

Minutes of the Review Meeting on Capital Budget and Development Programme of EPC - 2012

Venue : Conference Hall, Governor's Secretariat.

Date : 11th October 2012

Time : 9.00 a.m.

Participants:

01.	Hon. Mohan Wijewickrama	Governor, Eastern Province
02.	Mr. V. Mahendrarajah	Deputy Chief Secretary, Planning.
03.	Mrs. J.J.Muraleetharan	Secretary to the Governor
04.	Mr. U.L.A.Azeez	Secretary, M/Local Govt. and Rural Dev.
05.	Mr. N.Pushpakumara	Secretary, M/ Education and Cultural Affairs
06.	Dr. S. Amalanathan	Secretary, M/Health & Social Services
07.	Mr. K.Pathmanathan	Secretary, M/ Agriculture and Rural Industries
08.	Mr. A.H.M.Ansar	Secretary, M/ Road Development and Irrigation
09.	Mr. K.Karunakaran	Secretary, Assembly Secretariat
10.	Mr. W.G. Dissanayaka	Secretary, Provincial Public Service Commission
11.	Mr. K. Mayurakirinathan	Deputy Chief Secretary-Finance
12.	Mrs. P.Kalamathy	Deputy Chief Secretary-Administration
13.	Dr. M.Thevarajan	Provincial Director, Health Services
14.	Dr. Mrs.R.Srithar	Provincial Commissioner, Indigenous Medicine
15.	Mr. A.M.E.Paul	Provincial Director-Education
16.	Mr. S.M.Husain	Provincial Director-Agriculture
17.	Dr. T.K.Thavarajan	Provincial Director-AP & H.
18.	Mr. N.Manivannan	Provincial Director-Social Services
19.	Mr. T.M.L.D.Tennakoon	Provincial Director-Rural Industries
20.	Eng. A.Velmanickam	Provincial Director-Buildings
21.	Mr. I.D.P. Wijethilaka	Provincial Director-Sports
22.	Mrs. S.Sivakenga	Provincial Commissioner-Motor Traffic
23.	Mr. V.T.Sarma	Director-MDTD
24.	Mr. W.M.H.Uthyakumara	Director-Transport Authority
25.	Mr. S.M.Ibrahim	Comptroller & Chief Auditor
26.	Mr. D.W.H.Wellikala	Director-Cultural Affairs
27.	Mr. B.Sivapiragasam	Director, Planning Secretariat
28.	Mr. N.Tamilchelvan	Director -Planning, M/ Health
29.	Dr. R.Gnanasekar	Director -Planning, M/Agriculture
30.	Mr. V.Gowritharan	Director -Planning, M/Local Govt.
31.	Mrs. S.Koneswaran	Chief Engineer, Road Development
32.	Eng. V.P.P.Thanarajasinghe	Deputy Director, Irrigation
33.	Mrs. S.Punniyamoorthy	Deputy Director, Planning Secretariat
34.	Mr. A.S.M. Fayis	Deputy Director, Planning, M/ Roads
35.	Mrs. A.Canagasooriyam	Deputy Director, Planning, Dept. of Education
36.	Mr. S. Suthaharan	Deputy Director, Fisheries, M/Agriculture
37.	Mrs. L.Chitradevi	Engineer, Local Government
38.	Mr. H.G.Abeywardena	Director, Admin, Transport Authority
39.	Mr. M.A.Munazir	Assistant Director, Planning Secretariat
40.	Mrs. Satkunalingam	Accountant, Probation & Child Care
41.	Mr. Jeyaganesh	Actg Accountant, Land Administration
42.	Mrs. D.Bernard	Administrative Officer, Rural Development

Hon. Governor presided the meeting and in his address, expressed his appreciation on the performance and achievement of all sector agencies on development works in the Eastern Province. He said he has received encouraging feedbacks from higher authorities on the development works by the Eastern Provincial Council and its commitment shown in achieving progress towards development.

Regarding the financial position up to now, Hon. Governor informed that at his level he will do the needful to get sufficient funds in the coming months.

He advised the heads of departments to follow accepted procedures and guidelines in planning project activities for 2013 on priority basis with adequate consultation with Chief Minister, Provincial Ministers and Members of the Provincial Council and ensure funds would be allocated to three districts fairly on the basis of population and all three communities would be benefitted within the district.

1. Overview and Current Status of AIP-2012

The Deputy Chief Secretary-Planning made a brief presentation on Overview and Current Status of AIP-2012. He highlighted the financial resource allocation for sectors and summarized financial performance and physical status of projects under five ministry clusters. The utilization of imprest has improved than in previous months subsequent to attempts made by the Hon. Governor to obtain more imprest from the General Treasury. He expressed concerns about the 131 works that were at preparatory level out of 778 works.

