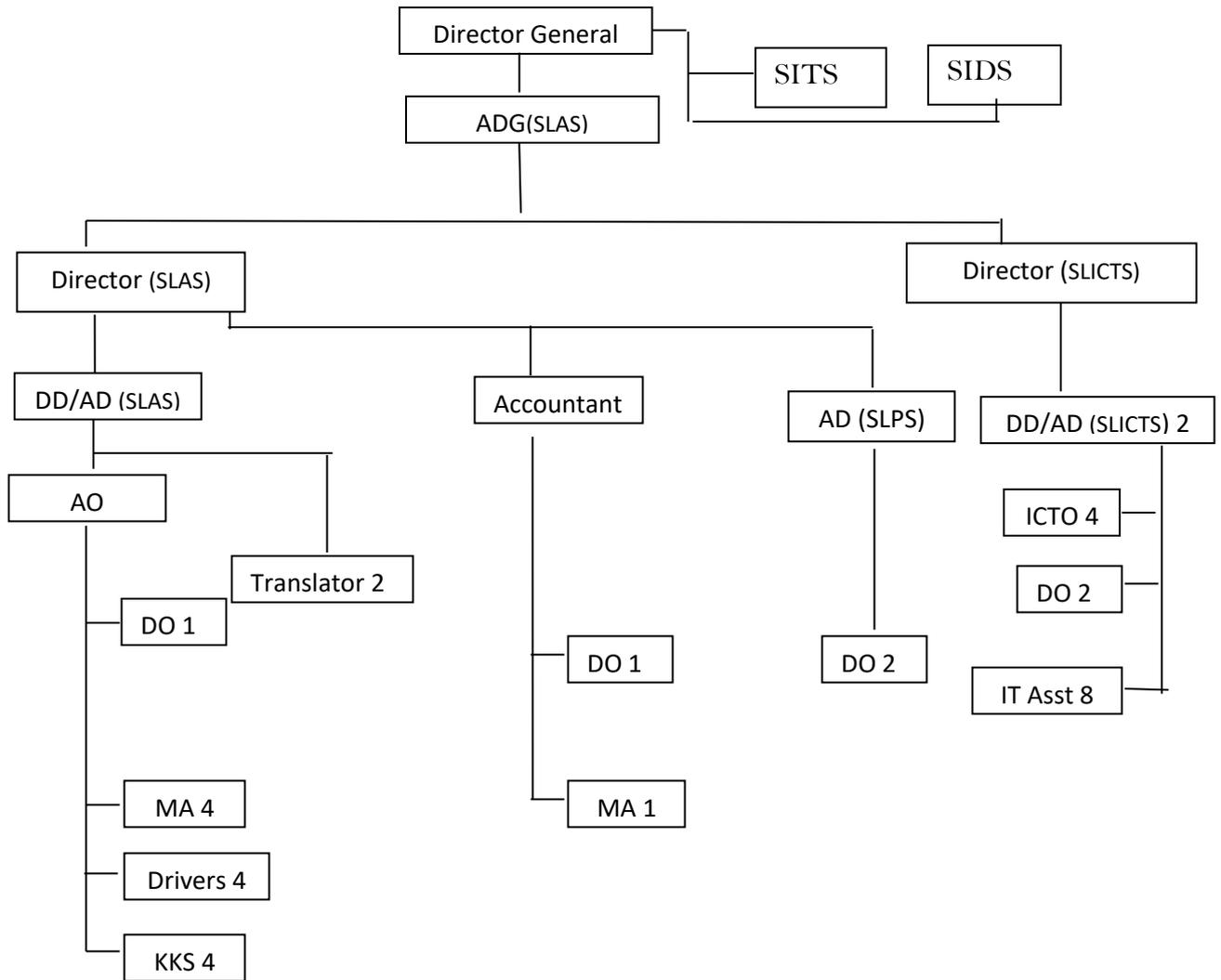
## **1.2 Strategic Objectives**

- To make sure automated systems and procedures for each department using modern ICT
- Provide Management Information for decision making body
- To easy access for treasury information to the general public
- Coordinate ICT activities of other departments

