

Annual Action Plan-2025 (Amended)

| 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 (I) DD (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 (K) DD (B) | | | | | | | | | | | | | | | Encourage investments. |
| | | iii. Trade impact analysis | | | | | | | | | | | | | | | | |
| | | iv.Addressing trade policy related issues under the agreements | ADG (K) ADG (I) ADG (R) | | | | | | | | | | | | | Expand the variety of goods available. | Good International business relations | |
| 1.3 | Follow up on other Free Trade Agreements | v.Attending Bilateral / Plurilateral Consultations | | | | | | | | | | | | | | Successful implementation of Trade agreements | | |
| | | vi.Analyzing Import and Export | | | | | | | | | | | | | | | | |

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| 2. | Facilitation of Proposed Free Trade Agreements | | | | | | | | | | | | | | | | |
| 2.1 | Proposed China - Sri Lanka Free Trade Agreement (on hold) | i. Analyzing trade related data of the participating countries | ADG (I) | | | | | | | | | | | | | Mitigate geopolitical and trading barriers. Encourage investments. Expand the variety of goods available. Successful implementation of Trade agreements | Improved Bilateral trade relations between Countries in agreement Good International business relations Enhanced Standard of living. Enhanced economy |
| | | ii. Participating in Trade in Goods Committee Meetings to prepare Tariff Liberalization Programme (TLP) | D(P) AD (Ch) | | | | | | | | | | | | | | |
| 2.2 | Proposed Bangladesh - Sri Lanka Preferential Trade Agreement (BS PTA) | iii. Contributing compilation of Negative List | ADG (R) | | | | | | | | | | | | | | |
| | | iv. Contributing Preparation of TLP | DD (A) | | | | | | | | | | | | | | |
| | | v. Contributing FTAs negotiations representing MoF | | | | | | | | | | | | | | | |

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| 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 (I) 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 (K) D(V) AD(K) | | | | | | | | | | | | | Expand the variety of goods available. Successful implementation of Trade agreements | Enhanced Standard of living. Enhanced Economy. |

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| 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) | | | | | | | | | | | | | No.of RPO Gazette Notifications issued | Enhance government revenue and international Trade |
| 3.2 | 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(P) TA (W) | | | | | | | | | | | | | No.of SCL Gazette Notifications issued | Ensuring food security and protection of Local agriculture. Improving of stranded of living |
| 3.3 | 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(P) TA (W) | | | | | | | | | | | | | No.of Gazette Notifications issued | Enhances government revenue and protection of Local industry |

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| 3.4 | Issuance of CESS Gazette Notifications | i. Revision of tariff structure ii. Facilitate the relevant Ministry for issuance of the CESS Gazette | ADG (K) 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 (K) D(V) AD(K) AD (Ch) | | | | | | | | | | | | | 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 |

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| 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 iv. Make decision on the NC committee observation | ADG (K) DD(B) /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(P) AD (Ch) | | | | | | | | | | | | | No. of issues solved | Keeping fair and just trade friendly environment in the country |

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| 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(P) AD (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) DD(B) | | | | | | | | | | | | | 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 (K) DD(B) | | | | | | | | | | | | | No.of facilitation / solutions proposed | Economy improvement of the country |

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| 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) DD(B) | | | | | | | | | | | | | 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 | ADG (K) 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(V) | | | | | | | | | | | | | No.of solutions proposed | Attract foreign investment and boost the Economy |

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| 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 (R) D (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(S) | | | | | | | | | | | | | No.of projects implemented | Implementation of Government Policy without fail Providing benefits of the country community |

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| 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 | 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 (R) TA(A) | | | | | | | | | | | | | No.of Duty waivers granted | Improving of stranded of living Economy improvement of the country |

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| 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 (R) 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 (R) TA(A) | | | | | | | | | | | | | No.of Duty waivers granted | Facilitating needy people of the country Improving of stranded of living Social enhancement |

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| 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 (R) 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 (R) D(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 |

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| 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 (R) D(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 (K) ADG (I) ADG (R) | | | | | | | | | | | | | Keeping Responsibility and Transparency | Good Governance |

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| 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 (K) ADG (I) ADG (R) | | | | | | | | | | | | | 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 (K) ADG (I) ADG (R) | | | | | | | | | | | | | Policy decision | Benefits of the policy |

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| 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 (V) Acct | | | | | | | | | | | | | 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 | D (V) Acct | | | | | | | | | | | | | No.of Participated / Conducted Meetings No.of information/ Observations/comments provided | Achieve predetermined SAARC ADB Goals in SARRC Region |

