

**ACTION PLAN 2019**  
**DEPARTMENT OF TRADE AND INVESTMENT POLICY**

**Mission:-** *Fostering a trade and investment friendly environment to facilitate international economic integration for inclusive development.*

Order	Key functions	Proposed Activities	Budget Estimate (Rs.Mn)	Date of Commencement	Date of Completion	Responsibility	Output	Indicators
<b>Trade Policy</b>								
1.	Tariff Policy on Bilateral, Plurilateral and Multilateral Trade Agreements		D(R)					
1.1	India - Sri Lanka Free Trade Agreement (ISFTA)	i. Implementation of Tariff Liberalization Program	-	Jan	Dec	AD(R)	<ul style="list-style-type: none"> <li>• No.of policy issues resolved</li> <li>• No.of administrative issues resolved</li> <li>• No. of external consultations held</li> <li>• No.of local stakeholders' consultations</li> </ul>	<ul style="list-style-type: none"> <li>• Percentage of policy issues resolved</li> <li>• Percentage of administrative issues resolved</li> <li>• No.of external meetings</li> <li>• No.of stakeholders' consultations</li> </ul>
1.2	South Asia Free Trade Agreement (SAFTA)	ii. Review of Sensitive List	-	Jan	Dec	AD(S)		
1.3	Pakistan - Sri Lanka Free Trade Agreement (PSFTA)	iii.Address trade policy related issues under the agreements	-	Jan	Dec	AD(P)		
1.4	Asia Pacific Trade Agreement (APTA)	iv.Bilateral / Plurilateral Consultations	-	Jan	Dec	AD(R)		
1.5	SAARC Agreement on Trade in Services	v. Analyze Import and Export data under the agreements	-	Jan	Dec	AD(S)		
1.6	Sri Lanka - Singapore Free Trade Agreement (SLSFTA)	vi.Prepare reports on the performance of implementation of the agreements		Jan	Dec	AD(S)		

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2.	Facilitation of Proposed Free Trade Agreements							
2.1	Bay of Bengal Initiative for Multi - Sectoral Technical & Economic Co-operation (BIMSTEC)	i. Analyze trade related data of the participating countries ii. Conduct Goods Committee meetings to prepare Tariff Liberalization Programme (TLP) iii. Conduct revenue impact analysis	-	Jan	Dec	D (R)	<ul style="list-style-type: none"> <li>No.of FTA Specific TLP schedule</li> <li>FTA Specific Negative list</li> </ul>	<ul style="list-style-type: none"> <li>FTA specific TLP finalized</li> <li>Negative list prepared</li> </ul>
2.2	Proposed China - Sri Lanka Free Trade Agreement	iv. Compilation of Negative List v. Prepare TLP vi. Representing the MoF in FTAs negotiations	-	Jan	Dec	D(R)	<ul style="list-style-type: none"> <li>Joint Agreed Minutes</li> <li>FTA specific Revenue Implication Report</li> </ul>	<ul style="list-style-type: none"> <li>No.of Joint Agreed Minutes</li> <li>FTA specific Revenue implication report prepared</li> </ul>
2.3	Proposed Thailand - Sri Lanka Free Trade Agreement	vii. Review and coordination of Customs Procedures and Trade Facilitation Chapter of FTAs viii. Analysis of Para – Tariff measures	-	Jan	Dec	AD(T)	<ul style="list-style-type: none"> <li>FTA specific Revenue Implication Report</li> </ul>	<ul style="list-style-type: none"> <li>Agreed text of CP and TIG chapter</li> </ul>
2.4	Proposed Economic and Technology Cooperation Agreement with India (ETCA)	ix. Obtain approvals for the finalized TLP from the MOF	-	Jan	Dec	AD(R)	<ul style="list-style-type: none"> <li>Agreed text of CP and TIG chapter</li> </ul>	<ul style="list-style-type: none"> <li>Agreed text of CP and TIG chapter</li> </ul>

