



ACTION PLAN 2021
DEPARTMENT OF TRADE AND INVESTMENT POLICY

MINISTRY OF FINANCE
COLOMBO -01

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Strategic Direction

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.

Objectives

- To minimize tariff related issues
- To promote free trade agreements which provide access to the global value chain trading / industries
- To promote free trade agreements based on reciprocal benefits within the asymmetrical nature of island trading economy
- To promote trade facilitation
- To streamline the issuing of the concessionary vehicle permit schemes

Action Plan - 2021

Serial No	Policy	Strategy	Proposed Activity	Allocation	Vote Particulars 1	Date of Commencement	Date of Completion	Financial Targets Rs'000				Physical Targets (%)				Key Performance Indicators	Implementing Agency	Responsible By		Remarks	
								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No		
1	Implementation of ongoing Bilateral, Plurilateral and Multilateral Trade Agreements																				
1.1	India - Sri Lanka Free Trade Agreement (ISFTA)	i	Tariff Liberalization for market access	i.Implementation of Tariff Liberalization Program	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of RPO Issued to implement Tariff Liberalization Program Reviewed Sensitive List No.of Trade policy issues Resolved No.of Reports of Consultations No.of reports prepared. Analyzing Import and Export data 	Department of Trade and Investment Policy	D(R) AD (Sh)	Attached	
1.2	South Asia Free Trade Agreement (SAFTA)	ii	Rationalization of sensitive list for trade industry facilitation	ii. Reviewing of Sensitive List	-	-	Jan	Dec	-	-	-	-	25	25	25	25			D(R) DD(S)		
1.3	Pakistan - Sri Lanka Free Trade Agreement (PSFTA)	iii	Review of tariff structure	iii.Addressing trade policy related issues under the agreements	-	-	Jan	Dec	-	-	-	-	25	25	25	25			D(R) DD (P)		
1.4	Asia Pacific Trade Agreement (APTA)	iv	Review of bilateral trade flows	iv.Attending Bilateral / Plurilateral Consultations	-	-	Jan	Dec	-	-	-	-	25	25	25	25			D(R) AD (Sh)		
1.5	Sri Lanka - Singapore Free Trade Agreement (SLSFTA)	v	Addressing industry specific issues	v. Analyzing Import and Export data under the agreements	-	-	Jan	Dec	-	-	-	-	25	25	25	25			D (R) DD(S)		

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
2	Facilitation of Proposed Free Trade Agreements																			
2.1	Bay of Bengal Initiative for Multi - Sectoral Technical & Economic Co-operation (BIMSTEC)	i Formation of Sensitive list	i. Analyzing trade related data of the participating countries	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of reports prepared and analyzing trade related data No,of Initial reports prepared on Tariff Liberalization Programme No.of Revenue impact analysis reports Compiled Negative List Completed Tariff Liberalization Programme No.of Negotiations Contributed represent the MOF 	Department of Trade and Investment Policy	D (R)	Attached	
2.2	Proposed China - Sri Lanka Free Trade Agreement	ii Devising tariff liberalization schedule/ tracks	ii. Participating in Trade in Goods Committee Meetings to prepare Tariff Liberalization Programme (TLP)	-	-	Jan	Dec	-	-	-	-	25	25	25	25			ADG (PK)		
		iii Revenue impact analysis	iii. Conducting revenue impact analysis	-	-	Jan	Dec	-	-	-	-	25	25	25	25					
			iv. Contributing compilation of Negative List																	
			v. Contributing Preparation of TLP																	
			vi. Contributing FTAs																	

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
2.3	Proposed Thailand - Sri Lanka Free Trade Agreement	iv Stakeholder consultation	negotiations representing MoF ii. Reviewing and coordinating of Customs Procedures and Trade Facilitation Chapter of FTAs	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Revisions made on Customs Procedures and Trade Facilitation Chapter of FTAs No.of Report prepared and analyzing Para – Tariff measures Approved TLP No.of meetings participated 	Department of Trade and Investment Policy	D (R) DD (TP)	Attached	
2.4	Proposed Economic and Technology Cooperation Agreement with India (ETCA)	v Facilitation to the AfIT for negotiations	viii. Analysis of Para – Tariff measures ix. Obtaining approvals for the finalized TLP from the MOF x. Participating in the FTA related meetings	-	-	Jan	Dec	-	-	-	-	25	25	25	25					

