



ACTION PLAN 2026
DEPARTMENT OF TRADE AND INVESTMENT POLICY

MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
COLOMBO -01

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Introduction

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

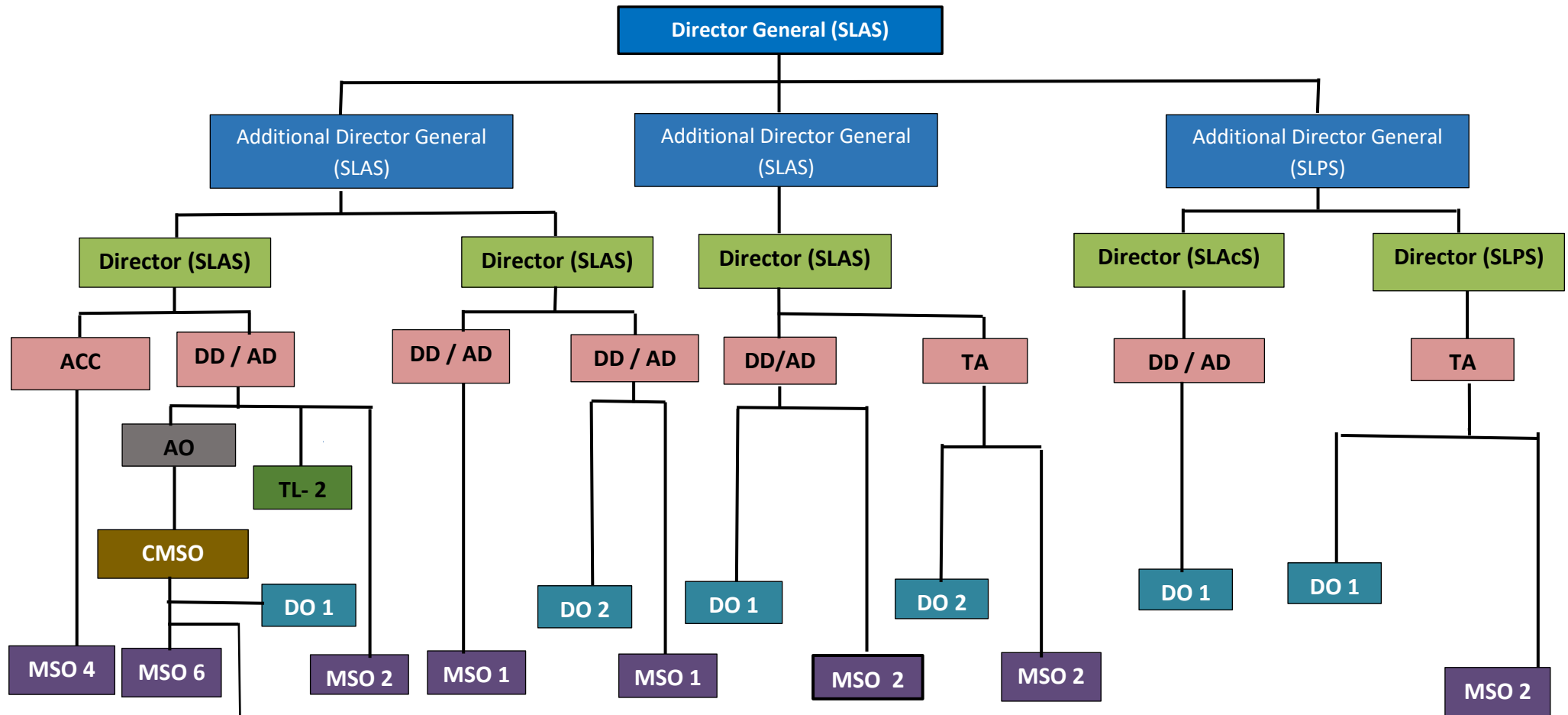
Goals

- To maintain a trade promoting and industrial friendly tariff regime
- To maintain the policy on trade facilitation measures to facilitate trade enabled inbox
- To implement competitive advantage tariff regime under trade agreements
- To implement tax concessions in order to achieve economic and social goals of the Government
- To Promote Sri Lanka as preferred FDI destination in the region

Objectives

- To achieve a vibrant tariff regime for trade promotion and industry friendly
- To eliminate for tariff restrictions which discourages the investment
- To strengthen the Temporary importation for Export Processing (TIEP) Scheme
- To strengthen the policy on bonded Warehouses
- To organize dialogue with relevant stakeholders for preparing a policy for SME sector
- To assist the entrepreneurs providing necessary information through customer friendly database
- To streamline issuance of public officers concessionary vehicle permits
- To promote free trade agreements based on reciprocal benefits within the asymmetrical nature of Island trading economy
- To promote free trade agreements which provide access to the global value chain trading / Industries

Organizational Structure



ACC : Accountant
DD : Deputy Director
AD : Assistant Director
TA : Tariff Analyst
AO : Administrative Officer

TL : Translator
DO : Development Officer
CMSO : Chief Management Service Officer
MSO : Management Service Officer
OES : Office Employees' Service

