Annual Report – 2021 prepared for submission to the Commission on Right to Information under Section 10 of the Right to Information Act No. 12 of 2016

1. Details of the Public Authority

1.1. Name

Ministry of Finance

1.2. Address

The Secretariat, Colombo 1

1.3. Website

www.treasury.gov.lk

2. Briefly describe the mandate and the nature of services offered by the Public Authority.

- Formulation of policies and programs, monitoring and evaluation in regard to the subjects of finance and taxation and those subjects that come under the purview of Departments, Statutory Institutions and Public Corporations.
- Macro financial management and formulation of policies for public finance.
- Management of financial resources and preparation of annual budget.
- Enforcement of budgetary and financial control and execution of the national budget.
- Productive use of Government revenue and management of national tax policies.
- Enforcement of Government Financial Regulations
- Management of the Consolidated Fund
- Overall supervision of revenue agencies
- Public expenditure management
- Advisory services on Government procurement.
- Overseeing departmental and other public funds
- Maintenance of Treasury Minutes on reports of the Public Accounts Committee
- Formulation of guidelines for the promotion of management audit in the departments
- Cadre management
- Matters relating to all other subjects assigned to Institutions
- Supervision of the Institutions

3. Name and contact details of the Information Officer and the Designated Officer.

		Name(Mr/Ms)	Designation	Official Address	Telephone Number	Fax Number and Email Address
3.1	Information Officer	Mr.H.G.Sumanasinghe	Additional Secretary	The Secretariat, Colombo 01	011-2484524	011-2484993 Addlsec@mo.treasury.gov.lk
3.2	Designated Officer	Mr.K.M.Mahinda Siriwardene	Secretary to the Treasury		011-2484510	011-2433349 st@mo.treasury.gov.lk

4. Compliance Review

4.1	Provide details of how records are maintained, catalogued and indexed?	In terms of Sections of the Act, these records are being maintained in electronic and printed format
4.2	Provide details of records maintained in electronic format?	RTI3, RTI9, RTI11, RTI12, files are being maintained in electronic format.
4.3	Provide details of how the following information is made known to the citizens.	
4.3.1	Information on powers, duties, and functions of officers and employees of the Public Authority and the procedures followed in decision making.	General information to be known under these matters will be published on the website of the Ministry and when requests for information are received, information on those requests will be provided as per the Act.
4.3.2	Norms set for the discharge of the functions, performance of the duties and exercise of the powers of officers and employees of the Public Authority	
4.3.3	Rules regulations, instructions, manuals and other categories of records used by the officers and employees of the Public Authority in the discharge of their functions, performance of their duties, and exercise of their powers.	
4.3.4	Details of facilities available to the citizens for obtaining information under the Right to Information Act.	When requests for information are received Information on those requests will be provided in accordance with the Act.
4.3.5	Details of budgets allocated indicating the particular of plans, proposed expenditure and reports on disbursements made.	
4.4	Is information made available in all three languages?	Yes
4.5	If the Public Authority is a Ministry, how many urgent and other projects' details were made known during the year?	

4.5.1	Foreign Funded Projects (3 months prior to commencement)	Projects directly related to the Ministry of Finance are not implemented.
4.5.2	Locally funded Projects (3 months prior to commencement)	
4.5.3	Foreign funded urgent projects (7 days prior to commencement)	
4.5.4	Local funded urgent projects (7 days prior to commencement)	

5. Details of information requests during the year:

5.1	Number of information requests for the year	53
5.2	Number of requests for which information has been provided fully	42
5.3	Number of requests for which information has been provided partially	00
5.4	Number of information requests refused or denied in terms of Section 5 of the Act	08
5.5	Number of information requests denied, other than for reasons contained in Section 5 of the Act	03
5.6	What is the average time (number of working days) taken to respond to an information request?	As soon as it is received
5.7	How many information requests were received by post?	
5.8	How many information requests were received by e-mail?	
5.9	How many information requests were received by any other means other than by post or e-mail	

