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உள்ளாட்டலுவல்கள் அமைச்சு

MINISTRY OF HOME AFFAIRS

මූල්‍ය අංශය - நிதிப் பிரிவு - Finance Division

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எனது தில்: } HA/F/16/PAC .EV/2017
My No }

ඔබේ අංකය

உமது தில்: }
Your No }

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திகதி: } 29.01.2018
Date }

Home Affairs Accounting Circular- 02/2018

All District Secretaries,
Registrar General,

Computer Information Management System prepared to evaluate the Financial and Performance of the Institutions under the Supervision of the Committee on Public Accounts of the Parliament of Sri Lanka

Since 2015, information about the functions of the institutions coming under the supervision of the Committed on Public Accounts of the Parliament of Sri Lanka is received by way of a questionnaire and the grading of such institutions are done by allocating marks through an evaluation process. Accordingly, the Committee on Public Accounts has planned to pay more attention on the institutions with a risk factor with low marks recorded. As such, the Committee on Public Accounts has decided to improve the questionnaire used for the year 2015 and 2016 in a way that the services provided to the general public too are evaluated by considering the district and divisional secretariats as institutions which directly provide public services and thereby introduce it as a separate questionnaire. Accordingly, it has been suggested to remove the questions that are not relevant to district secretariats and introduce several questions so that the public services provided by district and divisional secretariats are evaluated.

02. In view of that, you are kindly advised to take action as per the following instructions and you are further informed to notify the Divisional Secretaries and all the relevant officers in this regard.

2.1 Arrange a list of duties that the general public would regularly and mostly visit your office and the divisional secretariats on daily basis to achieve for.

Eg: The following services provided to the general public may be included in the list and list should only include the services that the general public would mostly visit your institution to fulfill.

1. Issuing of proper land permits for unlawful lands
2. Issuing of land grants
3. Issuing of productivity lease licenses
4. Issuing of long-term licenses
5. Nomination of succession
6. Conducting electricity tests
7. Issuing of business name licenses
8. Issuing of vehicle revenue licenses
9. Issuing of National Identity Cards
10. Registration of unregistered births and deaths
11. Issuing of firearm licenses
12. acquisition of lands

2.2 Other than the services that may be provided at the request of the general public, select five (05) services from the above list of services in such a way that the priority would be given to those services with higher demand from the general public and could be fulfilled with the available staff and other physical resources.

2.3 Annual targets should be decided for the above five (05) services provided. In deciding on such services, instead of setting easily achievable targets, optimum targets that can be achieved with resources available with you should be established.

- Eg.
01. Issuing of 3000 permits for unlawful lands
 02. Issuing 2000 land Grants
 03. Registration of 500 unregistered births, deaths and marriages each
 04. Issuing of 1500 firearms licenses
 05. Issuing of 3000 National Identity Cards

2.4 In order to measure the amounts fulfilled out of the targets decided above, a suitable methodology should be devised.

- Eg:
01. Introducing a document to measure the fulfillment of services
 02. Preparation of an Information Technology (IT) based method to measure the fulfillment of services

2.5 Accordingly, the targets established by the divisional secretariats (05 services are necessary) should be received by the district secretariat and by integrating the targets of the district secretariat and all the divisional secretariats, the targets for the district should be decided. Thereby, the targets which are common to all divisional secretariats can be summarized as one target. When there are different targets, the district may have more than five (05) targets.

2.6 Thus, the targets prepared for the district as per above manner should be submitted to the Ministry of Home Affairs with a copy to the Auditor General, before 15 January of every year.

2.7 The percentage of achieving the targets set by the questionnaire of the Public Accounts Committee should be calculated in the following manner. By obtaining and amalgamating the target achievement percentages from the divisional secretariats, the target achievement percentage for the district should be calculated. Since all these details are coming under the scrutiny of officers of the Auditor General's Department they should be prepared in such a manner that the relevant officials can easily examine them.

$$\begin{aligned} \text{Service-1} &= \frac{\text{Amount fulfilled}}{\text{Targeted Value}} \times 100 = \text{xx}\% \\ \text{Service-2} &= \frac{\text{Amount fulfilled}}{\text{Targeted Value}} \times 100 = \text{xx}\% \\ \text{Service-3} &= \frac{\text{Amount fulfilled}}{\text{Targeted Value}} \times 100 = \text{xx}\% \\ \text{Service-4} &= \frac{\text{Amount fulfilled}}{\text{Targeted Value}} \times 100 = \text{xx}\% \\ \text{Service-5} &= \frac{\text{Amount fulfilled}}{\text{Targeted Value}} \times 100 = \text{xx}\% \\ &= \frac{\text{Total of achieving the targets}}{5} = \text{xxx} \\ &= \text{Percentage for achieving the targets} = \text{xx}\% \\ &\quad \text{for district secretariat} \end{aligned}$$

2.8 Based on the amount (percentage) of achieving the targets calculated by your secretariat (yearend), answers to the questionnaire given by the Committee on Public Accounts should be provided. (Online system)

2.9 Accordingly, action would be taken by the Public Accounts Committee to evaluate your institution based on the answers provided by you. Since the answers provided by you are subjected to the assessment and confirmation of the Auditor General, necessary mechanisms should be devised so that the achievement of targets would be clearly identified. At the same time, correct and acceptable answers should be given for the questionnaire.

03. It is the responsibility of the District Secretaries to take prompt action to notify the Divisional Secretaries and all the other relevant officers on the above programme.

04. Achievement of targets should be evaluated on monthly or quarterly intervals via the progress control programme required for the successful implementation of this programme.

05. Your cooperation in this regard is highly appreciated.



Neil de Alwis
Secretary
Ministry of Home Affairs

Copies:

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| 1. Secretary, Committee on Public Accounts | - F.I. Pls. |
| 2. Auditor General, Auditor General's Department | - F.I. Pls. |
| 3. Additional Secretary, Ministry of Home Affairs | - F.I. Pls. |
| 4. Chief Accountant, Ministry of Home Affairs | - F.I. Pls. |
| 5. Chief Internal Auditor, Ministry of Home Affairs | - F.I. Pls. |
| 6. Chief Accountant, All District Secretariats | - F.N.A. |
| 7. Chief Internal Auditor, All District Secretariats | - F.N.A. |