

Chief Secretary's Secretariat

01. History and Background:

The North East Provincial Council was established subsequent to the 13th Amendment to the constitution and Provincial Council Act no.42 of 1987. Subsequent of the Supreme Court order, the North East Provincial Council was de-merged into Northern Provincial Council and Eastern Provincial Council, after that Eastern Provincial Council is functioning in separate from 22.12.2006. The Chief Secretary of the Eastern Provincial Council is the Head of Administration, and the Chief Accounting Officer of this province.

1.1 Vision

Excellent system of governance, which satisfies the needs and aspirations of the people in the province

1.2. Mission

Mobilization and optimum utilization of resources towards efficient & effective service delivery for improved living standard of the people

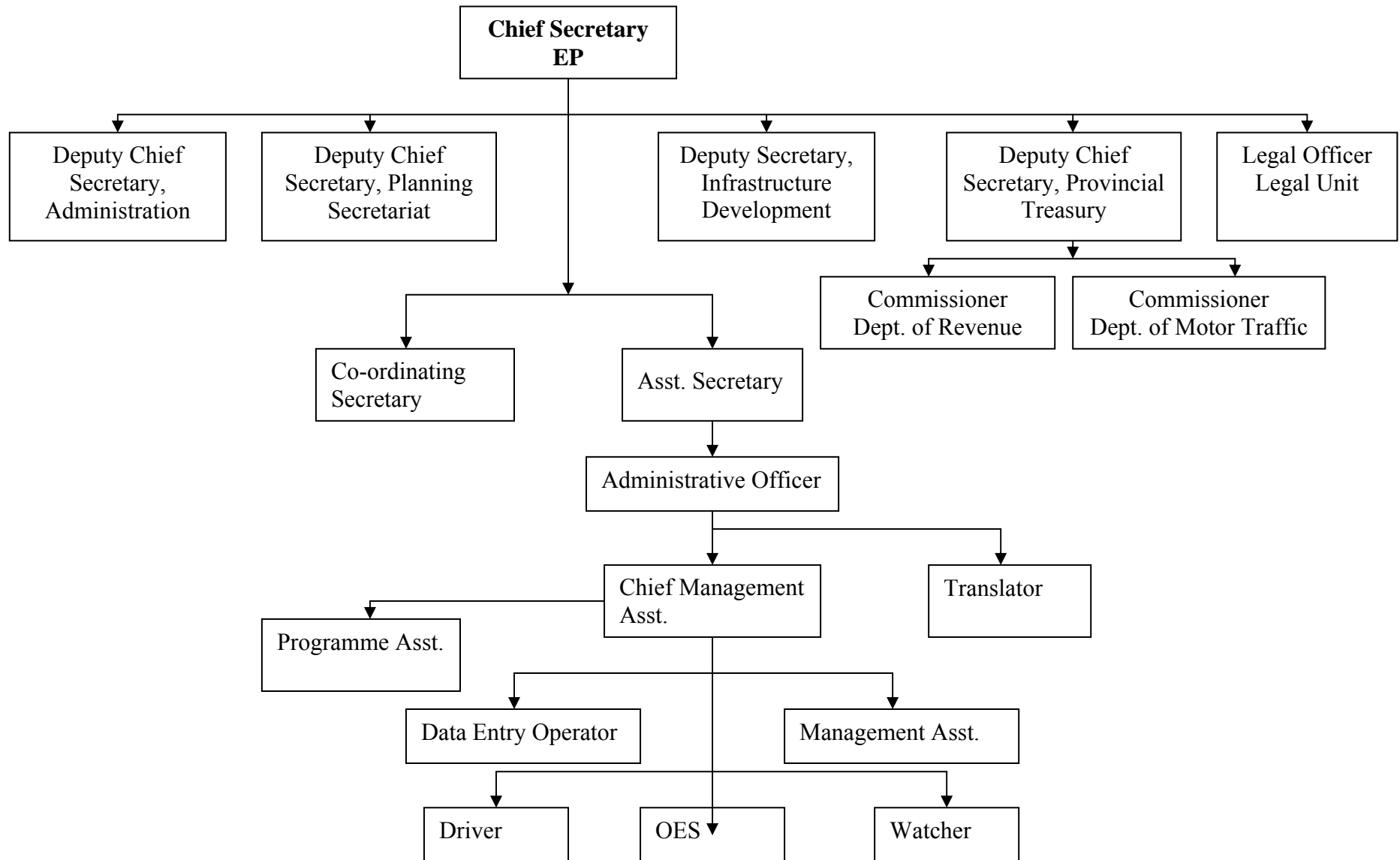
1.3 Major thrust areas for development – 2007

- (i) Transformation of provincial public sector
- (ii) Capacity and capability building
- (iii) Improving decent ability financial management.
- (iv) Rehabilitation development
- (v) Provincial development.