6. Type of information requests

6.1	With regard to what type of information were the highest and second highest number of information requests were received.	
6.1.1	Highest -	27.(3).(1) b
6.1.2	2nd Highest -	Received only from "b"
6.2	How many information requests were received in respect of the following categories	
		Number
6.2.1	Procurement related	0
6.2.2	Establishment matters	18
6.2.3	Political victimization	03
6.3.4	Financial (including budgets and projects)	12
6.2.5	Environment	0
6.2.6	Policy	17
6.2.7	Others (please specify)	05

7. Requester Profile

		Number of requests	% of the total
7.1	Number of information requests by individual citizens	28	52.8%
7.2	Number of information requests by institutions	25	47.2%
7.3	Specify the number requests from each of the following provinces		
7.3.1	Central Province	0	0%
7.3.2	Eastern Province	4	7.5%
7.2.3	North-Central Province	0	0%
7.3.4	Northern Province	0	0%
7.3.5	North-Western Province	2	3.7%
7.3.6	Sabaragamuwa Province	1	1.8%
7.3.7	Southern-Province	5	9.4%
7.3.8	Uva Province	0	0%
7.3.9	Western Province	40	75.5%

8. Were any sanctions/disciplinary action imposed on any person for refusing to provide information? (Please provide details)

No

9. Appeals and Commission Directions

		Number
	APPEALS TO THE DESIGNATED OFFICER	
9.1	Number of appeal made to the Designated Officer	05
9.2	Number of times the information was provided at the direction of the Designated Officer	00
	APPEALS TO THE RIGHT TO INFORMATION COMMISSION	
9.3	Total no of appeals, of which the Public Authority has notice of, lodged with the Commission against refusal to communicate information	01
9.4	Total number of times the Commission ordered/directed that information be provided (No of successful appeals in favor of the appellant)	00

10. Information Management and storage of records.

10.1.	Please provide details of the information management and storage system?	Files, computer records are included on the website.
10.2	Was the system updated during the year? If yes, please provide details	Yes
10.3	Provide details of the way in which records are stored? (e.g. record room, electronic data bank with/without documentary back-up, on site/off site	Files are stored in the record room. Electronic data is stored on computers and on the Ministry website.
10.4	Are the records in storage referenced, indexed and stored in an easily retrievable manner? (Provide details)	Yes. Information has been indexed with records.
10.5	Provide details of improvements or changes were carried out during the year to the indexing and referencing system referred to above	No
10.6	On average how much time is required to search and produce a record that is in storage?	If inquiries are made with specific information, the request can be made as soon as it is received.
10.7	In case of physical storage, are the records stored on-site, off-site or both? Provide details	No
10.8	Have you provided for maintaining of existing records (up to 3 rd August 2017) for 10 years and new records (after 4 th August 2016) for 12 years? (Provide details)	Yes. Preserves in the archive.
10.9	Have you made budgetary provision for information storage and management?	Yes
10.10	If records are not digitally maintained, please indicate what steps have been taken during the year or proved to be taken to migrate records to a digital format?	Not relevant
10.11	If information is stored digitally, is it done by the Public Authority or an external entity? (Give details)	Within the institute
10.12	. Are digitally stored data/records accessible via the internet?	Yes
10.13	. If yes, is network security updated at least once a month?	Yes

11. What suggestions do you have to remove constraints and improve the practices relating to the maintenance, management and destruction of records?

Storing as soft copies of records.

12. What facilities are available to the citizens for obtaining information? Please give details, including any improvements carried out during the year

All information that can be given in public, is included on the Ministry website and is regularly updated. When other information is requested, information is released in accordance with the Act as soon as the information is requested.

13. How much fees was collected by the Public Authority during the year through information requests?

Fees are not charged.

14. What suggestions do you have for improving the effectiveness of the regime of transparency?

14.1	Improvements within your Public Authority	
14.2	Improvements in general	

15. Any other information you wish to provide or comments you wish to make?

A number of spelling errors have been observed in the RTI formats included in the website of the Commission.

Signature :
Name and Designation: H.G. Sumanasinghe - Additional Secretary/ Information Officer
Date : 2022.05.24