## ACTION PLAN – 2020 DEPARTMENT OF DEVELOPMENT FINANCE

Mission: Facilitate to formulate appropriate policies and strategies, and mobilize financial resources for the development of SMEs, financing primary sectors through necessary intervention with the relevant stakeholders.

Key Functions	Activities	Responsibility	J	F	Μ	A	м	J	J	A	S	0	N	D	Output Indicators	Outcome/ Impact
Small and Medium Enterprises	<ul> <li>1.1 Obtaining mission clearance for second round of additional financing (US\$ 80 mn)</li> <li>1.2 Participate loan negotiation of additional financing Tranche II (TII)</li> <li>1.3 Preparation and signing of subsidiary Loan Agreement in collaboration with qualified commercial banks for additional financing TII</li> <li>1.4 Preparation and issuing of operating instructions for additional financing TII</li> <li>1.5 Facilitate the missions fielded by ADB from time to time</li> <li>1.6 Evaluate and approve the sub loans</li> <li>1.7 Release refinance for PFIs</li> <li>1.8 Organizing Steering Committee Meetings</li> </ul>	ADG/D DD/AD DO													<ul> <li>Signing of Subsidiary Loan Agreements</li> <li>Signing of Operating Instructions</li> <li>No. of meetings conducted</li> <li>No. of loans approved</li> <li>Amount of fund released for PFIs</li> <li>No. of Steering Committee Meetings conducted</li> <li>No. of field visits conducted</li> <li>No. of progress reports prepared/ submitted</li> </ul>	Enhancing the contribution of small and medium sector to the GDP

		<ul> <li>1.9 Organizing field visits</li> <li>1.10 Review the progress and preparation of monthly and semi-annual progress reports.</li> </ul>						-	
2.	Coordinating and monitoring of SME Development Program (GIZ)	<ul><li>2.1 Arranging meetings with the relevant agencies</li><li>2.2 Reimbursement of the VAT and other taxes</li><li>2.3 Reviewing the progress</li></ul>	D/DD/ AD/DO			_		<ul> <li>No. of meetings/discuss ions held</li> <li>Amount reimbursed as VAT and taxes</li> <li>No. of performance reports prepared</li> </ul>	Enabling business environment for the SMEs
3.	Providing interest subsidies	<ul> <li>4.1 Providing interest subsidies under the Senior Citizens Special Interest Subsidy Scheme in quarterly basis</li> <li>4.2 Introducing a mechanism to settle the accumulated interest</li> </ul>	D/DD/ AD/DO					<ul> <li>Amount released as subsidy payments</li> <li>No. of beneficiaries</li> </ul>	Enhanced access to finance
4.	Implementation of interest subsidy loan schemes 'Rivi Bala Savi', 'Govi Navoda' 'Ran Aswanna' and 'Riya Shakthi', 'Green Loan', 'Arambuma', 'Diri Saviya'	<ul> <li>5.1 Evaluating applications and registering the loans</li> <li>5.3 Calculation of interest subsidy</li> <li>5.4 Payment of subsidy</li> <li>5.5 Preparation of progress reports</li> </ul>	D/DD/ AD/DO					<ul> <li>Updated Operating Instructions</li> <li>No. of loans registered</li> <li>Amount released as subsidy payments</li> <li>No. of progress reports prepared</li> </ul>	<ul> <li>Minimizing the environmental pollution</li> <li>Providing a safer journey for school children</li> <li>Increased agricultural productivity</li> </ul>

