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1.1 Vision

“Socio - Economic development through effective and efficient allocation and management of public financial resources”

1.2 Mission

Achieve development objectives of the Government through estimation and appropriation of public financial resources for effective delivery of public goods and selected services.

1.3 Goals

- Effective and efficient allocation of public financial resources
- Maintain financial discipline on public expenditure
- Ensure fiscal consolidation
- Ensure responsiveness to fiscal shocks
- Ensure the precision of the budget estimates prepared for Ministries, Departments and other Government institutions and Statutory Institutions

1.4 Functions and Responsibilities

1. Preparation of the National Budget for the next year

In accordance with the government economic development plans, annual budget and expenditure estimates for the government are prepared including Ministries, Departments, Provincial Councils and Statutory Boards in coordination with the Spending Agencies and the relevant Treasury Departments to achieve fiscal targets as stipulated by the Public Financial Management Act No 44 of 2024.

2. Facilitating the Implementation of the National Budget

- ❖ Issuance of guidelines and circulars including quarterly warrants for authorization related to budget implementation.
- ❖ Enforcement of control measures to ensure that funds are used exclusively for the explicit purposes within the approved limits and the fiscal discipline is maintained.
- ❖ Maintain good coordination with spending agencies to ensure operational efficiency.
- ❖ Reallocation/additional allocation of provisions under section 6(1) of the Appropriation Act and transfer of provisions under *Virement Procedure* to ensure efficient allocation of provisions.
- ❖ Preparation of observations on cabinet memoranda related to National Budget.
- ❖ Assist to the Committees for Special Purposes including Committee on Public Accounts (COPA), Committee on Public

Finance (COPF) and Committee on Public Enterprises (COPE) and other Committees in Parliament by representing the Department during the meetings

- ❖ Representing the Treasury at the meetings convened by the Hon. President and Hon. Prime Minister and representing the Department at the meetings convened by the other Ministries, Departments and the Institutions.
- ❖ Granting approval for the budget estimates of the funds maintained by the Public Institutions in terms of provisions of F.R. 877.

3. Advance Account Activities

- ❖ Gathering required information from the ministries and the departments and determine the annual limits for the commercial, stores and public officers' advance accounts.
- ❖ Altering the last year limits of advanced accounts based on requests made by the ministries and departments.

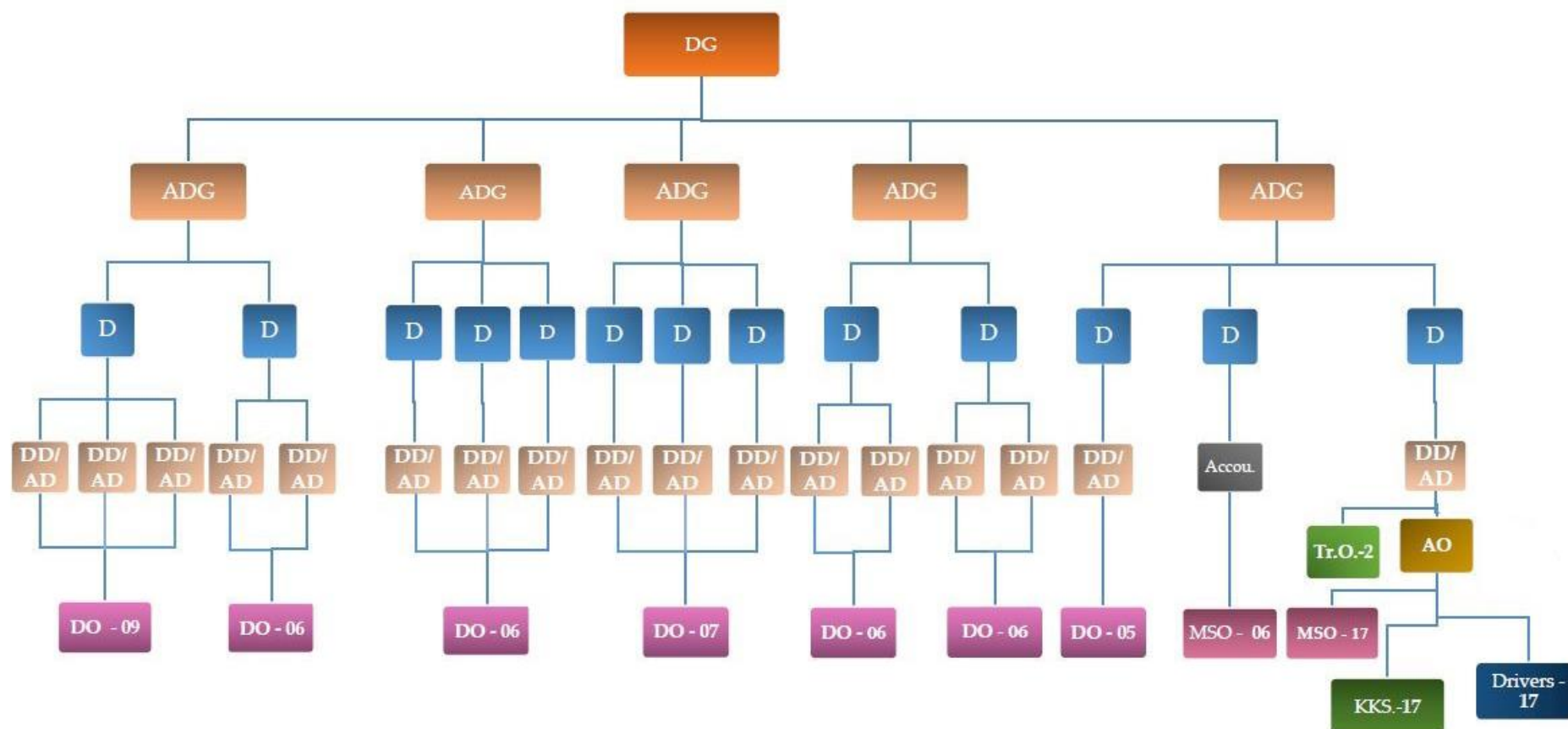
4. Activities Related to Expenditure Proposals of the Budget

