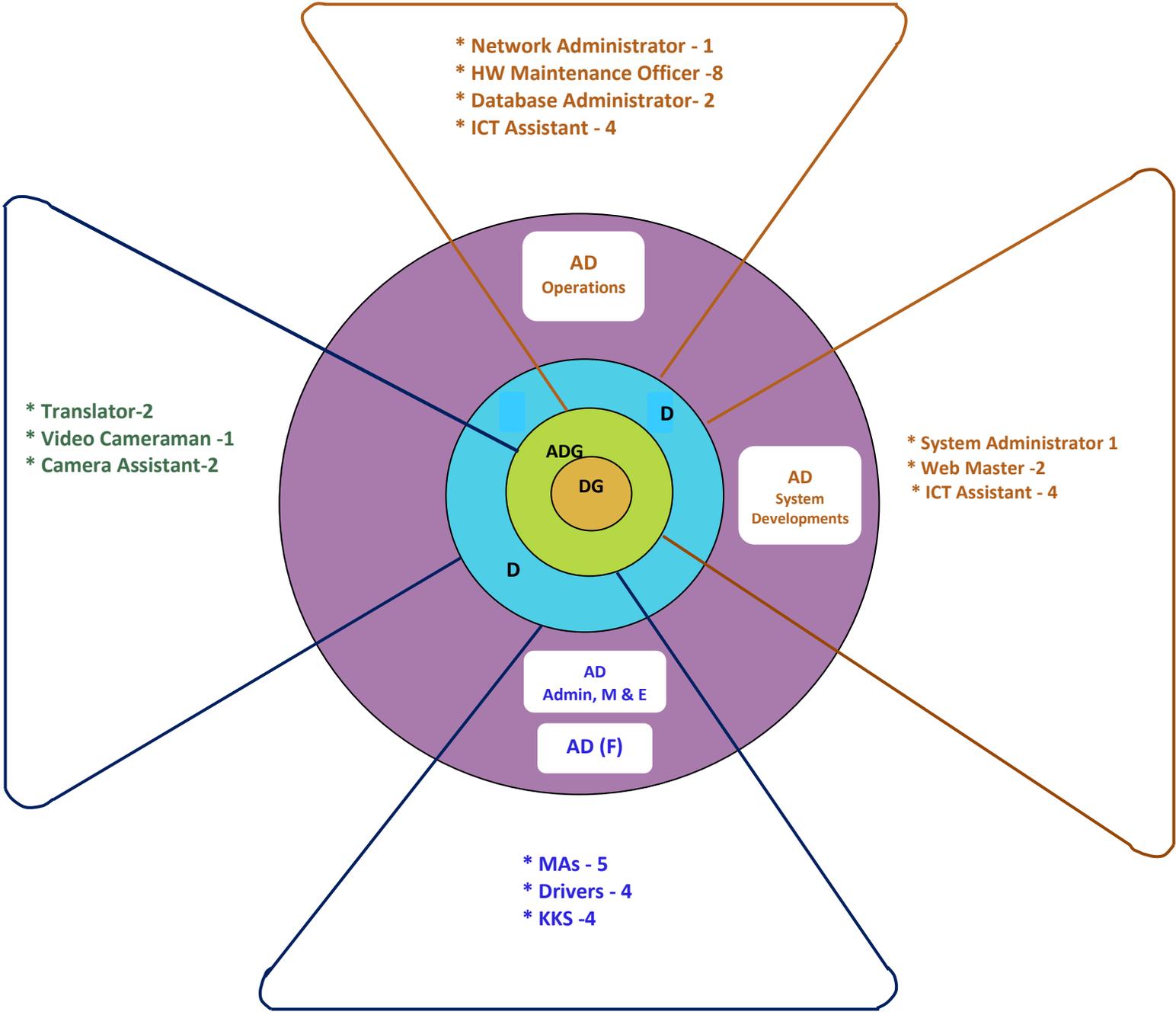


# **Action Plan- 2014**

*Department of Information Technology Management*

**Ministry of Finance & Planning**



**Organization Chart – Department of Information Technology Management**

**Department of Information Technology Management  
Staff Schedule – 2014**

Serial No	Designation in the chart	Designation approved by MSD	Service	Service Level	Existing Carder	Approved Carder 2013
01	Director General			Senior	1	1
02	Additional Director General			Senior	0	1
03	Director	Director	SLPS/SLAS/SLITS	Senior	1	1
04	Director (Media)	Director (Media)	Dept	Senior	1	1
05	Assistant Director/ Deputy Director	Assistant Director/ Deputy Director	SLPS/SLAS/SLITS	Senior	2	3
06	Accountant	Accountant	SLAcS	Senior	1 (Acting)	1
07	System Administrator	Senior IT Specialist System Development	Contract	Senior	1	1
08	Network Administrator	Senior Infrastructure Development Specialist	Contract	Senior	1	1
09	Web Master	ICT Officer II/II	DOS/SLITS	Senior	1	2
10	Database Administrator	ICT Officer II/II	DOS/SLITS	Senior	0	2
11	HW Maintenance Officer	Development Officer	DOS/SLITS	Senior	3	8
12	Translator	Translator	TS	Secondary	0	2
13	Video Cameraman	Video Cameraman	PL 2	Primary	1	1
14	Camera Assistant	Camera Assistant	PL 1	Primary	1	2
15	Lighting Assistant	-	Dept	Primary	1	0

**Department of Information Technology Management  
Staff Schedule – 2014**

16	ICT Assistant	ICT Assistant	SLITS	Secondary	3	8
17	Management Assistant	Management Assistant	PMAS	Secondary	4	5
18	Drivers	Drivers	DS	Primary	2	4
19	KKS	KKS	OES	Primary	4	4
<b>TOTAL</b>					28	48

## **Executive summary**

The Department of Information Technology Management (ITM) was established under the purview of Ministry of Finance & Planning as per the decision taken by the Cabinet of Ministers on 28 November 2012. ITM is responsible for facilitating all automation activities of departments coming under the purview of the Ministry of Finance & Planning. The department will provide strategic ICT direction and IT operational policies and standards for effective functioning of Treasury departments.

Designing and maintaining of IT systems and providing hardware maintenance support for Treasury departments and provision of information are main responsibilities of the Department.

Integrated Treasury Management Information System (ITMIS) project which is expected to be implemented in the Ministry within the year 2014. Once this project is commenced, it will be necessary to have a full-fledged IT department for the Ministry of Finance & Planning for successful implementation of the system.