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3.	Representing Ministry of Finance in the Joint Trade Committee/ Council							
3.1	Bilateral / Plurilateral Joint Trade Committees	<ul style="list-style-type: none"> <li>i. Provide Solutions for tariff policy related issues including Customs matters with respective countries</li> <li>ii. Propose solutions for other relevant issues</li> </ul>		Jan	Dec	D(R) AD (SH)	<ul style="list-style-type: none"> <li>• No.of reported issues resolved</li> <li>• No. of meetings attended</li> </ul>	<ul style="list-style-type: none"> <li>• Percentage of reported issues resolved</li> </ul>
3.2	Observations on Bilateral / Plurilateral Memorandum of Understanding (MOUs)	Analyze MOUs and propose amendments to promote benefits to the country		Jan	Dec	D(R) AD (SH)	<ul style="list-style-type: none"> <li>• No.of observations provided</li> </ul>	<ul style="list-style-type: none"> <li>• No.of observations provided</li> </ul>
4.	Review of Tariff Policy for National Development							
4.1	Issuance of RPO Gazette Notifications related to; <ul style="list-style-type: none"> <li>- Requests on creation of National Sub Divisions</li> <li>- Requests on Duty revision</li> <li>- Obligations made under Free Trade Agreements</li> <li>- Other RPO related requests</li> </ul>	<ul style="list-style-type: none"> <li>i. Analyze the requests</li> <li>ii. Obtaining necessary information.</li> <li>iii. Obtaining recommendations from Sri Lanka Customs where applicable.</li> <li>iv. Review with current regulations applicable.</li> <li>v. Obtain Approval from Hon. Minister Issuance of Gazette Notifications</li> <li>vii. Compilation and submission of Cabinet Memorandum.</li> <li>viii. Submission of Gazette Notifications for Parliament Approval</li> </ul>	-	Jan	Dec	D(R) AD(R) AD(S) AD (SH)	<ul style="list-style-type: none"> <li>• RPO</li> <li>• Revised SCL rates</li> </ul>	<ul style="list-style-type: none"> <li>• No.of Policy revisions</li> </ul>

Order	Key functions	Proposed Activities	Budget Estimate (Rs.Mn)	Date of Commencement	Date of Completion	Responsibility	Output	Indicators
4.2	Issuance of SCL Gazette Notifications	i. Revision of tariff structure and issuance of Gazette Notifications ii. Compilation and submission of Cabinet Memorandum iii. Submission of Gazette Notifications for Parliament Approval	-	Jan	Dec	D(PK)	<ul style="list-style-type: none"> <li>Issuance of SCL orders</li> </ul>	<ul style="list-style-type: none"> <li>No.of revisions for SCL rates</li> <li>No.of SCL Orders issued</li> </ul>
5	Exemptions (Waivers) / Concessions of Customs Import Duty under the Customs Ordinance							
5.1	Waivers and exemptions of customs import duty under the Section 19A of the Customs Ordinance	i. Analyze the request ii. Submit for Hon. Minister's approval	-	Jan	Dec	D(D) D(R) AD(P) AD(SH)	<ul style="list-style-type: none"> <li>Full duty waivers granted</li> <li>Partial Duty waivers</li> <li>No.of policy decision taken</li> </ul>	<ul style="list-style-type: none"> <li>No. of duty waivers granted</li> <li>No. of Partial duty waivers granted</li> </ul>
5.2	Granting approval for implementation of goods on re-export basis for Special Development project under the Section 22 A of the Customs Ordinance		-	Jan	Dec	D(D) D(R) AD(P)	<ul style="list-style-type: none"> <li>Goods imported on re export basis for Govt. Projects.</li> </ul>	<ul style="list-style-type: none"> <li>No. of approvals granted</li> </ul>

Order	Key functions	Proposed Activities	Budget Estimate (Rs./Mn)	Date of Commencement	Date of Completion	Responsibility	Output	Indicators
6	Preparation of Answers for Parliamentary Questions / Cabinet Observations							
6.1	Preparation of Answers for Parliamentary Questions	i. Study the Parliamentary Question received ii. Preparation of Answers for Parliamentary Questions	-	Jan	Dec	D(PK) D(R)	<ul style="list-style-type: none"> <li>Answers for Parliamentary questions</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of answered for questions</li> </ul>
6.2	Preparation of Observations for the Cabinet Memorandums	i. Study the Cabinet Memorandum ii. Preparation of Observations for the Cabinet Memorandum	-	Jan	Dec	D (PK) D(R)	<ul style="list-style-type: none"> <li>Observations</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of observations prepared</li> </ul>
7	Oversight Committee of Parliament / Public Finance Committee of Parliament							
7.1	Participation and submission of reports to the Oversight Committee of Parliament	i. Study the minutes ii. Submit the relevant report	-	Jan	Dec	AD(S)	<ul style="list-style-type: none"> <li>No. of meetings attended</li> <li>No. of reports prepared</li> </ul>	<ul style="list-style-type: none"> <li>Reports/ clarifications submitted</li> </ul>
7.2	Participation and submission of reports to the Public Finance Committee of Parliament		-	Jan	Dec	AD(S)		

