

**ACTION PLAN 2020**

**DEPARTMENT OF TRADE AND INVESTMENT POLICY**

**Vision**

Ensuring to establish proactive policies in trade and investment for inclusive development of the country.

**Mission**

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

**Objectives**

- To minimize tariff related issues
- To promote free trade agreements which provide access to the global value chain trading / industries
- To promote free trade agreements based on reciprocal benefits within the asymmetrical nature of island trading economy
- To promote trade facilitation
- To streamline the issuing of the concessionary vehicle permit schemes

**ACTION PLAN 2020**  
**DEPARTMENT OF TRADE AND INVESTMENT POLICY**

Order	Key functions	Proposed Activities	Budget Estimate (Rs.Mn)(Jan-Apr)	Date of Commencement	Date of Completion	Responsibility	Output	Indicators
<b>Trade Policy</b>								
1.	Implementation of ongoing Bilateral, Plurilateral and Multilateral Trade Agreements							
1.1	India - Sri Lanka Free Trade Agreement (ISFTA)	i. Implementation of Tariff Liberalization Program ii. Review of Sensitive List iii. Address trade policy related issues under the agreements	-	Jan	Dec	D(R) AD(SH)	<ul style="list-style-type: none"> <li>• Issued RPO to implement Tariff Liberalization Program</li> <li>• Reviewed Sensitive List</li> <li>• Resolved Trade policy issues</li> <li>• Reports of Consultations</li> <li>• Analyzed Import and Export data reports</li> </ul>	<ul style="list-style-type: none"> <li>• No. of RPO issued</li> <li>• No. of amendments to the sensitive list.</li> <li>• No. of policy issues solved</li> <li>• No. of meetings attended</li> </ul>
1.2	South Asia Free Trade Agreement (SAFTA)	iv. Attend Bilateral / Plurilateral Consultations v. Analyze Import and Export data under the agreements	-	Jan	Dec	D(R) AD(S)		
1.3	Pakistan - Sri Lanka Free Trade Agreement (PSFTA)	vi. Prepare reports on the performance of implementation of the agreements	-	Jan	Dec	D(R) DD(T)		
1.4	Asia Pacific Trade Agreement (APTA)		-	Jan	Dec	D(R) AD(SH)		

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1.5	Sri Lanka - Singapore Free Trade Agreement (SLSFTA)			Jan	Dec	D(R) AD(S)	<ul style="list-style-type: none"> <li>Performance Reports of agreement</li> </ul>	<ul style="list-style-type: none"> <li>No. of Reports prepared</li> </ul>
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. Participate in Trade in 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>Analyzed reports of trade related data</li> <li>Initial reports of Tariff Liberalization Programme</li> <li>Revenue impact analysis reports</li> </ul>	
2.2	Proposed China - Sri Lanka Free Trade Agreement	iv. Contribute in compilation of Negative List v. Contribute in Preparation of TLP vi. Contribute in FTAs negotiations representing MoF	-	Jan	Dec	ADG (PK)	<ul style="list-style-type: none"> <li>Compiled Negative List</li> <li>Completed Tariff Liberalization Programme</li> <li>Contribution at negotiations</li> </ul>	<ul style="list-style-type: none"> <li>No.of reports prepared</li> <li>No. of meetings attended</li> </ul>
2.3	Proposed Thailand - Sri Lanka Free Trade Agreement	vii. Review and coordination of Customs Procedures and Trade Facilitation Chapter of FTAs	-	Jan	Dec	AD(T)	<ul style="list-style-type: none"> <li>Reviewed of Customs Procedures and Trade</li> </ul>	<ul style="list-style-type: none"> <li>No.of activities attended</li> </ul>

