

ACTION PLAN – 2019
DEPARTMENT OF DEVELOPMENT FINANCE

Mission: Facilitate to formulate appropriate policies and strategies, and mobilize financial resources for the development of SMEs, financing primary sectors through necessary intervention with the relevant stakeholders.

Key Functions	Activities	Responsibility	Output Indicators	Outcome/ Impact
<i>Small and Medium Enterprises</i>				
1. Implementation of ADB SME Line of Credit Project and We-Fi Grant	1.1 Obtaining mission clearance for second round of additional financing 1.2 Obtaining the Cabinet approval for amending the allocation method of SMELoC and We-Fi grant and proposed additional financing 1.3 Participate loan negotiation of additional financing II 1.4 Preparation and signing of subsidiary Loan Agreement in collaboration with qualified commercial banks for additional financing II 1.5 Preparation and issuing of operating instructions for additional financing II 1.6 Facilitate the missions fielded by ADB in time to time 1.7 Evaluate and approve the sub loans 1.8 Release refinance for PFIs 1.9 Organizing steering committee	D/AD/ DO	<ul style="list-style-type: none"> • Signing of Subsidiary Loan Agreements • Signing of Operating Instructions • No. of meetings conducted • No. of loans approved • Amount released for PFIs • No. of Steering Committee Meetings conducted • No. of field visit conducted • No. of progress reports submitted 	<ul style="list-style-type: none"> ➤ Enhancing the contribution of small and medium sector to the GDP

	<p>meetings</p> <p>1.10 Organizing field visits</p> <p>1.11 Review the progress and preparation of monthly and semi-annual progress reports.</p>			
2. Coordinating and monitoring of SME Development Program (GIZ)	<p>2.1 Arranging meetings with the relevant agencies</p> <p>2.2 Reimbursement of the VAT and other taxes</p> <p>2.3 Reviewing the progress</p> <p>2.4 Completing the SME Company Formation pilot project</p>	D/AD/DO	<ul style="list-style-type: none"> • No. of meetings/discussions held • Amount reimbursed as VAT and taxes • No. of performance reports 	➤ Enabling business environment for the SMEs
3. Establishment of National Credit Guarantee Institute (NCGI) for SMEs	<p>3.1 Negotiating with the ADB to obtain the seed capital for NCGI</p> <p>3.2 Organizing the workshops/ seminars with stakeholder in collaboration with ADB finalizing the structure for proposed NCGI</p> <p>3.3 Facilitate to obtain legal clearance from AG & finalized structure of the NCGI</p> <p>3.4 Facilitating to establish proposed NCGI as a limited liability company under the Companies Act</p>	D/AD/DO	<ul style="list-style-type: none"> • The amount of Seed Capital approved from ADB • No. of workshops/ seminars • Legal clearance obtained • Established NCGI as a limited liability company 	➤ Improvement in access to finance of SMEs
4. Providing interest subsidies	<p>4.1 Providing interest subsidies under the Senior Citizens Special Interest Subsidy Scheme in quarterly basis</p> <p>4.2 Providing interest subsidy under the working capital loan scheme for registered tea factory owners.</p>	D/AD/DO	<ul style="list-style-type: none"> • Amount released as subsidy payments • No. of beneficiaries 	• Enhanced access to finance
5. Implementation of interest subsidy loan schemes 'Rivi Bala Savi', 'Govi Navoda' 'Ran Aswanna' and 'Riya Shakthi', 'Green Loan', 'Arambuma', 'Diri Saviya'	<p>5.1 Make necessary amendments to the operating Instructions when and where necessary</p> <p>5.2 Evaluating applications and registering the loans</p> <p>5.3 Calculation of interest subsidy</p> <p>5.4 Payment of subsidy</p> <p>5.5 Preparation of progress reports</p>	D/AD/DO	<ul style="list-style-type: none"> • Updated Operating Instructions • No. of loans registered • Amount released as subsidy payments • No. of progress reports 	<ul style="list-style-type: none"> • Minimizing the environmental pollution • Providing a safer journey for school children