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
3	Reviewing of Tariff Policy for National Development																			
3.1	Issuance of RPO Gazette Notifications related to; - Requests on creation of National Sub Divisions - Requests on Duty revision - Obligations made under Free Trade Agreements - Other RPO related requests	Revising and publishing the tariff rates and exemptions	i. Analyzing requests ii. Obtaining necessary information. iii. Obtaining recommendations from Sri Lanka Customs where applicable. iv. Reviewing with current regulations applicable. v. Obtaining approval from Hon. Minister	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of RPO Gazette Notifications issued No.of Cabinet Memorandum submitted No.of RPO Gazettes submitted to the Parliament	Department of Trade and Investment Policy	D(R) DD (S) AD (Sh)	Attached	
3.2	Issuance of SCL Gazette Notifications	Protection of consumers and local farmers	vi. Issuing of Gazette Notifications vii. Compilation and submission of Cabinet Memorandum. viii. Submission of	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of SCL Gazette Notifications issued No.of Cabinet Memorandum submitted 				ADG (PK) TA (W)

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
4	Formulation of policies for Boarder / Customs Management	i. Issuance of policy guidance ii. Promulgation of rules and regulations iii. Mitigation of Revenue loss	i. Reviewing issues /proposals relevant to policy gap ii. Obtaining observations from stakeholders iii. Preparation of Regulation/ Policy Guidelines iv. Publishing the regulation/ Policy Guidelines in the form of Gazette Notification/ Circular or other appropriate documents	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Regulations / policy guidelines prepared 	Department of Trade and Investment Policy	D (R) DD (S) AD (Sh)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
5	Assisting for implementation of WTO Trade Facilitation Agreement	Common Platform for trade policy related issues.	i. Participating for the meetings of the National Trade Facilitation Committee (NTFC) ii. Implementing activities of WTO Trade Facilitation Agreement recommended by NTFC. iii. Submitting the tariff related regulations and policies to Sri Lanka Trade Information Portal (SLTIP)	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Meetings Attended No.of Activities implemented No.of Regulations / Documents submitted to SLTIP 	Department of Trade and Investment Policy	D (R) DD (S)	Attached	

Serial No	Policy	Strategy	Proposed Activity	Allocation	Vote Particulars 1	Date of Commencement	Date of Completion	Financial Targets Rs'000				Physical Targets (%)				Key Performance Indicators	Implementing Agency	Responsible By		Remarks
								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
			iv Participating for the meeting related to Sri Lanka Trade Information Portal (SLTIP), National Single Window (NSW) and Category A, B and C v Commitments of WTO TFA																	
6	Addressing trade and tariff related issues submitted by industries/ other organizations (including proposals submitting for Annual Budget)	Analyzing tariff related issues in line with relevant policies	i. Studying trade and tariff related industrial issues. ii. Conducting stakeholder meetings	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Solutions proposed for trade and tariff related issues 	Department of Trade and Investment Policy	D (R) DD(S)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
			iii. Proposing solutions for the issues. iv. Implementation of solutions																	
7	Facilitate for implementation of Trade Policy related Budget Proposals of the Budget Speech	Analyzing issues of Budget Proposals in line with relevant policies	i. Studying trade and tariff related Budget Proposals. ii. Conducting stakeholder meetings iii. Proposing solutions and preparing regulations/ policy guidelines as necessary. iv. Implementation of solutions	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No. of Budget Proposals implemented referred to DTIP from the Budget Speech 	Department of Trade and Investment Policy	D (R) DD(S) AD (Sh)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
8	Granting Duty Waivers under the provisions of the Customs Ordinance																			
8.1	Granting approval for importation of goods for Special Development projects under the Section 19A of the Customs Ordinance	Facilitating the national interest and economic development	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	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Duty waivers requests received No.of Duty waivers approved No.of policy decisions taken 	Department of Trade and Investment Policy	D(D) DD (P)	Attached	
8.2	Granting approval for importation of goods on re-export basis for Special Development projects under the Section 22 A of the Customs Ordinance	Rationalization of disposal of used project goods to avoid market distortions	iii. Checking all documents and if all required documents are available preparing the duty waiver	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Duty waiver requests received No.of Duty waivers approved 				

