



# **PERFORMANCE REPORT**

## **2024**

**DEPARTMENT OF TRADE AND INVESTMENT POLICY  
GENERAL TREASURY  
MINISTRY OF FINANCE, PLANNING AND ECONOMIC  
DEVELOPMENT**

**Annual Performance Report for the Year 2024**  
**Department of Trade and Investment Policy Expenditure**  
**Head No 244**

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## **01. Institutional Profile**

### **1.1 Introduction**

The main responsibility of the Department of Trade and Investment Policy is formulation and implementation of sustainable tariff policy to facilitate external trade, investment, domestic industries and agriculture for the benefit of Sri Lankan economy and the people.

The Department is also involved with policy issues related to imports and exports regulations, Customs administration, foreign exchange regulations, granting duty waivers / exemptions including concessionary motor vehicle permit schemes and tariff liberalization under the trade agreements.

### **1.2 Vision, Mission, Goals and Objectives of the Institution**

#### **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 index
- 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 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.

## **1.3 Key Functions**

### **1.3.1 Trade Policy Division**

Trade Policy Division is responsible for formulation, implementation and revision of Tariff Policy related to trade, industry, agriculture and free trade agreements. It is also responsible for co-ordination of Customs administration including promulgation of Regulations and processing of appeals on Customs and Tariff related issues, implementation of duty concessionary schemes for importation of motor vehicles and disposal of vehicles imported under the various duty concession schemes. This Division has also been assigned with policy coordination related to issuance of Orders and processing appeals under the Foreign Exchange Act, coordination and representation of the SAARC, SAARC Development Fund related matters, and World Trade Organization and policy related to issuance of Regulations and Orders under the Imports and Exports Control Act.

The key functions of this Division can be spelt out as follows;

**Trade Policy**

- i. Management of Automobile Importation Policy
- ii. Coordination with Trade related National and International Organizations
- iii. Resolving trade related issues represented by the stakeholders
- iv. Development of Trade Policy Papers to the Cabinet of Ministers
- v. Compilation of responses to Trade Policy related Court Cases
- vi. Preparation of Cabinet Memoranda / Observations / Comments on Trade Policy
- vii. Preparation and implementation of Trade / Tariff related Budget proposals
- viii. Facilitation of promulgation of Regulations under the Customs Ordinance
- ix. Facilitation of promulgation of Regulations / Issuance of Orders under Foreign Exchange Act
- x. Review of appeals on Customs cases including valuation
- xi. Review of Audit reports on Customs Administration
- xii. Policy Coordination of TIEP scheme
- xiii. Policy Coordination of Bonded Warehouse Facilities
- xiv. Policy coordination on rationalization of importation
- xv. Review of Appeals under the Foreign Exchange Act
- xvi. Review of Appeals under the Imports and Exports Control Act
- xvii. Coordination of Bilateral Agreements on Customs Administration
- xviii. Coordination of WTO related matters including Trade Facilitation

**Tariff Policy**

- i. Coordination of 19(A) Duty Waivers
- ii. Publication of Revenue Protection Order (RPO)
- iii. Resolving grievances related to Tariff Anomalies
- iv. Management of HS Code National Sub Divisions
- v. HS Code compliance and transposition

- vi. Analysis of Tariff Policy related Issues and Alternatives
- vii. Enforcement of Special Commodity Levy Act
- viii. Tariff Policy review and update
- ix. Parliamentary Affairs on Tariff Policy
- x. Coordination with Tariff related National and International Organizations
- xi. Resolving Tariff Policy related issues represented by the stakeholders
- xii. Development of Tariff Policy Papers to the Cabinet of Ministers
- xiii. Compilation of responses to Tariff Policy related Court Cases

### **Free Trade Agreements**

- i. Analysis of Fiscal Policy Implications of Free Trade Agreements
- ii. Trade Policy review and update in line with the FTAs of Sri Lanka
- iii. Tariff Policy Implementation of:
  - India - Sri Lanka Free Trade Agreement (ISFTA)
  - Pakistan - Sri Lanka Free Trade Agreement (PSFTA)
  - South Asian Free Trade Agreement (SAFTA)
  - The Asia Pacific Trade Agreement (APTA)
  - Sri Lanka Singapore Free Trade Agreement (SLSFTA)
  - Bay of Bengal Initiative for Multi-Sector Technical & Economic Co- operation (BIMSTEC )
  - Proposed China Sri Lanka Free Trade Agreement (CSFTA) , and
  - Economic and Technical Cooperation Agreement ( ETCA)

### **Special Scheme Projects**

- i. Scheme for the Public Officers to Import Vehicles under Concessionary Terms
- ii. Permits under Public Administration Circular No.22 / 99
- iii. Concessionary Scheme for Importation of Motor Vehicles under the Foreign Affairs Ministry Circular No. 210 for the Diplomatic Officers