	5.6 support to Enterprise Sri Lanka Secretariat for Evaluations and progress review			
6. Implementation of Mini Taxi, City Drive, Rakawarana, Ahas Maliga, Singithi Pasala, loan schemes for supporting selected group of the society	6.1 Preparation & Signing of MoUs with PFIs 6.2 Preparation & Issuing the operating instructions 6.3 Evaluating applications and registering the loans 6.4 Calculation of interest subsidy 6.5 Payment of interest subsidy 6.6 Preparation of progress reports	D/AD/ DO	<ul style="list-style-type: none"> ➤ MoUs signed ➤ Issuing of Operating Instructions ➤ No. of loans registered ➤ Amount released as subsidy payments ➤ No. of progress reports 	<ul style="list-style-type: none"> ➤ Improvement in the living condition of micro scale entrepreneurs ➤ Increase in foreign exchange earnings
7. Implementation of ADB Rooftop Solar Power Generation Project	7.1 Make necessary amendment for operating instructions and Subsidiary Loan Agreement where and when necessary 7.2 Registering and approving the loans 7.3 Releasing refinance for PFIs 7.4 Appointing Steering Committee Members 7.5 Organizing Steering Committee Meetings 7.6 Organizing field visits 7.7 Preparation of progress reports	D/AD/ DO	<ul style="list-style-type: none"> • MoUs signed • No. of loans registered • Amount released as refinanced • No. of Steering Committee meetings • Steering Committee appointed • No. of field visits • No. of progress reports prepared 	<ul style="list-style-type: none"> ➤ Minimizing the environmental pollution
8. Mobilizing finance for Sri Lanka for the tea sector	8.1 Obtaining Cabinet approval for the project 8.2 Participate Loan negotiations 8.3 Participation of subsidiary Loan Agreements with PFIs 8.4 Preparation of operating instructions 8.5 Facilitating the mission fields by ADB time to time		<ul style="list-style-type: none"> • Obtained Cabinet approval • Completion of Subsidiary Loan agreements • Completion of operating guidelines • No. of meetings 	<ul style="list-style-type: none"> ➤ Improving the access the finance for tea growers below 50 acres of tea lands
9. Formulation of 225 SME companies and providing leasing facility through banks and loans under “Enterprise Sri Lanka Credit Scheme”	9.1 Formulation of SME company in Monaragala district under the pilot project 9.2 Providing loan facilities	D/AD/ DO	<ul style="list-style-type: none"> • No. of awareness programs conducted • No. of SME companies formed 	<ul style="list-style-type: none"> ➤ Improving the access to finance of small and medium scale entrepreneurs

	9.3 Extended the program for the selected districts with the support of ADB 9.4 Paying the interest and capital subsidies		<ul style="list-style-type: none"> • Amount released as subsidy payment 	
10. Development of SME Data Base	10.1 Finalized the data base of Roof Top solar Project 10.2 Start and finalizing of SMELoC database 10.3 Paying the cost of designing the data base	D/AD/DO	<ul style="list-style-type: none"> • User friendly database • Accurate data & Information 	➤ Enhance technical capacity
<i>Strategic Planning in Development Finance and Evaluation</i>				
1. Implementation of government paddy purchasing programme (GPPP)	1.1 Arrange meetings with relevant stake holders based on the requirement 1.2 Facilitate provision of required funds for paddy purchasing in seasons the GPPP is implemented. 1.3 Monitor the paddy purchasing program when it is implemented 1.4 Coordinate activities of special committees appointed on paddy purchasing where Treasury takes part 1.5 Drafting of Cabinet Memoranda, Observations of the finance Ministry and Comments for Cabinet observations. 1.6 Review progress of settling loans of PMB taken for paddy purchasing from state banks and Funds obtained from the Treasury 1.7 Coordinate with the Ministry of Rural Economy, PMB and the state banks as an issue arises on GPPP	D/AD/DO	<ul style="list-style-type: none"> • No of meetings with stake holders. • Amount of funds arranged for GPPP. • Amount of paddy purchased in each season at certified price. • No. of reports prepared. • No. of Committee appointed. • No of report prepared • No of committees appointed • No. of Cabinet Memorandum, Observations and Comments given. • Status of TGs issued - Amount, Outstanding, Settled • Outstanding Balance payable. • No. of prominent 	➤ Ensure certified price for paddy farmers