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| 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 (I) DD (S) | | | | | | | | | | | | | Good management of international Trade environment | Enhancing Trade and Economy |

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| 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 (R) DD (A) | | | | | | | | | | | | | No.of. Gazette, Orders, Regulations and Directions issued | Easy of doing business and good foreign exchange policy |

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| 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 (K) DD(B) | | | | | | | | | | | | | Well established TNSWS | Enhanced revenue / economy A trade favorable environment |
| 18 | National Tariff Policy (NTP) | i. Appoint a Technical Committee ii. Conducting Meetings/ Workshops iii. Draft and revision of NTP iv. Seek approval of the Cabinet of Ministers | D(V) AD (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 (R) D(S) | | | | | | | | | | | | | No.of. issues/request attend | Enhancing Trade and Economic |

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| 20 | Disposal of vehicles imported under the various duty concession schemes | Granting approvals for disposal of vehicle under various duty concession schemes | ADG (R) 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 01/2018under the Circular No 22/99under the MIS 210 ii.Amending relevant circulars | ADG (I) ADG (R) DD (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 | Transparence y of Public service |

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| 23 | Human Resource Management | i. Acquiring HR ii. Developing Capacity of HR iii. Servicing of HR | ADG (I) D (Admin) AD (Admin) | | | | | | | | | | | | | 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 (I) D (Admin) AD (Admin) | | | | | | | | | | | | | 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 (I) D (Admin) AD (Admin) | | | | | | | | | | | | | No of procurements completed No of procurement meetings conducted | Better management of Government resources Achieve value for money by supplying of quality goods/services |

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| 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 (I) D (Admin) AD (Admin) | | | | | | | | | | | | | 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) DD (S) TA (A) | | | | | | | | | | | | | Responsibility of the Government | Services providing according to the laws and regulations |

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| 28 | Financial Management | | | | | | | | | | | | | | | | |
| 27.1 | Planning financial resources | Preparation of budget estimate ii. Planning monthly capital & recurrent expenditures iii. Setting the allocation & impress limits quarterly iv. Forecast the future fund requirement | ADG (I) D (Admin)) Acct | | | | | | | | | | | | | 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 (I) D (Admin)) Acct | | | | | | | | | | | | | Number of timely submitted accounting summary and bank reconciliation Number of timely submitted accounts | Enhanced financial transparency, reduced risks of errors and fraud |

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| 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 (I) D (Admin) Acct | | | | | | | | | | | | | 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 (I) D (Admin) Acct | | | | | | | | | | | | | Number of Board of surveys conducted Accurate Asset and Inventory Records | Enhance overall operational performance and transparency |

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| 31 | Maintaining utility services (Telephone, Fuel, Cleaning, Postal) | i. Recording and supervising utility services ii. Payment for supplies and services | ADG (I) D (Admin) Acct | | | | | | | | | | | | | 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 (A) | | | | | | | | | | | | | No. of reports prepared | Maintaining transparency, good governance and accountability of the Department |
| 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(A) | | | | | | | | | | | | | | |

