

Action Plan - 2007

Internal Administration & Administrative Reforms ●

Public Administration ●

Home Affairs ●

Other Divisions ●

Services Boards ●

Internal Administration and Administrative Reforms Division - Internal Administration Division

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007				Output Target	Expected Benefits/ Result	Officer Responsible for implementation Name:/Designation/ Tele No:
			1	2	3	4			
Internal Administration	1. Attend to establishment matters pertaining to the Ministry						Effective and efficient public service	Satisfied public servants	Mr. B.K.S. Ravindra SAS Tel : 2692633
	• Fill Vacancies		FT PT	100%					
	• Update Personal Files of employees one month before the retirement date		FT PT		100%				
	• Identify and remove unnecessary files in the Record Room		FT PT	100%					
	2. Provide facilities for accessibility								
	• Develop a Computerize Vehicle Files System of the Ministry		FT PT						
	• Purchase vehicles for the Ministry		FT PT	100%					
	• Hire vehicles for the Ministry on rent basis		FT PT	100%					
	• Maintain Register for vehicles		FT PT	100%					
	• Develop a System to insure the Ministry vehicles		FT PT	100%					
	3. General Matters								
	• Renovate - 2nd Floor		FT PT			100%			
	• Purchase Office equipment		FT PT	100%					

Administrative Reforms Division - Human Resources Management

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007				Output Target	Expected Benefits/Result	Officer Responsible for implementation Name:/Designation/Tele No:	
			1	2	3	4				
Human Resources Management	1. Prepare National Training Policy(NTP)						Effective use of Training opportunities	Availability of NTP	Mr.S.T. Kodikara SAS Tel : 2698464	
	<ul style="list-style-type: none"> Appoint a Committee to prepare NTP 									
	<ul style="list-style-type: none"> Prepare draft report 	FT								
	<ul style="list-style-type: none"> Finalize NTP 	PT	100%							
		FT								
		PT				100%				
	2. Arrange training opportunities for employees						Improved knowledge, skill and attitudes of officers	Competent Human Resources		
	<ul style="list-style-type: none"> Foreign Training opportunities <ul style="list-style-type: none"> Identify opportunities available <ul style="list-style-type: none"> Select suitable officers Local Training Opportunities <ul style="list-style-type: none"> Aware officials on training programs. <ul style="list-style-type: none"> Select suitable officers Allocate provision 	FT								
	<ul style="list-style-type: none"> Arrange training with the assistance of PSTI 	PT								
	<ul style="list-style-type: none"> Arrange training with the assistance of SLIDA 	FT								
	PT									
	FT									
	PT									

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007				Output Target	Expected Benefits/Result	Officer Responsible for implementation Name:/Designation/Tele No:
			1	2	3	4			
	3. Assist PSTI to train subordinates under PMAS <ul style="list-style-type: none"> Assist to develop curriculum for training programmes including PMAS 		FT				Improved knowledge, skill and attitudes of employees	Availability of multi skill Subordinates	Mr.S.T. Kodikara SAS Tel : 2698464
			PT						
	4. Strengthen HRM Unit <ul style="list-style-type: none"> Provide Training facilities to the staff Update database 		FT						
			PT						
	5. Monitor Progress of Projects <ul style="list-style-type: none"> CADREP Project SCAP Project e HRM Project e Population Project e DS Project e Pension Project e BMD Project GTZ - THSP Project 						Achieved targets according to the schedule.	Maximum and effective utilization of funds.	
			FT						
			PT						
6. Identify training needs (local & foreign) <ul style="list-style-type: none"> Collect data on training requirements from all employees Arrange training with the assistance of SLIDA and PSTI 						Need assessment report	Training opportunities for officers.		
		FT							
			PT						

Information Technology

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007				Output Target	Expected Benefits/Result	Officer Responsible for implementation Name:/Designation/Tele No:
			Quarter						
			1	2	3	4			
Information and Communication Technology.	1. Apply MIS for the Ministry						Use of ICT	Delighted customers	Mr.L.P.H. Waduge System Analyst. Tel : 2698460
	<ul style="list-style-type: none"> Motivate officers for maximum utilization of existing computers Motivate officers to use e-mail and Internet Motivate officers to use databases Attend to replace new computers for more than 04 years old computers Implement recommendations of computer Coordination Committee 		FT						
	2. Coordinate Implementation of ICTA assisted projects						Maximum Utilization of ICTA Assistance	Good Governance	Mr.S.T. Kodikara SAS Tel : 2698464
	<ul style="list-style-type: none"> e-HRM programme e-DS programme e-Pension programme e-Population Registry programme BMD Project House holder's Database 		FT						

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007				Output Target	Expected Benefits/ Result	Officer Responsible for implementation Name:/Designation/ Tele No:
			1	2	3	4			
3. Strengthen IT Unit	<ul style="list-style-type: none"> Improve knowledge & experience of the IT staff Replace with new, capable equipments instead of old items Procure necessary equipments Assure functioning of databases properly Assure accuracy and update data of the databases 						Availability of all facilities.	Good governance	Mr.T.Amarasekara. Computer Programmer Tel: 2688753
			FT	PT					
4. Improve knowledge of the Ministry staff on ICT	<ul style="list-style-type: none"> Identify training needs Arrange training programmes with the assistance of PSTI Explore possibilities to train subordinates through other training institutes. 						Human Resources Development	Subordinates with high literacy rate of IT	Mr.T.Amarasekara. Computer Programmer Tel: 2688753
			FT	PT					

