Action Plan
2024

Department of Information Technology Management

**Ministry of Finance, Economic Stabilization &
National Policies**

Content

- Vision, Mission, Strategic Objectives, Core Responsibilities

- Organization Structure

- Cadre Details

- Activity Plan

- Imprest Requirement Plan

- Procurement Plan

- Internal Audit Plan

Vision

Digitalized treasury management system for the economic development of the country

Mission

Coordinate and facilitate digitalized transformation of treasury management to assist decision making on designing, implementing, executing, monitoring and evaluating of treasury functions.
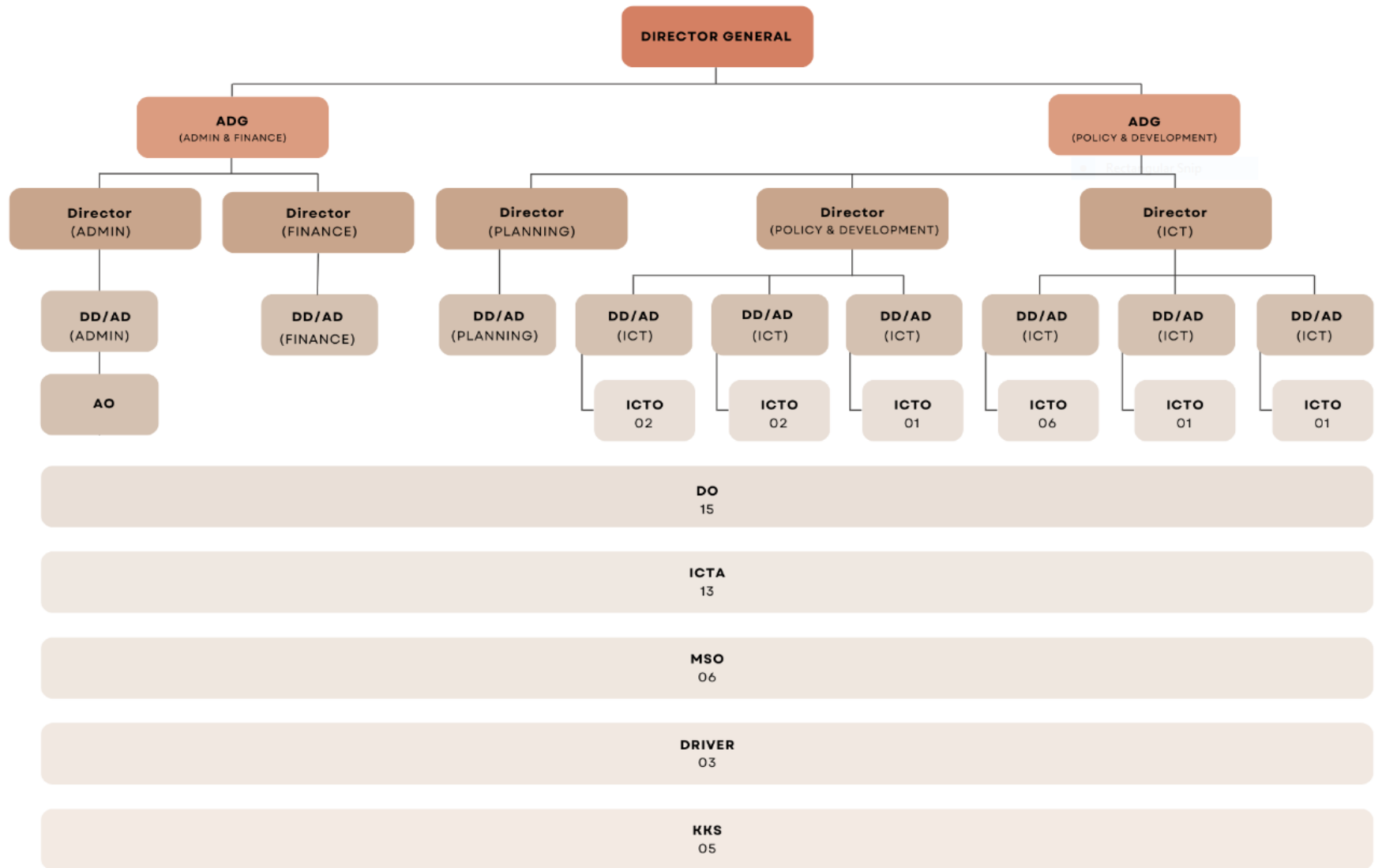
Strategic Objectives