Assigning the allocations in timely manner to relevant implementation Agencies pertaining to the Budget Proposals for which the allocations are temporarily parked at "Budget Proposals Project" under "Development Activities Program" of the Department.

5. Activities related to Monitoring of Pubic Institutions Coming Under the Purview of the Department of National Budget

- ❖ Allocating provisions to 124 Public Enterprises and Statutory Institutions and providing necessary assistance for implementation of their budgets
- ❖ Providing necessary approvals in line with the Public Enterprise Circular No. 17 dated 28.10.2003 to incur expenditure for foreign tours of the officers of those public institutions
- ❖ Making recommendations to the Department of Treasury Operations for monthly imprest release from the budgetary provisions.
- ❖ Making recommendations for cadre revisions and recruiting for cadre positions of those public institutions.
- ❖ Making recommendations to the cabinet of Ministers regarding Annual Reports of the institutions
- ❖ Granting approval to the Capital budgets of the State Owned Enterprises and Statutory Institutions
- ❖ Holding regular performance review meetings and providing required policy directions to improve their performance.

2.1 Organizational Structure of NBD (in terms of the approved cadre as at 30.11.2025)



DG - Director General

D - Director

AD - Assistant Director

ITO - Information Technology Officer

ADG - Additional Director General

DD - Deputy Director

MSO. - Management Service Officer

DO - Development Officer

Accou. - Accountant

AO - Administrative Officer

Tr.O. - Translating Officer

KKS. - Office Assistants

2.2 Cadre Details of the Department of National Budget as at 30.11.2025

Designation	Service	Grade/ Class	Salary Group	Approved Cadre	Actual Cadre	Vacancies
				Permanent	Permanent	
Senior Level						
Director General	SLAS	Special	SL-3	1	1	0
Addl. Director General	SLAS	Special	SL-3	3	3	0
Addl. Director General	SLPS	Special	SL-3	2	2	0
Director	SLAS	I	SL-1	7	7	0
Director	SLPS	I	SL-1	4	1	3 *
Director	SLAcc.	I	SL-1	2	2	0
Deputy Director/ Asst. Director	SLAS	II/III	SL-1	10	4	6
Deputy Director/ Asst. Director	SLPS	II/III	SL-1	4	4	0
Deputy Director/ Asst. Director	SLAcc.	II/III	SL-1	3	2	1
Accountant	SLAcc.	II/III	SL-1	1	1	0
				37	27	10
Tertiary Level						
Administrative Officer	PMAS	Supra	MN-7	1	1	0
Translator	TS	I/II/III	MN-6	2	2	0
				3	3	0
Secondary Level						
Development Officer	DO	I/II/III	MN-4	45	39	6
Management Ser. Officer	MSO	I/II/III	MN-2	23	22	1
				68	61	7
Primary Level						
Drivers	DS	I/II/III	PL-3	17	15	2
K.K.S	O.E.S	I/II/III	PL-1	17	12	5
				34	27	7
TOTAL				142	118	24
Trainees					0	

