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**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT**

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Project Monitoring Circular No : 02 /2025

All Ministries Secretaries  
 Heads of Departments  
 Chairmen of State Corporations/Statutory Boards

**Quarter based Integrated Progress Review Meetings - Circular on its Functions and Guidelines**

**1. Introduction**

The Department of Project Management and Monitoring under the purview of the Ministry of Finance, Planning and Economic Development is mandatory for monitoring, evaluating and facilitating all development initiatives of the public sector and advocating implementing agencies to ensure delivery of intended development results on time. This mandate is further intensified with the introduction of the “Public Financial Management Act, No. 44 of 2024”.

In accordance with this mandate, a report on financial and physical progress of Mega Scale Development Projects executed by the line ministries is presented to the Cabinet of Ministers through the Minister of Finance on quarterly basis, by analysing the performance related data and information provided by the relevant line ministries, field observations as well as the inputs received from other entities. It is observed that some of the development projects have failed to deliver their intended benefits timely to the public due to various reasons such as lack of preparedness, delays in procurements, poor performance of the contractors, delays in receiving third party clearance, insufficient allocations, suspension of loan disbursements, poor project management. As a result, the cost and time overruns of the projects are very common features and thereby negatively impact on the value for money as well lead to concise the space in the new public investments.

With this backdrop, having submitted a Cabinet Memorandum No. 24/2159/804/025 dated 07.12.2024 titled “Progress of Mega Scale Development Projects by the end of third quarter of 2024” by the Minister of Finance, Planning and Economic Development, the Cabinet of Ministers has granted approval (dated 06.01.2025) to conduct quarter based integrated progress review meetings under the co-chairmanship of the Secretary to the relevant line Ministry and the Director General, Department of Project Management and Monitoring regarding the



programmes/projects executed by each line Ministry with participation of the officials of the relevant line Ministry and the Treasury Departments, in order to ensure the delivery of expected benefits from the projects to the public within the agreed time frame. Further, the Cabinet of Ministers has authorized the Secretary to the Treasury to issue the relevant guideline for conducting quarter based integrated progress review meetings.

In this context, this guideline is issued facilitating the line Ministry Secretaries to deliver the intended benefits from the development programmes/projects within the agreed time frame.

## **2. Purpose of the Meeting**

Quarter based Integrated Progress Review Meetings (IPRMs) aim to ensure an uninterrupted implementation and delivery of benefits from development programmes/projects within the agreed time frame. IPRMs provide a platform for reviewing performance, identifying gaps of the performance and chasing challenges, and formulating corrective measures to achieve project goals efficiently and effectively. This guideline permits reviewing the progress of all development programmes/projects executed by each line Ministry in accordance with the set milestones of the project activity plan. IPRM is also identified as an opportunity to bring together stakeholders of the project in making decisions efficiently and effectively and take expeditious action.

## **3. Preparation for the Meeting**

### **3.1 Scheduling**

- IPRM shall be convened at the end of each quarter by the Secretary of the relevant line Ministry. (At least two meetings per year)
- The invitations along with the meeting agenda, the presentations prepared in the prescribed format which is given in the Appendix at the end of this document and other reference documents (if any) shall be disseminated to all participants by the Secretary of the relevant line Ministry at least two weeks in advance to the meeting date.

### **3.2 Agenda Setting**

- Define a clear agenda, including:
- Welcome and introduction (Announce agenda)
- Review minutes of last meeting and follow - up action
- Review of progress of each programme/project against key performance indicators (KPIs) along with their targets, review of financial utilization, identification of risks and issues/challenges (Note. Presentations should be delivered by each Project Director/In-charge Officer)
- Discussion and decisions for corrective actions
- Closing remarks and way forward



### **3.3 Participation (Stakeholder Involvement)**

Invite relevant stakeholders, including:

- Line Ministry Officials responsible for planning, development, engineering, procurement, administration, finance, internal auditing etc.
- Representatives from the Provincial Chief Secretariat (If applicable)
- A representative from the Presidential Secretariat
- Treasury Departments - Departments of Project Management and Monitoring; National Planning; External Resources; National Budget; Treasury Operations; Management Services; and any other relevant Treasury Departments
- Implementing agencies and Project Directors
- Third Party Institutions/Project Stakeholders (If applicable)

### **3.4 Secretariat Function**

The Secretary of relevant line Ministry shall assign the secretariat functions relating to the quarter based IPRM to the Director General responsible for planning and monitoring subject.

## **4. Post-Meeting Actions**

### **4.1 Preparation of Minutes**

Secretary to the relevant line Ministry shall take actions for preparing the meeting minutes as per the prescribed format in Appendix which is given at the end of this Document. Further, Director General for planning and monitoring is responsible for timely preparation and completion of the minutes. The concurrence of the Director General, Department of Project Management and Monitoring as the co-chairmanship shall be obtained for the minutes before dissemination.

Upon receipt of the concurrence of the co-chairmanship, Secretary to the relevant line Ministry shall disseminate the meeting minutes among all stakeholders no later than two weeks after the meeting.

### **4.2 Follow-Up Mechanism**

The relevant entity assigned is responsible for implementing the decisions/actions arrived at the meeting within the agreed timeline while the Secretary to the line Ministry shall oversee their implementation. Hence, all responsible parties shall take regular monitoring/follow-up actions.

Project Director through the Head of the Implementing Agency shall update the Secretary to the line Ministry/ responsible officer regularly on the progress of implementation of the decisions/actions taken at the IPRM.

## **5. Reporting of unresolved issues**

If any issue which is not resolved at the line Ministry level, quarter based IPRM or Project Steering Committee level, those issues shall be referred to Director General, Department of Project Management and Monitoring first and then DG/DPMM will refer those to the "Officials' Committee on Public Investment Monitoring and Evaluation" which has been established as per



the Cabinet Memorandum No 24/2313/804/037 dated 22.12.2024 and decision dated 30.12.2024 in accordance with the Clause 44 (3) of the Public Financial Management Act No.44 of 2024.



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Treasury Secretary

Copies:

1. Secretary to the President, Presidential Secretariat - For your kind information
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