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
			<p>letter.</p> <p>iv. Submitting the prepared letter online to the DG, Sri Lanka Customs.</p> <p>v. Issuing the CID waiver off letter to the consignee with a copy to the relevant authority.</p> <p>vi. Maintaining the records of Duty waivers granted.</p>																	

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
8.3	Granting Duty Waivers under the Section 19A of the Customs Ordinance for the goods imported for public interest.	To grant duty exemption with public interest	i Receiving request & recommendation letter of the CID waive off from the relevant line Ministry with required ii Checking the all documents iii Calculating the amount of CID applicable iv Preparing a minute to submit for Hon. Minister's approval .After receiving Hon. Minister's approval preparing the CID waive off letter to the consignee with a Copy to the relevant authority	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Duty waiver request received No.of Full duty waivers granted No.of Partial Duty waivers granted 	Department of Trade and Investment Policy	D(D) DD (P)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
8.4	Issuance of Gazette Notifications on duty waivers granted under the Section 19(A) of Customs Ordinance	Reporting to the public through Parliament.	<ul style="list-style-type: none"> i. Obtaining the Data from the Sri Lanka customs ii. Preparation the data and translating in to the Sinhala and Tamil language iii. Publish the Gazette Notification and Table in the Parliament 	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> • No.of Gazettes issued 	Department of Trade and Investment Policy	D(D) DD (P)	Attached	
9	Representing Ministry of Finance in the Joint Trade Committee/ Council																			
9.1	Bilateral / Plurilateral Joint Trade Committees	Facilitating to increase trade flows bilaterally	<ul style="list-style-type: none"> i. Participating in the Bilateral / Plurilateral Joint Trade Committees ii. Providing Solutions for tariff policy related issues 	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> • No.of Committees attended • No.of Solutions Proposed for issues received 		D (R) DD (S) AD (Sh)		

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
9.2	Bilateral / Plurilateral Memorandum of Understanding (MOUs)	<ul style="list-style-type: none"> i Contribution to the image building internationally ii Improving bilateral/ regional/ International relationships 	<ul style="list-style-type: none"> i. Participating in the meetings on Bilateral / Plurilateral Memorandum of Understanding ii. Analyzing MOU to find out whether it is in par with tariff policy iii. Submitting Cabinet Memorandum on MOU whenever necessary 	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> • No.of Meetings attended • No.of Amendments proposed for MOU's received • No.of Cabinet Memorandums submitted 	Department of Trade and Investment Policy	D (R) AD (Sh)	Attached	
10	Bonded Warehouses related matters																			
10.1	Reviewing of Policy guidelines related to Bonded Warehouses	Identify the types of bonded warehouse and policy guidelines for them	<ul style="list-style-type: none"> i. Studying policy requests. ii. Conducting stakeholder consultations. ii. Establishing policy guidelines 	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> • Revised guidelines established 		D (R) AD (Sh)		

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
10.2	Establishment/ re-location / de-bond of Bonded Warehouses (B/W)	i Compliance to the customs ordinance ii Current laws issued regarding BWH's and consideration of the Government revenue	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.	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of requests received No.of Approvals granted for establishment/ re-location of Bonded Warehouses 	Department of Trade and Investment Policy	D (R) AD (Sh)	Attached	
11	Oversight Committee of Parliament / Public Finance Committee of Parliament																			
11.1	Participation and submission of reports to the Oversight Committee of Parliament	Answering without delay	i. Studying the requests/proposals	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Reports Submitted 		ADG (PK) D(R) DD(S)		