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2.4	Proposed Economic and Technology Cooperation Agreement with India (ETCA)	<ul style="list-style-type: none"> <li>viii. Analysis of Para – Tariff measures</li> <li>ix. Obtain approvals for the finalized TLP from the MOF</li> <li>x. Participate in FTA related meetings</li> </ul>	-	Jan	Dec	AD(SH)	Facilitation Chapter of FTAs <ul style="list-style-type: none"> <li>• Analyzed reports of Para – Tariff measures</li> <li>• approved TLP</li> <li>• Contributions at FTA related meetings</li> </ul>	
3.	Review of Tariff Policy for National Development							
3.1	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</li> <li>vi. Issuance of Gazette Notifications               <ul style="list-style-type: none"> <li>i. Compilation and submission of Cabinet Memorandum.</li> <li>ii. Submission of Gazette Notifications for Parliament Approval</li> </ul> </li> </ul>	-	Jan	Dec	D(R) AD(S) AD(SH)	<ul style="list-style-type: none"> <li>• RPO Gazette Notifications issued</li> <li>• Cabinet Memorandum submitted</li> <li>• RPO Gazettes submitted to the Parliament</li> </ul>	<ul style="list-style-type: none"> <li>• No. of RPO Gazette Notifications issued</li> <li>• No. of cabinet Memorandum submitted</li> <li>• No. of submissions to the parliament</li> </ul>

Order	Key functions	Proposed Activities	Budget Estimate (Rs.Mn)(Jan-Apr)	Date of Commencement	Date of Completion	Responsibility	Output	Indicators
3.2	Issuance of SCL Gazette Notifications	<ul style="list-style-type: none"> <li>i. Revision of tariff structure and issuance of Gazette Notifications</li> <li>ii. Compilation and submission of Cabinet Memorandum</li> <li>iii. Submission of Gazette Notifications for Parliament Approval</li> </ul>	-	Jan	Dec	ADG (PK)	<ul style="list-style-type: none"> <li>• SCL Gazette Notifications issued</li> <li>• Cabinet Memorandum submitted</li> <li>• SCL Gazettes submitted to the Parliament</li> </ul>	<ul style="list-style-type: none"> <li>• No. of SCL Gazette Notifications issued</li> <li>• No. of Cabinet Memorandum submitted</li> <li>• No. of submissions to the Parliament</li> </ul>
4	Formulation of policies for Boarder / Customs Management	<ul style="list-style-type: none"> <li>i. Review the issue/proposal relevant to policy gap</li> <li>ii. Obtain observations from stakeholders</li> <li>iii. Preparation of Regulation/ Policy Guidelines Publish the regulation/ Policy Guidelines in the form of Gazette Notification/ Circular or other appropriate document</li> </ul>	-	Jan	Dec	D(R) AD(S) AD(SH)	<ul style="list-style-type: none"> <li>• Regulation / policy guidelines prepared</li> </ul>	<ul style="list-style-type: none"> <li>• No. of issues / proposals received</li> <li>• No. of meetings held</li> <li>• No. of Regulation / policy guidelines prepared</li> </ul>

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5	Assisting for implementation of WTO 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. Implement activities of WTO Trade Facilitation Agreement recommended by NTFC.</li> <li>iii. Submit the tariff related regulations and policies to SLTIP</li> <li>iv. Participate for the meeting related to Sri Lanka Trade Information Portal (SLTIP), National Single Window (NSW) and Category A, B and C Commitments of WTO TFA</li> </ul>	-	Jan	Dec	D(R) AD(S)	<ul style="list-style-type: none"> <li>• Meetings Attended</li> <li>• Activities implemented</li> <li>• Regulations / Documents submitted to SLTIP</li> </ul>	<ul style="list-style-type: none"> <li>• No. of Meetings Attended</li> <li>• No. of Activities implemented</li> <li>• No. of Regulations /Documents submitted to SLTIP</li> </ul>
6	Address trade and tariff related issues submitted by industries/ other organizations (including proposals submitted for annual Budget)	<ul style="list-style-type: none"> <li>i. Study trade and tariff related industrial issues.</li> <li>ii. Conduct stakeholder meetings</li> <li>iii. Propose solutions for the issues.</li> <li>iv. Implementation of solutions</li> </ul>	-	Jan	Dec	D(R) AD(S) AD(SH)	<ul style="list-style-type: none"> <li>• Solutions proposed for trade and tariff related issues</li> </ul>	<ul style="list-style-type: none"> <li>• No. of issues received</li> <li>• No. of solutions proposed</li> </ul>
7	Facilitation for implementation of Trade Policy related Budget Proposals from the Budget Speech	<ul style="list-style-type: none"> <li>i. Study trade and tariff related Budget Proposals.</li> <li>ii. Conduct stakeholder meetings</li> <li>iii. Propose solutions and prepare regulations/ policy guidelines as necessary.</li> <li>iv. Implementation of solutions</li> </ul>	-	Jan	Dec	D(R) AD(S) AD(SH)	<ul style="list-style-type: none"> <li>• Implementation of Budget Proposals referred to DTIP from the Budget Speech</li> </ul>	<ul style="list-style-type: none"> <li>• No. of Budget Proposals referred to DTIP from the Budget Speech</li> <li>• No. of budget proposal implemented</li> </ul>
8	Granting Duty Waivers under the provisions of the Customs Ordinance							