Order	Key functions	Proposed Activities	Budget Estimate (Rs./Mn)	Date of Commencement	Date of Completion	Responsibility	Output	Indicators
8	Formulation of policies for Boarder / Customs Management	<ul style="list-style-type: none"> <li>i. Issuance of Policy Guidelines to implement Customs Procedure</li> <li>ii. Obtain Observations from stakeholders</li> <li>iii. Review regulation</li> </ul>	-	Jan	Dec	D(R)	<ul style="list-style-type: none"> <li>• No. of policy guidance issued</li> </ul>	<ul style="list-style-type: none"> <li>• Percentage of issues solved</li> </ul>
9	Assisting for implementation of Trade Facilitation Agreement	<ul style="list-style-type: none"> <li>i. Participate to the meetings of the National Trade Facilitation Committee (NTFC)</li> <li>ii. Study minutes of the meeting.</li> <li>iii. Implement activities recommended by NTFC.</li> <li>iv. Provide directives on major trade facilitation issues.</li> </ul>	-	Jan	Dec	D(R) AD(S)	<ul style="list-style-type: none"> <li>• No.of Meetings Attended</li> <li>• No.of Activities recommended</li> <li>• No.of directions provided</li> </ul>	<ul style="list-style-type: none"> <li>• Reports/ clarifications submitted</li> <li>• Percentage of issues solved</li> </ul>
10	Address trade and tariff related issues	<ul style="list-style-type: none"> <li>i. Study trade and tariff related industrial issues.</li> <li>ii. Propose solutions for the issues.</li> <li>iii. Preparation of reports and statistical data.</li> </ul>	-	Jan	Dec	D(R)	<ul style="list-style-type: none"> <li>• No. of observations called from stakeholders</li> <li>• No. of meetings held</li> </ul>	<ul style="list-style-type: none"> <li>• Percentage of issues solved</li> <li>• No. of reports and statistical data prepared</li> </ul>

Order	Key functions	Proposed Activities	Budget Estimate (Rs.Mn)	Date of Commencement	Date of Completion	Responsibility	Output	Indicators
11	Facilitation for implementation of Trade Policy related Budget Proposals	Coordination of relevant stakeholders to implement Budget Proposals.	-	Jan	Dec	D(R) AD(S) AD(R)	<ul style="list-style-type: none"> <li>No. of meetings held</li> <li>No. of report prepared</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of completion of the Budget proposal</li> </ul>
12	Bonded Warehouses related matters							
12.1	Preparation of Policy guidelines related to Bonded Warehouses	<ul style="list-style-type: none"> <li>Study policy requests.</li> <li>Stakeholder consultations.</li> <li>Establish policy guidelines</li> </ul>	-	Jan	Dec	D(R) AD (R)	<ul style="list-style-type: none"> <li>No. of policies requested</li> </ul>	<ul style="list-style-type: none"> <li>No. of guidelines/ new policies established</li> </ul>
12.2	Requests related to the establishment/ re-location/ de-bond of Bonded Warehouses (B/W)	<ul style="list-style-type: none"> <li>Study requests</li> <li>Obtaining necessary information.</li> <li>Obtaining recommendations from Sri Lanka Customs.</li> <li>Review with current regulations applicable to B/W.</li> <li>Provide Approval.</li> </ul>	-	Jan	Dec	D(R) AD (R)	<ul style="list-style-type: none"> <li>No. of requests received</li> </ul>	<ul style="list-style-type: none"> <li>No. of approvals provided</li> </ul>