- To coordinate ICT activities in the General Treasury with the purpose of ascertaining e-governance objectives
- To create and deploy effective digital communication channels for a paperless office environment
- To facilitate and develop ICT based systems in order to facilitate efficient service delivery
- To modernize the foundational infrastructure upon which the IT systems of the General Treasury are built ensuring uninterrupted ICT services
- To ensure citizen friendly information dissemination through the Ministry's Web Portal and other means of ICT

Core responsibilities

- Implementing a standard IT policy to the Ministry of Finance (MoF) and its Departments
- Upskilling and enhancing the capacity of the staff on Information and Communication Technologies
- Designing, developing, implementing and maintaining IT systems to facilitate smooth functioning of the processes
- Liaising with the stakeholders and facilitating throughout the project lifecycle for National Level ICT initiatives
- Ensuring cyber security
- Providing updated information through the treasury website
- Upgrading the ICT infrastructure in due time
- Providing maintenance support for optimum usage of ICT resources
- Providing ICT related industrial training opportunities

Organization Structure


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                                    DIRECTOR GENERAL

              ADG                                              ADG
        (ADMIN & FINANCE)                               (POLICY & DEVELOPMENT)

   Director       Director        Director          Director              Director
   (ADMIN)        (FINANCE)       (PLANNING)    (POLICY & DEVELOPMENT)      (ICT)

   DD/AD          DD/AD           DD/AD      DD/AD    DD/AD    DD/AD    DD/AD    DD/AD    DD/AD
   (ADMIN)        (FINANCE)       (PLANNING) (ICT)    (ICT)    (ICT)    (ICT)    (ICT)    (ICT)

     AO                                      ICTO     ICTO     ICTO     ICTO     ICTO     ICTO
                                              02       02       01       06       01       01
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DO
15

ICTA
13

MSO
06

DRIVER
03

KKS
05

Cadre Details as at 15.12.2023

S No	Designation	Service	Grade/ Class	Salary Code	Service Level	Approved Cadre	Existing Cadre	Vacant Carder	Excess Carder
1	Director General	SLAS	Special	SL3	Senior	1	1	0	0
2	Additional Director General	SLAS	Special	SL3	Senior	2	2	0	0
3	Director	SLAS	I	SL1	Senior	2	2	0	0
4	Director	SLPS	I	SL1	Senior	1	0	1	0
5	Director	SLAcS	I	SL1	Senior	1	1	0	0
6	Director	SLITCS	I	SL1	Senior	1	1	0	0
7	Deputy/Assistant Director	SLAcS	II/III	SL1	Senior	1	0	1	0
8	Deputy/Assistant Director	SLAS	II/III	SL1	Senior	1	0	1	0
9	Deputy/Assistant Director	SLPS	II/III	SL1	Senior	1	1	0	0
10	Deputy/Assistant Director	SLICTS	1-II/III	SL1	Senior	6	6	0	0
11	Administrative Officer	PMSO	Supra Grade	MN7	Tertiary	1	1	0	0
12	ICT Officer	SLICTS	2-II/I	MN6	Tertiary	13	9	4	0
13	Development Officer	DOS	III/II/I	MN4	Secondary	15	13	2	0
14	ICT Assistant	SLICTS	3-III/II/I	MT1	Secondary	13	5	8	0
15	Management Service Officer	PMSO	III/II/I	MN2	Secondary	6	5	1	0
16	Drivers	DS	III/II/I/Special	PL3	Primary	3	3	0	0
17	KKS	OES	III/II/I/Special	PL1	Primary	5	4	1	0
	Total					**73**	**54**	**19**	**0**

