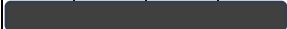





**Department of Pensions  
Internal Audit Plan – 2015**


**Vote Number: 253**




Serial No	Departmental activities Annual Action Plan on Estimates				Internal Audit Plan				
(1)	(2)	(3)	(4)	(5)	Quarter - 1	Quarter - 2	Quarter - 3	Quarter - 4	
2	Objectives to be gained by each project.  Implementing Pensions monthly Pensions Gratuity Widow's Pension and other Pension Expenditure Recurrent Expenditure Capital Expenditure.	Annual Provision for each Project (Rs 000,) Total – 158,505.350  158,390,575 17900000 1000000 18912000 358500 10800	Affairs Planned by each Project.  1. Auditing Affairs in the Department of Pensions.          2. Supervision of Departmental activities in relating to	Risky Audit fields recognized by Internal Audit.          1. Auditing of first payment civil widow and others. 2. Payment of Gratuity. 3. Payment of monthly Pensions. 4. Public Servant Provident Fund. 5. Widows and orphans section Award paper Issuing and management of Record Room    1. Setting up Pensions branches in Government Institutions and	Auditing Affairs and objectives Projects Internal Audit.          Inspecting Conformity with Laws relating to Pension, Acts , Circular, FR and EC				



			6. Referring public Complaints and Pensioners' grievances.	Public Complaints, mistakes and revealing irregularities	Settling of Problems of Pensioners and taking action on Complaints.	████████████████████			
			7. Co-ordinating replies to Audit quarry.	According to Receiving	Quick replies to Audit Quarries and being vigilant on subsequences.	████████████████████			
			8. Holding Auditing Management Committee.	On basis of Quarters	Taking actions to avoid mistakes pointed out by Audit Quarries	██	██	██	██
			9. Special Investigations	Accordingly	Reaching to Target point in the Department efficiently and effectively investing public resources by minimizing mistakes and frauds.	████████████████████			
01	General Administration and Establishment Service	103,975							
	Recurrent Expenditure	77,275	1. Controlling Budget 2015 and Expenditure and	1. Annual budget estimates. 2. Action Plan 3. Procurement	Inspecting whether public money invested fruitfully.			██	

			bearing recurrent expenditure.						
			2. Accounts Activities	<ul style="list-style-type: none"> <li>1. Sigas</li> <li>2. Expenditure Accounts</li> <li>3. General deposition</li> <li>4. Shroff section</li> <li>5. Accounting and Reporting</li> <li>6. Sub – impress</li> <li>7. Deposits Accounts</li> <li>8. Bank reconciliation</li> </ul>	Accuracy of estimates and appropriates expenditure head Inspection money in hand, sub – impress monthly up – dating			<input type="checkbox"/>	<input type="checkbox"/>
			3. Salaries	<ul style="list-style-type: none"> <li>1. Salary Payment</li> <li>2. VAT Payment</li> </ul>	Correct Payment of salary, Control Account VAT Payment and abatement.				
			4. Distress Loans	<ul style="list-style-type: none"> <li>1. Loan ledger</li> <li>2. Monthly Credits</li> <li>3. Loan Instatement</li> </ul>	Conformity with Circulars , maintaining loan ledgers, monthly up - dating				
	Capital Expenditure	26,700	5. Procument activities and Procument plan	<ul style="list-style-type: none"> <li>1. Buying (Construction)</li> <li>2. Maintenance Expenditure</li> <li>3. Quotationing</li> <li>4. Tender Board Decision and registration of suppliers.</li> </ul>	Inspection of Tender Board Procedure.			<input type="checkbox"/>	<input type="checkbox"/>

			6. Registering Assets damages and loses.	1. Management of Assets 2. Recovering and looking up	1. Start and end 2. FR 104 Report				
			7. Stores	1. Necessity of Equipments 2. Repairing of Equipments 3. Demanding 4. Entering into stores registers 5. Issuing goods 6. Balancing books 7. Disposing goods and auction sale 8. Maintaining Inventories	Insuring accuracy of storing activities (make notes in books and issuing)				
			8. Personal Files Salary Conversions	1. Accuracy of files 2. Up – dating 3. Transferring	1. Restoring in salary point 2. Granting salary increment on due date 3. Efficiency Bar Examination 4. Up – dating files 5. Correct numbering 6. Transferring on due time 7. Inspecting history sheets				

			<p>9. Leave</p>	<p>1. Using finger print  2. Leave Registers  3. Future Programmes  4. Register of leave out  5. Register of signatures  6. Official Leave  7. Obtaining Medical Reports</p>	<p>1. Take approval of leave  2. Inspecting of leave Register  3. Inspection of short leave Register  4. Inspection of leaving out schedule  5. Future Programme  6. Inspection of official leave Evaluating duty</p>				
			<p>10. Controlling Vehicles</p>	<p>1. Daily running Chart  2. Log Books</p>	<p>1. Maintaining Register of vehicles  2. Maintaining vehicles files  3. Writing running notes  4. Usage of fuel and Repairing</p>				
			<p>11. Disciplinary</p>	<p>1. Preliminary inquiry and Investigation</p>	<p>1. Taking disciplinary action, Inspecting of work review.</p>				
			<p>12. Postal</p>	<p>1. Receiving Postal delivery and delivering correct positions</p>	<p>1. Inspection time spend for posts delivery.  2. Inspecting time period for posting a letter.</p>				

				2. Quick action for letters	3. Take quick action for letter receiving Estimate work review				
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Changes in Internal Audit Plan may be happened because of Special Audit Quarries and Department Needs.

**A.H.M.K.K.A.Herath**  
**Chief Internal Auditor**  
**For Director General**