Order	Key functions	Proposed Activities	Budget Estimate (Rs.Mn)	Date of Commencement	Date of Completion	Responsibility	Output	Indicators
13	Commonwealth Small States Trade Financing Facility(CSSTFF) related matters	i. Study reports received from CSSTFF secretariat ii. Submit reports with analysis to carry out assigned duties	-	Jan	Dec	AD(SH)	<ul style="list-style-type: none"> <li>No. of proposals received</li> </ul>	<ul style="list-style-type: none"> <li>No. of reported submitted</li> </ul>
14	Regulation under the Customs Ordinance (Chapter 235)	i. Study requests received from stakeholders ii. Receive observations and conduct discussions with relevant institutions iii. Prepare Regulations iv. Obtain necessary approvals v. Issuance of Gazette Notifications.	-	Jan	Dec	D(R) AD(S) AD(R) AD(SH)	<ul style="list-style-type: none"> <li>No. of requests received</li> </ul>	<ul style="list-style-type: none"> <li>No. of regulations issued</li> </ul>
15	Facilitating Boarder /Customs Management	i. Amending the provisions of Customs Ordinance ii. Attending for appeals under the Sections 164 & 165 of the Customs Ordinance <ul style="list-style-type: none"> <li>Obtaining necessary clarifications</li> <li>Preparation of Reports</li> <li>Obtaining the approval of Hon. Minister of Finance</li> </ul> Make aware the relevant parties accordingly	-	Jan	Dec	D(PK) AD(A)	<ul style="list-style-type: none"> <li>Amended Sections of Customs Ordinance</li> <li>Appeals concluded</li> </ul>	<ul style="list-style-type: none"> <li>Progress of completion of the amendment (%)</li> <li>No. of appeals concluded</li> </ul>



Order	Key functions	Proposed Activities	Budget Estimate (Rs.Mn)	Date of Commencement	Date of Completion	Responsibility	Output	Indicators
<b>Investment</b>								
16	Matters related Foreign Exchange Act No 12 of 2017, Financial Intelligence Unit and other matters related to Central Bank of Sri Lanka	i. Facilitation of amendments made to Foreign Exchange Act No. 12 of 2017 ii. Facilitation of new/ amendments made to Orders and Regulations issued under Foreign Exchange Act No. 12 of 2017 iii. Facilitation to get the approval of Hon. Minister of Finance for the new Directions issued under Foreign Exchange Act No. 12 of 2017 (which do not need the approval of Cabinet of Ministers) <i>(Depend on requirement of CBSL)</i>	-	Jan	Dec	D (PK) AD (T)	<ul style="list-style-type: none"> <li>Amended Sections of FEA</li> <li>New/ Amended Orders &amp; Regulations under FEA</li> <li>Directions issued under FEA</li> </ul>	<ul style="list-style-type: none"> <li>No. of amendments made to the FEA</li> <li>No. of Orders &amp; Regulations issued</li> <li>No. of Directions issued</li> </ul>
		Replying the clarifications made by general public, Govt. & NGO related to Foreign Exchange Act or any other matter relating to Central Bank of Sri Lanka	-	Jan	Dec	D(PK) AD(T)	<ul style="list-style-type: none"> <li>Letters/ queries replied</li> <li>Issues facilitated</li> </ul>	<ul style="list-style-type: none"> <li>No. of letters/ queries replied</li> <li>No. of issues facilitated</li> </ul>
		Coordination with Central Bank of Sri Lanka in respect of FIU including Anti-Money Laundering Act and Financial Transactions Reporting Act	-	Jan	Dec	D(PK)	<ul style="list-style-type: none"> <li>Accomplishment of Ministerial support expected by CBSL regarding AMLA and FTRA.</li> </ul>	<ul style="list-style-type: none"> <li>No. of requests attached</li> </ul>

Order	Key functions	Proposed Activities	Budget Estimate (Rs.Mn)	Date of Commencement	Date of Completion	Responsibility	Output	Indicators
17	Matters related to SAARC Development Fund (SDF)	i. Facilitate SDF to approve funding for local projects ii. Providing information/ Observations/recommendations related to SDF projects iii. Conducting progress review meeting and forwarding relevant reports to SDF	-	Jan	Dec	D (D) AD(C)	<ul style="list-style-type: none"> <li>Successful operation of SDF funded Projects</li> </ul>	<ul style="list-style-type: none"> <li>No. of projects approved</li> <li>No. of progress review meetings held</li> </ul>
<b>Administration</b>								
18	Right to Information Act No. 12 of 2016	i. Replying the information requests received ii. Attend the appeals received on rejection of information requests	-	Jan	Dec	DG AD(T)	<ul style="list-style-type: none"> <li>Information requests replied</li> <li>Appeals attended</li> </ul>	<ul style="list-style-type: none"> <li>No. of replied information requests</li> <li>No. of appeals attended</li> </ul>
19	“Tell President” Grievance Management System	i. Replying the requests received through “Tell President” Grievance Management System ii. If necessary, forwarding the requests to relevant responsible agencies iii. Update the system	-	Jan	Dec	DG AD(T)	<ul style="list-style-type: none"> <li>Replied requests</li> <li>Appeals attended</li> </ul>	<ul style="list-style-type: none"> <li>No. of requests replied requests</li> <li>No. of appeals attended</li> </ul>