2. Human Resources:

Cadre Position	Approved Cadre	Cadre Vacancies
01. Coordinating Secretary	12. 1	0
02. Assistant Secretary	1	1
03. Legal officer	1	1
04. Administrative office	1	0
05. Programme Assistant	1	0
06. Management Assistant	1	1
07. Translator	8	2
08. Data entry operator	1	1
09. Drivers	1	1
10. Receptionist / Telephonist	4	4
11. Office Employee service	1	0
	4	1
Total	25	12

Management Organization Chart – Chief Secretary’s Secretariat, EP – 2007



4. Management Organization Resource:

4.1 Land & Building

Available Land	Space Occupied sq.ft.	Own Building sq.ft/no.
G/L	3000	3000

** Functioning at the Chief Secretariat Building.

4.2 Vehicle

Car	Pick-up	Bicycle
01	01	01

4.3 Furniture's Detail

Table		Chairs		Almyrah		Others	
Available	Req	Available	Req	Available	Req	Available	Req
23	-	48	-	36	-	--	

4.4 Office Equipment Details

Computer	Photo-copier	Printer/Roneo	Typewriter	Telephone	Fax	Any others
10	0 2	0 7	01	04	0 1	01(Lami. mach)

05. Financial Performance

5.1. Capital Expenditure

Source of fund	Amount allocated	Amount released	Amount spent	Indicator % on released funds
CBG	17,840,000	15,000,000	15,363,840	84%

5.2. Recurrent Expenditure

	Amount allocated	Amount release	Amount spend	Progress in%
01. Personal Emoluments	4,427,000	4,500,000	3,978,905	90%
02. Other Expenditure	5,500,000	5,200,000	5,200,000	95%

06. General Administration

6.1.1. Officers transferred to this Office

S.No	Name of Officers	Post	Transferred from	Date
1	R.Thiagalingam	Chief Secretary	Ministry of Education	08.01.2007
6	H.N.Harichandran	Administrative Officer	Ministry of Education	08.01.2007
3	C.Ketheeswary	Management Assistant	Ministry of Education	08.01.2007
4	K.Raveendrarajah	O.E.S.	Ministry of Education	08.01.2007
2	H.M.Herath Abeyweera	Chief Secretary	Ministry of Public Administration, Colombo	03.04.2007
5	K.Sumathy	Management Assistant	Chief Secretary's Secretariat NP	19.04.2007
6	S.Muralletharan	Development Assistant	Provincial Planning Secretariat, EP	26.07.2007
7	M.D.A.G.Rodrigo	Chief Secretary	Provincial Public Administration, EP.	20.07.2007

6.1.2. Officers transferred from this Office

S.No	Name of Officers	Post	Transferred to	Date
1	R.Thiagalingam	Chief Secretary	Ministry of Education	03.04.2007
2	S.Yogarajah	Management Assistant	Chief Secretary's office, North	17.04.2007

Re-employment

S.No	Name of Officers	Post	Transferred to	Date
6	H.N.Harichandran	Administrative Officer	Ministry of Education	08.01.2007

07. Human Resources Development

7.1. Local training

Nil

7.2. Foreign Training

STEPS Programme under the GTZ fund

S.No	Name of Officers	Designation	Name of the Course	Duration	Venue	Conducted by
1	S.Muralletharan	DA	English Language Training at Bell, UK.	One month	Cambridge UK	GTZ-PIP
2	Mrs.P.Komaleswaran	CMA	English Language Training at Bell, UK.	One month	Cambridge UK	GTZ-PIP
3	Mrs.S.Varathakumar	MA	English Language Training at Bell, UK.	One month	Cambridge UK	GTZ-PIP
4	Ms.C.Ketheeswary	MA	English Language Training at Bell, UK.	One month	Cambridge UK	GTZ-PIP

7.3. Meetings Chaired by the Chief Secretary in 2007

S.No	Date	Subject	Venue
1	08.01.2007	Secretaries Committee Meeting (Mr.R.Thiagalinkam, Chief Secretary, EP.)	Chief Secretary's Conference Hall
2	28.02.2007	-do-	-do-
3	24.04.2007	(Mr.H.M.Herath Abeyweera, Chief Secretary,EP.)	-do-
4	22.05.2007	-do-	-do-
5	19.06.2007	-do-	-do-
6	16.07.2007	-do-	-do-
7	13.09.2007	(M.D.A.G.Rodrigo, Chief Secretary, EP.)	-do-
8	09.03.2007	Provincial Planning Committee Meeting (Mr.R.Thiagalingam, Chief Secretary, EP).	Auditorium, Chief Secretary's Building
9	12.07.2007	(Mr.H.M.Herath Abeyweera, Chief Secretary,EP.)	-do-
10	12.10.2007	(M.D.A.G.Rodrigo, Chief Secretary, EP.)	-do-
11	04.12.2007	-do-	-do-

8. Constraints & Issues

- i) The cadre of the Coordinating Secretary and Assistant Secretary should be upgraded to class 1 of SLAS and class III of SLAS as in other provinces in order to coordinate the work with the ministries.
- ii) The cadre of the Administrative Officer should be upgraded to Supra as in other provinces in order to coordinate the work in the chief secretariat.
- iii) Over loaded work due to the deficit of cadre.

9. Strength and weakness

Strength	--	Dedicated Staff
Weakness	--	In experienced junior staff

10. Problems & constrains

Over loaded works and Imbalance distribution of cadres.

11. Special training given on capacity strengthening

Office Automation Training

12. Motivation given to staff

Overtime, loan and training were provided to the staff.