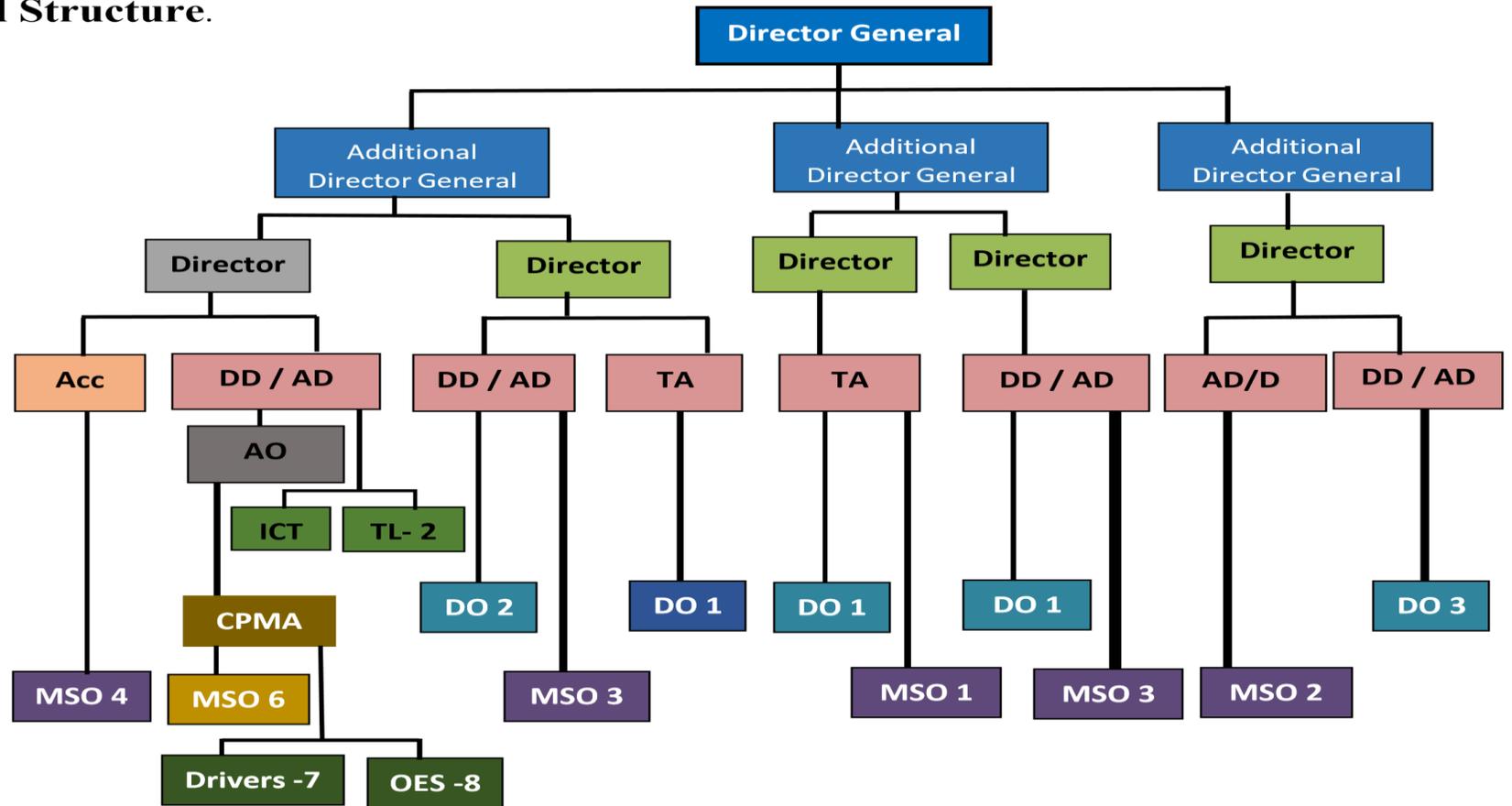
- iv. Disposal of Vehicles imported under the various Duty Concession Schemes
- v. Granting Customs duty waivers under the Customs Ordinance
- vi. Importation for Export Processing Scheme (TIEP)
- vii. Coordination of policy approvals for Customs Bonded Warehouses
- viii. SAARC Development Fund including acting as Counterpart Agency of the SDF for Project Implementation
- ix. Coordination of policy approvals and appeals of Board of Investment related matters
- x. National Single Window Project (NSWP)

### **1.3.2 Administration and Finance Division**

Administration and Finance Division is responsible for management of human, assets and financial resources. Placement, capacity development and welfare of the officers within the Department is included in the human resource management. The acquisition, maintenance and keeping the records of physical and financial resources is covered by the Physical and finance resources management.

In addition, development of annual work plan, performance reports, annual financial reports and follow up on Audit issues are also coming under the scope of the Administration and Finance division.

## 1.4 Organizational Structure.



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

**ICTO** : Information Communication & Technology Officer  
**TL** : Translator  
**DO** : Development Officer  
**CPMA** : Chief Public Management Assistant  
**OES** : Office Employee Service

## 02. Progress and the Future Outlook

### 2.1 Key Achievements and Challenges

The Department of Trade and Investment Policies is the Department under the Ministry of Finance, Planning and Economic Development that facilitates policy matters related to trade and investment from the perspective of the General Treasury.

During fiscal year 2024, the Department under the guidance and directives of the Secretary to the Treasury, dealt with various measures in line with the initiatives of the Government on the economic stabilization, economic recovery and growth.

With a view to ensure a transparent, consistent, predictable, simplified, and facilitative tariff regime, National Tariff Policy framework was approved by the Cabinet of Ministers and actions were being taken to implement the recommended measures in the said Policy.

The activities related to the implementation of the Trade National Single Window project were in progress during the year in partnership with key stakeholders as a key mechanism to facilitate legitimate trade.

Required measures were taken, with the initiation of the Central Bank of Sri Lanka and other relevant authorities to manage foreign exchange flows and connected investment proposals to support economic stabilization, recovery and growth.

The challenge of the Department for coming years would be creating conclusive trade and investment policy within the scope of the Department in line with the nation's effort in transforming the Country into a competitive economy with a leaffrog growth led by non-debt creating foreign exchange inflows.

I take this opportunity to convey our gratitude to the Hon. Minister, Hon. Deputy Ministers of Finance, Secretary to the Treasury, Deputy Secretaries to the Treasury, Director Generals of the Treasury Departments, Director General of Customs, Controller General of Imports and Exports, officials of the related agencies, Private Sector Stakeholders and the colleagues in the Department for their guidance, directions, advices, and support to complete the functions and duties aimed to achieve purpose of the Department .