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
11.2	Participation and submission of reports to the Public Finance Committee of Parliament		ii. Submitting the relevant reports	-	-	Jan	Dec	-	-	-	-	25	25	25	25					
12	Preparation of Answers for Parliamentary Questions / Cabinet Observations																			
12.1	Preparation of Answers for Parliamentary Questions	Answering without delay	i. Studying the Parliamentary Question received ii. Preparation of Answers for Parliamentary Questions	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No. of Parliamentary questions received No. of Answers for parliamentary questions submitted. 	Department of Trade and Investment Policy	ADG (PK) D(R) DD (TP)	Attached	
12.2	Preparation of observations of the Cabinet Memorandum	Impact Analysis Policy Compliance	i. Studying the Cabinet Memorandum ii. Preparation of Observations for the Cabinet Memorandum	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No. of Cabinet observations requested No. of Cabinet observations submitted 	Department of Trade and Investment Policy	ADG (PK) D(R) DD (TP)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
13	Facilitating Boarder /Customs Management	i Issuance of policy guidance ii Promulgation of rules and regulations iii Mitigation of revenue loss	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 	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> Amended Sections of Customs Ordinance No.of Appeals concluded 	Department of Trade and Investment Policy	ADG (PK) AD(A)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
14	Matters related Foreign Exchange Act No 12 of 2017, Financial Intelligence Unit and other matters related to Central Bank of Sri Lanka	<p>i Compliance to the Exchange Control Act penalty imposed by the CBSL</p> <p>ii Reviewing recommendations made by CBSL</p> <p>iii Pronation of financial fraud maters</p>	<p>i Facilitation of amendments made to Foreign Exchange Act No. 12 of 2017</p> <p>ii Facilitation of new/ amendments made to Orders and Regulations issued under Foreign Exchange Act No. 12 of 2017</p> <p>iii Facilitation to get the approval of Hon. Minister of Finance for the new Directions issued under Foreign Exchange Act No. 12 of 2017 (which do not need the approval of</p>	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> Amended Sections of FEA No.of New/ Amended Orders & Regulations under FEA No.of Directions issued under FEA Letters/ queries replied Issues facilitated 		ADG (PK) DD (TP)		

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
			<p>Cabinet of Ministers) (Depend on requirement of CBSL) Replying to the clarifications made by general public, Govt. & NGO's related to Foreign Exchange Act or any other matter relating to Central Bank of SL Lanka Coordination with Central Bank of Sri Lanka in respect of FIU including Anti-Money Laundering Act and Financial Transactions Reporting Act</p>												<ul style="list-style-type: none"> Accomplishment of Ministerial support expected by CBSL regarding AMLA and FTRA. 					

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
15	Matters related to SAARC Development Fund (SDF)	According to the rules and regulations on SDF and as per the decisions taken in the meetings	i. Facilitating SDF to approve funding for local projects ii. Providing information/ Observations/r ecommendatio ns related to SDF projects iii. Conducting progress review meeting and forwarding relevant reports to SDF	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> • Successful operation of SDF funded Projects • No.of Observations/ Recommendations submitted • No.of Progress review meetings held. 	Department of Trade and Investment Policy	D (R) DD (TP)	Attached	
Administration																				
16	Disposal of vehicles imported under the various duty concession schemes	To Removal uneconomical vehicles	Granting approvals for disposal of vehicle under various duty concession schemes	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> • No.of requests received • No.of approvals granted 		D (R) DD (TP) TA (A)		