Currently, there is a limited access to information despite the high demand for accurate data and information. ITMD will therefore facilitate the use of information and communication technology to provide required data ensuring the support for management decision making.

## **Vision**

Fully automated Finance and Planning for a rapid economic growth

## **Mission**

Provide, coordinate and facilitate the use of information and communication technology and information resources to formulate national economic and financial policies and strategies of the country.

## **Strategic Objectives**

Ensure automated systems and procedures are in place in each department with modern ICT

Provide Management Information for decision making purposes

Ensure easy access to treasury information for the general public

Coordinate ICT activities of other departments in achieving e- government objectives









2014 Action Plan- ITMD

<b>12.6</b> Publish signing of new agreement & new economic reforms in the Treasury Web		■	■	■	■	■	■	■	■	■	■	■	■	
<b>13. Monitoring &amp; Evaluation</b>	DG													Well functioning department
<b>13.1</b> Prepare the Annual Action Plan	Director	■	■											
<b>13.2</b> Progress review	AD	■	■	■	■	■	■	■	■	■	■	■	■	
<b>13.3</b> Progress reports				■				■					■	
<b>13.4</b> Prepare the Annual Budget														

**Head - 329 Department of Information Technology Management**  
**Medium Term Budgetary Framework**

Description	2014 Estimate	2015	2016
		Projections	
<b>Recurrent Expenditure</b>	<b>31,230</b>	<b>32,880</b>	<b>34,610</b>
Salaries and Wages	5,000	5,150	5,305
Overtime and Holiday Payments	200	200	200
Other Allowances	2,800	2,885	2,970
Domestic	100	110	120
Foreign	200	215	230
Stationery and Office Requisites	500	530	560
Fuel	800	850	900
Diets and Uniforms	30	35	40
Vehicles	500	530	560
Plant and Machinery	150	160	170
Buildings and Structures	150	160	170
Postal and communication	300	320	340
Advertisement/ Media	20,000	21,200	22,475
Other	200	215	230
Transfers	300	320	340
<b>Capital Expenditure</b>	<b>6,000</b>	<b>3,200</b>	<b>4,500</b>
Furniture and Office Equipment	500	600	700
Plant , Machinery and Equipment	5,000	2,000	3,000
Capacity Building	500	600	800
<b>Total Expenditure</b>	<b>37,230</b>	<b>36,080</b>	<b>39,110</b>