No	Department of Trade and Investment Policy - Cadre Information —01.12.2025										
	Designation	Service	Grade/Class	Salary Code	Service Level	Approved Cadre			Existing Cadre		
						Permanent	Contract	Casual	Permanent	Contract	Casual
1	Director General	SLAS	Special	SL3	1	1	0	0	0	0	0
2	Additional Director General	SLAS	Special	SL3	1	2	0	0	2	0	0
3	Additional Director General	SLPS	Special	SL3	1	1	0	0	1	0	0
4	Director	SLAS	I	SL1	1	3	0	0	3	0	0
5	Director	SLPS	I	SL1	1	1	0	0	0	0	0
6	Director	SLAcS	I	SL1	1	1	0	0	1	0	0
7	Assistant/Deputy Director	SLAS	II/III	SL1	1	4	0	0	3	0	0
8	Assistant/Deputy Director	SLPS	II/III	SL1	1	1	0	0	1	0	0
9	Accountant	SLAcS	II/III	SL1	1	1	0	0	0	0	0
10	Tariff Analyst	Departmental	II/III	SL1	1	2	0	0	2	0	0
11	Administrative Officer	MSOS	Supra	MN7	2	1	0	0	1	0	0
12	Translator	GTS	II/I	MN6	2	2	0	0	1	0	0
13	Development Officer	DOS	I/II/III	MN4	3	8	0	0	8	0	0
14	Management Service Officer	MSO	I/II/III	MN2	3	20	0	0	19	0	0
15	Driver	DS	I/II/III	PL3	4	7	0	0	5	0	0
16	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.P.M.K.Hettiarachchi	Director General (Acting)	DG	011 2484888	
2	Mrs. K. Parameswaran	Additional Director General	ADG (K)	0112034506	0771394182
3	Mrs. I J Abeyratne	Additional Director General	ADG (I)	0112484664	0702687818
4	Mr.R.K.R.R.Ranaweera	Additional Director General	ADG (R)	0112484940	0714466418
5	Mrs.J.K.N.Samanmalee	Director	D(S)	0112484660	0714346547
6	Mrs. Visaka W. Elapatha	Director	D(V)	0112034507	0777275189
7	Mr. G D S P Kumara	Director	D(Admin)	11 2484655	0713445464
8	Mrs. D.T. Sutharshan	Director	DD(T)	0112151468	0718609173
9	Mrs. D.A.S.Dahanayake	Deputy Director	DD(A)	0112484599	0762276425
10	Miss.R.A.S.A,Rajapakse	Deputy Director	DD(S)	0112484785	0712923481
11	Mrs.N.A.B.M.Nilawaka Arachchi	Deputy Director	DD(B)	0112484905	0772247126
12	Mrs. A.P.D.D.Chandurangi	Deputy Director	DD(CH)	0112484940	0773309424
13	Mr.P.Kuruparan	Asst. Director	AD(K)	0112484599	0776003909
14	Mr. N.J.Pathirana	Accountant	Acct.		0710135114
15	Mr. K.D.J.Wasantha	Tariff Analyst	TA(W)	Ext.1119	0714397658
16	Mr. D.M.A. Dasanayaka	Tariff Analyst	TA(A)	Ext.1403	0773088756

Annual Action Plan-2026

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1	Implementation of ongoing Bilateral, Plurilateral and Multilateral Trade Agreements																
1.1	Sri Lanka - Singapore Free Trade Agreement (SLSFTA)	i.Implementation of Tariff Liberalization Program	ADG (k) D (S)													Mitigate geopolitical and trading barriers.	Improved Bilateral trade relations between Countries in agreement
1.2	Sri Lanka - Thailand Free Trade Agreement	ii. Reviewing of Sensitive List	ADG (R) DD (B)														
		iii. Trade impact analysis															
		iv.Addressing trade policy related issues under the agreements	ADG (R) D(V) D(S) D(B)													Encourage investments.	Good International business relations
1.3	Follow up on other Free Trade Agreements	v.Attending Bilateral / Plurilateral Consultations														Expand the variety of goods available.	
		vi.Analyzing Import and Export														Successful implementation of Trade agreements	
2.	Facilitation of Proposed Free Trade Agreements																

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
2.1	Proposed China - Sri Lanka Free Trade Agreement (on hold)	i. Analyzing trade related data of the participating countries	ADG (K) D(T) TA(A)														
		ii. Participating in Trade in Goods Committee Meetings to prepare Tariff Liberalization Programme (TLP)															
2.2	Proposed Bangladesh - Sri Lanka Preferential Trade Agreement (BS PTA)	iii. Contributing compilation of Negative List	ADG (K) D(T) TA(A)														
		iv. Contributing Preparation of TLP															
		v. Contributing FTAs negotiations representing MoF															

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
2.3	Proposed Sri Lanka-Indonesia Preferential Trade Agreement	vii. Reviewing and coordinating of Customs Procedures and Trade Facilitation Chapter of FTAs viii. Analysis of Para – Tariff measures ix. Obtaining approvals for the finalized TLP from the MOF	ADG (K) D(S) TA(A)													Mitigate geopolitical and trading barriers. Encourage investments.	Improved Bilateral trade relations between Countries in agreement Good International business relations
2.4	Proposed Economic and Technology Cooperation Agreement with India (ETCA)	i. Draft the text of General Provisions and Trade in Goods chapters ii. Conduct Trade in Goods sub Committee meetings iii. Coordinate with the ITO and Stakeholders iv. Contribute to the preparation of request list and offer List.	ADG (R) D(V) AD(K)													Expand the variety of goods available. Successful implementation of Trade agreements	Enhanced Standard of living. Enhanced Economy.

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
3.	Reviewing of Tariff Policy for National Development																
3.1	Issuance of RPO Gazette Notifications related to; -Requests on Customs Duty revisions -Requests on creation of National Sub Divisions Obligations	i. Analyzing requests ii. Obtaining necessary information. iii. Obtaining recommendations from Sri Lanka Customs where applicable.	ADG (I) TA (W) D(SU)													No.of RPO Gazette Notifications issued	Enhance government revenue and international Trade
3.2	Issuance of Gazette Notifications under the customs Ordinance (Surcharge)	i. Compilation and submission of Cabinet Memorandum. ii. Submission of Gazette Notifications for Parliament Approval	ADG (I) D(SU) TA (W)													No.of Gazette Notifications issued	Enhances government revenue and protection of Local industry
3.3	Issuance of SCL Gazette Notifications	i. Reviewing with current regulations applicable. ii. Obtaining approval from Hon. Minister iii. Issuing of Gazette Notifications	ADG (I) D(SU) TA (W)													No.of SCL Gazette Notifications issued	Ensuring food security and protection of Local agriculture. Improving of stranded of living

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
3.4	Issuance of CESS Gazette Notifications	i. Revision of tariff structure ii. Facilitate the relevant Ministry for issuance of the CESS Gazette	ADG (I) D(V) AD(K)													No. of CESS Gazette Notifications issued	Enhances government revenue and protection of Local industry
4	WTO –TFA, Commitments, and NTFC activities	i. Implement relevant commitments of the WTO-TFA. ii. Participate in quarterly meetings of the NTFC. iii. Facilitate the NTFC and coordination of the other agencies. iv. Meeting with Technical, Financial partners, and other International Organizations.	ADG (R) D(V) DD(D)													No. of meetings/discussions held Successful implementation of the commitments	Expedites the movement, release, and clearance of goods including goods in transit. Successful management of the WTO-TFA and maintaining goods international relations on Trade in Goods

