



Action Plan 2021

Department of Information Technology Management
Ministry of Finance

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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

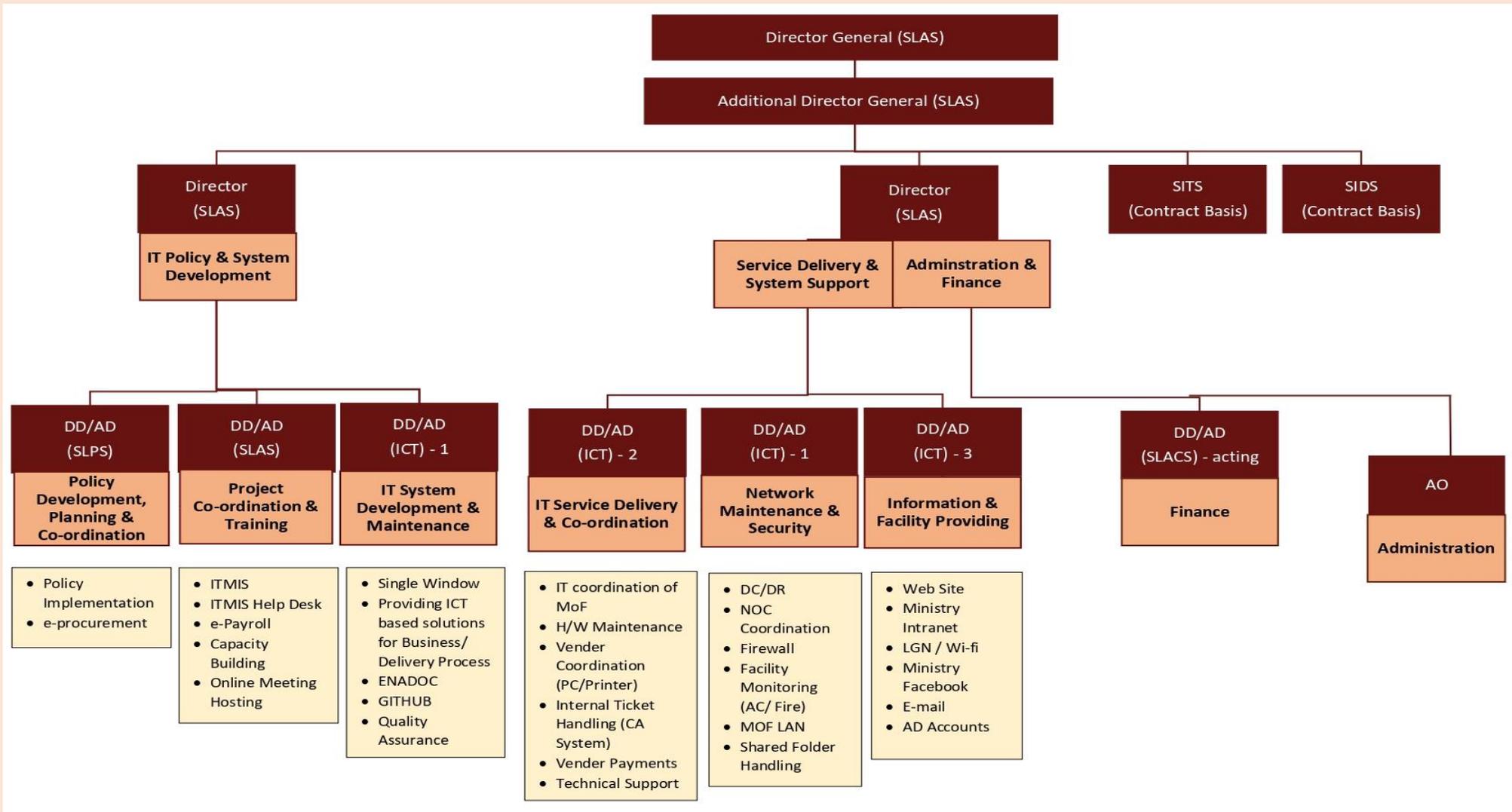
Strategic Objectives

- To coordinate ICT activities for achieving the e-government concept
- To create and deploy effective digital communication channels for a paperless environment
- To facilitate information system developments, hardware and infrastructure maintenance
- To provide access to the treasury information for general public and government institutions through web-portal