*2 SLPS Grade II officers are attending to the duties of SLPS Grade I Director post

Activity Plan 2026 - Department of National Budget

	Area of Responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Goals	Outcome
01.	Preparation of the Budget Estimates – 2027	1.1 Conducting meetings/discussions on Budget Planning Process for the year 2027 with ST, DSTs & other Treasury Departments	DG/ADGs/Ds/DDs/ADs													Successful completion of the work within the stipulated time frame	Passing the Budget 2027 in Parliament on due date, in compliance with Statutory requirements, after obtaining required approvals, and authorizing for incurring expenditure
		1.2 Meeting with ST/DSTs and Heads of the Treasury Departments to finalize expenditure estimates, foreign financing limits, borrowing limits etc.	DG/ADGs/Ds/DDs/ADs														
		1.3 Submission of the Cabinet Memorandum on preparation of the Budget 2027	DG/ADGs/Ds/DDs/ADs														
		1.4 Preparation of budget Ceilings	DG/ADGs/Ds/DDs/ADs														
		1.5 Issuance of the Budget Call 2027 with Ministry ceilings, in consultation with SD/DSTs and other Departments	DG/ADGs/Ds/DDs/ADs														
		1.6 Issuance of the Budget Calendar 2027, in consultation with Secretary General of Parliament.	DG/ADGs/Ds/DDs/ADs														
		1.8 Budget discussions and consultative meetings with Spending Agencies	All Staff Officers														

Area of Responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Goals	Outcome
	1.9 Finalization of Budget Estimates by incorporating the decisions taken at Consultative Meetings and recommendations of Public Investment Committee, pertaining to Appropriation Bill (Preparation of the three schedules and finalizing the data entry into the Budget Formulation System/ITMIS)	DG/ADGs/Ds/DDs/ADs														
	1.10 Obtaining legal clearance for the draft Appropriation Bill from Hon. Attorney General and the Legal Draftsman in coordination with the Department of Legal Affairs obeting the concurrence of the Secretary General Parliament for the budget calender	ADG/D/DD/AD														
	1.11 Submission of the Cabinet Memorandum seeking approval to Issue the Budget calendar, Gazzete and table the Appropriation Bill in Parliament and publication of Budget Calender	ADG/D/DD/AD														
	1.12 Publishing the Appropriation Bill in the Government Gazette	ADG/D/DD/AD														
	1.13 Coordinating the activities of tabling the Appropriation Bill in Parliament (First Reading)	ADG/D/DD/AD														

Area of Responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Goals	Outcome
	1.14 Preparation of the publications of draft Detailed Budget Estimates, draft Activity Budget Estimates, draft Citizen's Budget and draft Component Budget Estimates and handing them to the Government Press for printing	ADGs/Ds/D Ds/ADs														
	1.15 Appearing before the Public Finance Committee pertaining to the Appropriation Bill	DG/ADG/D /DD/AD														
	1.16 Printing of draft estimate books mentioned under above 1.14, in Sinhala, Tamil and English languages and sending the same to Parliament to be tabled during the Budget Speech.	ADGs/Ds/D Ds/ADs														
	1.17 Assisting the finalization / drafting of Budget Speech / Expenditure Proposals	DG/ADGs/ Ds/DDs/ ADs														
	1.18 Coordinating the participation of Ministry of Finance and Central Bank officials for the Second Reading Debate at the Parliament	ADG/D/ DD/AD														
	1.19 Submission of Committee Stage Amendments and Amendments to the Legend, consequent to the Budget Speech	ADG/D/ DD/AD														
	1.20 Attending the Committee Stage Debates	ADGs/Ds/D Ds/ADs														

Presenting the Budget 2027 in Parliament on the due date, obtaining approval and authorizing for incurring expenditure