**M.K. Pradeep Kumara**

Director General

Department of Trade and Investment Policy

February 27, 2025

**03. OVERALL FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31<sup>ST</sup>  
DECEMBER 2024**

**3.1 Statement of Financial Performance**

ACA-F

**Statement of Financial Performance  
for the period ended 31st December 2024**

Revised Budget Allocations 2024 Rs.	Note	Actual	
		2024 Rs.	2023 Rs.
-	<b>Revenue Receipts</b>	-	-
-	Income Tax	-	-
-	Taxes on Domestic Goods & Services	-	-
-	Taxes on International Trade	-	-
-	Non Tax Revenue & Others	-	-
-	<b>Total Revenue Receipts (A)</b>	-	-
-	<b>Non Revenue Receipts</b>	-	-
-	Treasury Imprests	100,671,000	79,217,400
-	Deposits	1,244,086	416,053
-	Advance Accounts	4,539,537	4,974,892
-	Other Main Ledger Receipts	-	-
-	<b>Total Non Revenue Receipts (B)</b>	<b>106,454,623</b>	<b>84,608,345</b>
-	<b>Total Revenue Receipts &amp; Non Revenue Receipts C = (A)+(B)</b>	-	<b>84,608,345</b>
-	<b>Remittance to the Treasury (D)</b>	<b>106,454,623</b>	-
-	<b>Net Revenue Receipts &amp; Non Revenue Receipts E = (C)-(D)</b>	<b>106,454,623</b>	<b>84,608,345</b>
-	<b>Less: Expenditure</b>	-	-
-	<b>Recurrent Expenditure</b>	-	-
57,561,161	Wages, Salaries & Other Employment Benefits	57,373,681	50,587,831
34,867,219	Other Goods & Services	27,790,566	31,476,289
2,220,000	Subsidies, Grants and Transfers	685,844	523,790
-	Interest Payments	-	-
-	Other Recurrent Expenditure	-	-
94,648,380	<b>Total Recurrent Expenditure (F)</b>	<b>85,850,091</b>	<b>82,587,910</b>
-	<b>Capital Expenditure</b>	-	-
-	Assets	-	-
4,921,620	Acquisition of Capital Assets	4,488,220	-
-	Capital Transfers	-	-
-	Acquisition of Financial Assets	958,250	-
1,500,000	Capacity Building	-	-
200,000,000	Other Capital Expenditure	12,052,361	-
206,421,620	<b>Total Capital Expenditure (G)</b>	<b>17,498,831</b>	-
-	Deposit Payments	1,244,086	416,053
-	Advance Payments	6,081,910	4,094,212
-	Other Main Ledger Payments	-	-
-	<b>Total Main Ledger Expenditure (H)</b>	<b>7,325,996</b>	<b>4,510,265</b>
-	<b>Total Expenditure I = (F+G+H)</b>	<b>110,674,919</b>	<b>87,098,175</b>
-	<b>Balance as at 31st December J = (E-I)</b>	<b>(4,220,295)</b>	<b>(2,489,830)</b>
-	<b>Balance as per the Imprest Adjustment Statement</b>	<b>(4,220,295)</b>	<b>(2,489,830)</b>
-	<b>Imprest Balance as at 31st December</b>	<b>(4,220,295)</b>	<b>(2,489,830)</b>

### 3.2 Statement of Financial Position

ACA-P

#### Statement of Financial Position As at 31st December 2024

	Note	Actual	
		2024 Rs	2023 Rs
<b><u>Non Financial Assets</u></b>			
Property, Plant & Equipment	ACA-6	65,532,652	68,649,052
<b><u>Financial Assets</u></b>			
Advance Accounts	ACA-5/5(a)	8,849,634	7,307,262
Cash & Cash Equivalents	ACA-3	-	-
<b>Total Assets</b>		<b>74,382,286</b>	<b>75,956,314</b>
<b><u>Net Assets / Equity</u></b>			
Net Worth to Treasury		8,849,634	7,307,262
Property, Plant & Equipment Reserve		65,532,652	68,649,052
Rent and Work Advance Reserve	ACA-5(b)		
<b><u>Current Liabilities</u></b>			
Deposits Accounts	ACA-4	-	-
Unsettled Imprest Balance	ACA-3	-	-
<b>Total Liabilities</b>		<b>74,382,286</b>	<b>75,956,314</b>

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 01 to 25 and Annexures to accounts presented in pages from 26 to 34 form an integral part of these Financial Statements. The Financial Statements have been prepared in accordance with the government Financial Regulations 150 & 151 and State Accounts Guideline No. 06/2024, dated 16.12.2024 and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found in agreement.

We hereby certify that an effective internal control system for the financial control exists in the Reporting Entity and carried out periodic reviews to monitor the effectiveness of internal control system for the financial control and accordingly make alterations as required for such systems to be effectively carried out.

.....  
Chief Accounting Officer  
Name :  
Designation :  
Date : 02.2025

.....  
Accounting Officer  
Name :  
Designation :  
Date : 21-02.2025

.....  
Chief Financial Officer/ Chief Accountant/  
Director (Finance)/ Commissioner (Finance)  
Name :  
Date : 20/02.2025

**M.K. Pradeep Kumara**  
Director General  
Department of Trade and Investment Policy  
General Treasury  
Colombo 01

**W.A. Dimuthu Wijesinghe**  
Accountant  
Department of Trade Investment Policy  
General Treasury  
Colombo 01.

### 3.3 Statement of Cash Flows

3

ACA-C

#### Statement of Cash Flows for the Period ended 31st December 2024

	Actual	
	2024 Rs.	2023 Rs.
<b><u>Cash Flows from Operating Activities</u></b>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected on behalf of Other Revenue Heads	2,933,530	2,540,973
Imprest Received	100,671,000	79,217,400
Recoveries from Advance	5,141,526	5,292,503
Deposit Received	1,244,086	416,053
<b>Total Cash generated from Operations (A)</b>	<b>109,990,142</b>	<b>87,466,929</b>
<b><u>Less - Cash disbursed for:</u></b>		
Personal Emoluments & Operating Payments	84,787,822	81,947,920
Subsidies & Transfer Payments	353,054	523,790
Expenditure incurred on behalf of Other Heads	24,439	484,954
Imprest Settlement to Treasury	-	-
Advance Payments	6,081,910	4,094,212
Deposit Payments	1,244,086	416,053
<b>Total Cash disbursed for Operations (B)</b>	<b>92,491,311</b>	<b>87,466,929</b>
<b>NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)</b>	<b>17,498,831</b>	<b>-</b>
<b><u>Cash Flows from Investing Activities</u></b>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
<b>Total Cash generated from Investing Activities (D)</b>	<b>-</b>	<b>-</b>
<b><u>Less - Cash disbursed for:</u></b>		
Capital Expenditure	17,498,831	-
<b>Total Cash disbursed for Investing Activities (E)</b>	<b>17,498,831</b>	<b>-</b>
<b>NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)</b>	<b>(17,498,831)</b>	<b>-</b>
<b>NET CASH FLOWS FROM OPERATING &amp; INVESTMENT ACTIVITIES (G)=(C) + (F)</b>	<b>-</b>	<b>-</b>
<b><u>Cash Flows from Financing Activities</u></b>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
<b>Total Cash generated from Financing Activities (H)</b>	<b>-</b>	<b>-</b>
<b><u>Less - Cash disbursed for:</u></b>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
<b>Total Cash disbursed for Financing Activities (I)</b>	<b>-</b>	<b>-</b>
<b>NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)</b>	<b>-</b>	<b>-</b>
<b>Net Movement in Cash (K) = (G) + (J)</b>	<b>-</b>	<b>-</b>
<b>Opening Cash Balance as at 01<sup>st</sup> January</b>	<b>-</b>	<b>-</b>
<b>Closing Cash Balance as at 31<sup>st</sup> December</b>	<b>-</b>	<b>-</b>

### 3.4 Financial Notes

Annexure-(i)

#### Statement of Losses and Waivers (Losses under F.R. 106 and F.R. 113)

Expenditure Head No : 244 Ministry / Department / District Secretariat : Department of Trade and Investment Policy  
Programme No. & Title : 1 - Operational Activities

(i) Statement of Losses Recovered/Written off/Waived off during the year.