Core responsibilities

- Implement the IT policy of the Ministry of Finance
- Ensure efficient usage of ICT resources by providing maintenance support.
- Enhance capacity of communication network
- Capacity development of staff on ICT
- Designing, developing, implementing and maintaining IT systems
- Coordinate with ICTA for National Level ICT activities
- Ensure cyber security for information systems
- Provide timely updated treasury information

Organization Structure (New)



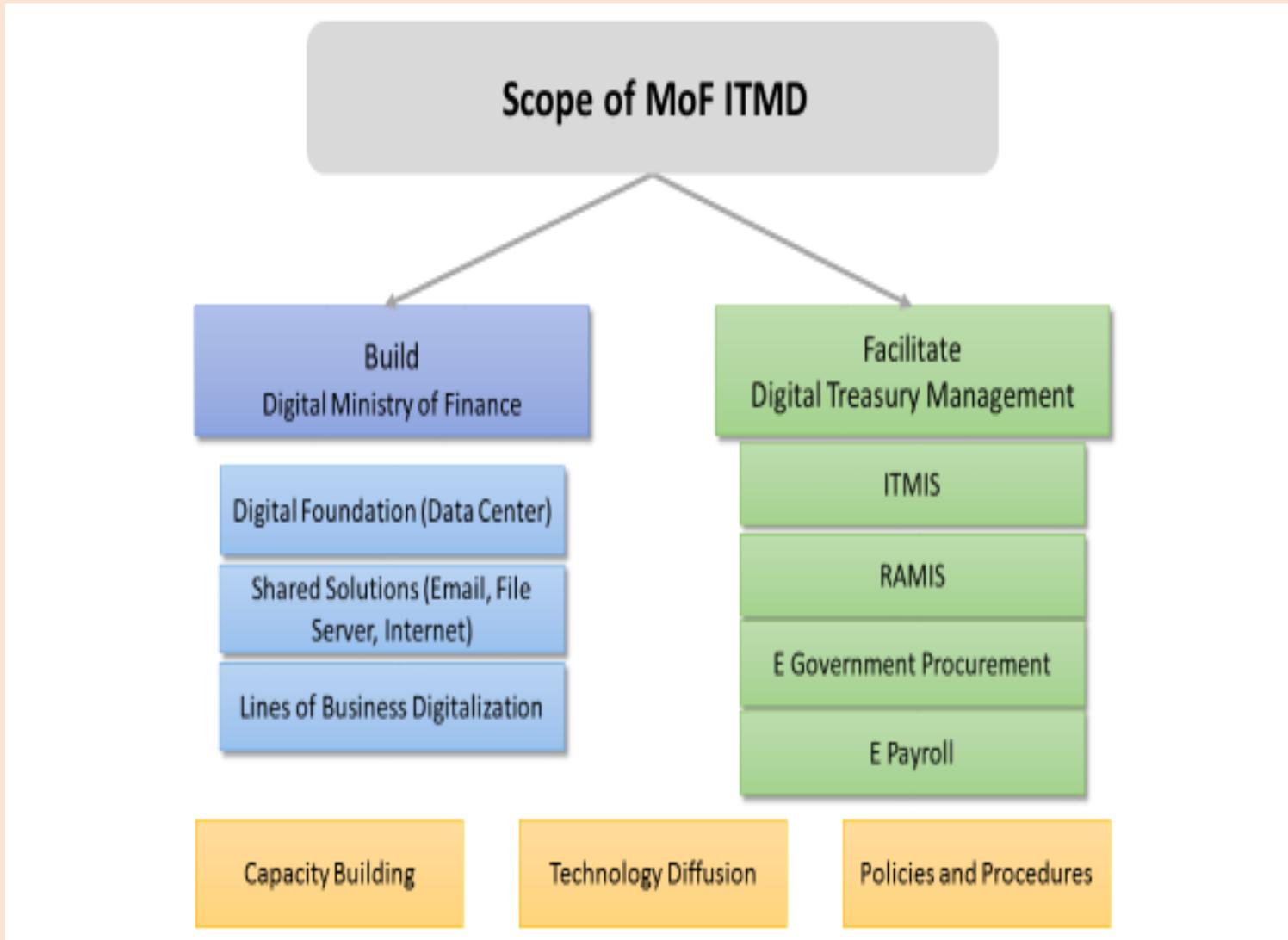
Cadre Details as at 01.01.2021

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	1	1	0	0
3	Director	SLAS	I	SL1	Senior	2	2	0	0
4	Deputy/Assistant Director	SLICTS	1-III/II	SL1	Senior	4	2	2	0
5	Assistant Director	SLPS (Supernumerary)	III	SL1	Senior	1	1	0	0