<p>2. Implemenation of “Sonduru Piyasa” housing loan scheme to provide 100,000 loans with 50% interest subsidy and a maximum loan amount of Rs. 200,000 a period of 3 years March 2017- March 2020.</p>	<p>2.1 Review the loan applications 2.2 Register and approve the loans. 2.3 Calculation and Payment of interest subsidy. 2.4 Preparing progress reports. 2.5 Coordinate the “Sonduru Piyasa” programme 2.6 Provide inputs to the software system development 2.7 Conduct discussions, review the program to explore the need to change the program to expedite the process</p>	<p>D/AD/ DO</p>	<p>matters solved.</p> <ul style="list-style-type: none"> • No. of loans approved and registered. • No. of subsidy claims processed. • Amount paid as interest subsidy. • No. of borrowers monitored. • No of progress reports obtained. • How frequently the banks are contacted (Verbally / in writing) • No. of Cabinet papers submitted for changes. • No. of discussions held 	<p>➤ Support households to complete their houses</p>
<p>3. Supporting to the Cabinet Committee on Cost of Living Provide Treasury inputs to the Cabinet Sub Committee on Cost of Living (CSCOL)</p>	<p>3.1 Participate and Provide Treasury inputs /comments to the Cabinet Committee on Cost of Living 3.2 Direct the issues submitted by private sector and Government organizations relevant to Cost of Living matters to the CSCOL for decisions and inform the decisions obtained to the relevant parties 3.3 Papering Reports, Cabinet Papers, reports, Cabinet Observations and letters on COL matters which need Treasury involvement 3.4 Data Collection on rice import 3.5 Preparing progress reports on rice import. 3.6 Data collection on essential food commodities, tax changes, MRP changes</p>		<ul style="list-style-type: none"> • No. of letters submitted to the CSCOL/M of ERPD • No. of issues solved. • No. of - - Reports - Cabinet Papers - Observations - Letters prepared • Amount of rice imported. Frequency of date collection Tax changes • No. of TGs issued / requested amount covered. • No. of data bases, sub data bases maintained. • No. of reports prepared. • No of discussions held 	<p>➤ Support ensure food security and affordable levels of cost</p>

	<p>3.7 Conduct special meetings & discussions regarding COL issues.</p> <p>3.8 Coordinate with the Department of Treasury on matters related to the Treasury where necessary</p>			
<p>4. Implementation of “First Home Loan” housing loan scheme to provide loans to waged employees of public and private sector</p>	<p>3.1 Review the loan applications</p> <p>3.2 Register and approve the loans.</p> <p>3.3 Calculation and Payment of interest subsidy.</p> <p>3.4 Preparing progress reports.</p> <p>3.5 Coordinate the “First Home Loan” programme</p> <p>3.6 Provide inputs to the software system development</p> <p>3.7 Conduct discussions, review the program to explore the need to change the program to expedite the process</p>		<ul style="list-style-type: none"> • No. of loans approved and registered. • No. of subsidy claims processed. • Amount paid as interest subsidy. • No. of borrowers monitored. • No of progress reports obtained. • How frequently the banks are contacted • No. of Cabinet papers submitted • No. of discussion held 	➤
<p>5. Implementation of housing loan scheme for migrant workers “Sihina Maliga” to provide loans to Sri Lankan citizen migrant workers who works abroad</p>	<p>4.1 Preparation of MOU and Operating Guidelines</p> <p>4.2 Review the loan applications</p> <p>4.3 Register and approve the loans.</p> <p>4.4 Calculation and Payment of interest subsidy.</p> <p>4.5 Preparing progress reports.</p> <p>4.6 Coordinate the “First Home Loan” programme</p> <p>4.7 Provide inputs to the software system development</p> <p>4.1 Preparation of MOU and Operating Guidelines</p> <p>4.8 Conduct discussions, review the program to explore the need to change</p>		<ul style="list-style-type: none"> • No of MOU and Operating Guidelines signed • No. of loans approved and registered. • No. of subsidy claims processed. • Amount paid as interest subsidy. • No. of borrowers monitored. • No of progress reports obtained • How frequently the banks are contacted 	➤

