Department of Information Technology Management

Action Plan 2018

Ministry of Finance & Mass Media

Executive summary

Information Technology Management Department (ITM) established under the purview of Ministry of Finance as per the decision taken by the Cabinet of Ministers on 28 November 2012. ITM is responsible for all automation activities of the departments of Ministry of Finance. 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 re-designing the web site, upgrade intranet and make customs data available in the intranet in first quarter.

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 for successful implementation of the system.

There is high demand 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.

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 support decision making on designing, executing and evaluating of fiscal policies and promote paperless working environment

Strategic Objectives

To make sure automated systems and procedures for each departments 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 to Achieving e- government objectives

Core Responsibilities

- Restructuring of IT Department to fulfill the requirement of ITMIS implementation
- Introducing a Disaster Recovery Plan for the Ministry
- Introduce a security policy for Treasury
- Introduce a business continuity plan for IT Department
- Enhance the capacity of existing communication network
- Ensure usage of ICT in treasury departments
- Coordinate the implementation of Single Window for International Trade
- Capacity Development of the staff on ICT
- Ensure the efficient use of ICT resources by providing maintenance support

Activity	Duration												Allocation	Output	Responsibility
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
1.Re-structuring of IT Department to fulfill the requirement of ITMIS implementation														Coordination with ITMIS for well functioned treasury	DG
2. Monitoring following IT Budget proposals programs I . Establish a unified trade Portal II. Implementation of RAMIS III. Excise Revenue Management system (EDSL)														Efficient government revenue collection	ADG
3. Coordinate with ITMIS **i**. Helpdesk ii. Monitoring iii. Trouble shooting														Online treasury functions	ADG, DD

Activity	Duration												Allocation	Output	Responsibility
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3.1 ICT Capacity building for all employees of treasury														Knowledgeable officials for efficient and effective service	ADG, DD
4.Upgrading the Treasury Website														Timely updated website	DG, ADG, AD
4.1 Periodical Updating the Web site- Circulars, Gazettes News, Reports, Publications in all three languages etc. Information according to the RTI act should be published															
4.2 periodically awareness the Content Managers of Treasury departments for Updating web pages. Home pages in three languages															
5. Upgrade IT Infrastructure															
5.1 Coordinating and monitoring to standardize the local area network in the MoF premises integrating all departments														Availability of uninterrupted ICT Infrastructure	ADG, DD,SO
6. Upgrading the Treasury														Availability of Internal	ADG,SO

Activity	Duration												Allocation	Output	Responsibility
Intranet towards paperless office concepts														communication	
6.1 Evaluate existing intranet														Identify mistakes and shortfalls	ADG
6.2 Remove obsolete Information															
6.3 Make necessary changes to intranet system														Upgraded system	
6.4 Utilizing intranet for internal Communication														Reduce papers for sending letters and memos	
7.0 User Training															
7.1 User Training for all modules of ITMIS														Knowledgeable officials for ITMIS implementation	ADG, AD, Geetha
7.2 User Training for payroll System														Capacity Improved for payroll implementation	DD
7.3 User training for single Window														Knowledgeable staff for single window	DD Upeksha

Activity	Duration												Allocation	Output	Responsibility
														implementation	
8.0 Coordinating internal e-Mail System (Outlook explorer) for treasury officials														Enhance communication with public and government officials	ADG,DD, SO
8.1 Ensure the usage of official e-mail by all staff to communicate with public and government officials															
9.0 Implementation of Government Payroll system to fulfill the requirements for paying the salary for government servants easily & accurately														Established payroll system for Efficient and effective salary payments/ save government money by preventing bank interests	ADG, DD
9.1 Introduce Payroll system for Ministries, Departments and other government Institute															
9.2 Train officials for enter details and information to the payroll system														Knowledgeable officials	

Activity	Duration												Allocation	Output	Responsibility
9.4 Payroll software updating														Efficient system	System generating institute,
9.5 Technical support														Updated system	
9.6 Monitoring & Evaluation														Identify shortfalls	
10. Establish a National Single Window System for Key institutions of directly involve in Export, Import commodities and services														Availability of timely information , Increase transparency and efficiency	ADG
12. Hardware Maintenance															
12.2 Maintain the treasury network resources consisting of about 800 computers and 400 printers and other connected devices in order to strengthen the capacities														Maintain ICT infrastructure for efficient service delivery	ADG
12.3 Re-engineering and system automation to reduce cost															DD, ICT Officer
12.4 In house computer repairing on Major problems														Maintain ICT infrastructure for efficient service delivery	
12.5. Supplying of services to															

Activity	Duration												Allocation	Output	Responsibility
other departments under the preview of the ministry **12.6** Onsite computer repairing on trouble shooting **12.7**. Repair of Printers and UPS	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓			
13. **Periodical publication of news bulletin** **13.1** Social media	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓			ADG, DO
14. Development and Planning , Monitoring and Evaluation														Well-functioning department	DG, ADG, AD
14.1 Prepare the Annual Action Plan										▓	▓				
14.2 Progress reviewing					▓	▓	▓								
14.3 Progress reports preparing	▓			▓			▓			▓				Capacity developed knowledgeable staff	ADG, AD
14.4 Prepare the Annual Budget						▓	▓								DG, Accountant
14.5 Prepare annual Performance Report											▓				

Activity	Duration												Allocation	Output	Responsibility
15. **Training Programmes Planning** **15.1**. Team for access positive ICT changes in other countries suitable to our society **15.2** Trouble Shooting **15.3** Network implementation **15.4** Data base training **15.5** Server technology training **15.6** Security training **15.7** Positive thinking														ICT knowledge improved staff for efficient service delivery	DG,D, AD
15.8 For Executive Officers Administration procedures & Office Management, Procurement Planning														Knowledge Improved staff, Improved productivity	
15.9 For DOs & ICT staff - Improving technical Competency -Graphic designing training -web designing -Proficiency in English training -procurement, administrative and financial regulations															DG, D

Activity	Duration												Allocation	Output	Responsibility
15.10 For Management Assistants – Computer training Improving technical competency English training Procurement, office management administrative and financial regulations **15.11** For Minor Staff basic office management training														Knowledge & productivity Improved staff,	DG,D