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
17	Issuance of Vehicle Import Permits under Concessionary Terms for the eligible officers of Government Service, State Corporations , Statutory Institutions and Governors of Provinces	Projecting core objective to the circular, proved solution to the issue/ apples	i. Issuing vehicle permits under the various duty concession schemes ii. Amending relevant circulars and iii. Attending for complaints and appeals	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> Amended Sections/ amended Circular No.of permits issued under the Circular No 01/2018 No.of Replied/ attended complaints and appeals No.of permits issued to Governors No.of permits issued under the Circular No 22/99 No.of Duty waving letters issued for the permits issued under the MIS 210 	Department of Trade and Investment Policy	ADG (PK) DD (TP) AD (A)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No		
18	Right to Information Act No. 12 of 2016	Timely giving of accurate and complete information and answers	i. Replying to the requests received ii. Attending to the appeals received on rejection of giving information	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of request received No.of Information requests replied No.of appeals attended 	Department of Trade and Investment Policy	DG DD (TP)	Attached		
19	Human Resource Management	Filling the training gap of the employees, accelerate the Departmental efficiency	i. Acquiring HR ii. Developing Capacity of HR iii. Servicing of HR	51,670	1001 1002 1003 1101 1102 1203 1506 2401	Jan	Dec	12900	12900	12900	12970	25	25	25	25	<ul style="list-style-type: none"> No.of Trainings provided No.of salary increments/salary conversions/ performance appraisals done 				D (D) AD (Admin) AO	
20	Procurement	Purchasing goods and Services for the smooth functioning of the department works	i. Calling Quotations ii. Technical evaluation iii. Selection & Approval iv. Awarding v. Signing Agreements vi. Payment for Procurement	3,650	1201 2001 2102 2103 2106	Jan	Dec	900	900	900	950	20	20	30	30	<ul style="list-style-type: none"> No.of procurement planned No of procurements completed 				D (D) AD (Admin) AO	

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21	Court Cases	i Establish legality of the decision ii Develop logical answers to the minimize the effect	Attending the Court Cases related to : ➤ Customs Ordinance ➤ Trade Policy ➤ Department other than above. ➤ Circular on Issuance of vehicle Permits <ul style="list-style-type: none"> • Compilation of averments • Legal consultation, etc. 	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> • Compiled Averments • Legal Consultations attended 	Department of Trade and Investment Policy	ADG (PK) AD(A)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
22	Financial Management																			
22.1	Planning financial resources	Real Budget Estimate Proper management of Allocations & imprest accurate Financial reporting	i. Preparation of budget ii. Planning monthly capital & recurrent expenditures iii. Setting the allocation & imprest limits quarterly	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> Timely submission of budget Monitoring expenditures according to the budget 	Department of Trade and Investment Policy	D (D) Acct	Attached	
22.2	Recording the transactions	Preparation of the accounts according to the circulars and financial regulations on or before the given time period	i Preparing monthly accounting summaries and bank reconciliation ii Preparing control accounts and reconciliation reports iii Preparing Appropriation accounts	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of timely submitted monthly accounting summaries 				

Serial No	Policy	Strategy	Proposed Activity	Allocation	Vote Particulars 1	Date of Commencement	Date of Completion	Financial Targets Rs'000				Physical Targets (%)				Key Performance Indicators	Implementing Agency	Responsible By		Remarks
								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
23	Answering audit queries related to the Department (General Audit, Management Audit, Internal Audit)	Compliance to the office procedures and guidelines	i. Collecting requested information from relevant divisions. ii. Preparing and submitting answers for the audit queries	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No. of Audit queries received No. of Audit queries answered 	Department of Trade and Investment Policy	D (D) Acct	Attached	
24	Assets and Inventory management	Minimizing the wastage and develop the system according to the following existing laws and regulations	i. Recording and updating inventory and asset register ii. Maintaining and repairing the assets (Vehicle, Machinery etc.) iii. Payment for stationery & office requisites and maintenance of vehicles, plant and machinery iv. Conduct the Annual Board of Survey	2,650	1301 1302	Jan	Dec	660	660	660	670	25	25	25	25	<ul style="list-style-type: none"> Updated inventory and asset register Timely submitted Annual Board of Survey (ABS) report 		Department of Trade and Investment Policy		