	the program to expedite the process		(Verbally / in writing) <ul style="list-style-type: none"> No. of Cabinet papers submitted for changes. No. of discussions held 	
6. Making subsidy payments for interest subsidy loan schemes under the Enterprise Sri Lanka Programme	Calculation and Payment of interest subsidy 5.2 Preparation of reports 5.3 Conducting progress review meeting with banks		2 No. of subsidy claims processed and amount paid as interest subsidy. 3 No of reports prepared <ul style="list-style-type: none"> No. of meetings held 	➤
7. Management of IT system for interest subsidy loan schemes	6.1 Resolving the problems 6.2 Designing new developments to the IT system		<ul style="list-style-type: none"> No of problems resolved No of developments designed 	➤
8. Facilitating SME sector paddy millers	7.1 Resolving issues faced by the SME paddy millers 7.2 Attending relevant meetings and submit policy inputs		<ul style="list-style-type: none"> No of issues handled No of meetings attended 4 No of reports/ Notes/ other policy documents prepared or reviewed	➤
<i>Micro Finance and Dairy Development</i>				
1. Providing Interest Subsidies 1.1 New Comprehensive Rural Credit Scheme(NCRCS) 1.2 Re-integrated Trainees Program phase I & II 1.3 Vehicle loan for Media Personal and Artists	1.1 Providing interest subsidies for loans granted by Commercial Banks 1.2 Review the progress and follow up actions	D/AD DO	<ul style="list-style-type: none"> Interest subsidy released No of Loans granted and amount disbursed No of reports prepared 	
2. Monitoring and supervising Micro Finance activities	2.1 Assessing the sector wise progress 2.2 Maintaining the Micro finance data base		<ul style="list-style-type: none"> No of reports prepared 	
3. Maintaining dairy sector data base and settling the dairy sector issues	3.1 Collecting data on local and international dairy market 3.2 Submit the reports to take appropriate policy decision		<ul style="list-style-type: none"> No of reports submitted Policy decisions taken 	
4. Facilitating to implement Dairy Sector loan schemes 4.1 Commercial Scale Dairy Development Loan Scheme(CSDDL) 4.2 High milk producing cows for dairy farmers through a	4.1 Coordinate and monitor the activities 4.2 Take appropriate follow up actions and policy decisions		<ul style="list-style-type: none"> No of meetings attended Policy decisions taken 	