Permanent Carder Positions as at 15.12.2023

Service Level	Approved Cadre Permanent	Existing Cadre Permanent	Vacant Carder Permanent	Excess Carder
Senior	17	14	03	00
Tertiary	14	10*	04	00
Secondary	34	23	11	00
Primary	08	07	01	00
Total	73	54	19	00

* Two (02) officers have been taken Local and Foreign nopay leave as per Public Administration Circular 14/2022

Activity Plan

Goal	Area of Responsibility		Activities	Timeline				Outputs	Responsible Person	Supervision
				Q1	Q2	Q3	Q4			
Provide uninterrupted digital working environment	To provide efficient and reliable communication through the MoF network	1	**Upgrade, Maintain & Monitor IT infrastructure in the Ministry of Finance/Treasury Premises**						ICTO,DO, SO, DO	DG, ADG, D, AD(ICT)
			Continuous technical support throughout the year for MoF (Servers, Firewall, Switches, Routers, Backup & Replication and Network)					No. of solved incidents		
			Continuous technical support throughout the year for DC and DR sites (Servers, Backup & Replication and Network facilities)					No. of solved incidents		
			Monitoring and managing Leased line and 4 ADSL routers at NOC (Servers, Firewall, Switches, Routers and Network)					Provided proper communication facilities		
			Troubleshooting other ADSL routers (around 30 nos.) within the Ministry					No. of solved incidents		
			Creation and monitoring of LGN user accounts for MoF officials					No. of user accounts created and monitored		
	To support IT related services	**2**	**Hardware Maintenance of Ministry of Finance**						ICTO, DO, ICTA	DG, ADG, D, AD(ICT)
			Maintain around 1,200 computers and 615 printers with other connected devices in order to provide uninterrupted service delivery							
			• Onsite computer repairing & troubleshooting					No. of completed incidents		
			• Software installation, updating and uninstalling unnecessary Software (OS, Applications, Virus guard, Drivers)					No. of completed incidents		

Goal	Area of Responsibility		Activities	Timeline				Outputs	Responsible Person	Supervision
			Technical support on major problems and new purchasing of IT related equipment					No. of completed incidents		
Ensure proper HR & salary management system	Centralized system for HR Management and processing salary	**3**	**Expand Payroll System**						ICTO, DO, ICTA	DG, ADG, D, AD(IT)
			Continuous infrastructure maintenance after live run					No. of infrastructure issues addressed		
Enhanced transparency and awareness on treasury activities	Provide updated treasury information	**4**	**Updating contents of the Treasury website**						ICTO, SO, ICTA	DG, ADG, D, AD(ICT)
			Update circulars, gazettes, news and other information					No. of updates done		
			Coordination of web coordinators of treasury departments					Regular coordination		
			Monitoring the contents of the web site and maintaining backups					Ensuring regular monitoring and backups		
	Enhance the quality of the website	**5**	**Enhancements to the MoF web portal**						ICTO, SO, ICTA	DG, ADG, D, AD(ICT)
			Identification/ Gathering of new requirements					Completed requirement gathering		
			Designing, Developing and QA Testing for newly added features					Availability of reliable web pages		
			Implementation of new features					Availability of new features in the website		

Goal	Area of Responsibility		Activities	Timeline				Outputs	Responsible Person	Supervision
Creating Paperless office environment	Improve internal e-communication	6	**Monitoring and maintaining Treasury Intranet**						ICTO, SO, ICTA	DG, ADG, D, AD(ICT)
			Facilitate the intranet for internal communication within MoF					No of facilitations made		
			Make necessary updates/ changes when required					No of updates/ changes made		
	Facilitation for Active Directories and official e-mails for efficient, reliable and proper communication	7	**Co-ordinate e- mail system (Outlook) for efficient official communication**						ICTO, ICTA	DG, ADG, D, AD(ICT)
			Create Active Directories and e-mail accounts / groups according to the requirements					No. of Active Directories created No. of e-mail accounts /groups created		
			Monitoring and maintaining the e-mail system					Availability of uninterrupted service		
Ensure e-Governance	Automate Treasury functions and improve e-Governance	8	**System Development / Facilitate for System Implementation**						ICTO, ICTA, DO	DG, ADG, D, DD, AD
			Developing new systems for departments of MoF, as per their request					No. of systems developed as per requests		
			Facilitating and coordinating ongoing IT systems that are implemented under the Ministry of Finance.					No. of meetings coordinated to facilitate for IT matters		
			Assist the Government in possibly developing / integrating Information Systems					No. of meetings coordinated to facilitate		