Serial No	Policy	Strategy	Proposed Activity	Allocation	Vote Particulars 1	Date of Commencement	Date of Completion	Financial Targets Rs'000				Physical Targets (%)				Key Performance Indicators	Implementing Agency	Responsible By		Remarks
								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
25	Maintaining utility services (Telephone, Fuel, Cleaning, Postal)		i. Recording and supervising utility services ii. Payment for supplies and services	10,400	1202 1401 1402 1403	Jan	Dec	2600	2600	2600	2600	25	25	25	25	<ul style="list-style-type: none"> Availability of utility services for smooth functioning of the Department 	Department of Trade and Investment Policy	D (D) Acct AO		
26	Preparation of Monthly & Quarterly Progress Report	Reporting the progress of the implementation of Action Plan	i. Collecting data from relevant divisions ii. Preparing the Reports iii. Submitting to the Government audit and required parties	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Timely submitted monthly & quarterly progress reports 	Department of Trade and Investment Policy	D (D) DD (P)	Attached	

Serial No	Policy	Strategy	Proposed Activity	Allocation	Vote Particulars 1	Date of Commencement	Date of Completion	Financial Targets Rs'000				Physical Targets (%)				Key Performance Indicators	Implementing Agency	Responsible By		Remarks
								Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			Designation	Contact No	
27	Preparing the Performance Report	Reporting the overall performance of the department.	i. Collecting data from relevant divisions ii. Preparing Performance Report iii. Submitting to the Parliament, Audit and Other Relevant Authorities	-	-	Jan	Dec	-	-	-	-	-	-	100	• Timely submitted Performance report	Department of Trade and Investment Policy	D (D) Acct AO	Attached		
Total				68370																

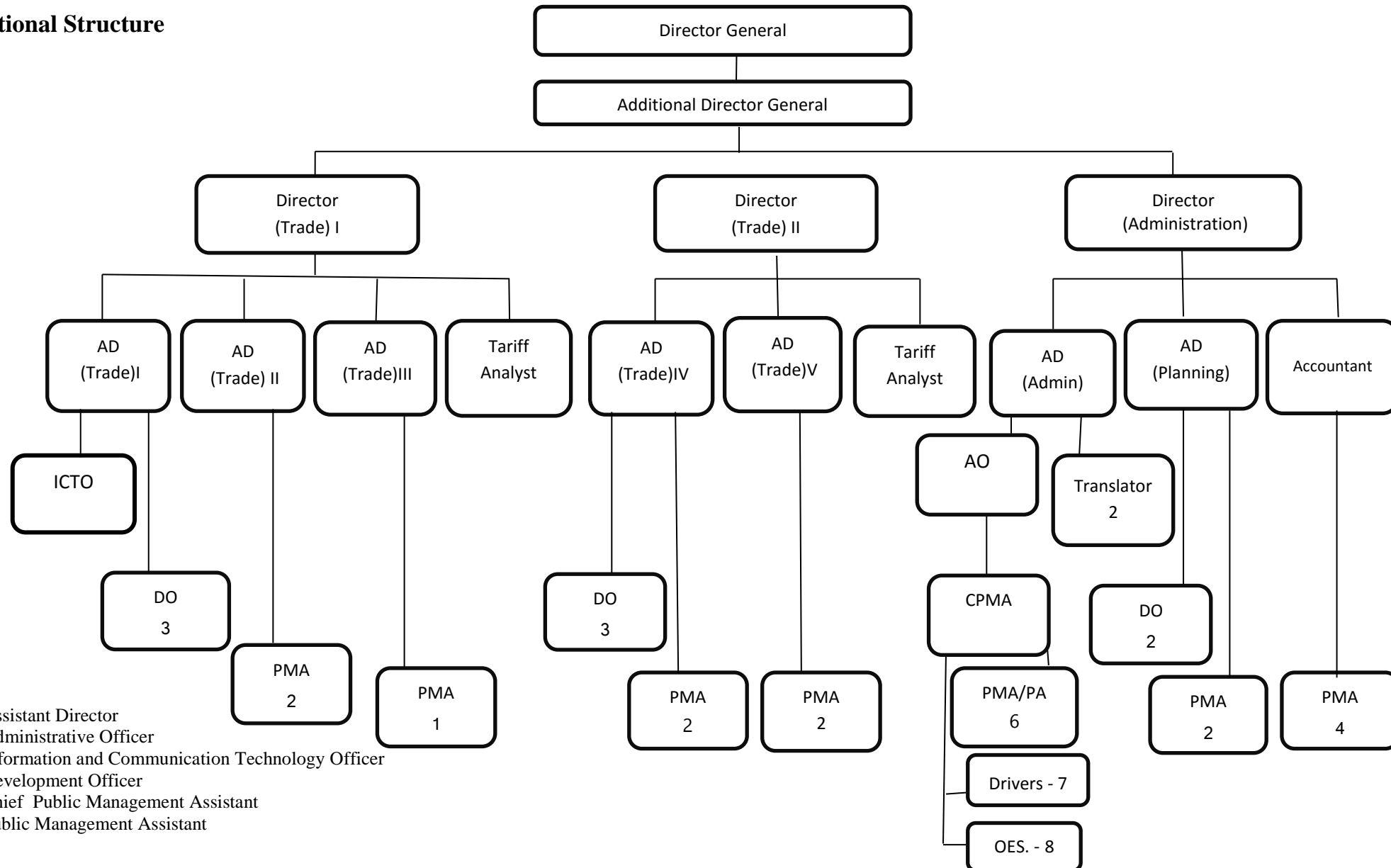
Relevant Sustainable Development Goals (SDGs) of The Department