6	Deputy/Assistant Director	SLACS	III/II	SL1	Senior	1	1	0	0
7	Administrative Officer	PMAS (Supra)	Supra Grade	SL1	Tertiary	1	1	0	0
8	ICT Officer	SLICTS	2-II/I	MN6	Tertiary	9	8	1	0
9	Development Officer	DOS	III/II/I	MN4	Secondary	7	3	4	0
10	ICT Assistant	SLICTS	3-III/II/I	MT1	Secondary	12	6	6	0
11	Management Service Officer	PMAS	III/II/I	MN2	Secondary	6	6	0	0
12	Drivers	DS	III/II/I/Special	PL3	Primary	2	2	0	0
13	KKS	OES	III/II/I/Special	PL1	Primary	5	5	0	0
14	Senior Information Technology Specialist - System Development				Contract	1	1	0	0
15	Senior Infrastructure Development Specialist				Contract	1	1	0	0
Total						54	41	13	0
16	Statistical Officer	Attached	I/II	MN5	Tertiary	1	0	0	0

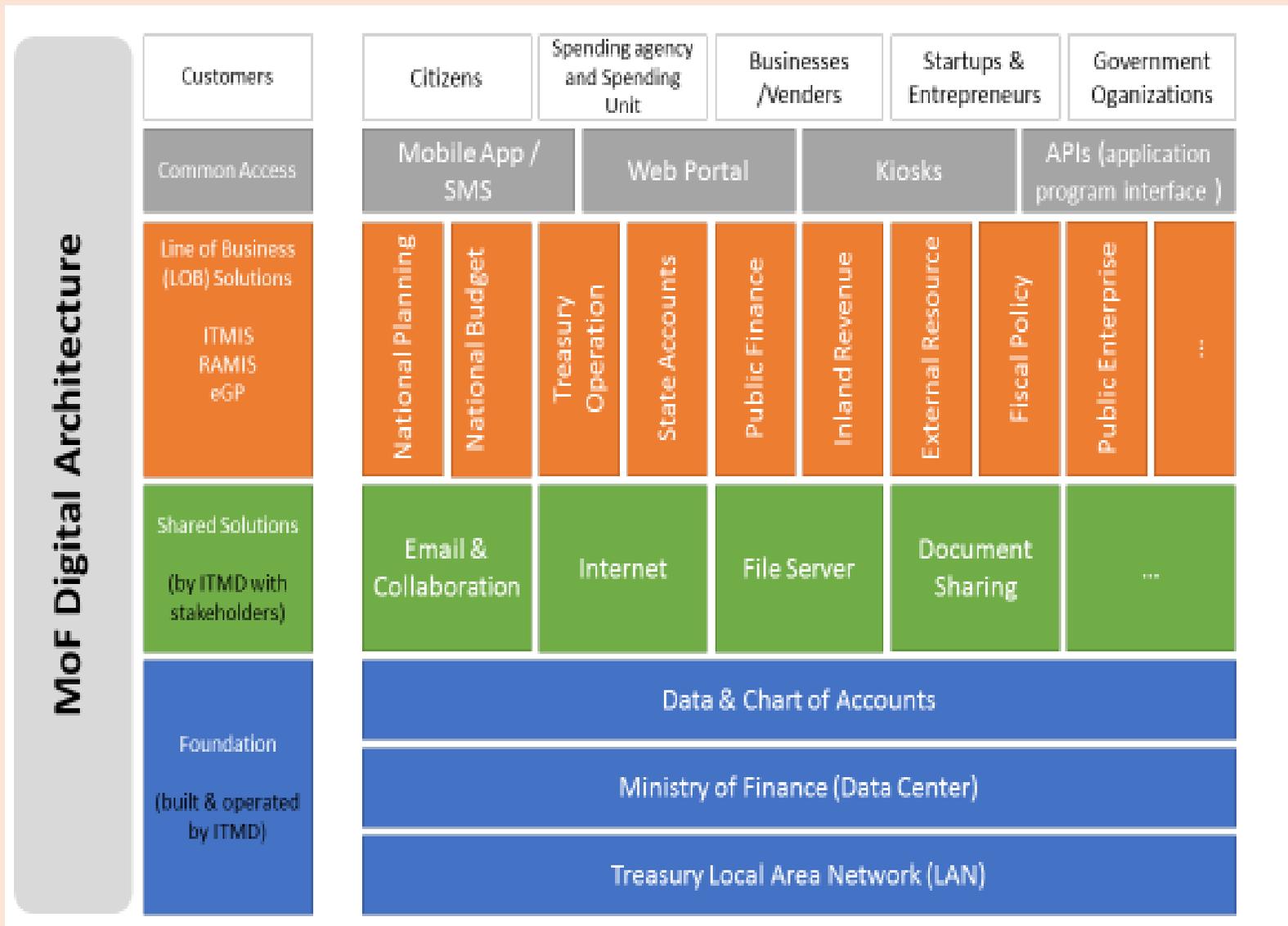
Permanent Carder Positions as at 01.01.2021