gap financing scheme				
5. Milk powder pricing formula	5.1 Maintain the dairy sector database 5.2 Monitor the trends in the world milk powder market and other variables in the pricing formula		<ul style="list-style-type: none"> • Price subsidy released • No of reports prepared 	
6. Interest Subsidy Loan Scheme to media personnel to upgrade/purchase media equipment “Madya Aruna”	6.1 Submit the reports to take appropriate policy decision 6.2 Providing subsidies to the relevant companies 6.3 Implement the proposal and monitor the progress		<ul style="list-style-type: none"> • Price subsidy released • No of loans granted and interest subsidy released 	
7. Implementing the Budget proposal 2018 “Pavitra Ganga Initiative”	7.1 Implement the proposal and monitor the progress			
Financial Market, Primary Sector & Administration				
1. Support the supervision role of 06 warehouses completion	1.1 Participate the advisory committees of 06 ware house complexes.	D/AD	<ul style="list-style-type: none"> • No. of meeting attended • 2. Gathering information of Physical and financial progress. 	➤ Improved Ware House Receipts Financing facilities
2. Facilitating the fertilizer subsidy scheme	2.1 Monitor the release of required funds for fertilizer subsidy		<ul style="list-style-type: none"> • Amount released under this scheme. 	<ul style="list-style-type: none"> ➤ Reduce the cost of production of agriculture produce ➤ Increase the productivity of agriculture sector
3. Enhancing Poultry Sector	3.1 Facilitate to import Maize during a shortage occurred in local industry	D/AD	<ul style="list-style-type: none"> • Volume of imported maize and No. of permits issued for importation of Maize 	➤ Facilitate the value chain of poultry industry while protecting local maize farmers and consumers
4. Administration		ADG D/ AD		
4.1 Procurement	5.1.1 Calling Tenders 5.1.2 Signing agreements/contract with selected parties		<ul style="list-style-type: none"> • No. of Tenders called • No. of tenders offered • No. of items procured 	➤ All purchases are done as per the procurement plan
4.2 Human Resources Development	5.2.1 Organizing training/capacity building programs 5.2.2 Selecting officials for Training programs		<ul style="list-style-type: none"> • No of training programs organized • No of officials sent for training programs 	➤ Training requirements are identified and satisfied

4.3 Maintaining of Establishment activities	5.3.1 Physical Resources Management		<ul style="list-style-type: none"> • Amount of expenditure • Consumption of fuel • No of items; I. Vehicles repair/service II. Machinery repair/service 	
5. Financial Management	5.1 Accounting	AD/M	<ul style="list-style-type: none"> • No. of votes saved below 5% of allocation • No. of reports prepared 	<ul style="list-style-type: none"> ➤ Allocated funds are utilized properly ➤ All necessary reports are submitted
	5.2 Preparation of relevant reports and summaries			

Contact Details:

Abbreviation	Position	Name of the Designated Officer	Sector/Unit	Contact – Office/Ext.	Contact – Mobile
ADG/S	Additional Director General	Mr. K A S S K Perera		011-2151416/Ext:1500	071-8181371
D/M	Director	Mr. P M K Hettiarachchi	SME	011-2484572/Ext:1017	071-8100524
D/H	Director	Mr. S H V Kumara	SPDF & E	011-2484595/Ext:1015	071-5349063
D/N	Director	Ms. M K D N Madampe	MF	011-2484605/Ext:1040	071-8124145
D/P	Director	Mr. K G P Pushpakumara	FM, PS & AD	011-2484507/Ext:1410	071-5348775
AD/M	Assistant Director/Deputy Director (Finance)	Ms. W L M Liyanage	MF	011-2484594/Ext:1013	077-3452909
AD/R	Assistant Director	Ms. R A D R Ranasinghe	SPDF & E	011-2484596/Ext:1023	071-4470396
AD/D	Assistant Director	Ms. J D Kotinkaduwa	FM, PS & AD	011-2484854/Ext:1275	071-8089159
AD/V	Assistant Director	Ms. D L V Wijeratna	SME	011-2337527/Ext:1636	071-1903385
AD/PR	Assistant Director	Ms. P G P Rasanjali	SME	011-2484829/Ext:1234	071-4261951
AD/P	Assistant Director	Mr. W P S Wickramage	FM, PS & AD	011-2151446/Ext:1474	071-8025137
ICTO/S	Information & Communication Technology Officer	Mr. H P S Shantha	FM, PS & AD	011-2484884/Ext:1343	071-8100523
DO/A	Development Officer	Ms. A M Wickramasinghe	SME	011-2484884/Ext:1343	071-8100527
ICT/G	ICT Assistant	Ms. J.M.I.A. Geeshani	SME	011-2484884/Ext:1343	077-3674833
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