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
5	National Sub Divisions (NSDs) of HS Codes	i. Analyze the requests ii. Get observations from the NC committee. iii. Conduct the stakeholders' meetings / call comments/ observations if necessary iv. Make decision on the NC committee observation	ADG (I) D(SU) AD (K)													No. of requests received and processed. No. of solutions implemented.	Facilitate international trade with more classification of goods in the Sri Lanka tariff schedule. Facilitate the data collection in the international trade in goods.
6	Issues submitted by industries/ other organizations																
6.1	Addressing trade and tariff related issues submitted by industries/ other organizations	i. Study the matters submitted ii. Conduct stakeholder meetings, if necessary iii. Propose solutions for the issues.	ADG (I) D(SU) DD (CH) TA(W)													No. of issues solved	Keeping fair and just trade friendly environment in the country

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
6.2	Policy issues related to imports and exports control measures	i. Study the matters received, examine related provisions and possible solutions ii. Facilitate them as per the Regulations, if possible iii. Coordinate with IECD to impose new Regulations.	ADG (I) D(SU) DD (CH)													No.of issues addressed No.of regulations imposed	Controlling outflow of the foreign Exchange Maintaining fair and just trade friendly environment
6.3	Regulation and facilitation of importation received as donation	i. Study the matters received ii. Informed the stakeholders and requesting party as per regulation	ADG (K) D(S) TA(A)													No.of donations received	Facilitated to import the Goods with the concessionary rates of duties Support to Fulfill the Social needs
6.4	Policy issues related to Board of Investment of Sri Lanka	i. Study the matters submitted ii. Conduct stakeholder meetings iii. Obtain approvals appropriately iv. Propose solutions for the issues.	ADG (R) D(T) TA(A)													No.of facilitation / solutions proposed	Economy improvement of the country

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
6.5	Hub Regulations	i Prepare the Cabinet Papers ii Issue the Regulations iii Study the matters submitted iv Stakeholders meeting v Propose solutions for the issues	ADG (K) D(S) DD(S)													No.of regulations issued No.of solutions proposed	Enhancing international Trade and Economy
6.6	CESS related issues/requests submitted by Gov. organizations/ industries/ other organizations	i. Study the issues/requests submitted ii. Conduct stakeholder meetings iii. Propose solutions for the issues iv. Submit for NTPC decision	ADG (I) D(V) AD(K)													No.of solutions proposed	Keeping good trade environment
6.7	Colombo Port City	i. Study the matters submitted ii. Stakeholders meeting iii. Propose solutions for the issues	ADG (K) D(T) TA(A)													No.of solutions proposed	Attract foreign investment and boost the Economy

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
7	Revision of TIEP scheme	i. Requests received for policy approvals ii. Stake holders meeting iii. Preparation / revision of regulation iv. Published revised regulations under a gazette notifications	ADG (K) D (S) DD(S)													No.of directions issued	Generating Income through Facilitating good environment of exporters Economy growth
8	Facilitate for implementation of Trade Policy related Budget Proposals of the Budget Speech and directions issued by various Parliamentary Committees	i. Studying trade and tariff related Budget Proposals. ii. Conducting stakeholder meetings iii. Proposing solutions and preparing regulations/ policy guidelines iv. Implementation of solutions	ADG (I) D(SU)													No.of projects implemented	Implementation of Government Policy without fail Providing benefits of the country community
9	Granting Duty Waivers under the provisions of the Customs Ordinance																

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
9.1	Granting approval for importation of goods for Special Development projects under the Section 19A of the Customs Ordinance	i. Receiving project approval letter to waive of CID from the DG Department of Fiscal policy. ii. Receiving the request and recommendation from the Secretary to the relevant line Ministry with required documents iii. Checking all documents and if all required documents are available preparing the duty waiver letter.	ADG (K) D(T) TA(A)													No.of Duty waivers granted	Improving of stranded of living Economy improvement of the country

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
9.2	Granting approval for importation of goods on re-export basis for Special Development projects under the Section 22 A of the Customs Ordinance	iv. Submitting approval online to the DG, Sri Lanka Customs. v. Issuing the CID waiver off letter to the consignee with a copy to the relevant authority. and Maintaining the records	ADG (K) D(T) TA(A)													No. of Duty waivers granted	Improving of stranded of living Economy improvement of the country
9.3	Granting Duty Waivers under the Section 19A of the Customs Ordinance for the goods imported for public interest.	i Recommendation letter of the CID waive off from the relevant line Ministry with required documents ii Checking the all documents iii Calculating the amount of CID applicable and minute to submit for Hon. Minister's approval iv. preparing the CID waive off letter	ADG (K) D(T) TA(A)													No.of Duty waivers granted	Facilitating needy people of the country Improving of stranded of living Social enhancement

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
9.4	Issuance of Gazette Notifications on duty waivers granted under the Section 19(A) of Customs Ordinance	i. Obtaining the Data from the Sri Lanka customs ii. Preparation the data and translating in to the Sinhala and Tamil languages iii. Publish the Gazette Notification and submitted to the Parliament to Table in the Parliament	ADG (K) D(T) TA(A)													No.of Gazette Notifications issued	Keeping transparency and accountability
10	Bonded Warehouses related matters																
10.1	Reviewing of Policy guidelines related to Bonded Warehouses	i. Studying policy requests. ii. Conducting stakeholder consultations. iii. Establishing policy guidelines	ADG (K) D(S) DD(S)													No.of Guidelines established No.of Approvals granted for establishment/ re-location of Bonded Warehouses No of Policy Compliance approval granted	Providing suitable policies for good functions of the bonded warehouses Easy of doing business Good management /function of the bonded warehouses