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20	Issuance of Vehicle Import Permits under Concessionary Terms for the eligible officers of Government Service, State Corporations , Statutory Institutions and Governors of Provinces	i. Issuing vehicle permits under the various duty concession schemes, amending relevant circulars and attending for complaints and appeals	-	Jan	Dec	DG D(PK) D (R) AD(T) AD (A)	<ul style="list-style-type: none"> <li>• Amended Sections/ amended Circular</li> <li>• Issued permits under the Circular No 01/2018</li> <li>• Replied/ attended complaints and appeals</li> <li>• Issued permits to Governors</li> <li>• Issued permits under the Circular No 22/99</li> <li>• Issued Duty waving letters for the permits issued under the MIS 210</li> </ul>	<ul style="list-style-type: none"> <li>• No. of amendments made to the Circular</li> <li>• No. of issued permits under the Circular No 01/2018</li> <li>• No. of complaints and appeals replied/ attended</li> <li>• No. of permits issued to the Governors</li> <li>• No. of issued permits under the Circular No 22/99</li> <li>• No. of Duty waving letters issued for the permits issued under the circular No 210</li> </ul>

Order	Key functions	Proposed Activities	Budget Estimate (Rs.Mn)	Date of Commencement	Date of Completion	Responsibility	Output	Indicators
21	Disposal of vehicles imported under the various duty concession schemes	Granting approvals for disposal of vehicle under various duty concession schemes		Jan	Dec	D(R) AD(T)	<ul style="list-style-type: none"> <li>Disposed vehicles upon approvals granted</li> </ul>	<ul style="list-style-type: none"> <li>No of approvals granted</li> </ul>
22	Human Resource Management	<ul style="list-style-type: none"> <li>i. Acquire HR</li> <li>ii. Developing Capacity of HR</li> <li>iii. Servicing of HR</li> </ul>	47.35	Jan	Dec	D(D) AD(C)	<ul style="list-style-type: none"> <li>No.of Training provided</li> <li>No.of promotions</li> <li>No.of salary increments/salary conversions/performance appraisals done</li> </ul>	<ul style="list-style-type: none"> <li>No.of HR acquired for Vacancies</li> </ul>
23	Procurement	<ul style="list-style-type: none"> <li>i. Calling Quotations</li> <li>ii. Technical evaluation</li> <li>iii. Selection &amp; Approval</li> <li>iv. Awarding</li> <li>v. Signing Agreements</li> <li>vi. Payment for Procurement</li> </ul>	1.6	Jan	Dec	D(D) AD(C)	<ul style="list-style-type: none"> <li>No of procurements completed</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of Procurement completed according to the procurement plan</li> <li>Percentage amount of budget allocation utilization</li> </ul>

Order	Key functions	Proposed Activities	Budget Estimate (Rs.Mn)	Date of Commencement	Date of Completion	Responsibility	Output	Indicators
24	Court Cases	Attending the Court Cases related to the Customs Ordinance <ul style="list-style-type: none"> <li>• Compilation of averments</li> <li>• Legal consultation, etc.</li> </ul>	-	Jan	Dec	D(PK) AD(A)	<ul style="list-style-type: none"> <li>• Compiled Averments</li> <li>• Legal Consultations attended</li> </ul>	<ul style="list-style-type: none"> <li>• No .of Court Cases attended/ concluded</li> </ul>
		Attending the Court Cases related to the Trade Policy <ul style="list-style-type: none"> <li>• Compilation of averments</li> <li>• Legal consultation, etc.</li> </ul>	-	Jan	Dec	D(PK) D(R) AD(A)	<ul style="list-style-type: none"> <li>• Compiled Averments</li> <li>• Legal Consultations</li> </ul>	<ul style="list-style-type: none"> <li>• No .of Court Cases attended/ concluded</li> </ul>
		Attending the Court Cases related to the Circular on Issuance of vehicle Permits <ul style="list-style-type: none"> <li>• Compilation of averments</li> <li>• Legal consultation, etc.</li> </ul>	-	Jan	Dec	D(PK) AD(A)	<ul style="list-style-type: none"> <li>• Compiled Averments</li> <li>• Legal Consultations attended</li> </ul>	<ul style="list-style-type: none"> <li>• No .of Court Cases attended/ concluded</li> </ul>
		Attending the Court Cases related to the Department other than above. <ul style="list-style-type: none"> <li>• Compilation of averments</li> <li>• Legal consultation, etc.</li> </ul>	-	Jan	Dec	D(D) AD (A)	<ul style="list-style-type: none"> <li>• Compiled Averments</li> <li>• Legal Consultations attended</li> </ul>	<ul style="list-style-type: none"> <li>• No .of Court Cases attended/ concluded</li> </ul>

