



**Ministry of Public Administration and Management**  
**Department of Pensions**  
**Audit Action plan 2016**



No	Activity	Qty	Physical Targets				Financial Targets (Rs. mn)				Output	Outcome	Responsible by	Remarks
			1st Quar	2nd quar	3rd quar	4th quar	1st Quar	2nd quar	3rd quar	4th quar				
1	Check General Items		100%								Submit Audit Report to the Director General	To build up strong public financial system	Chief Internal Auditor	
	Delegation of Authority													
	Action plan													
	Procurement plan													
	Salary Registers													
	Password security													
	Payroll /CIGAS													
	Bank Reconciliation													
2	Expenditure Control and database Pre Audit of the pension payment for each month	12	25%	25%	25%	25%					Submit Audit Report to the Director General	Assuring the payment accuracy and Strengthening the internal control system	Chief Internal Auditor	
3	Revenue Collection		25%	25%	25%	25%					Submit Audit Report to the Director General	Enhancing the revenue collections.	Chief Internal Auditor	
4	Asset Control					50%					Submit Audit Report to the Director General	Improving the usage of public assets and Safeguard of the public assets.	Chief Internal Auditor	
5	Projects	2		25%		25%					Submit Audit Report to the Director General	Review and Evaluate the ongoing projects.	Chief Internal Auditor	
6	Property loan	1	100%								Submit Audit Report to the Director General	Assuring the payment accuracy and recovering of the loan balances	Chief Internal Auditor	loans for year 2015

7	Examination of personal Files	1	25%								Submit Audit Report to the Director General	Updating of the personal files	Chief Internal Auditor	
8	Stores Management	1		100%							Submit Audit Report to the Director General	Strengthen the stores management controls.	Chief Internal Auditor	
9	Special Investigation	50	25%	25%	25%	25%					Submit Audit Report to the Director General	Identify the weakness of the Internal control system	Chief Internal Auditor	
10	Conducting Audit Committee meeting	4	1	1	1	1					Submit Audit Report to the Director General	Coordinate Audit efforts with and provide assistance to Audit Committee	Chief Internal Auditor	