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
10.2	Establishment/ re-location / de-bond of Bonded Warehouses (B/W)	i. Studying requests ii. Obtaining necessary information. iii. Obtaining recommendations from Sri Lanka Customs. iv. Reviewing with current regulations applicable to B/W. v. Granting Approval.	ADG (K) D(S) DD(S)													No.of Guidelines established No.of Approvals granted for establishment/ re-location of Bonded Warehouses No of Policy Compliance approval granted	Providing suitable policies for good functions of the bonded warehouses Easy of doing business Good management /function of the bonded warehouses
11	Participation to the Parliament Committees -COPA -Public Finance Committee -Oversight committee -Means and Ways committee	i. Study the matters / directions forwarded by the parliament committees	ADG (I) ADG (R) ADG (K)													Keeping Responsibility and Transparency	Good Governance

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
12	Preparation of Answers for Parliamentary Questions / Cabinet Observations																
12.1	Preparation of Answers for Parliamentary Questions	i. Studying the Parliamentary Question received ii. Preparation of Answers for Parliamentary Questions	ADG (I) ADG (R) ADG (K)													Keeping Responsibility and Transparency	Good Governance
12.2	Preparation of observations of the Cabinet Memorandum	Studying the Cabinet Memorandum Preparation of Observations for the Cabinet Memorandum	ADG (I) ADG (R) ADG (K)													Policy decision	Benefits of the policy

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
13	Implementation of SAARC Development Fund (SDF) activities	i. Facilitate SDF to approve funding for local projects ii. Provide information/ Observations/recommendations related to SDF projects iii. Conduct progress review meeting and forward relevant reports to SDF	D(S) DD(S) TA(A)													No.of Projects implemented Facilitating needy people of the country	Improvement of the stranded of living Social enhancement
14	SAARC –ADB Special Meeting on Regional Economy Integration Study (Phase II)	i. Provide information/ Observations/comments related to SAARC –ADB Special Meeting ii. Participate/Conduct meetings related to SAARC –ADB	ADG (R) D(V) AD(K)													No.of Participated / Conducted Meetings No.of information/ Observations/comments provided	Achieve predetermined SAARC ADB Goals in SARRC Region

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
15	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"> • Obtaining necessary clarifications • Preparation of Reports • Obtaining the approval of Hon. Minister of Finance • Make aware the relevant parties accordingly 	ADG (R) DD (D)													Good management of international Trade environment	Enhancing Trade and Economy

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
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 Orders and Regulations issued under Foreign Exchange Act No. 12 of 2017 ii. Facilitation to get the approval of Hon. Minister iii. Replying to the clarifications made by general public, Govt. & NGO's iv. Coordination with Central Bank of Sri Lanka in respect of FIU including Anti-Money Laundering Act and Financial Transactions Reporting Act v. Coordination with Central Bank of Sri Lanka in respect of FIU including Anti-Money Laundering Act and Financial Transactions	ADG (K) D(T) TA(A)													No.of. Gazette, Orders, Regulations and Directions issued	Easy of doing business and good foreign exchange policy

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
17	Trade national Single Window System (TNSWS) Project	i. Engage with donor agencies for technical and financial assistance ii. Recruitment of candidates for the rest of the posts of the Project Implementation Unit (PIU) iii. Facilitation of PIU by the DTIP iv. Coordination with the PIU for operationalization of the TNSWS Project.	ADG (R) DD(B)													Well established TNSWS	Enhanced revenue / economy A trade favorable environment
18	National Tariff Policy (NTP)	i. Conducting NTPC Meetings on tax revisions ii. Implementation of the decisions made by NTPC according to the decision of higher authorities.	ADG(I) D(SU) DD (CH) TA(W)													Formulate National Tariff Policy	Favorable Environment for Trade and Economy
19	Miscellaneous / Vehicle Assembly Industry related Matters	Depend on the task	ADG (K) D(S) TA(A)													No.of. issues/request attend	Enhancing Trade and Economic

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
20	Disposal of vehicles imported under the various duty concession schemes	Granting approvals for disposal of vehicle under various duty concession schemes	ADG (K) D(S) TA (A)													Approval Granted to disposal	Condition deleted from the registration book
21	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 <ul style="list-style-type: none"> • under the Circular No 01/2018 • under the Circular No 22/99 • under the MIS 210 ii. Amending relevant circulars	ADG (K) D(S) TA (A)													Facilitated to the transportation of the high level officers	Improvement of the Government Service efficiency
22	Right to Information Act No. 12 of 2016	i. Replying to the requests received ii. Attending to the appeals received on rejection of giving information	DG TA(A)													No. of Information sharing to the public	Transparency of Public service

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
23	Human Resource Management	i. Acquiring HR ii. Developing Capacity of HR iii. Servicing of HR	ADG (R) D (Admin) AO													No. of Tanning program Conducted	Increased employee knowledge, satisfaction, motivation, and commitment to organizational goals.
24	Maintaining personal files of Departmental staff up to date	i. Complete performance appraisal of the staff ii. Providing Salary increment up to date	ADG (R) D (Admin) AO													Number of performance appraisals completed Number of salary increments provided	Achieve the required capacity of the staff
25	Procurement	i. Calling Quotations ii. Technical evaluation iii. Selection & Approval iv. Awarding v. Signing Agreements vi. Payment for Procurement	ADG (R) D (Admin) ACC													No of procurements completed No of procurement meetings conducted	Better management of Government resources Achieve value for money by supplying of quality goods/services

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
26	Fleet Management	i. Taking revenue licenses and insurance for office vehicles ii. Doing vehicle repairs and services iii. Providing response to Audit queries in respect of vehicle related matters.	ADG (R) D (Admin) AO													Number of Fuel consumption test Vehicle Maintenance Schedule and Records Compliance with Regulations	Improved the safety and extends the lifespan of the fleet
27	Court Cases	Attending the Court Cases related to : ➤ Customs Ordinance ➤ Trade Policy matters ➤ Circular on Issuance of vehicle Permits <ul style="list-style-type: none"> • Compilation of averments • Legal consultation, etc. 	ADG (R) TA(A)													Responsibility of the Government	Services providing according to the laws and regulations
28	Financial Management																