	Value	No. of Cases	Total Amount (Rs.)
Below	Rs. 25,000.00	1	23,000
Over	Rs. 25,000.01	1	101,350
<b>Total</b>		<b>2</b>	<b>124,350</b>

Classification of the cases by nature of Losses.

	No. of Cases	Value (Rs.)
1. CAF 8338 Car met with an accident	1	23,000
2. CAF 8338 Car met with an accident	1	101,350
3	-	-
4	-	-
<b>Total</b>	<b>2</b>	<b>124,350</b>

(ii) Statement of Losses being held to be Written off/Waived off or recoverable so far

	Value	No. of Cases	Total Amount (Rs.)
Below	Rs. 25,000.00	-	-
Over	Rs. 25,000.01	-	-
<b>Total</b>		<b>-</b>	<b>-</b>

	No. of Cases	Value (Rs.)
1	-	-
2	-	-
3	-	-
4	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

Age Analysis per (ii)

	No. of Cases	Amount (Rs.)
Less than five years	-	-
5-10 years	-	-
Over 10 years	-	-

Note- Details on losses under F.R. 106 and waives under F.R. 113 accounted under object code no 1701 and such losses and waivers expected to be accounted in coming years should be included.

\* When there are no information with regard to this report, a nil report should be submitted

  
Chief Financial Officer /Chief Accountant/Director (Finance)  
Commissioner (Finance)  
Date : 20/02.2025

**W.A. Dimuthu Wijesinghe**  
Accountant  
Department of Trade Investment Policy  
General Treasury  
Colombo

Statement of Write off from books

Expenditure Head No : 24 Ministry / Department / District Secretariat : Department of Trade and Investment Policy  
 Programme No. & Title : I - Operational Activities

1		Statement of losses and waivers under F.R. 109 during the year		Value (Rs.)
		Value	No. of Cases	
(i)	Below Rs. 25,000.00	1		23,000
(ii)	Over Rs. 25,000.01	1		101,350
<b>Total</b>		<b>2</b>		<b>124,350</b>

2 Statement of write off from the book and recoveries under F.R. 109 during the year

Nature of Loss	Opening balance which was not written off	Value of loss	Recoveries	Value written off from the book	Balance carried forward which was not written off	Reference No. of Approval for write off from the book
	Rs.	Rs.	Rs.	Rs.	Rs.	
1	-	-	-	-	-	-
2	-	-	-	-	-	-
3	-	-	-	-	-	-
4	-	-	-	-	-	-
5	-	-	-	-	-	-
6	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-

Note - Excluding losses and waivers to be accounted in Annexure(i), only any other losses and waivers under F.R. 109 should be included in this format.

\* When there are no information with regard to this report, a nil report should be submitted

Chief Financial Officer / Chief Accountant/Director (Finance)  
 Commissioner (Finance)  
 Date : 29/02.2025

W.A. Dimuthu Wijesinghe  
 Accountant  
 Department of Trade Investment Policy  
 General Treasury  
 Colombo 01



Cumulative Commitment/ Liability Report for the Year - 2024

To  
(244)

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New Table No :SA-92

From

Old Table No :--

Director General, ,  
Department of State Accounts, ,

Report Date 2/20/2025 11:16:50 AM



General Treasury, Colombo1. .

Nature	Commit_No	Date	To whom	Vote	Commitment	Commit_bal	L_Date	Liability_amt	Revised_Lia	Paid	Liability_Bal	Reported_B
Govt	P2501/24	31 Jan 2025	D.T. Sutharshan	244-1-1-0-1409-140-P	14,385.00	0.00	31 Jan 2025	14,385.00	0.00	0.00	14,385.00	244
Govt	P2501/25	31 Jan 2025	Government Printer	244-1-1-0-1409-140-P	16,699.95	0.00	31 Jan 2025	16,699.95	0.00	0.00	16,699.95	244
Govt	P2501/26	31 Jan 2025	M.H.M.F. Rahman	244-1-1-0-1409-140-P	10,642.50	0.00	31 Jan 2025	10,642.50	0.00	0.00	10,642.50	244
Govt	P2501/13*1	31 Dec 2024	Express Environmental Services (Pvt) Ltd	244-1-1-0-1409-140-P	74,093.97	0.00	31 Dec 2024	74,093.97	0.00	0.00	74,093.97	244
Govt	P2501/20	31 Dec 2024	Secretary - Ministry of Finance - Planning and Economic Development	244-1-1-0-1402-P	61,686.36	0.00	31 Dec 2024	61,686.36	0.00	0.00	61,686.36	244
Govt	P2501/21	31 Dec 2024	R. N. M. Advertising	244-1-1-0-1402-P	8,700.00	0.00	31 Dec 2024	8,700.00	0.00	0.00	8,700.00	244

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Report Generated by the new CIGAS Web Application--Developed by S.Tharshan -Director, Dept of State Accounts.

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**Statement of Liabilities - (i)**  
**Statement of Commitments in terms of FR 94 (2) and (3)**

Department of Trade and Investment Policy

Name of Ministry / Department / District Secretariat :

Expenditure Head No. : 244

Programme No. & Title : 1 - Operational Activities

Name of the Person/Institution	Description of Commitments	Project	Sub Project	Object Code	Financing Code	Maximum Commitment Ceiling in terms of FR 94(2) Provisions (Rs.)	Total Cost Estimate in terms of FR 94(3) (Rs.)	Commitment & Liability Amount (Rs.)
1. Ministries/Government Department		-	-	-	-	-	-	-
Total								
2. State Corporations/Statutory Boards		-	-	-	-	-	-	-
Total								
3. Others (Private Parties)								
Office Employees	Over Time	1	0	1002	11	441,000		77,694
Office Employees	Domestic Travelling	1	0	1101	11	69,000		20,900
Office Employees	1/3 Allowance	1	0	1003 / 1002	11	9,850,000		425,300
Total								523,894
<b>Grand Total</b>						10,360,000		523,894