Area of Responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Goals	Outcome
	1.21 Publication of finalized Estimate Books / Publications mention under above 1.14	ADGs/Ds/D Ds/ADs														
	1.22 Issuance of Warrants signed by the Minister of Finance, pursuant to the passage of the Appropriation Act	DG/ADG/D /DD/AD														
	1.23 Preparation and issuance of the Authorization Circular for incurring expenditure for year 2027	DG/ADG/D /DD/AD														
02.	Implementation of the Budget 2026	2.1 Transfer of Funds under Virement Procedure interms of Finacial Regulations	DG/ Relevant Staff Officers	When and where it is required											Successful completion of the work within the stipulated time frame	Efficiency and financial effectiveness Efficiency and financial effectiveness
	2.2 Reporting transfer of funds under virement procedure to parliament as per the section 24(4) of the Public Finacial Management Act No 44 of 2024.	DG/ADG/D/DD/AD	Within 06 months of such transfer taken place													
	2.3 Providing Additional Allocation through Budget Reserve under the provisions of Section 6 (1) of the Appropriation Act	DG/ Relevant Staff Officers	When and where it is required													
	2.4 Submission of details on Additional Allocations granted in above 3.3 to the Parliament as per the Section 6(2) of the Appropriation Act	DG/ADG/D/DD/AD	Within 02 months of such additional allocation granted													
	2.5 Making provisions through supplementary Estimates pursuant to the approval of the parliament	DG/ Relevant Staff Officers	When and where it is necessary													

	Area of Responsibility		Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Goals	Outcome
		2.6	Issuance of warrants under the hands of Finance Minister for the withdrawal of fund from the consolidated Fund	DG/ADG/D/DD/AD	When and where it is necessary													
		2.7	Presenting Budget Progress in quartaly basis to the Public Finance Committee of the Parliament, in consultation with DST and coordination with other Treasury Departments.	DG/ADG/D/DD/AD														
		2.8	Issuance of appropriate Expenditure Management Circulars	DG/ Relevant Staff Officers	When and where it is necessary													
03.	Advance Account Activities	3.1	Submission of amendments to the limits of the Advance Account on the year 2025 to Parliament before 31 st May 2026	DG, Relevant Staff Officers, Accountant													Achieving planned goals	Efficiency and financial effectiveness
		3.2	Obtaining details for Advance Account activities of the year 2027	D/ Accountant														
		3.3	Determination of limits for the Advance Account activities of the year 2027	DG/ADG/DAAccountant														
04.	Implementation of Budget Proposals	4.1	Assigning the allocations in timely manner to relevant implementation Agencies pertaining to the Budget Proposals for which the allocaitons are temporarily parked at “Budget Proposals Project” under “Development Activiites Program” of the Department,	Relevant Staff Officers and Subject Officers	When and where it is necessary												Achieving planned goals	Should have implemented the Budget Proposal

	Area of Responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Goals	Outcome
05.	ITMIS System	5.1	Conducting the ITMIS activities relating to the Department of National Budget	ADG/ All Staff Officers												Achieving planned goals	Efficiency and financial effectiveness
06	State Owned Enterprises and Statutory Institutions	6.1	Approval of the Capital budget of the State Owned Enterprises and Statutory Institutions	DG/ ADG/ Subject Officers												Achieving planned goals	Efficiency and financial effectiveness
		6.2	Holding meetings with the State Owned Enterprises and Statutory Institutions	DG/ ADG/ Subject Officers													
		6.3	Making relevant recommendations to release imprests to the institutions for which allocations are provided through the annual estimates	Relevant Staff Officers													
07.	Program for Empowering those Affected by the Ditwa Cyclone	7.1	Issuing of circulars and guidelines	Relevant Staff Officers												Efficient disbursement of the allocations	Restoration of the lives Affected by the Ditwa Cyclone
		7.2	Release the Allocations	Relevant Staff Officers													
08.	General Administration and Financial Management of NBD	7.1	General Administration	DG/ ADG/D / Accountant/ AO												Completion of duties on time	Maintaining general administration and financial management in a formal manner
		8.2	Implementation of the budget of the Department through ITMIS	D/ Accountant													
		8.3	Preparation of the Performance Report - 2025	ADG/D													
		8.4	Updating personal files of the staff	AO													
		8.5	Supply of stationeries and office requisites	AO													