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
27.1	Planning financial resources	i. Preparation of budget estimate ii. Planning monthly capital & recurrent expenditures iii. Setting the allocation & impress limits quarterly iv. Forecast the future fund requirement	ADG (R) D (Admin) ACC													Financial progress against budget estimate. Number of imprest request reports	Ensures that financial resources are utilized effectively to achieve organizations goals
27.2	Recording the transactions	i Preparing monthly accounting summaries and bank reconciliation ii Preparing control accounts and reconciliation reports iii Preparing Appropriation accounts iv Preparing advance "B" account and Deposit	ADG (R) D (Admin) ACC													Number of timely submitted accounting summary and bank reconciliation Number of timely submitted accounts	Enhanced financial transparency, reduced risks of errors and fraud

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
29	Answering audit queries raised by the General Audit, Management Audit and Internal Audit	i. Collecting requested information. ii. Preparing and submitting answers iii. Taking proaction to minimize the audit quarries	ADG (R) D (Admin) ACC													Number of timely submitted audit responses	Enhance the contribution to a more resilient and accountable organization
30	Assets and Inventory management	i. Recording and updating inventory and asset register ii. Maintaining and repairing the assets (Vehicles, Machinery etc.) iii. Payment for stationery & office requisites and maintenance of vehicles, plant and machinery iv. Conduct the Annual Board of Survey	ADG (R) D (Admin) ACC													Number of Board of surveys conducted Accurate Asset and Inventory Records	Enhance overall operational performance and transparency

S.No	Area of Responsibility	Activities	Responsible officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
31	Maintaining utility services (Telephone, Fuel, Cleaning, Postal)	i. Recording and supervising utility services ii. Payment for supplies and services	ADG (R) D (Admin) AO													Regular Equipment Inspections and Maintenance Number of utility service payment made	Ensure uninterrupted operations while minimizing costs
32	Preparation of Monthly & Quarterly Progress Report	i. Collecting data from relevant divisions ii. Preparing the Reports iii. Submitting to the Government audit and other required parties	ADG (R) DD(D)														
33	Preparing the Performance Report	i. Collecting data from relevant divisions ii. Preparing Performance Report iii. Submitting to the Parliament, Audit and Other Relevant Authorities	ADG (R) DD(D)													No. of reports prepared	Maintaining transparency, good governance and accountability of the Department

Relevant Sustainable Development Goals (SDGs) of the Department (2026)

No	Strategy	Goal No	Sustainable Development Goals (SDGs)
01	Implementation of ongoing Bilateral, Plurilateral and Multilateral Trade Agreements	Goal 17	Strengthen the means of implementation and revitalize the global partnership for sustainable development
02	Facilitation of Proposed Free Trade Agreements		
03	Implementation of SAARC Development Fund (SDF) activities		
04	SAARC –ADB Special Meeting on Regional Economy Integration Study (Phase II)		
05	Proposed Sri Lanka – Malasia Free Trade Agreement		
06	Participation to the Parliament Committees (COPA, Public Finance Committee ,Oversight committee-Means and Ways committee)	Goal 16	Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
07	Preparation of Answers for Parliamentary Questions / Cabinet Observations		
08	Facilitating Boarder /Customs Management		
09	Facilitate for implementation of Trade Policy related Budget Proposals of the Budget Speech and directions issued by various Parliamentary Committees		
10	Matters related Foreign Exchange Act No 12 of 2017, Financial Intelligence Unit and other matters related to Central Bank of Sri Lanka		
11	Right to Information Act No. 12 of 2016		
12	Human Resource Management		
13	Maintaining personal files of Departmental staff up to date		
14	Procurement		
15	Fleet Management		
16	Court Cases		
17	Financial Management		
18	Answering audit queries related to the Department (General Audit, Management Audit, Internal Audit)		

No	Strategy	Goal No	Sustainable Development Goals (SDGs)
19	Assets and Inventory management	Goal 16	Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
20	Maintaining utility services (Telephone, Fuel, Cleaning, Postal)		
21	Preparation of Monthly & Quarterly Progress Report		
22	Preparing the Performance Report		
23	Miscellaneous Vehicle Assembly Industry related Matters	Goal 12	Ensure sustainable consumption and production patterns
24	Bonded Warehouses related matters		
25	Disposal of vehicles imported under the various duty concession schemes		
26	Issuance of Vehicle Import Permits under Concessionary Terms for the eligible officers of Government Service, State Corporations , Statutory Institutions and Governors of Provinces		
27	Revision of TIEP scheme		
28	Reviewing of Tariff Policy for National Development	Goal 12	Ensure sustainable consumption and production patterns
29	Trade national Single Window System (TNSWS) Project	Goal 08	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
30			
31	WTO –TFA, Commitments, and NTFC activities	Goal 08	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
32	National Sub Divisions (NSDs) of HS Codes		
33	Issues submitted by industries/ other organizations		
34	Granting Duty Waivers under the provisions of the Customs Ordinance		

අනුමත වියදම් සැලසුම් අනුව මාසික/කාර්තුමය මුදල් ප්‍රවාහ ප්‍රකාශය - 2026 - කෙටුම්පත