**APPLICATION FOR ANNUAL IMPREST LIMITS FOR THE YEAR -2014**  
**"A" CLASS DEPARTMENTS**

MINISTRY / DEPT : Department of Information Technology Management

(Rs. 000 )

Group	Description of budgetary Provision				Total Provision (1)	Deductions					Total Deductions (7)=(2+3+4+5+6)	Allocation from other Depts (8)	Imprest limit (9)=(1-7+8)	Rev/Cash collection (10)	Amount Req. from Treasury (11)=(9-10)
						X - Entry (2)	Allo. To Other Depts. (3)	Allo. To D/Sec (a) (4)	Grants to Gov Institu (5)	Foreign Aid loan (6)					
(1)	Prog: Services (Recurrent exp.) ( c ) , ( d )														
	Prog.	Salaries		Others											
	1	5,000		26,230	31,230	725							30,505		30,505
	2												-		-
	<b>Sub Total</b>	<b>5,000</b>		<b>26,230</b>	<b>31,230</b>	<b>725</b>							<b>30,505</b>		<b>30,505</b>
(2)	Prog: Services (Capital exp.) ( c ) , ( d )														
	Prog.	Domestic Fund (11)	FA Loan (12)		F Aid (13/16)		RFA(14/15)								
			FA Loan (12)	DF (17)	DF (17)	FA(13/16)	DF(17)	RFA(14/15)							
	1	6000							6,000				6,000		6,000
	2								-				-		-
(3)	Deposit A / C ( h )				4								4		4
(4)	Adv. To .P.OO A / C No (DR Limit)				1,000								1,000		1,000
(5)	Other Advance Accounts														
	Sub Total														
	<b>General Total</b>				<b>38,234</b>	<b>725</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>725</b>	<b>-</b>	<b>37,509</b>	<b>-</b>	<b>37,509</b>

Certified as Correct

Signature of Chief Accountant / Director finan :

Name of Chief Accountant :

Tele : No. :

Rs.

Rs.'000

**Cross Entries**

Deduction of W &amp; O.P Contribu 6.5% \*5000

325

P.OO Adv. A/C Cr.Limit

200

Others (including intrest on P. O. O. Ad)

200

**Total****725**

**Monthly Cash Flow Statement as per Approved Plans for the Year 2014**

Expenditure Head No : 329

Ministry / Department : Department of Information Technology Management

(Rs. 000)

Expenditure Items with Expenditure	Cash Requirement for the approved expenditure Plans												Total	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
I Salaries & wages with other allowances ( 1001 and 1003 )	589.58	589.58	589.58	589.58	589.58	589.58	589.58	589.58	589.58	589.58	589.58	589.58	589.58	7,075
II Over time & Holiday Pay ( 1002 )	32.00	15.27	15.27	15.27	15.27	15.27	15.27	15.27	15.27	15.27	15.27	15.27	15.27	200
III All the Other Recurrent Expenditure	9,375.83	1,275.83	1,195.83	1,295.83	1,295.83	1,195.83	1,295.83	1,255.83	1,195.83	1,295.83	1,195.83	1,355.83	23,230.00	
<b>Recurrent Total</b>	<b>9,997.42</b>	<b>1,880.69</b>	<b>1,800.69</b>	<b>1,900.69</b>	<b>1,900.69</b>	<b>1,800.69</b>	<b>1,900.69</b>	<b>1,860.69</b>	<b>1,800.69</b>	<b>1,900.69</b>	<b>1,800.69</b>	<b>1,960.69</b>	<b>30,505</b>	
IV Reimbursable Foreign Aid													*	
V All the Other Capital Expenditure	3,450.00	0.00	1,200.00	0.00	100.00	0.00	100.00	0.00	0.00	1,100.00	0.00	50.00	6,000	
VI Public Officers Advance Account	110.00	60.00	60.00	175.00	65.00	60.00	160.00	60.00	65.00	60.00	60.00	65.00	1,000	
VII Deposit A / C	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.35	4.20	
VII Others													*	
<b>Total</b>	<b>13,557.77</b>	<b>1,941.04</b>	<b>3,061.04</b>	<b>2,076.04</b>	<b>2,066.04</b>	<b>1,861.04</b>	<b>2,161.04</b>	<b>1,921.04</b>	<b>1,866.04</b>	<b>3,061.04</b>	<b>1,861.04</b>	<b>2,076.04</b>	<b>37,509</b>	