Area of Responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Goals	Outcome
	8.6 Maintaining the pool of vehicles	AO														
	8.7 Conducting the Annual Board of Survey	Accountant														
	8.8 Preparation of the Human Resource Development Plan	ADG/ D-Admin														
	8.9 Implementation of the Human Resource Development Plan	D-Admin / AO														
	8.10 Preparation of Annual Action Plan	D-Admin														
	8.11 Revision of the Duty Lists of the staff	D-Admin														
	8.12 Revision of Job Descriptions of the staff	D-Admin														
	8.13 Preparation of the Procurement Plan	D- Admin/ Accountant														
	8.14 Preparation of the Risk Register - 2026	Accountant														
	8.15 Financial Management	D- Admin/ Accountant														
	8.16 Preparation of Appropriation Accounts, Annual Reconciliation Statement of advances to Public Officers' and Revenue Accounts for the year 2025	D/ Accountant														
	8.17 Preparation of annual expenditure estimates of the Department of National Budget for the year 2026	D- Admin/ Accountant														

	Area of Responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Goals	Outcome
		8.18 Preparation and submission of Monthly Accounts summaries	Accountant														
		8.19 Preparation of Bank Reconciliations	Accountant														
		8.20 Responding to Audit Queries	Accountant														
		8.21 Closing the Accounts – 2025	Accountant														
09.	Other	9.1 Other special representations including the representation of procurement related meetings	All Staff Officers														
		9.2 Representing the ST on Boards of Directors of the Public Enterprises/ Institutions	All Staff Officers														
		9.3 Discharging the special tasks assigned/serving in the committees to which appointed by the Secretary to the Treasury or Deputy Secretary to the Treasury	All Staff Officers														
		9.4 Participation at the Cabinet Sub Committees on establishment matters	DG														
		9.5 Official Committee meeting with Management Service Department on establishments matters related to Cabinet Memoranda	ADG/D														
		9.6 Attending to the meetings conducted by the Treasury in respect of giving observations on the Cabinet Memoranda	DG/ADG/ Relevant Staff Officers														
																Performing the activities mentioned from 9.1 to 9.16 within the stipulated time frame	Should have completed the activities mentioned under 9.1 to 9.16

Area of Responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Goals	Outcome
	9.7	Preparing observations on Cabinet Memoranda related to NBD	DG and Subject Officers													
	9.8	Attending Parliamentary Consultative Committees	DG/ADG/ Relevant Staff Officers													
	9.9	Attending COPE, COPF & COPA Meetings	DG/ADG/ Relevant Staff Officers													
	9.10	Attending meetings arranged by the Ministry of Finance or other Departments of the Treasury, and other Ministries	Staff Officers as relevant													
	9.11	Attending Cash Flow meetings	DG/ ADG													
	9.12	Attending Public Debt Cordination Committee	DG													
	9.13	Attending Monetary Fiscal Cordination Committee	DG													
	9.14	Public Investment Management Evaluation Committee (PIMEC)	DG													
	9.15	Public Investment Management Committee (PIM)	DG													
	9.16	Representing the Department at National Steering Committees relating to projects	Relevant Staff Officers													
	9.17	Representing Cabinet Appointed Thematic Expert Committees.	Relevant Staff Officers													
	9.18	Coordinating the payments made to 1980 July Strikers	Relevant Staff Officers and Subject Officers													

Area of Responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Goals	Outcome
	9.19	Providing information for Annual Report of the Ministry of Finance and other Reports required.	ADG/ Relevant Staff Officers													
	9.20	Activities related to the transfer of motorcycles upon transfer or promotion to a position that does not entitle a motorcycle to a death or to a position that does not entitle a motorcycle before the conditions for obtaining motorcycles under the 2014/2015 budget proposals are lifted	D/ Accountant													
	9.21	Participate at the Audit and Management Committee Meetings	ADG/D/ Accountant													
	9.22	Participating at the implementing the Internal Audit Plan	ADG/D/ Accountant													
	9.23	Cordination with IMF and Development Partners, pertaining to Public Financial Management Reforms and other relavent subject areas	Relevant Staff Officers													
	9.24	Budget Transparency improvement through knowledge sharing, information sharing and participation as Resource Persons for awareness sessions / training programme	Relevant Staff Officers													

Revenue Plan - 2026

Department of National Budget

Serial No	Objectives	Strategies	Activities	Key Performance Indicators	Time Frame				Outcome Rs. Mn	Responsible Officer
					Quarter 1	Quarter 2	Quarter 3	Quarter 4		
				N/A						