2. Discussion on Decisions at Previous Meetings

The Deputy Chief Secretary-Planning presented the following decisions made at previous meetings.

2.1 Agency Results Framework (ARF)

The importance and usefulness of preparing the Agency Results Framework (ARF) were reiterated. DCS-Planning informed that part of the ARF which includes Vision, Missions, Thrust Areas, Goals, Form I and Form II have been completed. Only the Write ups, as requested by the Finance Commission, for the ministries and respective departments need to be written up. Hon. Governor suggested that Secretaries and heads of departments must involve in finalizing the ARF and produce good quality document for Eastern Provincial Council before next visit of officials from Finance Commission in October for reviewing it.

2.2 Limitations of Available Funds and Prioritizing 80% of AIP.

The decision made in May 2012 was reminded and suggested to temporarily suspend 17% of works that were not commenced up to this date. Those activities may be continued depending on availability of funds for these works in the remaining months of this year or include them in next year programme if it is in priority.

Responsibility: DCS-Planning, Secretaries & HODs.

2.3 Approval of AIP

Approval of work items should have been obtained before commencement or procurement of work items and release of imprest and expenditure must be for approved items only.

Responsibility: DCS-Finance, Secretaries & HODs.

2.4 Firm Estimates

Firm estimates are necessary for approved civil works to avoid savings at the end of the Year and change scopes of work items.

Responsibility: Secretaries & HODs.

2.5 Coordination, Implementation and Monitoring Arrangement

All development activities under all sources of funds must be included in the Consolidated Annual Implementation Programme and submitted to the Provincial Planning Secretariat in the prescribed format. Information on all programme implemented by departments to be shared and similarly made available at Provincial Ministries, Provincial Planning Secretariat and Provincial Treasury.

Implementation of multi-sector programmes also to be coordinated well and monitored with respective roles of the relevant agencies.

Responsibility: Chief Secretary, Secretaries, DCSs & HODs.

2.6 Imprest Funds Management

Hon. Governor directed the DCS-Finance to take necessary efforts to mobilize expected funds from General Treasury. A meeting with relevant officials in EPC will be arranged by DCS-Finance to develop a good mechanism for imprest fund management as decided at PPC meeting.

Responsibility: DCS-Finance

2.7 Allocation for Small Sectors

It was noticed that no funds allocated under PSDG for small sectors such as Water Supply, Youth Affairs Rehabilitation, IT Education & Environment and insufficient funds under CBG. Requests to be made to the Finance Commission through Board of Ministers as these were provincial subjects and to obtain necessary fund allocation as required.

Responsibility: Chief Secretary, Secretaries

2.8 Strengthening Monitoring Process at Planning Units

Planning units at ministries and key departments must be strengthened with sufficient officers to maintained proper sector development plan and effective monitoring.

Responsibility: DCS-Planning, Secretaries & HODs.

2.9 Establishment of Tourism Unit

Tourism Unit will be established and provided with full time Unit Head and necessary cadre to be created following up with Department of Management Services.

Responsibility: DCS-HR, & Secretary-Agriculture

3. Sector Review - AIP 2012

The Ministry Secretaries made detailed presentations on programme and performance of the ministry and sectors coming under their purview. Their presentations covered Thrust Areas, Work activities, financial allocations, expenditure and status that included completed, on-going and preparatory level activities.

Subsequent to the presentation and discussions, Hon. Governor suggested the following:

- a) Priority should be given in 2013 to complete all incomplete works of 2012 and previous years in all sectors.

Responsibility: Secretaries, HODs and DCS-Planning

- b) When selecting projects for 2013 ensure that impacts of such projects reaching the people and its benefits are continuing beyond that year on sustainable basis and avoid routine work style.

Responsibility: Secretaries and HODs.

- c) Regarding Construction such as IT Centre and community infrastructure, the ministries and departments should give proper considerations on operation and maintenance to ensure sustainability.

Responsibility: Secretaries and HODs.

- d) Avoid supply of sports items to Sports Clubs or Centres. Instead of it, consider improvement of sports infrastructure. Similarly other ministries and departments should also minimize supply of items to the community and include infrastructure development works in next annual implementation plans.

Responsibility: DCS-Planning, Secretaries, HODs

- e) Proper justification and prioritization at each work items in implementation plan are essential for all sectors. Ensure effective utilization of funds towards number of beneficiaries and reaching impacts out of such work items implemented.

Responsibility: Secretaries and HODs

- f) Expedite implementation of all work items that are on-going at present as presented by the secretaries and ensure that all on-going works are completed before end of this year.

Responsibility: Secretaries and HODs

The next meeting will be held in January 2013

V.Mahendrarajah
Deputy Chief Secretary- Planning