දෙපාර්තමේන්තුව - වෙළඳ හා ආයෝජන ප්‍රතිපත්ති දෙපාර්තමේන්තුව
වැය ශීර්ෂය - 244

රු. '000

	වියදම් අයිතමයන් (වැය විෂය සංකේත ආකෘති සහිතව)	අනුමත වියදම් සැලසුම් අනුව මාසික මුදල් අවශ්‍යතාවය															
		ජන.	පෙබ.	මාර්.	පැප්.	අප්‍ර.	මැයි	ජූනි	දෙවන කාර්තුවේ එකතුව	ජූලි	අගෝ.	සැප්.	තුන්වන කාර්තුවේ එකතුව	ඔක්.	නොවැ.	දෙසැ.	ඔත්තවන කාර්තුවේ එකතුව
I	පුද්ගල පඩිනඩි (1001 සහ 1003)	5,916.00	5,916.00	5,916.00	17,748.00	5,916.00	5,916.00	5,916.00	17,748.00	5,916.00	5,916.00	5,916.00	17,748.00	5,916.00	5,920.00	5,920.00	17,756.00
	වැටුප් සමග ගෙවන වෙනත් දීමනා	829.00	829.00	829.00	2,487.00	829.00	829.00	829.00	2,487.00	829.00	829.00	829.00	2,487.00	829.00	833.00	833.00	2,495.00
II	අතිකාල හා නිවාඩු දින වැටුප් (1002)	1,000	1,000	1,000	3,000	1,000	1,000	1,000	3,000	1,000	1,000	1,000	3,000	1,000	1,000	1,000	3,000
III	අනෙකුත් සියළුම පුනරාවර්තන වියදම්	3,337.00	3,337.00	3,337.00	10,011	3,337.00	3,337.00	3,337.00	10,011	3,337.00	3,337.00	3,337.00	10,011	3,337.00	3,337.00	3,337.00	10,011
	පුනරාවර්තන එකතුව	11,082.00	11,082.00	11,082.00	33,246.00	11,082.00	11,082.00	11,082.00	33,246.00	11,082.00	11,082.00	11,082.00	33,246.00	11,082.00	11,090.00	11,090.00	33,262.00
IV	පුනරාවර්තන කළ හැකි විදේශාධාර	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
V	අනෙකුත් සියළුම ප්‍රාග්ධන වැය සඳහා	16,325.69	13,018.79	21,721.90	51,066.38	14,978.87	20,200.40	24,830.41	60,009.68	21,490.64	317,429.95	317,211.04	656,131.63	645,466.22	242,149.23	869,176.48	1,756,791.93
VI	ර.නි.ණය සහ අත්තිකාරම්	670.00	670.00	666.00	2,006.00	666.00	666.00	666.00	1,998.00	666.00	666.00	666.00	1,998.00	666.00	666.00	666.00	1,998.00
VII	තැන්පත් ගිණුම	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VIII	වෙනත් අත්තිකාරම් ගිණුම	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	මුළු එකතුව	28,077.69	24,770.79	33,469.90	86,318.38	26,726.87	31,948.40	36,578.41	95,253.68	33,238.64	329,177.95	328,959.04	691,375.63	657,214.22	253,905.23	880,932.48	1,792,051.93

ඉහත සඳහන් තොරතුරු නිවැරදි බවට සහතික කරමි.

සකස් කළේ -

පරීක්ෂා කළේ -

ප්‍රධාන මූල්‍ය නිලධාරී/ ගණකාධිකාරී/අධ්‍යක්ෂ (මුදල්) අත්සන -

නම - එන්.ආර්. පතිරාණ 2025/12/16

නිල මුද්‍රාව

මෙම නිර්දේශ වටිනාකම ආකෘති අංක:TOD/IMP/1 හි 11 වන කොටසට අනුව සකස් කරන ලද වටිනාකම් හා සමාන විය යුතුය.

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අමාත්‍යාංශය/ දෙපාර්තමේන්තුව/ දිස්ත්‍රික් ලේකම් කාර්යාලය - වෙළඳ හා ආයෝජන ප්‍රතිපත්ති දෙපාර්තමේන්තුව
වැය ශීර්ෂය -244

(i) වෙනත් අමාත්‍යාංශ/දෙපාර්තමේන්තුව/ සඳහා ප්‍රතිපාදන වෙන්කිරීම - 2026 - කෙටුම් පත

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ශීර්ෂය	අමාත්‍යාංශය/ දෙපාර්තමේන්තුව	මූලධන	පුනරාවර්තන (රු.)				මුළු එකතුව
			පුද්ගල පඩි නඩි		වෙනත් පුනරාවර්තන	එකතුව	
			1001	1002/1003			
	අදාළ නොවේ						
	එකතුව						

(ii) දිස්ත්‍රික් ලේකම් කාර්යාල සඳහා ප්‍රතිපාදන වෙන්කිරීම - 2025

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ශීර්ෂය	දිස්ත්‍රික් ලේකම් කාර්යාලය	මූලධන	පුනරාවර්තන (රු.)				මුළු එකතුව
			පුද්ගල පඩි නඩි		වෙනත් පුනරාවර්තන	එකතුව	
			1001	1002/1003/1506			
	අදාළ නොවේ						
	මුළු එකතුව						

ඉහත විගුච්ඡ සඳහන් තොරතුරු නිවැරදි බවට සහතික කරමි.

සකස් කළේ -

පරීක්ෂා කළේ -

ප්‍රධාන මූල්‍ය නිලධාරි/ගණකාධිකාරිගේ/අධ්‍යක්ෂ (මුදල්) ගේ - අත්සන -

නම - එන්.ජේ. පතිරණ

(නිල මුද්‍රාව)

2025/12/16

විද්‍යුත් තැපෑල - acc.tipd@gmail.com

දුරකථන අංකය - 0112484888

දිනය -2025.12.

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අමාත්‍යාංශය/ දෙපාර්තමේන්තුව/ දිස්ත්‍රික් ලේකම් කාර්යාලය - වෙළඳ හා ආයෝජන ප්‍රතිපත්ති දෙපාර්තමේන්තුව
වැය ශීර්ෂය - 244

වැටුප් සමග ගෙවනු ලබන (1003 වැය විෂය යටතේ හැර) දීමනා ඇස්තමේන්තුව - 2026 - කෙටුම් පත

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දීමනා වර්ගය	ජනවාරි	පෙබරවාරි	මාර්තු	අප්‍රේල්	මැයි	ජූනි	ජූලි	අගෝස්තු	සැප්තැම්බර්	ඔක්තෝම්බර්	නොවැම්බර්	දෙසැම්බර්	වාර්ෂික එකතුව
ඉන්ධන	458.00	458.00	458.00	458.00	458.00	458.00	458.00	458.00	458.00	458.00	460.00	460.00	5,500.00
ප්‍රවාහන	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
දුරකථන	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	63.00	756.00
දේපල ණය පොලී	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	60.00	60.00	700.00
එකතුව	829.00	829.00	829.00	829.00	829.00	829.00	829.00	829.00	829.00	829.00	833.00	833.00	9,956.00

සකස් කළේ -

පරීක්ෂා කළේ -

ප්‍රධාන මූල්‍ය නිලධාරී/ගණකාධිකාරීගේ/අධ්‍යක්ෂ (මුදල්) ගේ - අත්සන -

නම - එන්.ජේ. පතිරාණ 2025/12/16

විද්‍යුත් තැපෑල - acc.tipd@gmail.com

දුරකථන අංකය - 0112484888

දිනය - 2025.12.