## INTERNAL AUDIT PLAN FOR THE YEAR 2014

### Department of Information Technology & Management

		Institutional Activities According to the Action Plan/Estimate		Annual Internal Audit Plan							
No	Area and objective to be achieved	Annual Financial Provision  Rs. Mn.	Planned Activities under each area	Identified auditable area	Evaluated risk	Planned Internal Audit Activity and Objectives of the audit	Time frame for Internal Audit operation				Required Resources
							Q1	Q2	Q3	Q4	
01	Upgrading the Treasury Website	37.2	i.Evaluate Existing website ii.Remove obsolete information iii.Design a new website  iv.Introduce the new website	Existing website New website	4	Review the action taken  Review the progress of introducing a new web site		√		√	One Staff Assistant, one Management Assistant and other allocated resources.
02	Upgrading the Treasury Intranet		i. Evaluate Existing Intranet ii.Remove obsolete information iii.Make necessary changes to intranet system	Treasury website	4	Review the action taken  Asses the change made  Check the updated intranet system	√	√	√		

03	Upgrading the email System		i.Ensure the usage of official email by all staff	Use of emails	4	Review the actions taken to increase the email Usage		√		√	One Staff Assistant, one Management Assistant and other allocated resources.
			ii.Install a backup email server	Installation of Email backups		Check whether the back up email server has been installed as planned				√	
04	Hardware Maintenance		i.Review the existing hardware maintenance system	Maintenance system	4	Asses the maintenance system & procedures		√			
05	Introduce IT Usage Policies		i.Introduce security policy for the data storages system	Security for database system	3	whether the Review of progress of Introduction of the security policy IT policy and Back up policy				√	
			ii. Introduce IT Usage policy	IT Usage policy						√	
			iii.Introduce backup policies	backup policies						√	
	Introduce postal mail tracking system		i.Design software ii.Testing & Implementing		3	Review the procedure of designing & Implementation				√	

06	Database for Sri Lanka Accounts' Service		i. Data base design ii. Implementation & Maintenance	Related files & system The Data base	4	Review the procedure of designing & Implementation Review the timely updation	√				One Staff Assistant, one Management Assistant and other allocated resources.
07	Introduce a Vehicle Management System		i. Coordination with developers & users	The system & Relevant information	3	Review the procedure		√		√	
08	Plan for introduction of new IT systems		i. Discuss with officers in the departments ii. Prepare a plan	Meeting minutes Prepared plan	3	Review the progress and efficiency Check whether the plan is prepared and review it			√	√	
09	Media & Publicity		i. Draw a mechanism to obtain news/information/reports to publish ii. Make general public aware by publishing newspaper articles iii. Make corrections of wrong information published by media iv. Publish day new agreement signing & new economic reforms in the treasury web	Related information Paper articles and file No of corrected news items Searching the treasury	4	Review the procedures Review the program Review the efficiency	√	√	√	√	

10	Monitoring & Evaluation		<p>i.Prepare the Annual action plan</p> <p>ii.Progress reviewing</p> <p>iii.Progress report preparing</p>	<p>Annual action plan</p> <p>Meeting minutes</p> <p>Progress reports</p> <p>Budget Estimates</p>		<p>Checked whether the action plan has been prepared</p> <p>and action has achieved</p> <p>Review the progress reports &amp; procedures</p>	√	√	√	√	<p>One Staff Assistant, one Management Assistant and other allocated resources.</p>
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