Service Level	Approved Cadre Permanent	Existing Cadre Permanent	Vacant Carder Permanent
Senior	10	8	2
Tertiary	10	9	1
Secondary	25	15	10
Primary	7	7	0
Total	52	39	13

Scope of MOF ITMD



MOF Digital Architecture



Activity Plan

Goal	Area of Responsibility		Activities	Timeline				Outputs	Responsible Person	Supervision
				q1	q2	q3	q4			
Provided 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 Premises						ICTO5,DO2, SO, DO-Trainee 2	DG, ADG, D(Development), DD(ICT), AD(ICT)
			Installing, Configuration, Testing of new switches in TOD, NPD and PED. (For this task to be completed the network infrastructure of those departments should be renovated by them first)					Provided proper communication facilities to TOD, NPD, PED		
			Continuous technical support throughout the year (Servers, Firewall, Switches, Routers and Network)					No. of solved incidents		
			Monitoring and managing Leased line and 3 ADSL routers at NOC					Provided proper communication facilities		
			Troubleshooting other ADSL routers (around 30) within the Ministry							
			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						ICTO1, ICTO4, DO2, ICTA3, DO-Trainee 2, DO-Trainee 3	DG, ADG, D(Development), DD(ICT), AD(ICT)
			Maintain 1,200 computers and 600 printers with other connected devices in order to provide uninterrupted service delivery					No. of completed incidents		
			Onsite computer repairing & troubleshooting							
			Technical support on major problems and new purchasing of IT related equipment							
			Software installation, updating and uninstalling unnecessary Software (OS, Applications, Virus guard, Drivers)							

Goal	Area of Responsibility		Activities	Timeline				Outputs	Responsible Person	Supervision
				Q1	Q2	Q3	Q4			
Established sound HR & salary management	Centralized system for HR Management and processing salary	3	Expand Payroll System						ICTO6, DO1, ICTA2	DG, ADG, D(Development), AD(SLAS)
			Complete live run in all Treasury Departments					No. of departments completed live run		
Rapid and reliable trade process	Digitalization of Import/ Export process	4	Implementation of Single Window Trade Portal						ICTO6, ICTA4	DG, ADG, D(Development), AD(ICT)
			NPQS parallel run with importers and exporters					No. of accepted modules		
			DAPH – Development and demo presentation					No. of accepted modules		
			DAPH – parallel run							
Efficient and effective Treasury Management	Integrated and digitalized Treasury functions	5	Supporting services for ITMIS						IT Staff	DG, ADG, D(Development), DD(ICT), AD(ICT)
			Facilitating ITMIS implementation					No. of services provided / progress of the ITMIS implementation		
			Facilitating ITMIS user training programs							
			Supporting ITMIS rollout process							
			Monitoring infrastructure and services (Facility monitoring)							
			Technical support for Data Center/Data Recovery Center revamping							
Transparency and awareness	Provide updated treasury information	6	Updating contents of the Treasury website							ICTO7, SO, ICTA4
			Periodically update circulars, gazettes, news and other information					No. of updates done		
			Appointing and coordination of web coordinators of treasury departments					Regular coordination		
			Monitoring the contents of the web site and maintaining backups					Ensuring regular monitoring and backups		