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25	Financial Management							
25.1	Planning financial resources	i. Preparation of budget ii. Planning monthly capital & recurrent expenditures iii. Setting the allocation & imprest limits quarterly	-	Jan	Dec	D(D) Acc	<ul style="list-style-type: none"> <li>Timely submission of budget</li> <li>Monitoring expenditures according to the budget</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of allocation utilized</li> <li>Amount of imprest received</li> </ul>
25.2	Recording the transactions	i. Preparing monthly accounting summaries and bank reconciliation ii. Preparing control accounts and reconciliation reports iii. Preparing Appropriation accounts	-	Jan	Dec	D(D) Acc	<ul style="list-style-type: none"> <li>Predation of the accounts according to the circulars and financial regulations on or before the given time period</li> </ul>	<ul style="list-style-type: none"> <li>No. of accounts/summaries/ reports prepared on or before the time targets</li> </ul>
26	Answering audit queries related to the Department (General Audit, Management Audit, Internal Audit)	i. Collecting requested information from relevant divisions and submitting ii. Preparing and submitting answers for the audit queries iii. Informing audit observations to the relevant divisions.	-	Jan	Dec	D(D) Acc	<ul style="list-style-type: none"> <li>Timely submission of accurate and complete information and answers</li> </ul>	<ul style="list-style-type: none"> <li>No. of Audit Queries answered</li> </ul>

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27	Assets and Inventory management	i. Recording and updating inventory and asset register ii. Maintaining and repairing the assets (Vehicle, Machinery etc.) iii. Payment for stationery & office requisites and maintenance of vehicles, plant and machinery iv. Conduct the Annual Board of Survey	1.65	Jan	Dec	D(D) Acc	<ul style="list-style-type: none"> <li>Updated inventory and asset register</li> <li>Annual Board of Survey (ABS) report</li> </ul>	<ul style="list-style-type: none"> <li>Availability of inventory items</li> <li>Timely submission of ABS Report</li> </ul>
28	Maintaining utility services (Telephone, Fuel, Cleaning, Postal)	i. Recording and supervising utility services ii. .Payment for supplies and services	6.0	Jan	Dec	D(D) Acc	<ul style="list-style-type: none"> <li>Availability of utility services for smooth functioning of the Department</li> </ul>	<ul style="list-style-type: none"> <li>No.of interruptions of utility services</li> </ul>
<b>Total</b>			<b>56.6</b>					

## Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2019

Name of the Department: Department of Trade and Investment Policy

Head No: 244

Expenditure items (with Expenditure Codes)	Cash Requirement for the approved expenditure plans																Rs.'000
	Jan.	Feb.	March	1st Qtr Total	April	May	June	2nd Qtr Total	July	Aug.	Sep.	3rd Qtr Total	Oct.	Nov.	Dec.	4th Qtr Total	Grand Total
Salaries and allowance (1001 and 1003 )	2,482	2,481	2,481	<b>7,444</b>	2,482	2,482	2,481	<b>7,445</b>	2,482	2,481	2,481	<b>7,444</b>	2,480	2,481	2,481	<b>7,442</b>	<b>29,775</b>
Other Allowances paid with salary(Except object code 1003)	214	211	205	<b>630</b>	205	278	278	<b>761</b>	278	278	278	<b>834</b>	278	278	283	<b>839</b>	<b>3,064</b>
Overtime and Holiday pay (1002)	34	33	33	<b>100</b>	34	33	33	<b>100</b>	34	33	33	<b>100</b>	34	33	33	<b>100</b>	<b>400</b>
All other Recurrent Expenditure	1,241	1,241	1,243	<b>3,725</b>	1,241	1,241	1,243	<b>3,725</b>	1,241	1,241	1,243	<b>3,725</b>	1,241	1,241	1,243	<b>3,725</b>	<b>14,900</b>
<b>Total Recurrent</b>	<b>3,971</b>	<b>3,966</b>	<b>3,962</b>	<b>11,899</b>	<b>3,962</b>	<b>4,034</b>	<b>4,035</b>	<b>12,031</b>	<b>4,035</b>	<b>4,033</b>	<b>4,035</b>	<b>12,103</b>	<b>4,033</b>	<b>4,033</b>	<b>4,040</b>	<b>12,106</b>	<b>48,139</b>
Other all Capital Expenses	10	10	10	<b>30</b>	10	10	20	<b>40</b>	120	120	125	<b>365</b>	120	120	125	<b>365</b>	<b>800</b>
Public Officers Advance Account	333	333	334	<b>1,000</b>	333	333	334	<b>1,000</b>	333	333	334	<b>1,000</b>	333	333	334	<b>1,000</b>	<b>4,000</b>
Grand Total	<b>4,314</b>	<b>4,309</b>	<b>4,306</b>	<b>12,929</b>	<b>4,305</b>	<b>4,377</b>	<b>4,389</b>	<b>13,071</b>	<b>4,488</b>	<b>4,486</b>	<b>4,494</b>	<b>13,468</b>	<b>4,486</b>	<b>4,486</b>	<b>4,499</b>	<b>13,471</b>	<b>52,939</b>

All the information given in the above table is certified as correct.

Prepared By...

Checked By:

\*This amount should be tallied with grand total in column no.11 of the Form No: TOD/IMP/01

Accountant - Signature.....