## **1.3 Core Responsibilities**

- Enhance the capacity of existing communication network
- Introduce document management system
- Ensure usage of ICT in Treasury departments
- Coordinate the implementation of Single Window for International Trade
- Design a system to gather and disseminate statistical data requirement for decision making
- Capacity Development of the staff on ICT
- Introduce IT usage policies
- Provide fiscal related information to stakeholders
- Introduce a Pay Roll System to the Public Sector
- Ensure efficient use of ICT resources by providing maintenance support

### 1.3 Organization Chart



## **2. Performance during 2017**

### **2.1 Overview**

The Department of Information Technology Management (ITMD) was established under the purview of Ministry of Finance as per the decision taken by the Cabinet of Ministers on 28<sup>th</sup> November 2012. ITM is responsible for all automation activities of the departments of the Ministry of Finance and Mass Media. Designing and maintaining IT systems and providing hardware maintenance support for the treasury departments and provision of information are main responsibilities of the department. ITM will focus on upgrading the treasury web site, intranet and e – mail system.

Integrated Treasury Management Information System (ITMIS) project is going to be implemented in the ministry within this year. Once this project commenced, it will be necessary to have full – fledged IT division for the ministry of Finance and Mass Media for successful implementation of the system.

There is high demand for the data and information, but there is limited access to relevant information. Therefore, the department of Information Technology Management will provide, coordinate and facilitate the use of information and communication technology and resources to support decision making on designing executing and evaluating of fiscal policies and promote paperless trade to reach world class trading hub.

The Department of Information Technology Management consists of the following two Divisions;

- Network Operation Centre
- IT Division

### 3. Network Operation Centre (NOC)

Network Operation Centre of the Department extended its services to manage the Treasury network resources consisting of about 775 computers, 43 printers and other connected devices in order to strengthen the capacities of treasury departments in formulating national economic and financial policies.

Works completed by the Network Operation Centre during the year 2017 are as follows:

#### Service Provided by Network Operation Centre

- Interconnected all Departments using a Network Infrastructure.
- Connected new Computers to Network.
- Networking new printers.

**Table 3.1.1 -Software and Hardware maintenance**

Activity	Number of tasks
In House computer repairing(major problems)	960
Onsite computer repairing & internet e-mails troubleshooting(miner problems)	1181
Repair of Printers and UPS	846
Security systems of ICT Systems - Updating windows and removing unnecessary software	12

**Table 3.1.2 Details of Tasks done on Redesigning and Updating of the Treasury website during year 2017**

<b>Name of Department</b>	<b>Number of Tasks</b>
Department of Development Finance	10
Department of Fiscal Policy	70
Department of Management Audit	11
Department of Management Services	15
Department of National Budget	25
Department of State Accounts	30
Department of Treasury Operations	28
Department of Trade and Investment Policy	12
Department of Information Technology Management	10
Department of Public Enterprises	15
Department of Legal Affairs	2
Department of Public Finance	150
Ministry of Finance	21
Hon. Minister's Media Unit	110
Intranet	40
Other	40
<b>Total</b>	<b>589</b>

**Table 3.1.3 Details of Tasks done on ICT System in MOF**

Details of Tasks Done	Activities
1. Interconnecting both old and new Treasury Buildings' LANs	1.1 Interconnected LANs in both Treasury buildings using Fiber Optic cable
	1.2 Connected all 150 PCs to MOF's LAN in new building
	1.3 installed Sophos anti-virus software on all PCs in new building
2. Supporting on ITMIS activities	2.1 Installed 24 switches on LAN migration
	2.2 Installed of Sophos Antivirus server
	2.3 Installed of Active Directory server
	2.4 Upgraded of Zimbra mail system to Microsoft Exchange server
	2.5 Arranged Server room for new ITMIS equipment's
	2.6 Installed a Centralized UPS System
	2.7 Installed Two Air conditioners to Data Centre
	2.8 Installed a Server System in External Resources Department
	2.9 Data Centre and Network System of the Ministry were connected through VPN
	2.10 Help Desk
3. Supporting on ICTA Wi-Fi projects	3.1 Installed 20ARUBA Wi-Fi routers in new building and room no 027
	3.2 Installed 12 CISCO Wi-Fi routers in several rooms of old building under LGN 2.0 project
	3.3 Installed public Wi-Fi zone at main lobby of MoF
	3.4 Installed 2 firewall systems at NOC

## **4. IT Division**

### **4.1 Postal Mail Tracking System**

After completion of the customization requests from relevant departments, Postal mail tracking system is operating in following departments.