  
 Chief Financial Officer/Chief Accountant/Director(Finance)/Commissioner(Finance)  
 Date : 24/02/2025

**W.A. Dimuthu Wijesinghe**  
 Accountant  
 Department of Trade Investment Policy  
 General Treasury  
 Colombo 02

**Statement of Liabilities - (ii)**  
**Provision Transferred to the Deposit Account in terms of FR 215 (3) (b) & (c)**

Name of Ministry / Department / District Secretariat : Department of Trade and Investment policy  
 Expenditure Code : 244  
 Programme No. & Title : 1 - Operational Activities

Name of the Person/Institution (To be identified at the time of Transferring the Provision to Deposit Accounts.) *	Description of Liability	L/C No.	Particular of Vote details from which Provisions were Transferred			Deposit Account No.	Amount Transferred (Rs.)
			Project	Sub Project	Object Code		
1. Ministries/Government Department ..... ..... Total	N/A						XX XX
2. State Corporations/Statutory Boards ..... ..... Total							XX XX
3. Others (Private Parties) ..... ..... Total							XX XX
<b>Grand Total</b>							

\* should use only when relevant to the reporting entity



Chief Financial Officer/Chief Accountant/Director(Finance)/Commissioner(Finance)

Date : 29/02.2025

**W.A. Dimuthu Wijesinghe**  
 Accountant  
 Department of Trade Investment Policy  
 General Treasury

**Statement of Missing Vouchers**

Ministry / Department / District Secretariat : Department of Trade and Investment Policy  
 Expenditure Head No : 244  
 Programme No. & Title : I - Operational Activities

Date	Voucher No.	Name of Payee	Nature of Payment	Amount (Rs.)
-	-	-	-	-

\* When there are no information with regard to this report, a nil report should be submitted

  
 Chief Financial Officer / Chief Accountant/Director (Finance)  
 Commissioner (Finance)  
 Date : 29/02.2025

**W.A. Dimuthu Wijesinghe**  
 Accountant  
 Department of Trade Investment Policy  
 General Treasury  
 Colombo 01



**Performance of the Revenue Collection -2024**

**Rs.000**

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	As a % of Final Revenue Estimate
-	-	-	-	-	-

**Performance of the Utilization of Allocations -2024**

**Rs. 000**

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a% of Final Allocation
	Original	Final		
Recurrent	92,605	94,648	85,850	91
Capital	204,000	206,422	17,499	8.6

**3.1 In terms of F.R.208 Grant of Allocations for Expenditure to this Department as an Agent of the other Ministry/Department**

**Rs. 000**

Serial No.	Allocation Received from which Ministry/ Department	Purpose of the allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
-	-	-	-	-	-	-

**Performance of the Reporting of Non – Financial Assets**

**Rs. 000**

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2024	Balance Per Financial Position Reports as at 31.12.2024	Yet to be Accounted	Reporting Progress as at 31.12.2024
61121	Transport Equipment	-	27,080	-	100%
61122	Machinery and Equipment	-	36,395	-	100%
61133	Other (Intangible)	-	2,058	-	100%

Refer Annexure

04. PERFORMANCE INDICATORS -2024

No	Special Indicators	Actual Output as a percentage (%) of the expected output		
		90-100%	75-89%	50-74%
1	Implementation of Ongoing Bilateral, Plurilateral and Multilateral Free Trade Agreements			
1.1	Sri Lanka – Singapore Free Trade Agreement ( SLSFTA)	√		
1.2	Thailand- Sri Lanka Free Trade Agreement	√		
1.3	Follow up on other Free Trade Agreement	√		
2	Facilitation of Proposed Free Trade Agreements	√		
2.1	Proposed China - Sri Lanka Free Trade Agreement (on hold)	No any issues arisen during this year		
2.2	Proposed Bangladesh - Sri Lanka Preferential Trade Agreement (BSPTA)	√		
2.3	Proposed Sri Lanka- Indonesia Preferential Trade Agreement	√		
2.4	Proposed Economic and Technology Cooperation Agreement with India (ETCA)	√		
2.5	Proposed Sri Lanka- Malasia Free Trade Agreement (Cabinet of Ministers has approved to initiate negotiations of the proposed Sri Lanka- Malasia Free Trade Agreement on 11.06.2024.This Subject not mentioned in the Action Plan 2024 Amended. However it is mentioned in the 4 <sup>th</sup> Quarter Progress. )	No any issues arisen during this year		
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	√ √		
3.2	Issuance of SCL Gazette Notifications	√		
3.3	Issuance of Gazette Notifications under the Customs Ordinance ( Surcharge)	√		
3.4	Issuance of CESS Gazette Notifications	√		
4	WTO –TFA, Commitments, and NTFC activities	√		
5	National Sub Divisions (NSDs) of HS Codes	√		
6	Issues submitted by industries/ other organizations	√		
6.1	Addressing trade and tariff related issues submitted by industries / other organizations	√		
6.2	Policy issues related to imports and exports control measures	√		

6.3	Regulation and facilitation of importation received as donation	√		
6.4	Policy issues related to Board of Investment of Sri Lanka & Export Development Board	√		
6.5	Hub Regulations	√		
6.6	CESS related issues/requests submitted by Gov. organizations/ industries/ other organizations	√		
6.7	Colombo Port City	√		
7	Revision of TIEP scheme	√		
8	Facilitate for implementation of Trade Policy related Budget Proposals of the Budget Speech and directions issued by various Parliamentary Committees	√		
9	Granting Duty Waivers under the provisions of the Customs Ordinance			
9.1	Granting approval for importation of goods for Special Development projects under the Section 19A of the Customs Ordinance	√		
9.2	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	√		
9.3	Granting Duty Waivers under the Section 19A of the Customs Ordinance for the goods imported for public interest	√		
9.4	Issuance of Gazette Notifications on duty waivers granted under the Section 19(A) of Customs Ordinance	√		
10	Bonded Warehouses related matters			
10.1	Reviewing of Policy guidelines related to Bonded Warehouses	√		
10.2	Establishment/re-location / de-bond of Bonded Warehouses (B/W)	√		
11	Participation to the Parliament Committees - COPA - Public Finance Committee - Oversight committee - Means and Ways committee	√ √ √ √		
12	Preparation of Answers for Parliamentary Questions / Cabinet Observations			
12.1	Preparation of Answers for Parliamentary Questions	√		
12.2	Preparation of observations of the Cabinet Memorandum	√		
13	Implementation of SAARC Development Fund (SDF) activities	√		
14	Facilitating Boarder /Customs Management			
14.1	Facilitating Boarder /Customs Management	√		
14.2	Custom Mutual Agreements	√		