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	Matters related to SAARC Development Fund (SDF)		
04	Formulation of policies for Boarder / Customs Management		
05	Assisting for implementation of WTO Trade Facilitation Agreement		
06	Representing Ministry of Finance in the Joint Trade Committee/ Council		
07	Oversight Committee of Parliament / Public Finance Committee of Parliament	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
08	Preparation of Answers for Parliamentary Questions / Cabinet Observations		
09	Facilitating Boarder /Customs Management		
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	Procurement		
14	Court Cases		
15	Financial Management		
16	Answering audit queries related to the Department (General Audit, Management Audit, Internal Audit)		
17	Assets and Inventory management		
18	Maintaining utility services (Telephone, Fuel, Cleaning, Postal)		

Relevant Sustainable Development Goals (SDGs) of The Department

No	Strategy	Goal No	Sustainable Development Goals (SDGs)
19	Preparation of Monthly & Quarterly Progress Report		
20	Preparing the Performance Report		
21	Bonded Warehouses related matters		
22	Disposal of vehicles imported under the various duty concession schemes		
23	Issuance of Vehicle Import Permits under Concessionary Terms for the eligible officers of Government Service, State Corporations , Statutory Institutions and Governors of Provinces	Goal 12	Ensure sustainable consumption and production patterns
24	Reviewing of Tariff Policy for National Development	Goal 12	Ensure sustainable consumption and production patterns
		Goal 08	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
25	Addressing trade and tariff related issues submitted by industries/ other organizations (including proposals submitting for Annual Budget)		
26	Facilitate for implementation of Trade Policy related Budget Proposals of the Budget Speech	Goal 08	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
27	Granting Duty Waivers under the provisions of the Customs Ordinance		

Organizational Structure



OES : Office Employee Service

No 1	Department of Trade and Investment Policy - Cadre Information – 2021										
	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	-	-	1	0	0
2	Additional Director General	SLAS	Special	SL3	1	1	0	0	1	0	0
3	Director	SLAS	I	SL1	1	3	0	0	2	0	0
4	Assistant Director	SLAS	II/III	SL1	1	6	0	0	5	0	0
5	Assistant Director	SLPS	II/III	SL1	1	1	0	0	1	0	0
6	Accountant	SLAcS	II/III	SL1	1	1	0	0	1	0	0
7	Tariff Analyst	Departmental	II/III	SL1	1	2	0	0	2	0	0
8	Administrative Officer	PMAS	Supra	MN7	2	1	0	0	1	0	0
9	Information and Communication Technology Officer	SLITS	II/I	MN6	2	1	0	0	1	0	0
10	Translator		I	MN6	2	2	0	0	1	0	0
11	Research Assistant/ Development Officer	DOS	I/II/III	MN4	3	8	0	0	6	0	0
12	Public Management Assistant	PMAS	I/II/III	MN2	3	20	0	0	18	0	0
13	Driver	DS	I/II/III	PL3	4	7	0	0	4	0	0
14	Office Employee Service	OES	I/II/III	PL1	4	8	0	0	7	0	0 34