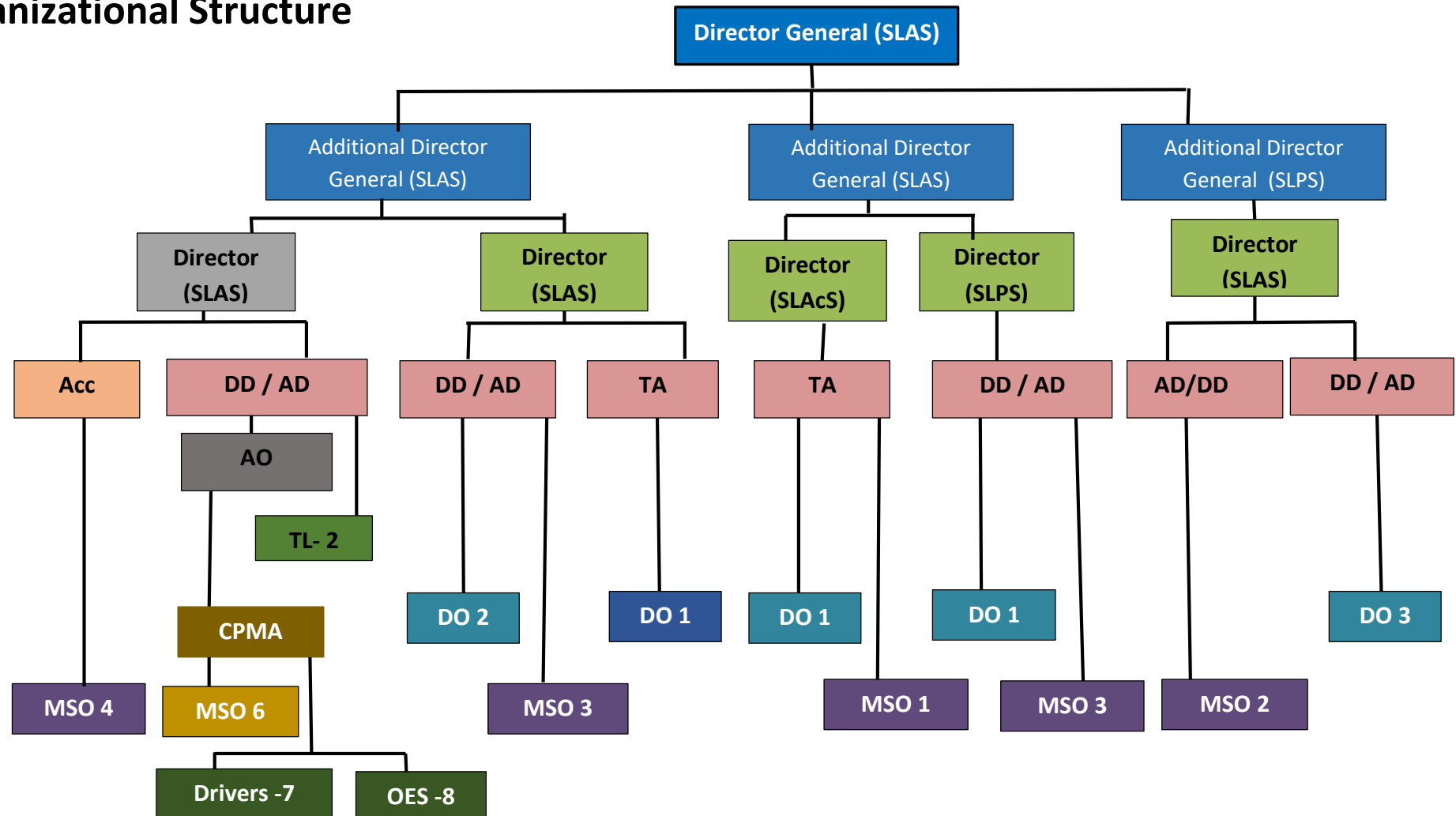
Relevant Sustainable Development Goals (SDGs) of the Department (2025)

| 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) | | |

Relevant Sustainable Development Goals (SDGs) of the Department (2025)

| 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 | | |

Organizational Structure



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

ICTO : Information And Communication Technology Officer
TL : Translator
DO : Development Officer
CPMA : Chief Public Management Assistant
OES : Office Employees' Service

| No | Department of Trade and Investment Policy - Cadre Information — 31.12.2024 | | | | | | | | | | |
|----|--|--------------|-------------|-------------|---------------|----------------|----------|--------|----------------|----------|--------|
| | 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 | 1 | 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 | 1 | 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 | 4 | 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 | 1 | 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 | I | MN6 | 2 | 2 | 0 | 0 | 1 | 0 | 0 |
| 13 | Research Assistant/ Development Officer | DOS | I/II/III | MN4 | 3 | 8 | 0 | 0 | 8 | 0 | 0 |
| 14 | Management Service Officer | MSOS | I/II/III | MN2 | 3 | 20 | 0 | 0 | 17 | 0 | 0 |
| 15 | Driver | DS | I/II/III | PL3 | 4 | 7 | 0 | 0 | 7 | 0 | 0 |
| 16 | Office Employee Service | OES | I/II/III | PL1 | 4 | 8 | 0 | 0 | 8 | 0 | 0 |

Statement of Cash Flow as per approved Expenditure Plans -2024 (January – December)

Head No: 244

Format No:TOD/IMP/2

Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2024

Name of the Ministry/Department/District Secretariat: Department of Trade and Investment Policy