15	Matters related Foreign Exchange Act No 12 of 2017, Financial Intelligence Unit and other matters related to Central Bank of Sri Lanka	√		
16	Trade National Single Window System ( TNSWS) Project	√		
17	National Tariff Policy ( NTP)	√		
18	Miscellaneous/ Vehicle Assembly Industry related Matters	√		
19	Disposal of vehicles imported under the various duty concession schemes	√		
20	Issuance of Vehicle Import Permits under Concessionary Terms for the eligible officers of Government Service, State Corporations , Statutory Institutions and Governors of Provinces	√		
21	Right to Information Act No. 12 of 2016	√		
22	Human Resource Management	√		
23	Maintaining personal files of Departmental staff up to date	√		
24	Procurement	√		
25	Fleet Management	√		
26	Court Cases	√		
27	Financial Management	√		
27.1	Planning financial resources	√		
27.2	Recording the transactions	√		
28	Answering audit queries raised by the General Audit, Management Audit and Internal Audit	√		
29	Assets and Inventory management	√		
30	Maintaining utility services (Telephone, Fuel, Cleaning, Postal)	√		
31	Preparation of Monthly & Quarterly Progress Report	√		
32	Preparing the Performance Report	√		

## 05. PERFORMANCE OF THE ACHIEVING SUSTAINABLE DEVELOPMENT

### GOALS - 2024

5.1 Sustainable Development Goals -2024							
Serial No.	Goal No.	Goal	Targets (Programs Implemented to Achieve the Goal)	Indicators of the achievement	Progress of the Achievement to date		
					0 - 49%	50 - 74%	75 - 100 %
1.	<b>Goal 17</b>	Strengthen the means of implementation and revitalize the global partnership for sustainable development	Implementation of ongoing Bilateral, Plurilateral and Multilateral Trade Agreements				
1.1			Sri Lanka – Singapore Free Trade Agreement (SLSFTA)	No. of policy issues resolved			√
1.2			Thailand- Sri Lanka Free Trade Agreement	No. of policy issues resolved			√
1.4			Follow up on other Free Trade Agreements	No. of policy issues resolved			√
2			Facilitation of Proposed Free Trade Agreements				
2.1			Proposed China - Sri Lanka Free Trade Agreement ( On hold)	No. of reports prepared	No any issues arisen during this year		
				No. of meetings attended			
2.2			Proposed Bangladesh - Sri Lanka Preferential Trade Agreement (BSPTA)	No. of reports prepared			√
				No. of meetings attended			√
2.3			Proposed Sri Lanka- Indonesia Preferential Trade Agreement	No. of reports prepared			√
				No. of meetings attended			√
2.4			Proposed Economic and Technology Cooperation Agreement with India(ETCA)	No. of reports prepared			√
				No. of meetings attended			√
2.5			Proposed Sri Lanka- Malasia Free Trade Agreement	No. of reports prepared	No any issues arisen during this year		
				No. of meetings attended			

3			Implementation of SAARC Development Fund (SDF) activities	No. of meetings attended			√	
				No. of reports prepared			√	
4	<b>Goal 16</b> Promote peaceful and Inclusive societies for sustainable development, provide access to justice for all and build effective accountable and inclusive institutions at all levels		Participation in the Parliament Committees - COPA - Public Finance Committee - Oversight Committee - Means and Ways committee	No. of meetings attended			√	
						√		
5				Preparation of Answers for Parliamentary Questions / Cabinet Observations				
5.1			Preparation of Answers for Parliamentary Questions	No. of Parliamentary Questions received			√	
				No. of answers submitted			√	
5.2			Preparation of observations of the Cabinet Memorandum	No. of Cabinet Observations submitted			√	
				No. of Comments for the Cabinet Memorandum			√	
6			Facilitating Boarder/ Customs Management					
6.1			Facilitating Boarder/ Customs Management	No. of appeals Completed			√	
6.2			Custom Mutual Agreements	No. of reports prepared			√	
7			Facilitate for implementation of trade-related Budget Proposals of the Budget Speech and directions issued by various Parliamentary Committees	No. of Meetings attended			√	
				No. of reports prepared			√	
8			Matters related Foreign Exchange Act No 12 of 2017, the Financial Intelligence Unit and other matters related to the Central Bank of Sri Lanka	No. of Gazette notifications issued			√	
				No. of Cabinet Memorandum submitted			√	
9			Right to Information Act No.12 of 2016	No. of requests for which information was provided			√	
10			Human Resource Management	No. of Local Training/ Workshops provided			√	
	No. of Foreign delegations /meeting				√			

		attended and trainings /workshops provided			
11	Maintaining personal files of Departmental staff up to date	No. of Performance appraisals completed			√
		No. of salary increments/salary conversions provided			√
12	Procurement	No. of procurements completed			√
13	Fleet Management	No. of vehicle repairs / Services			√
		No. of vehicle insurance paid			√
14	Court Cases	No. of Consultations with AG's Department			√
		No. of Observations submitted to Legal Affairs Dept.			√
15	Financial Management				
15.1	Planning financial resources	No. of timely submitted of budget estimate			√
		No. of Monitoring expenditures according to the budget			√
15.2	Recording the transactions	No. of timely submitted monthly accounting summaries			√
		No. of Control Accounts and reconciliation			√
		No. of Report prepared in terms of Accounting matters			√
16	Answering audit queries raised by the General Audit, Management Audit and Internal Audit	No. of Audit Queries replied			√
17	Assets and Inventory management	No. of Updated inventory and assets register			√
		No. of Timely submitted Annual Board of Survey (ABS) report			√
		No. of items disposed as per the recommendation Annual board of survey.			√
18	Maintaining utility services (Telephone, Fuel, Cleaning, Postal)	Availability of utility services for smooth functioning of the Department			√

