

**Governor's Secretariat**

Eastern Province

## **Governor's Secretariat**

### **Vision and Mission statements and Thrust areas**

#### **Vision**

To provide an excellent public service in order to cater and assist the provincial council in providing development and services to the people in the province as envisaged by the constitution of Sri Lanka.

#### **Mission**

Ensure efficiency, effectiveness and economy in administrative system and resources management for accountable service delivery and social justice of provincial agencies and civil societies by exercising constitutional powers vested to the Governor in fair, equitable and transparent manner.

#### **Thrust areas**

1. Guidance, Monitoring and facilitation for Administrative and Development process in EPC.
2. Supported for Small Infrastructure and Community Development
3. Institutional Capacity Development.
4. Good Governance.



## Medium-Term Agency Results Framework

Department/Agency : Governor's Secretariat

Thrust Area 1 : Guidance ,Monitoring and facilitation for Administrative and Development process in EPC

Goal No.	Goals	Key Performance Indicators (KPIs)	Baseline 2011	Targets					
				2012	2013	2014	2015	2016	2017
1.1	Result oriented programmes and projects implemented within the national policy framework efficiently.	<p><b>Outcome:</b></p> <p>i. No of Decisions arrived at meeting</p> <p><b>Output:</b></p> <p>i No of Progress review meeting conducted</p>	20	30	35	40	40	40	40
			2	4	6	8	8	8	8
1.2	Resources distributed reasonably and utilized effectively creates good results.	<p><b>Outcome:</b></p> <p>i. No of activities successfully completed with expected results.</p> <p>ii. No of Decisions arrived in the discussions</p> <p><b>Output:</b></p> <p>i No of issues discussed with HODs on resources allocations.</p>	15	16	17	18	19	20	20
			17	20	22	24	26	28	30
			20	25	30	30	30	30	30
1.3	Administrative and development functions proceed with appropriate legal provisions.	<p><b>Outcome:</b></p> <p>i. No of functions successfully proceeded</p> <p><b>Output:</b></p> <p>i No of functions required legal supports.</p> <p>ii. No of Administrative issues solved</p>	25	26	27	28	29	30	30
			8	10	12	14	16	18	20
			3000	3500	4000	4500	5000	5500	6000

**Thrust Area 2 : Supported for Small Infrastructure and Community Development**

Goal No.	Goals	Key Performance Indicators (KPIs)	Baseline 2011	Targets					
				2012	2013	2014	2015	2016	2017
2.1	Supplemented community infrastructure facilities and needs.	<i>Outcome:</i> i. No of families benefitted	4000	5000	6000	7000	8000	9000	10000
		<i>Output:</i> i. No of Development works done	15	16	17	18	19	20	20
2.2	Encouraged community participation and initiatives	<i>Outcome:</i> i. No of Projects initiated with community participation	8	8	9	9	10	10	10
		<i>Output:</i> i. No of meetings Conducted with HODs and district officials	2	3	4	4	4	4	4

**Thrust Area 3 : Institutional Capacity Development**

Goal No.	Goals	Key Performance Indicators (KPIs)	Baseline 2011	Targets					
				2012	2013	2014	2015	2016	2017
3.1	Trained and skilled staff performing productive manner	<i>Outcome:</i> i. Improved performance by staff	60%	65%	70%	75%	80%	85%	90%
		<i>Output:</i> i. No of Staff Trained	17	17	17	17	17	17	17
3.2	Created positive office environment with facilities lead efficient services delivery	<i>Outcome:</i> i. No of Staff Received accommodation facility	4	4	4	4	5	5	5
		ii. Improved office working capacity	70%	72%	74%	78%	82%	86%	90%
		<i>Output:</i> i. No of Staff accommodation improved	3	3	3	4	4	4	5
		ii. No. of office equipment & furniture Upgraded	11	11	12	12	13	13	14

**Thrust Area 4 : Good Governance**

Goal No.	Goals	Key Performance Indicators (KPIs)	Baseline 2011	Targets					
				2012	2013	2014	2015	2016	2017
4.1	Performance and accountability of Institutions monitored and evaluated	<p><i>Outcome:</i></p> <p>i. Increase in access to service by the communities (%)</p>		25	35	45	60	75	80
4.2	Regulations, Circulars and Guidelines are complied with Implemented	<p><i>Output:</i></p> <p>i % of Complaints received on resource allocation</p> <p>ii % of Complaints received and Administrative issues reduced</p>	x	x- 05%	x- 10%	x- 15%	x- 20%	x- 25%	x- 30%
			x	x- 10%	x- 20%	x- 30%	x- 40%	x- 50%	x- 60%



**Provincial Public Service Commission**  
**Vision and Mission statements and Thrust areas**

**Vision**

Installed a set of efficient, disciplined and contented human resources in provincial administrative mechanism for better service delivery in the Eastern Province

**Mission**

Recruitments of competent personnel and transfers, promotions, disciplinary control and termination of Provincial Public Officers impartially through a systematic process to extend maximum contribution with their dedicated services to achieve the objectives of provincial agencies

**Thrust areas**

1. Strengthening establishment process.
2. Recruitment of personnel.
3. Promotion, Transfers and disciplinary control.
4. Termination and retirement
5. Institutional capacity development.
6. Good Governance.