1. Secretary to the Treasury
2. Administration division of the Ministry of Finance
3. Department of National Budget.
4. Department of Management Audit
5. Department of Trade Tariff and Investment policy
6. Department of Public Enterprises
7. Department of State Accounts

The responsibilities of system maintenance and troubleshooting and conducting user trainings are parts of day to day operations of ITMD on demand.

Maintenance and Troubleshooting of Mail Tracking System in

- Office of Secretary to the Treasury
- Administration division of the Ministry of Finance
- Department of National Budget
- Department of Management Audit
- Department of State Accounts

Solved the issues in data migration and reconfigured the mail tracking system in the active directory environment in the above departments.

## **4.2 Leave Management System**

A Leave Management system has been developed and introduced for managing leaves. It enhances the report generating in searching functions than using manual leave keeping books.

## **4.3 Warehouse Information Management System**

ITMD implemented a Warehouse Information Management System which enhances operations of “Mannar warehouse” that is maintained by Department of Development Finance in the Ministry of Finance.

## **4.4 Single Window Application**

Single window application has been developed and implemented in following institutes by ITMD.

1. Standard Institute of Sri Lanka
2. National Plant Quarantine Service
3. Department of Animal Production and Health

## **4.5 Establishment of Government Payroll System**

ITMD developed and introduced a Payroll system to the Public Sector. This new Payroll system is easy to use and reliable than the existing government payroll system. It is a perfect solution for paying the salary for government servants. Salaries, wages, allowances and deductions would be calculated accurately through this system. Produce all relevant reports such as salary sheets, pay slips and EPF/ETF/PAYE reports and also it facilitates Bank and EPF/ETF E-Transfers. It will save time, labour and money while minimizing the risk of practical mistakes.

### **Following activities done in payroll System during year 2017 2017**

- Pilot run completed in department of Information Technology Management
- Test run was done in five departments of the Ministry of Finance and Mass Media
- Completed all report generation
- HR details entered in to the system

### **4.6 Additional activities**

- Completed the upgrading of the IT Infrastructure of MOF premises integrating all the departments.
- Coordinate the process of distributing the deploying 500 Computers and 275 Laptops to all the departments.
- Started the process of encouraging all the staff to communicate via their official e-mail parallel to the computer distribution.
- Document Management System in Cabinet and Parliament affairs is recovered and reconfigured in the active directory environment.
- Supported the survey on IT assets done by ITMIS project.
- Tested and supported for error tracking in ITMIS in the pilot run.
- Conducted workshops on Using ITMIS for accountants and CIGAS users, in District level Covering all Island.

### **4.7 Special activity**

Published a Treasury news magazine named "Bhandagara Puwath" Quarterly during the year and distributed all Ministries, Departments, Libraries and the other Public Sector. It contained information related to Ministry of Finance and Mass Media, such as Current Economic indicators, Policy decisions taken, and the events covered by the Hon. Minister of Finance and Mass Media.

## 5. Administration

The Department is headed by the Director General, assisted by Additional Director General, one Director, a Senior IT Specialist (System Development), a Senior IT Specialist (Infrastructure Development), one Deputy Director, one Assistant Director and other staff.