19			Preparation of Monthly & Quarterly Progress Report	No. of Timely submitted monthly progress reports			√
				No. of Timely submitted Quarterly progress reports			√
20			Preparing the Performance Report	Timely submitted Performance report			√
21			Miscellaneous	No. of Meetings attended			√
				No. of reports prepared			√
22	<b>Goal 12</b>	Ensure sustainable consumption and production patterns	Bonded Warehouses related matters				
22.1			Reviewing of Policy guidelines related to Bonded Warehouses	No. of stakeholder meeting conducted			√
				Revised guidelines established			√
22.2			Establishment/ re-location / de-bond of Bonded Warehouses (B/W)	No. of approvals granted for reovke establishment/re-location of Bonded warehouses			√
				No of Policy Compliance approval granted by the ST for establish a Plant in Bond			√
				No. of reports/ minutes submitted to the Hon. Minister /ST			√
23			Disposal of vehicles imported under the various duty concession schemes	No. of approvals granted			√
24			Issuance of Vehicle Import Permits under Concessionary Terms for the eligible officers of Government Service, State Corporations , Statutory Institutions and Governors of Provinces	No. of permits issued under the PA Circular No. 22/99			√
				No .of permits issued by Finance Ministry under the TIP Circular No. 01/2018			√
				No .of permits issued by other Ministries under the TIP Circular No. 01/2018			√
25	Revision of TIEP scheme	No. of requests / issues attend			√		
26	Reviewing of Tariff Policy for National Development						
26.1	Issuance of RPO Gazette Notifications related to;	No. of Cabinet memorandum submitted			√		

			- Requests on Customs Duty revisions - Requests on creation of National Sub Divisions Obligations	No. of Gazette notifications issued			√
26.2			Issuance of SCL Gazette Notifications	No. of Cabinet memorandum submitted			√
				No. of Gazette notifications submitted to the Parliament			√
26.3			Issuance of Gazette Notifications under the customs Ordinance (Surcharge)	No. of Gazette notifications issued			√
26.4			Issuance of CESS Gazette Notifications	No. of Cabinet memorandum submitted			√
				No. of Gazette notifications submitted to Parliament			√
27	<b>Goal 08 &amp; 12</b>	Ensure sustainable consumption and production patterns / Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all	Trade National Single Window System (TNSWS) Project	External assistance received -			
				No. of workshops attended/ conducted (Conducted a Demonstration session with UNCTAD on TNSWS)	No any issues arisen during this year		
				No. of meeting held with donor agencies			√
				Establishment of Project Implementation unit			
				No.of public notices prepared and published			√
				No.of candidates called for the Interview			√
				No.of approvals obtained from ST			√
				No. of meetings to facilitate PD and PIU			√
28	<b>Goal 08</b>	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all	National Tariff Policy (NTP)	No. of meetings/workshops conducted			√
29			WTO –TFA, Commitments, and NTFC activities	No. of meetings/ discussions held			√
30			National Sub Divisions (NSDs) of HS Codes	No. of requests processed			√

31			Issues submitted by industries/ other organizations			
31.1			Addressing trade and tariff related issues submitted by industries/ other organizations	No. of meeting attended / organized		√
				No. of reports / minutes / letters prepared		√
31.2			Policy issues related to Imports and Exports control measures	No. of meeting attended / organized		√
				No. of reports / minutes / letters prepared		√
				No. of Gazette notifications issued		√
				No. of Cabinet memorandum submitted		√
31.3			Regulation and facilitation of importation received as donation	No. of requests attend		√
31.4			Policy issues related to Board of Investment of Sri Lanka & Export Development Board	No. of meeting attended / organized		√
				No. of reports / minutes / letters prepared		√
31.5			Hub Regulations	No. of meeting attended / organized		√
				No. of reports / minutes / letters prepared		√
				No. of Cabinet memorandum submitted		√
				No. of Gazette notifications submitted to the Parliament		√
31.6			CESS related issues/requests submitted by Gov. organizations/ industries/ other organizations	No. of meeting attended / organized		√
				No. of reports / minutes / letters prepared		√
				No. of solutions proposed		√
31.7			Colombo Port City	No. of meeting attended / organized		√
				No. of reports / minutes / letters prepared		√
				No. of solutions proposed		√
32			Granting Duty Waivers under the provisions of the Customs Ordinance			

32.1			Granting approval for importation of goods for Special Development projects under the Section 19A of the Customs Ordinance	No.of duty waivers granted			√
32.2			Granting approval for importation of goods on re-export basis for Special Development projects under the Section 22 A of the Customs Ordinance	No.of duty waivers granted			√
32.3			Granting Duty Waivers under the Section 19A of the Customs Ordinance for the goods imported for public interest.	No. of Full duty waivers granted			√
32.4			Issuance of Gazette Notifications on duty waivers granted under the Section19(A) of Customs Ordinance	No.of Gazette Notifications submitted to the Parliament			√

## 06. HUMAN RESOURCES PROFILE

### 6.1 Cadre Management

Cadre Position as at 31<sup>st</sup> December 2024

Level	Approved Cadre	Existing Cadre	Vacancies
Senior	17	17	0
Tertiary	03	02	01
Secondary	28	25	03
Primary	15	15	0
<b>Total</b>	<b>63</b>	<b>59</b>	<b>04</b>

### 6.2 Impact of Human Resource Shortage or Surplus on the Performance of the Institution

The Department of Trade and Investment Policy consists of an approved cadre of 63. Accordingly, the above table shows the staff served in the Department. There had been 4 vacancies in the year 2024 and the Department achieved the expected performance by using the existing cadre productively. The Department had not faced much difficulty in performing the duties due to shortage of staff.

### 6.3 Human Resources Development

It is important to provide the local and foreign trainings to enhance the employees' skills, knowledge and positive attitudes towards their duties of the Department and developing the dedicated positive personalities in the Department to achieve the objectives of the organization.

Accordingly, foreign training and local trainings were provided for the staff of the Department.