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8.1	Granting approval for importation of goods for Special Development projects under the Section 19A of the Customs Ordinance	<ul style="list-style-type: none"> <li>i. Receiving project approval letter from the Department of Fiscal policy.</li> <li>ii. Receiving the request and recommendation letter from the relevant Ministry with required documents (eg: certified copy of Bill of lading, Invoice, and Packing list ect...)</li> </ul>					<ul style="list-style-type: none"> <li>• Duty waivers approved</li> <li>• No.of policy decisions taken</li> </ul>	<ul style="list-style-type: none"> <li>• No. of duty waivers granted</li> <li>• No.of policy matters solved</li> </ul>
8.2	Granting approval for importation of goods on <b>re-export</b> basis for Special Development projects under the Section 22 A of the Customs Ordinance	<ul style="list-style-type: none"> <li>iii. Checking all documents and preparing the duty waiver letter.</li> <li>iv. Submit the prepared letter online to the DG, Customs.</li> <li>v. Issuing the CID waiver off letter to the consignee with a copy to the relevant authority.</li> <li>vi. Maintain the records of Duty waivers granted.</li> </ul>	-	Jan	Dec	D(D) DD(T)	<ul style="list-style-type: none"> <li>• Goods imported on re export basis for Development Projects</li> </ul>	<ul style="list-style-type: none"> <li>• No. of duty waivers granted on re-export basis</li> </ul>



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8.3	Granting Duty Waivers under the Section 19A of the Customs Ordinance for Special purposes	i. Receiving request letter and recommendation letter of the CID waive off from the relevant Ministry with required documents ( Certified copy of Bill of lading, Invoice, and Packing list ect...) ii. checking the all document iii. Calculate the amount of CID applicable iv. Prepare a minute to submit for Hon. Minister's approval v. After receiving Hon. Minister's approval prepare the CID waive off letter to the consignee with a Copy to the relevant authority.	-	Jan	Dec	D(D) AD (Admin)	<ul style="list-style-type: none"> <li>• Full duty waivers granted</li> <li>• Partial Duty waivers granted</li> <li>• No.of policy decisions 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>
8.4	Issuance of Gazette Notifications on duty waivers under Section19(A) of Customs Ordinance	i. Collection of Data ii. Preparation of Gazette iii. Translation into tri-languages iv. Publish the Gazette Notification v. Table in the Parliament	-	Jan	Dec	D(D) AD (Admin)	<ul style="list-style-type: none"> <li>• Gazettes issued</li> </ul>	<ul style="list-style-type: none"> <li>• No. of Gazette issued</li> </ul>