## Medium-Term Agency Results Framework

**Department/Agency : Provincial Public Service Commission**

**Thrust Area 1 : Strengthening Establishment Process**

Goal No.	Goals	Key Performance Indicators (KPIs)	Baseline	Targets					
			2011	2012	2013	2014	2015	2016	2017
1.1	Obtained recommendation of the Commission & approval of the Hon. Governor	<b>Outcome:</b> i. No of officers benefitted	736	600	480	510	490	520	500
		<b>Output:</b> i. No of recommendation approved	736	550	480	510	490	520	500
		ii. No of recommendation received from the commission	744	560	490	520	500	530	510

**Thrust Area 2 : Recruitment of personnel**

Goal No.	Goals	Key Performance Indicators (KPIs)	Baseline	Targets					
			2011	2012	2013	2014	2015	2016	2017
2.1	Schemes of recruitment for all services are in place and use.	<b>Outcome:</b> i. No of SOR approved	35	40	40	40	45	45	50
		<b>Output:</b> i. No of applications processed	40	40	40	40	45	45	50
		ii No of posts for which applications called	40	40	40	40	45	45	50

### Thrust Area 2 : Recruitment of personnel

Goal No.	Goals	Key Performance Indicators (KPIs)	Baseline	Targets						
			2011	2012	2013	2014	2015	2016	2017	
2.2	Conducted open and limited examinations as scheduled	<b>Outcome:</b>								
		i No of candidates sat limited exam	680	700	750	790	800	810	840	
		ii No of candidates sat open exam	30100	34200	38000	39000	40000	42000	43000	
		<b>Output:</b>								
		i No of limited exams advertised	6	6	5	5	5	5	5	
		ii No of open exams advertised	8	7	10	15	15	20	20	

### Thrust Area 3: Promotion, Transfers and Disciplinary control

Goal No.	Goals	Key Performance Indicators (KPIs)	Baseline	Targets						
			2011	2012	2013	2014	2015	2016	2017	
3.1	Conducted Efficiency Bar examination	<b>Outcome:</b>								
		i. No officers Passed in E . B exams	480	490	500	510	520	540	550	
		<b>Output:</b>								
		i No of E. Bar exams conducted in various grades	11	15	17	18	18	20	20	
3.2	Released and accommodated officers under inter provincial transfer	<b>Outcome:</b>								
		i. No of officers accommodated into EPC from other Provinces	130	106	120	125	125	150	150	
		ii. No of officers released out of EPC to other Provinces	228	227	250	250	260	260	270	
		<b>Output:</b>								
		i. No of applications received for release out of EPC	150	120	150	180	180	190	200	
		ii. No of applications received for accommodation into EPC from other Provinces.	100	110	110	115	115	120	120	

### Thrust Area 3: Promotion, Transfers and Disciplinary control

Goal No.	Goals	Key Performance Indicators (KPIs)	Baseline 2011	Targets					
				2012	2013	2014	2015	2016	2017
3.3	Conducted disciplinary action for staff grade officers	<b>Outcome:</b> i. % reduction in disciplinary action for officers	8	7	8	9	8	7	6
		<b>Output:</b> i. No of cases submitted	3	4	4	4	5	5	5
3.4	Attended human rights commission cases	<b>Outcome:</b> i. No of cases attended.	2	4	5	3	4	5	4
		ii. No of cases settled	1	1	3	2	2	3	2
		<b>Output:</b> i. No of application received from the officers	8	5	6	4	5	7	8

### Thrust Area 4 : Institutional capacity development

Goal No.	Goals	Key Performance Indicators (KPIs)	Baseline 2011	Targets					
				2012	2013	2014	2015	2016	2017
4.1	Skilled and trained staff	<b>Outcome:</b> i. No of Officers performing at very good level.	2	2	4	6	8	8	10
		ii. No of officers trained in relevant subjects	2	2	4	6	8	8	10
		<b>Output:</b> i. Number of Training programmes provided to needed officers	2	3	4	6	8	8	10
4.2	Conducive working environment established	<b>Outcome:</b> i. Improvement and facilities in working environment	6	6	7	7	8	8	10
		<b>Output:</b> i. No of furniture purchased	6	6	8	8	10	10	12
		ii No of equipment purchased	3	3	8	8	10	10	12

**Thrust Area 5 : Good Governance**

Goal No.	Goals	Key Performance Indicators (KPIs)	Baseline 2011	Targets					
				2012	2013	2014	2015	2016	2017
5..1	Performance of Institutions service monitored and evaluated.	<b>Outcome:</b> i. Improved performance by internal units	8.00	8.00	10.00	10.00	10.00	12.00	12.00
		<b>Output:</b> i. No of units meeting conducted	4	4.00	4.00	4.00	4.00	4.00	4.00
5.2	Financial Regulation , Circulars, Guidelines and recommendation complied with and implemented.	<b>Outcome:</b> i. Reductions in complaints	7	6	6	7	7	8	8
		ii. Reductions in audit queries.	8	8	8	8	8	8	8
		<b>Output:</b> i No. of new circulars & Guidelines received	4	5	5	6	6	6	6