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007				Output Target	Expected Benefits/Result	Officer Responsible for implementation Name:/Designation/Tele No:
			1	2	3	4			
5.	House Holder's Database						Improvement of transparency	Satisfied customers	Mr.S.T. Kodikara SAS Tel : 2698464
	• Introduce the database		FT						
	• Train officers		FT	PT	100%				
	• Link with other key databases		FT	PT					

Public Service Training Institute

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007				Output Target	Expected Benefits/Result	Officer Responsible for implementation Name:/Designation/ Tele No:
			Quarter						
			1	2	3	4			
Training of the non staff grade officers in the public services	1. Public Management Assistants' Training	6.2 M	FT	25%	25%	25%	Trained 4000 public servants	Knowledgeable non staff grade officers with positive attitudes	Mr. M.A. Dharmadasa Director (Acting) 2676433 Mr. N. Nilwala Assistant Director 2684223
	PT		25%	25%	25%				
	FT		10%	20%	30%	40%			
	PT		20%	40%	40%				
	FT		50%	50%					
	PT		50%	50%					
	FT		25%	25%	25%	25%			
	PT		25%	25%	25%	25%			
	FT		25%	25%	25%	25%			
	PT		25%	25%	25%	25%			
	FT		25%	25%	25%	25%			
	9. Train public Management Assistants by other Institutes		FT	25%	25%	25%	Trained 2000 public servants		
	10. Print the handouts to training programs as a book and as a CD		FT	50%			A user friendly Training methodology		
	11. Utilize foreign assistance - CADREP -GTZ-THSP		FT	25%	25%	25%	Trained officers		
			PT	25%	25%	25%			

Sri Lanka Institute of Development Administration (SLIDA)

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007 Quarter				Output Target	Expected Benefits/Result	Officer Responsible for implementation Name:/Designation/Tele No:
			1	2	3	4			
Organizational Development	1. Maintain Building and equipment and other capital assets .	50 M	FT				Maximum utilization	Conclusive environment for training	Mr. L.A. Kalukapuarachchi Deputy Director, T.P. : 2508848
	• Procure training support equipment (Multimedia , Computers, pen drivers)	38 M	FT				Availability of basic training equipments	Excellent training environment	
	• Construct training complex (5 storay) (Total cost estimate is Rs. 110M)	10 M	FT				Availability of Sufficient office space		
Capacity Building	2. Conduct Induction Training Program	12 M	FT				Improved confidence	Better service delivery	Mrs. R.A.S.P Ranaweera Registrar T.P. 2583251
	• Sri Lanka Accountancy Services		PT						
	• Sri Lanka Administrative Services								
	• Sri Lanka Engineering Service								
	3. Conduct 04 Master Degree Program	10 M	FT				Officers with post graduate qualification	Officers with sound knowledge on new public management	
			PT						

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007				Output Target	Expected Benefits/Result	Officer Responsible for implementation Name:/Designation/Tele No:
			1	2	3	4			
	4. Conduct 02 Diploma Programs	33.2 M	FT				Trained 800 officers	Officers with sound knowledge on new public management	Mrs. R.A.S.P Ranaweera Registrar T.P. 2583251
			PT						
	5. Conduct 12 Certificate Courses	4.2 M	FT				Trained 495 officers	Public sector personnel with essential functional skill for better management	
			PT						
	6. Short Term Courses (According to the Annual Training Calendar)	2 M	FT				Trained 2000 officers	Better service to the citizen	
			PT						
	7. Conduct Consultancy Programmes	14.3 M					Trained 1500 officers	Enhanced public sector	
			FT						
<ul style="list-style-type: none"> • Training Consultancy • Management Consultancy 									
	PT								
8. Conduct Curriculum Development, Workshops/Meetings/Programmes Special Workshops and Seminars (Train Ministerial Support Staff)	4 M					Trained 500 officers	Knowledgeable officers new management concept		
		FT							

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007				Output Target	Expected Benefits/Result	Officer Responsible for implementation/ Name:/Designation/ Tele No:
			1	2	3	4			
9.	Research (Area of Public Policy and Economic Development)	0.9 M	FT				Published 6 research proposals and conduct 05 research seminars	New management concept for better management	Mrs. R.A.S.P Ranaweera Registrar T.P. 2583251
			PT						
10	Conduct examinations for external organizations	0.8 M	FT				Availability of Assistance for others.	New public sector approaches for management	
			PT						
11.	Publications • SLIDA Newsletter • SLIDA Journal • Mgt. Magazine	0.7 M	FT				Published monthly news letters, journals and Magazines	Better human resource management in other organizations	Dr. V.U. Ramayake Senior Consultant T.P. : 2508840
			PT						
12.	Provide Hardware Facilities to other organizations (Lecture Hall and Training Equipment)	4.7 M	FT				Lessened burden of other organization	Disseminate new knowledge and create learning culture among public sector	Mr. L.A. Kalukapuarachchi Deputy Director, SLIDA T.P. : 2508848
			PT			50%			
13.	Provide Residential Center Facilities • SLIDA Programmes • Other Programmes	5.2 M	FT				Lessened burden of participants	Friendly learning culture	
			PT			50%			