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9.	Representing Ministry of Finance in the Joint Trade Committee/ Council							
9.1	Bilateral / Plurilateral Joint Trade Committees	i. Participate in Bilateral / Plurilateral Joint Trade Committees ii. Provide Solutions for tariff policy related issues including Customs matters with respective countries iii. Propose solutions for other relevant issues	-	Jan	Dec	D(R) AD(S) AD(SH)	<ul style="list-style-type: none"> <li>Committees attended</li> <li>Solutions Proposed for issues received</li> </ul>	<ul style="list-style-type: none"> <li>No. of Committees attended</li> <li>No. of Issues Received</li> <li>No. of Solutions Proposed</li> </ul>
9.2	Bilateral / Plurilateral Memorandum of Understanding (MOUs)	i. Participate in meetings on Bilateral / Plurilateral Memorandum of Understanding ii. Analyze MOU to find out whether it is in par with tariff policy iii. Submit Cabinet Memorandum on MOU whenever necessary	-	Jan	Dec	D(R) AD(SH)	<ul style="list-style-type: none"> <li>Meetings attended</li> <li>Amendments proposed for MOU's received</li> <li>Cabinet Memorandums submitted</li> </ul>	<ul style="list-style-type: none"> <li>No. of meetings attended</li> <li>No. of MOU's received</li> <li>No. of amendments proposed</li> <li>No. of Cabinet Memorandums submitted</li> </ul>
10.	Bonded Warehouses related matters							
10.1	Reviewing of Policy guidelines related to Bonded Warehouses	i. Study policy requests. ii. Stakeholder consultations. iii. Establish policy guidelines	-	Jan	Dec	D(R) AD(SH)	<ul style="list-style-type: none"> <li>Revised guidelines established</li> </ul>	<ul style="list-style-type: none"> <li>No. of requests received</li> <li>No. of policy guidelines revised</li> </ul>

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10.2	Requests related to the establishment/ re-location/ de-bond of Bonded Warehouses (B/W)	i. Study requests ii. Obtaining necessary information. iii. Obtaining recommendations from Sri Lanka Customs. iv. Review with current regulations applicable to B/W. v. Provide Approval.	-	Jan	Dec	D(R) AD(SH)	<ul style="list-style-type: none"> <li>Approvals provided for establishment/ re-location of Bonded Warehouses</li> </ul>	<ul style="list-style-type: none"> <li>No. of requests received</li> <li>No. of approvals provided</li> </ul>
11	Oversight Committee of Parliament / Public Finance Committee of Parliament							
11.1	Participation and submission of reports to the Oversight Committee of Parliament	i. Study the requests/proposals ii. Submit the relevant reports	-	Jan	Dec	ADG (PK) D(R) AD(S)	<ul style="list-style-type: none"> <li>Reports Submitted</li> </ul>	<ul style="list-style-type: none"> <li>No. of meetings attended</li> <li>No. of Reports Submitted</li> <li>No. of reports submitted</li> </ul>
11.2	Participation and submission of reports to the Public Finance Committee of Parliament							
12	Preparation of Answers for Parliamentary Questions / Cabinet Observations							
12.1	Preparation of Answers for Parliamentary Questions	i. Study the Parliamentary Question received ii. Preparation of Answers for Parliamentary Questions	-	Jan	Dec	ADG (PK) D(R) AD(T)	<ul style="list-style-type: none"> <li>Questions received</li> <li>Answers for parliamentary question</li> </ul>	<ul style="list-style-type: none"> <li>No. of questions received</li> <li>No. of answers for parliamentary question</li> </ul>
12.2	Preparation of observations of the Cabinet Memorandum	i. Study the Cabinet Memorandum ii. Preparation of Observations for the Cabinet Memorandum					<ul style="list-style-type: none"> <li>Cabinet observations requested</li> <li>Cabinet observations submitted</li> </ul>	<ul style="list-style-type: none"> <li>No. of Cabinet observations requested</li> <li>No. of Cabinet observations submitted</li> </ul>

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13	Facilitating Boarder /Customs Management	i. Amending customs ordinance as required 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> <li>• Make aware the relevant parties accordingly</li> </ul>	-	Jan	Dec	ADG (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>• No. of amendment made to customs Ordinance</li> <li>• No. of appeals concluded</li> </ul>
14	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	ADG (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	ADG (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> </ul>

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		Coordination with Central Bank of Sri Lanka in respect of FIU including Anti-Money Laundering Act and Financial Transactions Reporting Act	-	Jan	Dec	ADG (PK) AD(T)	<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 attended</li> </ul>
15	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 (Admin)	<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>								
16	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> </ul>