## 07. COMPLIANCE REPORT- 2024

No.	Applicable Requirement	Compliance Status (Complied/ Non Complied)	Brief explanation for non- Compliance	Corrective actions proposed to avoid non- compliance future
<b>01</b>	<b>The following Financial statements / accounts have been submitted on due date</b>			
1.1	Annual Financial Statements	Complied		
1.2	Advance to Public Officers Account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not Applicable		
1.4	Stores Advance Accounts	Not Applicable		
1.5	Special Advance Accounts	Not Applicable		
1.6	Others	Not Applicable		
<b>02</b>	<b>Maintenance of books and registers (FR 445)</b>			
2.1	Fixed assets register has been maintained and updated in terms of the Public Administration Circular No. 267/2018	Complied		
2.2	Personal Emoluments Register/Personal Emoluments Cards has been maintained and updated.	Complied		
2.3	Register of Audit queries has been maintained and updated.	Complied		
2.4	Register of Internal Audit Reports has been maintained and updated.	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date.	Complied		
2.6	Register for cheques and money orders has been maintained and updated.	Complied		
2.7	Inventory register has been maintained and updated.	Complied		
2.8	Stocks Register has been maintained and updated.	Complied		
2.9	Register of Losses has been maintained and updated.	Complied		

2.10	Commitment Register has been maintained and updated.	Complied		
2.11	Register of Counterfoil Books (GAN 20) has been maintained and updated.	Complied		
<b>03</b>	<b>Delegations of functions for financial control (FR 135)</b>			
3.1	The financial authority has been delegated within the institute.	Complied		
3.2	The delegation of financial has been communicated within the institute.	Complied		
3.3	The Authority has been delegated in such manner so as to pass each transaction through two or more officers.	Complied		
3.4	The controls has been adhered to by the Accountants in terms of The State Accounts Circular No. 171/2004 dated 11.05.2014 in using the Government payroll software Package	Complied		
<b>04</b>	<b>Preparation of Annual Plans</b>			
4.1	The annual action plan had been prepared.	Complied		
4.2	The annual procurement plan had been prepared.	Complied		
4.3	The annual Internal Audit plan had been prepared.	Not Applicable		
4.4	The annual estimate has been prepared and submitted to the NBD on due date.	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time.	Complied		
<b>05</b>	<b>Audit Queries</b>			
5.1	All the audit queries has been replied within the specified time by the Auditor General.	Complied		
<b>06</b>	<b>Internal Audit</b>			
6.1	The internal audit plan had been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2) DMA/1-2019.	Not Applicable		
6.2	All the internal audit reports had been replied within one month.	Complied		
6.3	Copies of the all internal audit reports had been submitted to the Management audit Department in terms of sub- section 40(4) of the National Audit Act No.19 of 2018	Complied		

6.4	All the copies of internal audit reports had been submitted to the Auditor General in terms of Financial Regulation 134(3).	Complied		
<b>07</b>	<b>Audit and Management Committee</b>			
7.1	Minimum 04 meetings of the Audit and Management Committee had been held during the year as per the DMA Circular 1- 2019.	Not Applicable		
<b>8</b>	<b>Asset Management</b>			
8.1	The information about purchase of asset and disposals was submitted to the Comptroller General's Office in terms of paragraph 07 of the Asset Management Circular No. 01/2017.	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the Circular and the details of the nominated officer was sent to the Comptroller General's office in terms of paragraph 13 of the aforesaid Circular.	Complied		
8.3	The board of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of the Public Finance Circular No. 05/2016.	Complied		
8.4	The excess and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular.	Complied		
8.5	The disposal of condemn articles had been carried out in terms of FR 772.	Complied		
<b>09</b>	<b>Vehicle Management</b>			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date.	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning.	Not Applicable		
9.3	The vehicle log books had been maintained and updated.	Complied		
9.4	The action has been taken in terms of FR 103, 104, 109 and 110 with regard to every vehicle accident.	Complied		

9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016.	Complied		
9.6	The absolute ownership of the vehicle log books has been transferred after the lease term.	Not Applicable		
<b>10</b>	<b>Management of Bank Accounts</b>			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		
10.2	The dormant accounts that had existed in the year under review or carried forward from previous years had been settled.	Not Applicable		
10.3	The action had been taken regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made in terms of Financial Regulations and those Balances had been settled within one month.	Complied		
<b>11</b>	<b>Utilization of Provisions</b>			
11.1	The provisions allocated had been spent without exceeding the limit.	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1).	Complied		
<b>12</b>	<b>Advances to Public officers Account</b>			
12.1	The limits had been complied with.	Complied		
12.2	A time analysis had been carried out on the loans in arrears.	Complied		
12.3	The loan balances in arrears for over one year had been settled.	Complied		
<b>13</b>	<b>General Deposit Account</b>			
13.1	The action had been taken as per F.R 571 in relation to disposal of lapsed deposits.	Complied		
13.2	The control register for general deposits had been updated and maintained.	Complied		
<b>14</b>	<b>Imprest Account</b>			
14.1	The balance in the cash book has been remitted to TOD at the end of the year under review.	Complied		

14.2	The ad – hoc imprests issued as per F.R 371 settled within one month from the completion of the task.	Complied		
14.3	The ad-hoc sub imprests had been issued exceeding the limit approved as per F.R.371.	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly.	Complied		
<b>15</b>	<b>Revenue Account</b>			
15.1	The refunds from the revenue had been made in terms of the regulations.	Not Applicable		
15.2	The revenue collection had been directly credited to the revenue account without crediting to the deposit account.	Complied		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176.	Not Applicable		
<b>16</b>	<b>Human Resource Management</b>			
16.1	The staff had been paid within the approved cadre.	Complied		
16.2	All members of the staff have been issued a duty list in writing.	Complied		
16.3	All reports have been submitted to MSD in terms of their Circular No.04/2017 dated 20.09.2017.	Complied		
<b>17</b>	<b>Provision of information to the Public</b>			
17.1	An Information Officer has been appointed and a proper register of information is maintained and updated in terms of Right to Information Act and Regulations.	Complied		
17.2	Information about the institution to the public have been provided by website or other alternative measures and facilities are made through the website or by other means to facilitate public to submit appreciations/ allegation about the institutions.	Complied		
17.3	Bi – annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act.	Complied		
<b>18</b>	<b>Implementing citizens charter</b>			

18.1	A Citizens Charter / Citizens Client's Charter has been formulated and implemented by the Institution in terms of the Circular No. 05/2008 (1) of the Ministry of Public Administration and Management.	Complied		
18.2	A methodology has been devised by the institution in order to monitor and assess the formulation and the implementation of Citizens Charter/ Citizens client's charter as per paragraph 2.3 of the Circular	Complied		
<b>19</b>	<b>Preparation of the Human Resource Plan</b>			
19.1	A Human Resource Plan has been prepared in Terms of the format in Annexure 02 of public Administration circular No.02/2018 dated 24.01.2018.	Complied		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan.	Partly Complied		
19.3	Annual Performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid circular.	Not Applicable		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular.	Complied		
<b>20</b>	<b>Responses Audit Paras</b>			
20.1	The shortcomings pointed out in the Audit paragraphs issued by the Auditor General for the previous years have been rectified.	Complied		