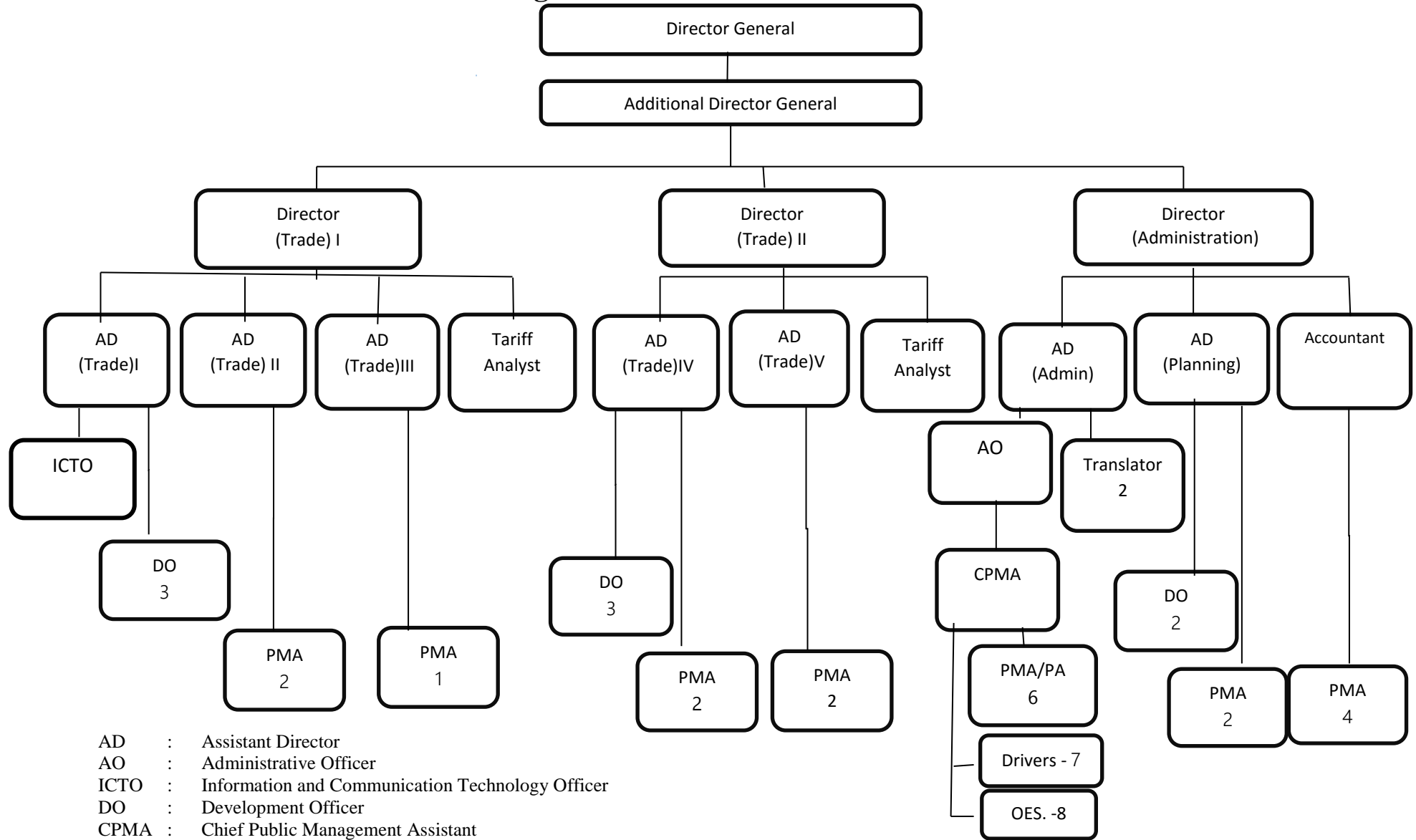
- Name: S G M A P Senarathna

- Date.....

- Official Stamp



# Organizational Structure - 2019



- AD : Assistant Director
- AO : Administrative Officer
- ICTO : Information and Communication Technology Officer
- DO : Development Officer
- CPMA : Chief Public Management Assistant
- PMA : Public Management Assistant
- OES : Office Employee Service

No 15	Department of Trade and Investment Policy - Cadre Information - 2019										
	Designation	Service	Grade/Class	Salary Code	Service Level	Approved Cadre			Existing Cadre		
						Perma nent	Contract	Casual	Permanent	Contract	Casual
15.1	Director General	SLAS	Special	SL3	1	1	-	-	1	0	0
15.2	Additional Director General	SLAS	Special	SL3	1	1	0	0	0	0	0
15.3	Director	SLAS	I	SL1	1	3	0	0	2	0	0
15.4	Assistant Director	SLAS	II/III	SL1	1	6	0	0	6	0	0
15.5	Assistant Director	SLPS	II/III	SL1	1	1	0	0	1	0	0
15.6	Accountant	SLAcS	II/III	SL1	1	1	0	0	1	0	0
15.7	Tax Analyst	Departm ental	II/III	SL1	1	2	0	0	0	0	0
15.8	Administrative Officer	PMAS	Supra	MN7	2	1	0	0	1	0	0
15.9	Information and Communication Technology Officer	SLITS	II/I	MN6	2	1	0	0	1	0	0
15.10	Research Assistant/ Development Officer	DOS	I/II/III	MN4	3	8	0	0	7	0	0
15.11	Public Management Assistant	PMAS	I/II/III	MN2	3	20	0	0	19	0	0
15.12	Driver	DS	I/II/III	PL3	4	7	0	0	5	0	0
15.13	Office Employee Service	OES	I/II/III	PL1	4	8	0	0	8	0	0

## Contact Details

Order	Name	post	Cord	Office	Mobile
1	Mr. C.Jayasuriya	Director General	DG	0112484930	0715350340
2	Mr. M.K.P.Kumara	Director	D( PK)	0112484664	0718320679
3	Mrs.Daneesha Jayadewa	Director	D(D)	0112484939	0714346547
4	Mr. J.R.C.Jayatilake	Director	D(R)	0112484655	0714899590
5	Mrs. H.G. Thushari Prasangika	Asst.Director	AD(T)	0112728191	0714461367
6	Mrs. M.A.C.N.Senevirathne	Asst.Director	AD(C)	0112151479	0766083667
7	Mr. G.D.S.P. Kumara	Asst.Director	AD(S)	0112484599	0713445464
8	Mr. Ruchira L.Weerasekera	Asst.Director	AD(R)	0112604472	0712435321
9	Mr. S. A. Senanayake	Asst.Director	AD(SH)	Ext.2997	0712847300
10	Mrs. D.T.Sutharshan	Asst.Director	AD(P)	0112151468	0718609173
11	Ms. S.G.M.A.P.Senarathne	Accountant	Acc	0112484759	0702190130
12	Mr. H.G.N.Asiri	Asst.Director	AD(A)	0112484785	0717665305