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17	Issuance of Vehicle Import Permits under Concessionary Terms for the eligible officers of Government Service, State Corporations , Statutory Institutions and Governors of Provinces	Issuing vehicle permits under the various duty concession schemes, amending relevant circulars and attending for complaints and appeals	-	Jan	Dec	DG ADG (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>

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18	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>
19	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>	19.23	Jan	Dec	D(D) AD (Admin)	<ul style="list-style-type: none"> <li>No.of Training provided</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>
20	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>	0.51	Jan	Dec	D(D) AD (Admin)	<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 of budget allocation utilization</li> </ul>

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21	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	ADG (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 Cases for which averment submitted</li> <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	ADG (PK) D(R) 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 Cases for which averment submitted</li> <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	ADG (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 Cases for which averment submitted</li> <li>• No .of Court Cases attended/ concluded</li> </ul>



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		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	ADG (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 Cases for which averment submitted</li> <li>• No .of Court Cases attended/ concluded</li> </ul>
22	Financial Management							
22.1	Planning financial resources	i. Preparation of budget ii. Planning monthly capital & recurrent expenditures iii.Setting the allocation & imprest limits quarterly	-	Jan	Dec	D(D) Acct	<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>
22.2	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) Acct	<ul style="list-style-type: none"> <li>• Preparation 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>

Order	Key functions	Proposed Activities	Budget Estimate (Rs.Mn)(Jan-Apr)	Date of Commencement	Date of Completion	Responsibility	Output	Indicators
23	Answering audit queries related to the Department (General Audit, Management Audit, Internal Audit)	<ul style="list-style-type: none"> <li>i. Collecting requested information from relevant divisions and submitting</li> <li>ii. Preparing and submitting answers for the audit queries</li> <li>iii. Informing audit observations to the relevant divisions.</li> </ul>	-	Jan	Dec	D(D) Acct	<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>
24	Assets and Inventory management	<ul style="list-style-type: none"> <li>i. Recording and updating inventory and asset register</li> <li>ii. Maintaining and repairing the assets (Vehicle, Machinery etc.)</li> <li>iii. Payment for stationery &amp; office requisites and maintenance of vehicles, plant and machinery</li> <li>iv. Conduct the Annual Board of Survey</li> </ul>	0.525	Jan	Dec	D(D) Acct AO	<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>
25	Maintaining utility services (Telephone, Fuel, Cleaning, Postal)	<ul style="list-style-type: none"> <li>i. Recording and supervising utility services</li> <li>ii. .Payment for supplies and services</li> </ul>	2.76	Jan	Dec	D(D) Acct AO	<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>
26	Preparation of Monthly & Quarterly Progress Report	<ul style="list-style-type: none"> <li>i. Collecting data from relevant divisions</li> <li>ii. Preparing Reports</li> <li>iii. Submitting to the Government audit quarterly</li> </ul>	-	Jan	Dec	D(D) DD(T)	<ul style="list-style-type: none"> <li>• Monthly &amp; Quarterly progress reports</li> </ul>	<ul style="list-style-type: none"> <li>• No.of monthly reports prepared</li> <li>• No.of quarterly reports prepared</li> </ul>

Order	Key functions	Proposed Activities	Budget Estimate (Rs.Mn)(Jan-Apr)	Date of Commencement	Date of Completion	Responsibility	Output	Indicators
27	Preparing the Performance Report	<ul style="list-style-type: none"> <li>i. Collecting data from relevant divisions</li> <li>ii. Preparing Performance Report</li> <li>iii. Submitting to the Parliament, Audit and Other Relevant Authorities</li> </ul>	-	Jan	Dec	D(D) AD (Admin) AO	<ul style="list-style-type: none"> <li>• Prepared Performance report</li> </ul>	<ul style="list-style-type: none"> <li>• Timely submitted Performance report</li> </ul>
<b>Total Budget for 2020 (Jan-Apr)</b>			<b>23.025</b>					

## Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2020 (January – April )

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	Ist 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 )	3,925	3,925	3,925	11,775	3,925												
Other Allowances paid with salary(Except object code 1003)	382.5	382.5	382.5	1,147.5	382.5												
Overtime and Holiday pay (1002)	50	50	50	150	50												
All other Recurrent Expenditure	871.25	871.25	871.25	2,613.75	871.25												
<b>Total Recurrent</b>	<b>5,228.75</b>	<b>5,228.75</b>	<b>5,228.75</b>	<b>15,686.25</b>	<b>5,228.75</b>												
Other all Capital Expenses	52.5	52.5	52.5	157.5	52.5												
Public Officers Advance Account	475	475	475	1,425	475												
<b>Grand Total</b>	<b>5,756.25</b>	<b>5,756.25</b>	<b>5,756.25</b>	<b>17,268.75</b>	<b>5,756.25</b>												

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

Prepared By...

Checked By:

Accountant - Signature.....

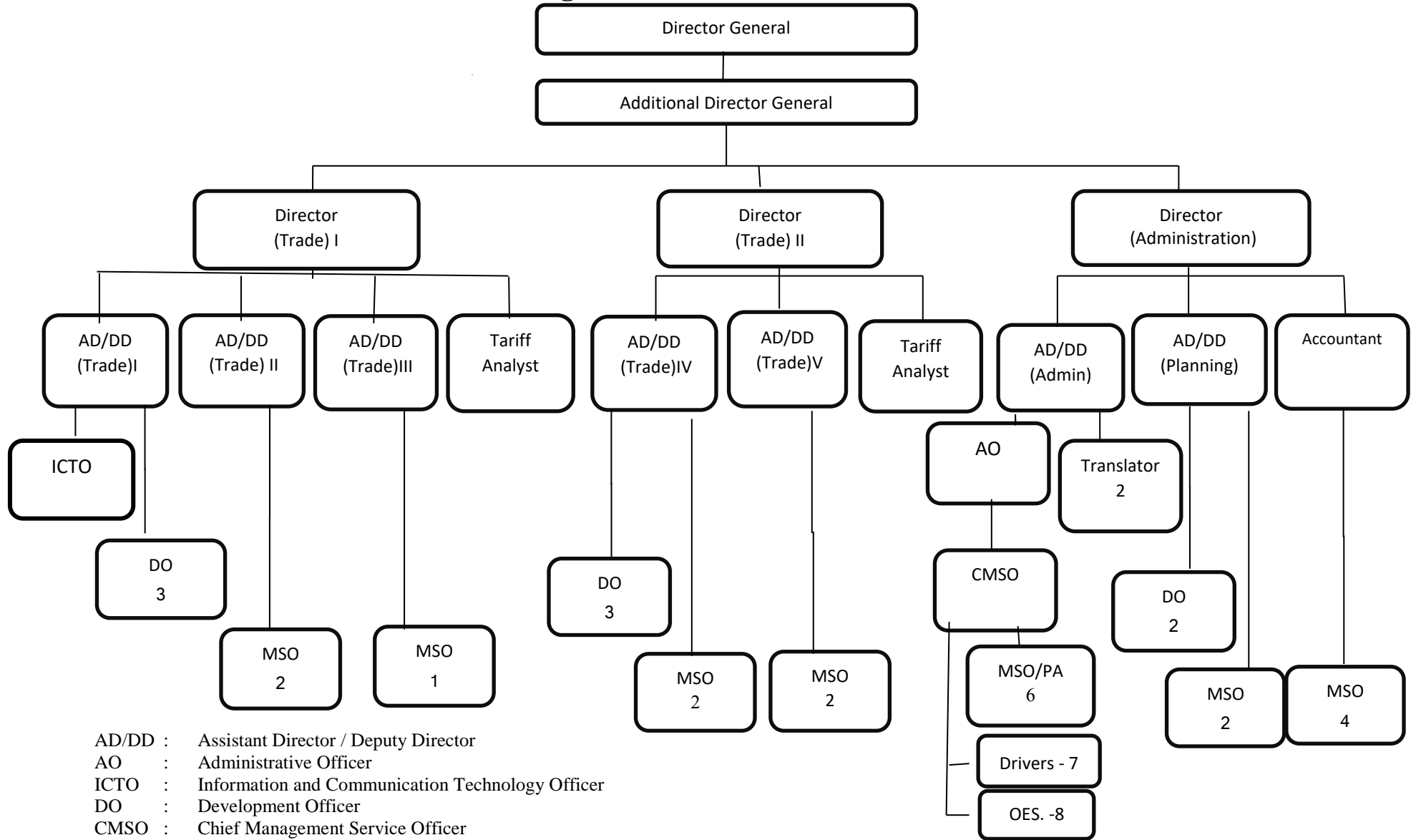
- Name: S G M A P Senarathna

- Date.....

- Official Stamp

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

# Organizational Structure - 2020



- AD/DD : Assistant Director / Deputy Director
- AO : Administrative Officer
- ICTO : Information and Communication Technology Officer
- DO : Development Officer
- CMSO : Chief Management Service Officer
- MSO : Management Service Officer
- OES : Office Employee Service

No 1	Department of Trade and Investment Policy - Cadre Information – 2020										
	Designation	Service	Grade/Class	Salary Code	Service Level	Approved Cadre			Existing Cadre		