**Table 5.1.Cadre Information as at 31<sup>st</sup> December 2017**

Designation	Approved Cadre	Existing Cadre	Vacant Cadre	Service
Director General	1	1	0	Sri Lanka Administrative Service(SLAS /SLICS)
Additional Director General	1	1	1	SLAS
Director (IT),(Admin)	2	1	1	SLAS(1) + SLICS (1)
Deputy/ Assistant Director (Web and Maintenance/IT Operations/Planning)	4	2	2	SLAS(1) + SLICS (2)
Accountant	1	0	1	Sri Lanka Accounting Service
Administrative Officer	1	1	0	Public Management Assistant Service
ICT Officer[(Network)(Web Designing) (Programming)(Maintenance Officer)]	4	2	2	Sri Lanka Information & Communication Technology Service
Translator English/Tamil, Sinhala/Tamil	2	1	1	Translators Service
Development Officer	6	6	0	Development Officers' Service
Science & Technology Officer	0	1	0	
ICT Assistant	8	4	4	Sri Lanka Information & Communication Technology Service
Public Management Assistant	5	5	0	Public Management Assistant Service
Drivers	4	1	3	Drivers Service
KKS	4	4	0	Office Employee Service
Senior Information Technology Specialist - System Development	1	1	0	Contact basis
Senior Infrastructure Development Specialist	1	1	0	Contact basis
<b>Total</b>	<b>45</b>	<b>32</b>	<b>14</b>	

As indicated in the table 5.1, staff strength of the Department in 2017 was only 31 employees, which is 71 percent of the approved cadre.

**Table 5.2 - Local Training Courses, Workshops - 2017**

<b>Name of the Course</b>	<b>Institution</b>	<b>Number of Participants</b>	<b>No. of days</b>	<b>Designation</b>
ITMIS training	MILODA	08	02	ITMD staff Additional Director General, Deputy Director, Development Officer, Information Technology Asst.
Preparation of bid documents and tender procedures	MILODA	02	03	DO, Mgt. Asst.
ITMIS end user training for internal audit cadre	MILODA	01	02	Mgt. Asst.
CIGAS year-end course	MILODA	02	01	DO, Mgt. Asst.
File Mgt. General office admin & e-code	MILODA	01	03	Mgt. Asst.
ITMIS end user training for internal audit cadre	MILODA	02	02	DO, Mgt. Asst.

**Table 5.3 - Foreign Training Courses, Study Tours & Seminars - 2017**

<b>Name of the Officer</b>	<b>Name of the Course</b>	<b>Time Period of the Course</b>	<b>Name of the Country</b>
Mr.S.H.Harischandra	Capacity Building	2017.12.12 2017.12.15	Korea
Ms.S.S.Sumanapala	Fintech Financial Forum - 2017	2017.11.06 2017.11.10	Philippines
Ms. J.V.G. Nimali	Strategic Human Resource Management	2017.02.12 2017.02.19	Singapore
Ms. J.V.G. Nimali	Economic Corporation for Asian development	2017.05.15 2017.05.26	China
Ms. S.Abekoon	Financial Services and Cooperation	2017.05.31 2017.06.24	China
Ms.Y.Yapabandara Mr.P. D. T. Pathirana Mr.G.K.H.Lahiru	IT Training	2017.07.24 2017.07.28	Singapore

**Outbound Training for Department of ITM 2017**

Activity based Two days training programme was conducted for staff of the department to develop the relationship, teamwork and attitude among the staff members.

## 6. Financial Review - 2017

### 6.1 Financial Information on Expenditure

Financial information on expenditure against provision on personnel emoluments, other recurrent expenditure and capital expenditure of the Department in 2017 is summarized as below.

**Table 6.2 -Financial Progress**

Description	Allocation for the year 2017 (Rs.Mn.)				Cumulative Expenditure for the year As at end of December 2017 (Rs.Mn)	
	Annual Estimate	Budget deduction	Supplementary Provision & FR 66	Total Allocation	Actual Expenditure	As a % of Allocation
Recurrent Expenditure	39.89	0	(0.55)	39.34	29.13	74.05
Capital Expenditure	7.1	0	0	7.1	2.89	40.70
<b>Total</b>	<b>46.99</b>	<b>0</b>	<b>0</b>	<b>46.44</b>	<b>32.02</b>	<b>68.95</b>