Goal	Area of Responsibility		Activities	Timeline				Outputs	Responsible Person	Supervision
Enhanced Efficiency Service Delivery	Enhance knowledge & skills of officials	9	**Conducting/ Managing Training Programs for internship trainees and Officials**							
			Conduct training programmes for internship trainees					No. of internship trainees trained	ICTO, ICTA, DO	DG, ADG, D,AD
			Conduct training programmes for Officials in Treasury departments					No. of training programmes conducted	ICTO, ICTA, DO	DG, ADG, D,AD
			Provide trainings to department staff					No. of officials participated for training programmes	ICTO, ICTA, MA	DG, ADG, DD(Admin), D(Finance)
Ensuring smooth operation of the Department to implement the functions	Provide necessary administrative support and necessary reporting	10	**General Administration**							ADG (Admin & Finance)
			Preparation and revision of Annual Action Plan					Approved Annual Action Plan	D (Admin), DD (Planning)	
			Preparation of Performance Report					Performance Report		
			Personal file management of ITMD staff					On time completion of personal file matters of the staff	D (Admin) & D(Finance)	
			Vehicle and other asset management					On time completion of supply and maintenance		
			Procurement of goods and service					Timely supply of goods/equipment & services		
			Progress Reporting and reviewing					Number of Progress reports		

Goal	Area of Responsibility		Activities	Timeline				Outputs	Responsible Person	Supervision
Maintaining sound Financial Management within the Department managing available provision, while adhering and reporting requirements	Provide financial support for smooth implementation of departmental activities	11	**Financial Management**						D (Finance)	ADG (Admin & Finance)
			Daily Cash Management	▦	▦	▦	▦	Reduce cash management		
			Stores Management/ Inventory Management	▦	▦	▦	▦	Availability of necessary inventory items on time and accurate Reports on time		
			Preparation of Monthly Accounts Summaries	▦	▦	▦	▦	On time Monthly Accounts Summaries		
			Preparation of Annual Estimates			▦	▦	Finalized Annual Estimates		
			Preparation of Financial Statements	▦				On time Financial Statements		
			Preparation of Advance B Account	▦			▦	Accurate Advance B Account		

Imprest Requirement Plan

	Expenditure Items with Expenditure Codes	Cash Requirements for the Approved Expenditure Plans									000			Total
		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			
		January	February	March	April	May	June	July	August	September	October	November	December	
I	Salaries and Allowance (1001 and 1003)	4,041	4,041	4,041	4,041	4,041	4,041	4,041	4,041	4,041	4,041	4,041	4,049	**48,500**
II	Other Allowances paid with salary (except object code 1003)	656	656	651	650	650	651	650	650	651	650	652	654	**7,809**
III	Overtime and Holiday Pay (1002)	50	50	50	50	50	50	50	50	50	50	50	50	**600**
IV	All Other Recurrent Expenditure	3,296	4,127	273,748	2,096	6,251	238,948	16,892	2,649	244,949	2,317	4,138	276,115	**1,075,526**
	Total Recurrent	**8,037**	**8,868**	**278,490**	**6,837**	**10,992**	**243,690**	**21,633**	**7,390**	**249,691**	**7,058**	**8,881**	**280,868**	**1,132,435**
V	Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	**-**
	Other all Capital Expenses			1,600	100	2,600	1,100	100	2,200	100	100	100		**8,000**
VI	Public Officers Advance Account	300	300	500	850	350	300	100	100	100	200	300		**3,400**
VII	Deposit Accounts		405		-	-	-	-	-	-	-	-		**405**
VIII	Other Advance Accounts	-	-	-	-	-	-	-	-	-	-	-	-	**-**
	Grand Total	**8,337**	**9,573**	**280,590**	**7,787**	**13,942**	**245,090**	**21,833**	**9,690**	**249,891**	**7,358**	**9,281**	**280,868**	**1,144,240**