Cadre Information - 2021

Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2021 (January – December)

Format No: TOD/IMP/2
Head No: 244

Name of the Department: Department of Trade and Investment Policy

	Expenditure items (with Expenditure Codes)	Cash Requirement for the approved expenditure plans															Rs.'000	
		Jan.	Feb.	March	Ist Qtr Total	April	May	June	2nd Qtr Total	July	Aug.	Sep.	3rdn Qtr Total	Oct.	Nov.	Dec.	4th Qtr Total	Grand Total
	Salaries and allowance (1001 and 1003)	3,455	3,455	3,455	10,365	3,455	3,455	3,455	10,365	3,455	3,455	3,455	10,365	3,460	3,460	3,460	10,380	41,475
	Other Allowances paid with salary(Except object code 1003)	360	360	360	1,080	360	360	360	1,080	360	360	360	1080	360	360	360	1,080	3960
	Overtime and Holiday pay (1002)	65	65	65	195	65	65	65	195	65	65	65	195	70	70	75	215	800
	All other Recurrent Expenditure	1,175	1,175	1,175	3,525	1,175	1,175	1,175	3,525	1,175	1,175	1,175	3,525	1,175	1,175	1,175	3,525	16060
	Total Recurrent	5,055	5,055	5,055	15165	5,055	5,055	5,055	15,165	5,055	5,055	5,055	15,165	5,065	5,065	5,070	15,200	61,545
	Other all Capital Expenses	50	50	50	150	562	562	562	1,686	562	562	562	1,686	560	560	571	1,691	5,213
	Public Officers Advance Account	333	333	334	1,000	333	333	334	1,000	333	333	334	1,000	333	333	334	1,000	4,000
	Grand Total	5,438	5,438	5,439	16,315	5,950	5,950	5,951	17,851	5,950	5,950	5,951	17,851	5,958	5,958	5,965	17,891	70,758

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

Prepared By...
Signature.....
Checked By:

Accountant -
- Name: S G M A P Senarathna
- Date.....

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

- Official Stamp

Contact Details

Order	Name	Post	Cord	Office	Mobile
1	Mr. K.A. Vimalenthirarajah	Director General	DG	0112484930	0777860982
2	Mr. M.K.P. Kumara	Additional Director General	ADG(PK)	0112484664	0718320679
3	Mr. J.R.C. Jayatilake	Director	D(R)	0112484655	0714899590
4	Mrs. D.C. Jayadewa	Director	D(D)	0112484939	0714346547
5	Mrs. D.T. Sutharshan	Deputy Director	DD(P)	0112151468	0718609173
6	Mrs. H.G.T. Prasangika	Deputy Director	DD(TP)	0112728191	0714461367
7	Mr. G.D.S.P. Kumara	Deputy Director	DD(S)	0112484599	0713445464
8	Mr. S.A. Senanayake	Asst. Director	AD(Sh)	0112484660	0712847300
09	Ms. S.G.M.A.P. Senarathne	Asst. Director (Accountant)	AD(Acc)	0112484759	0702190130
10	Mr. H.G.N. Asiri	Asst. Director	AD(A)	0112484785	0717665305
11.	Mr. P.Kuruparan	Asst. Director	AD(K)	0112484905	0776003909
12	Mr. K.D.J.Wasantha	Tariff Analyst	TA(W)	Ext.1119	0714397658
13	Mr. D.M.A. Dasanayaka	Tariff Analyst	TA(D)	Ext.1403	0773088756
14	Mr. E.A.P.P. Chandana	Administrative Officer	AO	0112484940	0714418339