

## **7. Head 5 – Office of the Cabinet of Ministers**

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### **7.1 Appropriation Account**

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#### **7.1.1 Budgetary Variance**

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The following observations are made

- (a) The entire net provisions amounting to Rs.5,925,000 made for 4 Objects had been saved.
- (b) Excess provisions had been made for 14 Objects and as such the savings, after the utilization of provisions, ranged from 11 per cent to 83 per cent of the net provisions relating to the respective Objects.

### **7.2 Good Governance and Accountability**

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#### **7.2.1 Annual Action Plan**

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Even though the Office should prepare an Annual Action Plan in terms of the Public Finance Circular No. 01/2014 of 17 February 2014, an Action Plan for the year under review had not been prepared.

#### **7.2.2 Annual Procurement Plan**

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The Annual Procurement Plan in terms of the National Budget Circular No. 128 of 24 March 2006 had not been prepared.

#### **7.2.3 Internal Audit**

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The Internal Audit Unit had not been established.

#### **7.2.4 Audit and Management Committee**

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The Audit and Management Committee had not been established.

### 7.3 Assets Management

#### ----- Conduct of Annual Board of Survey -----

Even though the Annual Board of Survey for the year 2014 should be conducted and the report thereon should be forwarded to the Auditor General before, 17 March 2015 in terms of the Public Finance Circular No.02/2014 of 17 October 2014, those reports had not been forwarded even by 31 May 2015. The last Annual Board of Survey conducted had been for the year 2013.

### 7.4 Implementation of Projects under Domestic Financing.

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An instance observed during the course of audit test checks of projects abandoned without commencing is given below.

#### (a) Project abandoned without Commencing

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The Office had not commenced the following project.

Project	Estimated cost	Due date for commencement	Reasons for not commencing in brief
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	Rs.		
Establishment of a methodology for Conservation and Management Documents.	5,000,000	2012	Stated that the project has to be planned again for the expansion of the scope of the project

### 7.5 Management Weaknesses

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Difference of Rs.258,950 and Rs.862,931 existed respectively between the Report on the Movement of Non- current Assets and the opening balance of the Register of Fixed Assets relating to Motor Vehicles and other Assets.

## 7.6 Human Resources Management

### Approved Cadre and Actual Cadre

Category of Employees	Approved Cadre	Actual Cadre	Number of Vacancies	Excess
(i) Senior Level	17	11	06	-
(ii) Tertiary Level	10	05	05	-
(iii) Secondary Level	32	20	12	-
(iv) Primary Level	32	26	06	-
(v) Others(contract basis)	-	06	-	06
<b>Total</b>	<b>91</b>	<b>68</b>	<b>29</b>	<b>06</b>

The position of the cadre as at 31 December 2014 had been as follows.

There were 29 vacancies as at the end of the year under review and 06 persons had been recruited on contract basis.