Goal	Area of Responsibility		Activities	Timeline				Outputs	Responsible Person	Supervision
				q1	q2	q3	q4			
	Enhance the quality of website	7	Implementation of a new web site	q1	q2	q3	q4		ICTO7, ICTO5, SO, ICTA4	DG, ADG, D(Development), AD(ICT)
			Requirement gathering					Completed requirement gathering		
			Designing					Completed Designing		
			Developing					Completed developing		
			Implementation					Availability of completed web site		
		8	QA testing of the Treasury web site							
	QA Testing for newly amended web pages (for updated contents)					Availability of reliable web pages				
Paperless office environment	Improve internal e-communication	9	Monitoring and maintaining Treasury Intranet					ICTO7, ICTO5, SO, ICTA4	DG, ADG, D(Development), DD(ICT)	
			Utilize intranet for internal communication among treasury departments							Availability of updated information
			Make necessary changes when required							Availability of updated information
	Promote official e-mail for efficient, reliable and proper communication	10	Co-ordinate e- mail system (Outlook) for efficient official communication					ICTO3, ICTA3	DG, ADG, D(Development), DD(ICT)	
			Create e-mail accounts / groups according to the requirements							No. of e-mail accounts /groups created
			Monitoring and maintaining the e-mail system							Availability of uninterrupted service
			E-mail account inactivation when necessary							No. of e-mail accounts deactivated
Securely stored important documents	Make digital archive	11	Monitoring and maintenance of MoF new File Server					ICTO6, ICTO4, DO1	DG, ADG, D(Development), DD(ICT), AD(ICT)	
			Creating secure folders							No. of secure folders were created
			Maintenance and monitoring							Availability of uninterrupted service

Goal	Area of Responsibility		Activities	Timeline				Outputs	Responsible Person	Supervision
			Old file server migration (Remaining departments - NBD, MoF)					Successful migration		
Manageable IT based working environment	Manage user accounts for the security of network and information	12	Handling and Monitoring Active Directories (AD)	Q1	Q2	Q3	Q4		ICTO3, ICTA3	DG, ADG, D(Development), DD(ICT)
			AD Accounts creation					No. of AD accounts created		
			AD Accounts changing					No. of AD accounts changed		
			AD Accounts disabling					No. of AD accounts disabled		
Ensure e-Government	Automate government functions and improve e-Government	13	System Development						ICTO5, ICTO6, ICTA4, DO-Trainee1	DG, ADG, D(Development), AD(ICT)
			Mail Management System (Implement for departments as they request)					Number of customized systems as per the requests of departments		
			Trainee Task/HR and Payment Management System (Testing updating and implementing)					Completed the implementation of the system		
			Automated Vehicle Permit Approving System - TIPD					Completed the implementation of the system		
			Mobile App for Harmonized Commodity Description and coding system (HS code) - TIPD					Completed the implementation of the system for Android OS		
			Transport Management Information System for MOF (Testing and Implementing)					Completed the implementation of the system		
			Developing new systems for departments of MOF, as per their request					No. of systems developed as per requests		