Expenditure Head : 244

| | To pay expenditure (with expenditure subject code number) | Cash Requirement for the approved expenditure plans | | | | | | | | | | | | Rs.' 000 | | | | | |
|------|--|---|----------|-------|---------------|-------|--------|--------|---------------|--------|--------|-----------|---------------|----------|----------|----------|---------------|-------------|--|
| | | January | February | March | 1st Qtr Total | April | May | June | 2nd Qtr Total | July | August | September | 3rd Qtr Total | October | November | December | 4th Qtr Total | Grand Total | |
| I | Salaries and allowance (1001 and 1003) | 4,078 | 4,078 | 4,078 | 12,234 | 4,078 | 4,078 | 4,078 | 12,234 | 4,079 | 4,079 | 4,079 | 12,237 | 4,080 | 4,080 | 4,080 | 12,240 | 48,945 | |
| | Other Allowances paid with salary(Except object code 1003) | 738 | 738 | 738 | 2,214 | 738 | 738 | 738 | 2,214 | 738 | 738 | 738 | 2,214 | 738 | 738 | 746 | 2,222 | 8,864 | |
| II | Overtime and Holiday pay (1002) | 85 | 78 | 78 | 241 | 76 | 76 | 76 | 228 | 76 | 76 | 76 | 228 | 85 | 85 | 83 | 253 | 950 | |
| III | All other Recurrent Expenditure | 2,441 | 2,441 | 2,441 | 7,323 | 2,441 | 2,441 | 2,441 | 7,323 | 2,441 | 2,441 | 2,441 | 7,323 | 2,441 | 2,441 | 2,440 | 7,322 | 29,291 | |
| | Total Recurrent | 7,342 | 7,335 | 7,335 | 22,012 | 7,333 | 7,333 | 7,333 | 21,999 | 7,334 | 7,334 | 7,334 | 22,002 | 7,344 | 7,344 | 7,349 | 22,037 | 88,050 | |
| IV | Reimbursable Foreign Aid | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| V | Other all Capital Expenses | 1,000 | 1,000 | 1,000 | 3,000 | 1,000 | 20,000 | 20,000 | 41,000 | 20,000 | 20,000 | 20,000 | 60,000 | 30,000 | 34,000 | 36,000 | 100,000 | 204,000 | |
| VI | Public Officers Advance Account | 1,000 | 250 | 250 | 1,500 | 500 | 250 | 250 | 1,000 | 250 | 250 | 250 | 750 | 250 | 250 | 250 | 750 | 4,000 | |
| VII | Deposit Accounts | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| VIII | Other Advance Accounts | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| | Grand Total | 9,342 | 8,585 | 8,585 | 26,512 | 8,833 | 27,583 | 27,583 | 63,999 | 27,584 | 27,584 | 27,584 | 82,752 | 37,594 | 41,594 | 43,599 | 122,787 | 296,050 | |

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

Prepared By:

Chief Financial Officer/Chief Accountant/Director (Finance) - Signature

- Name

Checked By:

Date -

20/12/2023

- Official Stamp

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

Contact Details

| Order | Name | Post | Cord | Office | Mobile |
|-------|-------------------------------|-----------------------------|----------|-------------|------------|
| 1 | Mr. M K Pradeep Kumara | Director General | DG | 011 2484930 | 0718320679 |
| 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 | Miss. M.D.S.Prasadini | Director | D(P) | 0112034441 | 0711328285 |
| 7 | Mrs. Visaka W. Elapatha | Director | D(V) | 0112034507 | 0777275189 |
| 8 | Mr. G D S P Kumara | Director | D(Admin) | 11 2484655 | 0713445464 |
| 9 | Mrs. D.T. Sutharshan | Director | DD(T) | 0112151468 | 0718609173 |
| 10 | Mrs. D.A.S.Dahanayake | Deputy Director | DD(A) | 0112484599 | 0762276425 |
| 11 | Miss.R.A.S.A,Rajapakse | Deputy Director | DD(S) | 0112484785 | 0712923481 |
| 12 | Mrs.N.A.B.M.Nilawaka Arachchi | Deputy Director | DD(B) | 0112484905 | 0772247126 |
| 13 | Mr. P.Kuruparan | Asst. Director | AD(K) | 0112484599 | 0776003909 |
| 14 | Mrs. A.P.D.D.Chandurangi | Asst. Director | AD(Ch) | 0112484940 | 0773309424 |
| 15 | Mr. W.A. Dimuthu Wijesingha | Accountant | Acct. | 0112484759 | 0716378254 |
| 16 | Mr. K.D.J.Wasantha | Tariff Analyst | TA(W) | Ext.1119 | 0714397658 |
| 17 | Mr. D.M.A. Dasanayaka | Tariff Analyst | TA(A) | Ext.1403 | 0773088756 |