නිල මුද්‍රාව -

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2026 වර්ෂය සඳහා අත්මුදල් අයදුම් පත්‍රය - කෙටුම්පත

දෙපාර්තමේන්තුව - වෙළඳ හා ආයෝජන ප්‍රතිපත්ති දෙපාර්තමේන්තුව
වැය ශීර්ෂය - 244

රු.' 000

කාණ්ඩය	අයත්තමේන්තු ප්‍රතිපාදන පිළිබඳ විස්තරය				මුළු ප්‍රතිපාදන	අවකරණ					මුළු අවකරණ	වෙනත් දෙපා. ප්‍රතිපාදන ලැබීම්	අත් මුදල් සීමාව	ආදායම් අයත්තමේන්තුව / තැන්පත් හා වෙනත් ලැබීම්	භාණ්ඩාගාරයෙන් ලැබෙන අත් මුදල්
						හරස් සටහන්	වෙනත් දෙපා. සඳහා වෙන් කිරීම් (TOD/IMP/3)	දි./මුදල. කාර්යාල සඳහා වෙන් කිරීම් (TOD/IMP/3)	රාජ්‍ය සංස්ථා සඳහා වූ ප්‍රතිපාදනයන්	විදේශාධාර සඳහා ණය - 12					
					(1)	(2)	(3)	(4)	(5)	(6)	2+3+4+5+6=(7)	(8)	1-7+8=(9)	(10)	9-10=(11)
(1)	වැඩ සටහන් සේවා (පුනරාවර්තන)														
	වැඩ සටහන	වැටුප් (1001 - 1003)	වැටුප් සමග ගෙවන අනිකුත් දීමනා	අනෙකුත්											
	1	87,000	9,956	40,044	137,000	4,000	-	-	-	-	4,000	-	133,000	-	133,000
	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	උප එකතුව 1	87,000	9,956	40,044	137,000	4,000	-	-	-	-	4,000	-	133,000	-	133,000
(2)	වැඩ සටහන් සේවා (ප්‍රාග්ධන වියදම්)														
	වැඩ සටහන	ඒකාබද්ධ අරමුදල් (11)	වි.ආ. ණය (12) දේ.අර. (17)	වි.ආ. දේ.අර. (12) (17)	වි.ආ. (13/16) දේ.අර. (17)	ප්‍ර.වි.ආ. (14/15) දේ.අර. (17)	වි.ආ. (13/16)	වි.ආ. දේ.අර. (17)	වි.ආ. දේ.අර. (14/15)						
	1	2,524,000													
	2	-													
	3	-													
	උප එකතුව 2	2,524,000	-	-	-	-	-	-	-	-	-	-	2,524,000	-	2,524,000
(3)	තැන්පත් ගිණුම				-	-	-	-	-	-	-	-	-	-	-
(4)	රජයේ නිලධාරීන්ගේ අත්තිකාරම් ගිණුම				8,000								8,000	-	8,000
(5)	වෙනත් අත්තිකාරම් ගිණුම්				-								-	-	-
	උප එකතුව - 3				8,000	-	-	-	-	-	-	-	8,000	-	8,000
	මුළු එකතුව (1+2+3)				2,669,000	4,000	-	-	-	-	4,000	-	2,665,000	-	2,665,000

ඉහත සඳහන් තොරතුරු නිවැරදි බවට සහතික කරමි.

සකස් කළේ -
පරීක්ෂා කළේ -

ප්‍රධාන මුදල් නිලධාරී/ ගණකාධිකාරී/අධ්‍යක්ෂ (මුදල්) අත්සන -

නම - එන්.ඒ.පතිරාණ
නිල මුද්‍රාව

විද්‍යුත් තැපෑල - acc.tipd@gmail.com
දුරකථන අංකය - 0112484888
දිනය - 2025.12.