Goal	Area of Responsibility		Activities	Timeline				Outputs	Responsible Person	Supervision
				Q1	Q2	Q3	Q4			
Knowledge Sharing	To enhance the capacity development of trainees	14	Conducting/ Managing Training Programs for internship trainees						ICTO1, ICTO5, DO2, ICTA4, ICTA5, DO-Trainee 2, DO-Trainee 3	DG, ADG, D(Development), AD(ICT)
			Conduct training programmes for internship trainees					No of internship trainees trained		
Skillful staff in the field of ICT	Capacity development of ITMD staff	15	Technical Training Programs for IT staff of ITMD	Q1	Q2	Q3	Q4		AO, DO(Acc.), MA(Training)	DG, ADG, D(Development), D(Admin), Accountant
			Identification of training requirement of the staff					No. of training Programmes provided to the IT staff of ITMD		
	Improve skills and knowledge of ICT for Government staff	16	IT Awareness Programs for staff members in Treasury departments as per the requirements (including ITMD)						ICTO5, DO2, ICTA4, ICTA5, DO-Trainee 2, DO-Trainee 3	DG, ADG, D(Development), AD(ICT)
		Conduct training programmes					No. of training Programmes conducted			
Efficiency Service Delivery	Enhance Knowledge & skills of officials	17	Participation of training programs						D-Admin AO MA-(Training)	ADG
			Need identification					Completed need identification		
			Select suitable programs for officials					Selected suitable programmes for officials		
			Attending officials as requirements of the department					No. of officials participated for training programmes		
Ensure Accountability and Transparency	Budget controlling and identifying priorities	18	Preparing reports						AD (planning)	ADG D(Dev)
			Annual Action Plan of the department					Prepared Action Plan		
			Progress Reporting and reviewing					Prepared Progress Reports		
			Annual Performance Report for the previous year					Prepared Annual Performance Report		

Goal	Area of Responsibility		Activities	Timeline	Outputs	Responsible Person	Supervision		
	Implement RTI Act requirements	19	Providing Information according to RTI Act				Information Officer	ADG	
			Responding letters						No. of letters were responded
			Providing requested information						Requested information were provided
	Well-functioning and streamline	20	Replying Audit Queries				Accountant, AO	D/Admin	
			Government Audit Queries						No. of Queries were answered
			Internal Audit Queries						No. of Queries were answered

Imprest Requirement Plan

Expenditure Items with Expenditure Codes		Cash Requirements for the Approved Expenditure Plans												Total
		1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter			
		January	February	March	April	May	June	July	August	September	October	November	December	
I	Salaries and Allowance (1001 and 1003)	3,043	3,041	3,041	3,043	3,041	3,041	3,043	3,041	3,041	3,041	3,041	3,043	36,500
II	Other Allowances paid with salary (except object code 1003)	320	320	320	320	320	320	320	320	320	320	320	320	3,840
III	Overtime and Holiday Pay (1002)	22	20	20	22	20	20	22	20	20	20	20	24	250
IV	All Other Recurrent Expenditure	764	763	120,088	764	763	120,088	764	763	120,088	763	763	120,089	486,460
	Total Recurrent	4,149	4,144	123,469	4,149	4,144	131,762	4,149	4,144	123,469	4,144	4,144	123,476	527,050
V	Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	-
	Other all Capital Expenses		1,000	1,950		100	100	200	150	100	100	500	100	4,300
VI	Public Officers Advance Account	50	100	260	500	100	208	100	208	166	208	100	500	2,500
VII	Deposit Accounts													
VIII	Other Advance Accounts													
	Grand Total	4,199	5,244	125,679	4,649	4,344	123,777	4,449	4,502	123,735	4,452	4,744	124,076	533,850

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,M PC,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)	2102 - Furniture & Office Equipments											
	Computer Chairs with arm	100,000.00	20	11	Shopping	DPC	N	Proceeding quotations	1st week of March	4th Week of March		
	Safe	50,000.00	1	11	Shopping	DPC	N	Proceeding quotations	4th Week of Feb	4th Week of March		
		150,000.00										
	2103 -Plant Machinery and Equipments											
	Laptops	1,550,000.00	10	11	Shopping	DPC	N	Proceeding quotations	1st week of May	1st week of Aug		
	Digital Screen	400,000.00	1	11	Shopping	DPC	N	Proceeding quotations	1st week of May	1st week of Aug		
		1,950,000.00										
	2401- Capacity											
	Forign & Local Training	700,000.00	1	11	Shopping	DPC	N	Proceeding quotations	1st week of July	4th week of Augu		
	Other Training	500,000.00	1	11	Shopping	DPC	N	Proceeding quotations	2nd Week of January	3rd week of Dec		
		1,200,000.00										
	2106 -Software Development											
	E payroll System Payment	1,000,000.00	1	11	Shopping	DPC	P		04th week of January	4th week of January		
	1,000,000.00											