Expenditure Plan - 2026 - Department of National Budget

Proposed Activity	Allocation Rs (000)	Commence ment	Completion	Financial Targets Rs' (000)				Physical Targets %				Output or Performance Indicator/s
				Q1	Q2	Q3	Q4	Q 1	Q 2	Q 3	Q 4	
Recurrent Expenditure	294,000			67,200	72,000	79,800	75,000					
Personal Emoluments	169,000	Jan - 2026	Dec -2026	40,000	40,000	45,000	44,000	23	23	27	27	
Travelling Expenses	6,500	Jan - 2026	Dec -2026	1,100	1,300	1,700	2,400	17	20	26	37	
Supplies	22,600	Jan - 2026	Dec -2026	5,500	5,800	5,700	5,600	24	26	25	25	
Maintenance Expenditure	15,500	Jan - 2026	Dec -2026	3,000	4,500	4,500	3,500	22	25	25	28	Achieving the expected financial and physical goals by making maximum use of the provisions allocated within the stipulated time frame.
Services	70,700	Jan - 2026	Dec -2026	15,200	18,000	20,500	17,000	21	25	29	25	
Transfers	9,700	Jan - 2026	Dec -2026	2,400	2,400	2,400	2,500	25	25	25	25	
Capital Expenditure	377,000			94,000	94,500	94,500	94,000					
Rehabilitation and Improvement of Capital Assets	4,000	Jan - 2026	Dec -2026	700	1,000	1,300	1,000	20	30	30	20	
Acquisition of Capital Assets	372,000	Jan - 2026	Dec -2026	93,200	93,100	92,900	92,800	26	25	25	24	
Capacity Building	1,000	Jan - 2026	Dec -2026	100	400	300	200	10	40	30	20	
Total Expenditure	671,000			161,200	166,500	174,300	169,000					

Imprest Requirement Plan 2026 - Department of National Budget

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

Name of the Department : Department of National Budget

Head No : 240

Expenditure items (with Expenditure Codes)		Cash Requirement for the approved expenditure plans																Rs. '000
		Jan.	Feb.	Mar.	1 st Qtr. Total	April	May	June	2 nd Qtr. Total	July	Aug.	Sep.	3 rd Qtr. Total	Oct.	Nov.	Dec.	4 th Qtr. Total	Grand Total
I	Salaries and Allowances (1001 & 1003)	11,000	11,000	11,000	33,000	12,000	12,000	12,000	36,000	12,000	12,000	13,000	37,000	13,000	13,000	14,000	40,000	146,000
	Other allowances paid with salary (except 1003)	1,700	1,700	1,800	5,200	1,800	1,800	1,900	5,500	1,900	1,900	2,000	5,800	2,000	2,000	2,000	6,000	22,500
II	Overtime and Holiday Pay (1002)	200	200	200	600	200	200	250	650	400	450	500	1,350	500	500	500	1,500	4,100
III	All other Recurrent Expenditure	9,000	9,000	10,000	28,000	9,000	14,000	14,000	37,000	10,000	11,000	11,000	32,000	11,000	11,000	11,400	33,400	130,400
	Total Recurrent	21,900	21,900	23,000	66,800	23,000	28,000	28,150	79,150	24,300	25,350	26,500	76,150	26,500	26,500	27,900	80,900	303,000
IV	Reimbursable foreign aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
V	All other capital expenses	27,500	27,600	27,900	83,000	29,000	30,000	31,300	90,300	30,000	29,800	29,000	88,800	29,100	29,300	29,500	87,900	350,000
VI	Public Officers Advance Account	750	750	1,000	2,500	1,000	750	750	2,500	800	850	850	2,500	750	750	1,000	2,500	10,000
VII	Deposit Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VIII	Other Advance Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grand Total	50,150	50,250	51,900	152,300	53,000	58,750	60,200	171,950	55,100	56,000	56,350	167,450	56,350	56,550	58,400	171,300	663,000

Detailed Annual Procurement Plan (for General Procurements)
(relevant Reference to the Procurement Guidelines - 4.1.3.)

