

**Report of the Auditor General on Head 18 – Office of the Chief Government Whip of Parliament
Year 2015**

The audit of the Appropriation Account and the Reconciliation Statements including the financial records, books, registers and other records of the Head 18 – Office of the Chief Government Whip of Parliament for the year ended 31 December 2015 was carried out in pursuance of provisions in Article 154 (1) of the Constitution of the Democratic Socialist Republic of Sri Lanka. The Management Audit Report for the year under review was issued to the Secretary of the Office on 25 August 2016. The audit observations, comments and findings on the accounts and reconciliation statements were based on a review of the Accounts and Reconciliation Statements presented to audit and tests of samples of transactions. The scope and extent of such review and tests were such as to enable as wide an audit coverage as possible within the limitations of staff, other resources and time available to me.

1.2 Responsibility of the Chief Accounting Officer for the Accounts and the Reconciliation Statements

The Chief Accounting Officer is responsible for the maintenance, preparation and fair presentation of the Appropriation Account and the Reconciliation Statements in accordance with the provisions in Articles 148, 149, 150 and 152 of the Constitution of the Democratic Socialist Republic of Sri Lanka, other Statutory Provisions and the Public Finance and Administrative Regulations. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of Accounts and Reconciliation Statements that are free from material misstatements, whether due to fraud or error.

2. Accounts

2.1 Appropriation Account

Total Provision and Expenditure

The total net provision made for the Office amounted to Rs. 40.30 million and out of that Rs.39.29 million had been utilized by the end of the year under review. Accordingly, the savings out of the total net provisions of the Office amounted to Rs.1.01 million or 2.51 per cent. Details are given below.

Expenditure	As at 31 December 2015			Savings as a Percentage of Net Provisions
	Net Provision	Utilization	Savings	
	Rs.Millions	Rs.Millions	Rs.Millions	
Recurrent	38.45	38.01	0.44	1.14
Capital	1.85	1.28	0.57	30.81
Total	40.30	39.29	1.01	2.51

2.2 Advances to Public Officers Account

2.2.1 Limits Authorized by Parliament

The limits authorized by Parliament for the Advances to Public Officers Account, Item No.01801 of the Office and the actual values are given below.

Expenditure		Receipts		Debit Balance	
Maximum Limit	Actual	Minimum Limit	Actual	Maximum Limit	Actual
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Rs. Millions	Rs. Millions	Rs. Millions	Rs. Millions	Rs. Millions	Rs. Millions
1.69	1.61	1.29	2.04	6.50	4.24

2.3 Imprest Account

The balance of the Imprest Account of the Office as at 31 December 2015 amounted to Rs. 31,606.

2.4 Audit Observation

The Appropriation Account and the Reconciliation Statements of the Office of the Chief Government Whip of Parliament for the year ended 31 December 2015, had been prepared satisfactorily subject to the audit observations, appearing in the Management Audit Report referred to in paragraph 1.1 above. The material and significant audit observations out of the audit observations included in the Management Audit Report appear in paragraph 3.

3. Material and Significant Audit Observations

3.1 Non-maintenance of Registers and Books

In terms of the Treasury Circular No. IAI/2002/02 dated 28 November 2002, the Register of Fixed Assets on Computers, Accessories and Software had not updated and maintained in a proper manner by the Office of the Chief Government Whip of Parliament.

3.2 Replies to Audit Quarries

Replies to 02 audit quarries issued during the year under review to the Office of Chief Government Whip of Parliament, had not been furnished even by 31 March 2016.

3.3 Good Governance and Accountability

Annual Procurement Plan

An annual Procurement Plan had not been prepared in terms of the National Budget Circular No. 128 dated 24 March 2006.

3.4 Non-compliances

Non-compliance with Laws, Rules and Regulations

Instances of non-compliance with the provision in laws, rules and regulations observed during the course of audit test checks are analysed below.

Reference to Laws, Rules and Regulations	Value	Non-compliance
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	Rs.	
(a) Circulars of the Presidential Secretariat		

Circular No. CA/1/17/1 dated 14 May 2010	203,590	It had been selected the maximum distance place while selecting a suitable place for conducting a residential training programme for 02 days for the 37 Officers of the Office. Therefore, the Office had not been considered receiving the maximum economic benefits to the Government while utilising Government funds.
(b) Public Administration Circulars		

Paragraph 02(a) of the Circular No. 05/2013 dated 22 April 2013	104,000	A sum of Rs. 72,000 had been over paid for 16 Officers who entitled for uniform allowance at the rate of Rs. 2,000 and for 12 Officers who were not entitled for the uniform allowance had been paid at the rate of Rs. 6,000 by the Office.

3.5 Irregular Transactions

Certain transactions entered into by the Office had been devoid of regularity. Observation of such one instance is given below.

Deviation from Government Procurement Procedure

While following the shopping procedure method on purchasing and repairing of Rs.909,897, it had not been followed inviting quotation not less than 3 and comparison of price and goods, public bid opening and keep records accordingly in terms of Government Procurement procedures.

3.6 Human Resources Management

Approved Cadre and Actual Cadre

The position of the cadre as at 31 December 2015 had been as follows.

Category of Employees	Approved Cadre	Actual Cadre	Number of Vacancies
(i) Senior Level	04	03	01
(ii) Tertiary Level	05	05	-
(iii) Secondary Level	15	11	04
(iv) Primary Level	18	16	02
(v) Other(Casual/Temporary/Contract Basis)	02	-	02
Total	44	35	09

Following observation is made.

There had been 09 vacancies at the end of the year under review. The savings had not affected the vacancies in the staff members though the savings occurred due to non-utilization of provisions in the Appropriation Account in year 2015. Accordingly, it was observed in audit that the approved cadre had been over estimated.