Procurement Plan

Department	Type of Procurement (Goods, Works, Equipment & Services Ets.)	Estimate cost (Rs.)	Nos. of Item	Source of Financing/ Name of the Donor	Procurement method (ICB/NCB/ and National Shoping Etc.)	Level of Authority (CAPC,MP C,DPC Etc.)	Priority Status U=Urgent P=Priority N=Normal	Current status of procurement preparedness activites	Scheduled date of commencement	Scheduled date of completion	Remarks
Department of Information Technology Management (ITM)	**1201-Stationery and Office Requisites**										
	Statinery	350,000.00		11	Shopping	DPC	N	Proceeding quotations	1st week of January	4th week of Dec	
	Toner	350,000.00		11	Shopping	DPC	N	Proceeding quotations	1st week of January	4th week of Dec	
		700,000.00									
	1302- Plant & Machinery Maintanance										
	Service mantanance Agreement										
	Increasing file Server Hardware	1,500,000.00		11	Shopping	DPC	N	Proceeding quotations	4th week of April	4th week of May	
		1,500,000.00									
	1304 - Software Maintanance										
	Email Exchange Server & AD Server Update	10,000,000.00		11	SSJ	DPC	N	Proceeding quotations	4th week of May	4th week of July	
	e- Payroll System - Service Agreement	1,000,000.00		11	SSJ	DPC	N	Proceeding quotations	1st week of February	01st week of March	
		11,000,000.00									
	2102 - Furniture & Office Equipments										
	Executive Table	300,000.00	5	11	Shopping	DPC	N	Proceeding quotations	1st week of February	2nd Week of March	
	Executive Chair	200,000.00	5	11	Shopping	DPC	N	Proceeding quotations	1st week of February	2nd Week of March	
	Claricle Table	225,000.00	5	11	Shopping	DPC	N	Proceeding quotations	1st week of February	2nd Week of March	
	Midback Chair	275,000.00	10	11	Shopping	DPC	N	Proceeding quotations	1st week of February	2nd Week of March	
		1,000,000.00									
	2103 -Plant Machinery and Equipments										
	Hardware & Maintanance Tools	100,000.00	1	11	Shopping	DPC	N	Proceeding quotations	1st week of January	2nd week of Feb	
	Personal Computer	2,500,000.00	8	11	Shopping	DPC	N	Proceeding quotations	3rd week of March	1st week of May	
	Printers	100,000.00	1	11	Shopping	DPC	N	Proceeding quotations	3rd week of March	1st week of May	
	Network Switches	2,000,000.00	1	11	Shopping	DPC	N	Proceeding quotations	3rd week of A june	2nd week of August	
	Photocopyer	800,000.00	1	11	Shopping	DPC	N	Proceeding quotations	3rd week of May	3rd week of June	
	Split Type Air conditioner	500,000.00	1	11	Shopping	DPC	N	Proceeding quotations	2nd week of Feb	4th Week of March	
		6,000,000.00									

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Internal Audit Plan

1	2	3	4				5	6
Serial Number	Activities for Audit Identified by Internal Audit on Risk evaluation	Risk Assessment (Reference Number)	Period for Perform Internal audit work				Number of Audit Reports Expected To be submitted	Manpower That can be Used for Internal Audit (Number of days)
			1 Quarter	2 Quarter	3 Quarter	4 Quarter		
1	Preparation of Preliminary Report		√				1	2
2	Chief Internal Auditors Quarterly Assessment Report & Progress Report		√	√	√	√	4	10
3	Conduct the Audit & Management Committee (AMC) Meeting		√	√	√	√	4	8
4	General Administration	10		√	√		1	20
5	Financial Management	11	√	√			1	20
6	Special Assignments							