Internal Audit Plan

Department of Information Technology Management
Internal Audit Plan - 2021

		Activities of Department of Information Technology Management		Internal Audit Plan					
Se. No.	Functions of Department	Activities under the Division	Internal Audit Activities	Time frame				Resources Allocated	Type of Audit
				Q 1	Q 2	Q 3	Q 4		
01.	Internal Audit	1. Annual Audit Plan	1.1 Prepare Annual Audit Plan	✓				CIA	
		2. Reports	2.1 Prepare Preliminary Report	✓				IA	
			2.2 Prepare Quarterly Report for Department of Management Audit					MA -07 days	
		3. Agenda and minute of the Audit and Management Committee Meetings (AMC)	3.1 Inform special audit findings to management.	✓	✓	✓	✓	CIA	
3.2 Prepare agenda for AMC meetings 3.3 Conduct AMC meetings 3.4 Record and inform Minutes of the meetings. 3.5 Monitoring follow up procedure.						IA MA -10 days			
4. Special Audits and Investigations	4.1 Any other assignments assign by the Secretary to the Treasury.					CIA			
						IA MA -10 days			

Department of Information Technology Management
Internal Audit Plan - 2021

Activities of Department of Information Technology Management			Internal Audit Plan						
Se. No.	Functions of Department	Activities Under the Each Function	Internal Audit Activities	Time frame				Resources Allocated	Type of Audit
				Q 1	Q 2	Q 3	Q 4		
02.	General Administration	<ul style="list-style-type: none"> - Update personal files - Staff attendance recording system - Leave of the Staff - Over time & Holiday payment - Training & Development - Railway warrants - Maintenance of vehicles. - Maintenance of building, office equipment and services - Distribution of letters. - Settlement of bills. - (Electricity, Telephone, Water) etc. - Prepare performance report for the year 2020 	<ul style="list-style-type: none"> - Evaluating the adequacy and effectiveness of internal controls. - Reviewing the accuracy, reliability and integrity of record keeping in manual and computerized system. - Evaluating compliance with laws, regulations and guidelines. - Investigating of irregularities. - Carrying out spot check when necessary. - Check whether performance report is submitted on due date 		√			CIA IA MA - 20 days	Administration Audit System Audit (SA)

Department of Information Technology Management
Internal Audit Plan - 2021

Activities of Department of Information Technology Management			Internal Audit Plan						
Se. No.	Functions of Department	Activities Under the Each Function	Internal Audit Activities	Time frame				Resources Allocated	Type of Audit
				Q 1	Q 2	Q 3	Q 4		
03.	Financial Management.	<ul style="list-style-type: none"> - Preparation of Financial Statements, Deposit account, Advance B account - Recording of physical assets and board of survey reports. - Prepare of monthly accounts and bank reconciliation. - Reply of audit quarries. - Budgetary controls on expenditure and commitments - Procurement Activities. - Payment of Vouchers 	<ul style="list-style-type: none"> - Reviewing financial statements, Deposit Account and Advance B Account. - Check whether the assets are appropriately recorded and are kept under safe custody. - Carrying out spot check when necessary. - Reviewing budgetary controls. - Evaluating compliance with procurement guideline and quality of the goods & services. - Vouching and Verification 			√		CIA IA MA -20 days	Financial Audit (FA)

Department of Information Technology Management
Internal Audit Plan - 2021

Activities of Department of Information Technology Management		Internal Audit Plan							
Se. No.	Functions of Department	Activities Under Each Function	Internal Audit Activities	Time frame				Resources Allocated	Type of Audit
				Q 1	Q 2	Q 3	Q 4		
04.	Performance of the Department	In accordance with activities which are mentioned in the action plan – 2021 Department of Information Technology Management	Reviewing the performance / progress of the department.				✓	CIA IA MA -20 days	Performance Audit (PA)