Detailed Annual Procurement Plan For - 2026
Name of the Procuring Entity - Department of National Budget

Name of the Procuring entity - Department of National Budget																								
S/No.	Ref. No.	Ref. to Action Plan	Ref. to MPP	Description	Estimated Cost (Mn.)	Procurement Method		Appointment of PC/BEC	Prep. Bidding Documents/PQ	Approval of Bidding Documents/PQ by PC/BEC	Concurrence of Funding Agency	Invitation for Bid/ Proposal/PQ	Notification/ pre-Bid meeting	Bid proposal opening	Bid /proposal evaluation	Determination of Contract Award	Approval for Contract Award	Contract Awarding	Signing of Contract	Completion of Contract	Contract Number, Amount and Name of the Contractor	Remarks **		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
GOODS																								
1	1	Chap.7	1	Procurement of Stationery Items (Q1)	3.5	Shopping	Schedule	2026.01.21	2026.01.23	2026.01.28	2026.02.02	2026.02.05	2026.02.06	2026.02.20	2026.02.24	2026.03.06	2026.03.10	2026.03.13	2026.03.16	2026.03.18				
2	2		2	Procurement of Smart Board for room no. 233	0.8	Shopping	Schedule	2026.02.09	2026.02.13	2026.02.19	2026.02.23	2026.02.27	2026.03.03	2026.03.13	2026.03.23	2026.03.26	2026.04.06	2026.04.08	2026.04.10	2026.04.16				
3	3		3	Procurement of Replace Printers/Photo copy machine	3	Shopping	Schedule	2026.03.09	2026.03.12	2026.03.18	2026.03.23	2026.03.26	2026.03.27	2026.04.10	2026.04.17	2026.04.23	2026.04.30	2026.05.04	2026.05.11	2026.05.12				
1	4		1	Procurement of Stationery items (Q2)	3.5	Shopping	Schedule	2026.07.15	2026.07.20	2026.07.27	2026.08.03	2026.08.10	2026.08.11	2026.08.24	2026.09.04	2026.09.16	2026.09.18	2026.09.21	2026.09.23	2026.09.25				
							Revised																	
							Actual																	
WORKS																								
							Schedule	N/R																
							Revised																	
							Actual																	
SERVICES																								
4	5	Chap.7	4	Procurement of Vehicle Insurance	1.2	Shopping	Schedule	2026.03.23	2026.03.26	2026.04.09	2026.04.10	2026.04.27	2026.04.28	2026.05.11	2026.05.22	2026.05.27	2026.06.02	2026.06.04	2026.06.08	2026.06.09				
							Revised																	
							Actual																	

G.D.P. Peiris
Administrative Officer
Department of National Budget
General Treasury
Colombo 01

Prepared by

Recommended by Head of the Department

2025.11.18
 Date

Approved by the Secretary to the Ministry/CAO

Date

* Specify the dates

** Indicate the name of the contractor/supplier/service provider, contract value, date of completion and remarks of Acceptance Committee pertaining to planned and actuals of Quantity, Quality, Cost & Time and Assets Recordings, etc, in case of continuous procurements indicate the percentage of

*** update the "Revised" and "Actual" rows accordingly as and when required

Jude Nilukshan
Director General
Department of National Budget
General Treasury
Colombo 01

Approved
Additional Secretary
Ministry of Finance

Key Performance Indicators

- ❖ Timely submission of the Cabinet Memorandum relating to preparation of the Budget
- ❖ Timely submission of Annual Appropriation Bill to Parliament
- ❖ Percentage of the utilization of annual budgetary provisions allocated to the Department of National Budget
- ❖ Number of budget circulars issued

Internal Audit Plan - 2026

Name of the Institute :- Department of National Budget

Mission of the Institute :- Achieve development objectives of the Government through estimation and appropriation of public financial resources for effective delivery of public goods and selected services.

Objectives

- • Effective and efficient allocation of public financial resources
- Maintain fiscal discipline on public expenditure
- Ensure fiscal consolidation
- Preparation of Annual Estimates for Ministries, Departments and other Government Institutions and Statutory Institutions subject to public policies and Fiscal Limitations.

1	2	3	4				5	6
Serial Number	Activities for Audit Identified by internal Audit on Risk evaluation *	Risk Assessment (Reference number) *	Period for perform internal audit work				Number of Audit Reports expected to be submitted	Manpower that can be used for internal audit (Number of days)
			1 Quarter	2 Quarter	3 Quarter	4 Quarter		
1	Preparation of Internal Audit Plan					√	1	1
2	Preparation of Preliminary Report		√				1	2
3	Chief Internal Auditors Quarterly Assessment Report		√	√	√	√	4	2
4	Conduct the Audit Management Committee (AMC) meeting & Progress Reports		√	√	√	√	4	8
5	State Owned Enterprises and Statutory Institutions	6	√	√			1	20
6	General Administration and Financial Management	7		√	√		1	20
7	Special Assignments		On Demand					

*** Subject to be Submitted Risk Register**