						Perma nent	Contract	Casual	Permanent	Contract	Casual
1	Director General	SLAS	Special	SL3	1	1	-	-	1	0	0
2	Additional Director General	SLAS	Special	SL3	1	1	0	0	1	0	0
3	Director	SLAS	I	SL1	1	3	0	0	2	0	0
4	Assistant Director	SLAS	II/III	SL1	1	6	0	0	5	0	0
5	Assistant Director	SLPS	II/III	SL1	1	1	0	0	1	0	0
6	Accountant	SLAcS	II/III	SL1	1	1	0	0	1	0	0
7	Tariff Analyst	Departm ental	II/III	SL1	1	2	0	0	2	0	0
8	Administrative Officer	PMAS	Supra	MN7	2	1	0	0	1	0	0
9	Information and Communication Technology Officer	SLITS	II/I	MN6	2	1	0	0	1	0	0
10	Translator		I	MN6	2	2	0	0	1	0	0
11	Research Assistant/ Development Officer	DOS	I/II/III	MN4	3	8	0	0	6	0	0
12	Public Management Assistant	PMAS	I/II/III	MN2	3	20	0	0	18	0	0
13	Driver	DS	I/II/III	PL3	4	7	0	0	4	0	0
14	Office Employee Service	OES	I/II/III	PL1	4	8	0	0	7	0	0

## Contact Details

Order	Name	Post	Cord	Office	Mobile
1	Mr.K.A.Vimalenthirarajah	Director General	DG	0112484930	0777860982
2	Mr.M.K.P.Kumara	Additional Director General	ADG( PK)	0112484664	0718320679
3	Mr.J.R.C.Jayatilake	Director	D(R)	0112484655	0714899590
4	Mrs.Daneesha Jayadewa	Director	D(D)	0112484939	0714346547
5	Mrs D.T.Sutharshan	Deputy Director	DD(T)	0112151468	0718609173
6	Mrs.H.G. Thushari Prasangika	Asst.Director	AD(T)	0112728191	0714461367
7	Mr.G.D.S.P. Kumara	Asst.Director	AD(S)	0112484599	0713445464
8	Mr.S.A Senanayake	Asst.Director	AD(Sh)	0112484660	0712847300
10	Ms.S.G.M.A.P.Senarathne	Accountant	Acc	0112484759	0702190130
11	Mr.H.G.N.Asiri	Asst.Director	AD(A)	0112484785	0717665305
12	Mr.W.D.J.Wasantha	Tariff Analyst	TA (W)	Ext.1119	0714397658
13	Mr.D.M.A.Dasanayaka	Tariff Analyst	TA(A)	Ext.1403	0773088756