N. J. Pathirana
Accountant (Acting)
Department of Trade and Investment Policy
General Treasury
Colombo 03

Detailed Annual Procurement Plan For Year 2026																						
Department of Trade and Investment Policy																						
Serial No	Ref. No.	Ref. to Action Plan	Ref. to MPP	Description	Estimated Cost (Mn.)	Procurement Method		Appointment of PC/BEC	Prep. Bidding Documents/PQ	Approval of Bidding Documents/PQ by PC/BEC	Concurrence of Funding Agency	Invitation for Bid/Proposal/PQ	Reference to Action Plan	Clarification/P re-Bid meeting	Bid/Proposal Opening	Determination of Contract Award	Approval for Contract Award	Contract Awarding	Signing of Contract	Completion of Contract	Contract Number, Amount and Name of the Contractor	Remarks **
								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
GOODS																						
1			1	Furniture & Office Equipment (Visitor Chair - 44, Cupboard- 01, Executive Table - 02, H/B Chair - 02, L/B Chair - 04, Workstation - 04)	2,000,000.00	NS	Schedule	2026.01.20	2026.02.02	2026.02.12	N/A	2026.02.14		2026.02.24	2026.03.02	2026.03.12	2026.03.15	2026.03.17	2026.03.20	2026.06.30		
								2026.01.20	2026.05.02	2026.05.07	N/A	2026.05.09		2026.05.20	2026.05.23	2026.05.29	2026.06.03	2026.06.06	2026.06.12	2026.12.31		
2			1	Plant, Machinery & Equipment (Printer 04, Laptop 22, Desktop - 21, Photocopy - 01)	18,700,000.00	NS	Schedule	2026.01.20	2026.02.20	2026.03.01	N/A	2026.03.05		2026.03.15	2026.03.20	2026.03.30	2026.04.04	2026.04.08	2026.04.15	2026.06.30		
								2026.01.20	2026.05.05	2026.05.10	N/A	2026.05.13		2026.05.23	2026.05.28	2026.06.04	2026.06.10	2026.06.16	2026.06.20	2026.12.31		
3			1	Stationary & Office Requisites	3,000,000.00	NS	Schedule	2026.01.20	2026.02.05	2026.02.15	N/A	2026.02.18		2026.02.28	2026.03.06	2026.03.17	2026.03.20	2026.03.23	2026.03.30	2026.12.31		
							Revised															
							Actual															
WORKS																						
							Schedule															
							Revised															
							Actual															
SERVICES																						
1			2	Software Development	2,000,000.00	NS	Schedule	2026.01.20	2026.02.08	2026.02.18	N/A	2026.02.24		2026.03.05	2026.03.12	2026.03.16	2026.03.21	2026.03.25	2026.03.30	2026.12.31		
2			2	Vehicle Maintenance	7,200,000.00	NS /Direct	Schedule	2026.01.20	2026.02.02	2026.02.12	N/A	2026.02.14		2026.02.24	2026.03.02	2026.03.12	2026.03.15	2026.03.17	2026.03.20	2026.12.31		
								2026.01.20	2026.05.02	2026.05.07	N/A	2026.05.09		2026.05.20	2026.05.23	2026.05.29	2026.06.03	2026.06.06	2026.06.12	2026.12.31		
3			2	Plant & Machinery Maintenance	2,700,000.00	NS /Direct	Schedule	2026.01.20	2026.02.03	2026.02.14	N/A	2026.02.16		2026.02.26	2026.03.05	2026.03.15	2026.03.19	2026.03.22	2026.03.25	2026.12.31		
								2026.01.20	2026.05.05	2026.05.10	N/A	2026.05.13		2026.05.23	2026.05.28	2026.06.04	2026.06.10	2026.06.16	2026.06.20	2026.12.31		
4			2	Staff Training	1,300,000.00	NS /Direct	Schedule	2026.01.20	2026.02.02	2026.02.12	N/A	2026.02.14		2026.02.24	2026.03.02	2026.03.12	2026.03.15	2026.03.17	2026.03.20	2026.12.31		
								2026.01.20	2026.05.05	2026.05.10	N/A	2026.05.13		2026.05.23	2026.05.28	2026.06.04	2026.06.10	2026.06.16	2026.06.20	2026.12.31		
5			2	Other (Vehicle Insurance, Machinery & Office Equipment Service Agreement)	1,300,000.00	NS /Direct	Schedule	2026.01.20	2026.02.02	2026.02.12	N/A	2026.02.14		2026.02.24	2026.03.02	2026.03.12	2026.03.15	2026.03.17	2026.03.20	2026.12.31		

Master Procurement Plan For Year 2026
Department of Trade & Investment Policy

Serial No	Department/Line Agency/Ministry	Procurement Category (Goods, Services, Works, etc.)	Estimated Cost (LKR.Mn)	Source of Financing /Name of the Donor	Procurement Method (ICB, LIB,LNB,NCB, National shopping etc.)	Level of Authority (CAPC,SC APC,MPC ,DPC, etc.	Priority Status U=Urgent P=Priority N=Normal	Current status of procurement preparedness activities	sheduled date of commencement			sheduled date of completion			Contract Period	Reference to Medium Term Budgetary Framework/ Corporate Plan	Remarks
									Yr 1	Yr 2	Yr 3	Yr 1	Yr 2	Yr 3			
1	Department of Trade and Investment Policy	Goods	23,700,000.00	GOSL	N/S, Direct	DPC	P	Planning	2026.01.01			2026.12.31			01 Year		
2	Department of Trade and Investment Policy	Services	14,500,000.00	GOSL	N/S, Direct	DPC	P	Planning	2026.01.01			2026.12.31			01 Year		
3	Department of Trade and Investment Policy	Goods	26,070,000.00	GOSL	N/S, Direct	DPC	P	Planning		2027.01.01			2027.12.31		01 Year		
4	Department of Trade and Investment Policy	Services	15,950,000.00	GOSL	N/S, Direct	DPC	P	Planning		2027.01.01			2027.12.31		01 Year		
5	Department of Trade and Investment Policy	Goods	28,677,000.00	GOSL	N/S, Direct	DPC	P	Planning			2028.01.01			2028.12.31	01 Year		
6	Department of Trade and Investment Policy	Services	17,545,000.00	GOSL	N/S, Direct	DPC	P	Planning			2028.01.01			2028.12.31	01 Year		

Prepared by:

Checked by:

Recommended by the Accounting Officer/AO

Approved by the Secretary to the Ministry/CAO

Date:

R.K.R.R.Ranaweera
Additional Director General
Department of Trade and Investment Policy
General Treasury
Colombo 3701.

Internal Audit Plan - 2026

Name of the Institute	Department of Trade and Investment Policy							
Mission	Fostering a trade and investment friendly environment to facilitate international economic integration for inclusive development.							
Objectives	<ul style="list-style-type: none"> • To achieve a vibrant tariff regime for trade promotion and industry friendly • To eliminate tariff restrictions which discourages the investment • To strengthen the Temporary Importation for Export Processing (TIEP) Scheme • To strengthen the policy on Bonded Warehouses • To organize dialogue with relevant stakeholders for preparing a policy for SME sector • To assist the entrepreneurs providing necessary information through customer friendly database • To streamline issuance of public officers concessionary vehicle permits • To promote free trade agreements based on reciprocal benefits withing the asymmetrical nature of island trading economy • To promote free trade agreements which provide access to the global value chain trading industries 							
1	2	3	4				5	6
Serial Number	Activities for Audit Identified by internal Audit on Risk evaluation	Risk Assessment (Reference number)	Period for perform internal audit work				Number of Audit Reports expected to be submitted	Manpower that can be used for internal audit (Number of days)
			1 Quarter	2 Quarter	3 Quarter	4 Quarter		
1	Preparation of Internal Audit Plan					√	1	1
2	Preparation of Preliminary Report		√				1	2
3	Chief Internal Auditors Quarterly Assessment Report		√	√	√	√	4	2
4	Conduct the Audit Management Committee (AMC) meeting		√	√	√	√	4	8
5	Facilitate for implementation of Trade Policy related Budget Proposals of the Budget Speech and directions issued by various parliamentary Committees	8			√	√	1	20
6	General Administration and Financial Management	23,28		√	√		1	20
7	Special Assignments		On demand					

12 .12.2025


 Jayasekara Pathirana Sunil

Chief Financial Officer
Internal Audit Division