5. Implementation of new Loan Schemes	<ul> <li>6.1 Preparation of concept note</li> <li>6.2 Obtaining Cabinet approvals</li> <li>6.3 Preparation &amp; Signing of MoUs with PFIs</li> <li>6.4 Preparation &amp; issuing the operating instructions</li> <li>6.5 Evaluating applications and registering the loans</li> </ul>	D/DD/ AD/DO			<ul> <li>MoUs signed</li> <li>Issuing of</li> <li>Operating</li> <li>Instructions</li> <li>No. of loans</li> <li>registered</li> <li>Amount released</li> <li>as subsidy</li> <li>payments</li> <li>No. of progress</li> <li>reports</li> </ul>	<ul> <li>Improvement in the living condition of micro scale entrepreneurs</li> <li>Increase in foreign exchange earnings</li> </ul>
6. Implementation of ADB Rooftop Solar Power Generation Project	<ul> <li>7.1 Make necessary amendment for operating instructions and Subsidiary Loan Agreement where and when necessary</li> <li>7.2 Registering and approving the loans</li> <li>7.3 Releasing refinance for PFIs</li> <li>7.4 Organizing Steering Committee Meetings (when required)</li> <li>7.5 Organizing field visits (where is necessary)</li> <li>7.6 Preparation of progress reports</li> </ul>	ADG/D DD/ ICTA			<ul> <li>MoUs signed</li> <li>No. of loans registered</li> <li>Amount released as subsidy payments</li> <li>No. of Steering Committee meetings</li> <li>Steering Committee appointed</li> <li>No. of field visits</li> <li>No. of progress reports prepared</li> </ul>	Minimizing the environmental pollution
7. Development of SME Data Base	<ul> <li>8.1 Follow the tender procedure and select the suitable developer</li> <li>8.2 Finalize the database of RSPGLoC</li> <li>8.3 Start the SMELoC database</li> <li>8.4 Paying the cost of designing the data base</li> </ul>	ADG/D DD/AD ICTA			<ul> <li>User friendly database</li> <li>Accurate data &amp; Information</li> </ul>	<ul> <li>Enhance technical capacity</li> <li></li></ul>

1. Implementation of	1.1 Arrange meetings	ADG/D					• No of meetings	Ensure certified
Government paddy purchasing programm (GPPP)	with relevant stake holders based on the requirement	DD/DO					with stake holders.	price for paddy farmers
	1.2 Facilitate provision of required funds for paddy purchasing in seasons the GPPP is implemented.						<ul> <li>Amount of funds arranged for GPPP.</li> </ul>	
	1.3 Monitor the paddy purchase program when it is implemented						<ul> <li>Amount of paddy purchased in each season at certified price</li> </ul>	
	1.4 Participate representing the Treasury in meetings on paddy purchase						<ul> <li>No. of meetings attended</li> <li>No of reports prepared for meetings</li> </ul>	
C	1.5 Draft Cabinet Memoranda, Observations and Comments for Cabinet papers					.	<ul> <li>No of documents prepared to be submitted to the Cabinet of Ministers</li> </ul>	
	<ul> <li>1.6 Review progress of settling loans taken by PMB from state banks for paddy purchase and Funds obtained from the Treasury</li> </ul>						<ul> <li>No of meetings conducted</li> <li>No. of Cabinet papers, ST Notes prepared</li> </ul>	

	<ul> <li>1.7 Facilitate and make arrangements to manage Treasury Guarantees issued to secure loans taken for paddy purchase</li> <li>1.8 Coordinate with the line</li> </ul>				<ul> <li>No of meetings conducted</li> <li>Status of TGs issued Value :</li> <li>Amounts settled</li> <li>No. of prominent matters solved.</li> <li>No of meetings</li> </ul>	
	Ministries, PMB and the state banks as an issue arises on GPPP				held No of ST Notes submitted	
2. Implementation of the paddy disposal programme depending on the need	<ul><li>2.1 Conduct meetings with stakeholders</li><li>2.2 Negotiate with sales agents</li></ul>	ADG/D DD/DO			No of meetings with stake holders.	<ul> <li>Support households to complete their houses</li> </ul>
	such as Lanka Sathosa, & super markets and coordinate the programme with Government Agents/District secretaries				<ul> <li>Amount of rice purchased by sales agent in each season at certified price.</li> <li>Verifying</li> </ul>	
	2.3 Coordinate with Government Agent, District Secretaries and other relevant agencies				payments made by sales agents to the district secretariat for paddy disposed and	

	<ul> <li>2.4 Collection and processing data to arrive at rates for supply prices, milling charges and relevant expenses</li> <li>2.5 Review progress and take corrective actions</li> </ul>					<ul> <li>Preparing progress report and comparing data of district secretaries and sales agents</li> <li>Reviewing progress report and identifying deviation and make necessary arrangement to the programme</li> </ul>	
3. Facilitate SME Paddy Millers' sector	<ul> <li>3.1 Arrange meetings with paddy millers</li> <li>3.2 Prepare Cabinet papers and other technical notes on SME paddy millers' issues</li> <li>3.3 Facilitate SME paddy millers on their industry issues by proposing loan schemes, budget</li> <li>3.4 proposals to address issues of paddy millers</li> <li>3.5 Collection of data from the Industry for review purpose</li> </ul>	ADG/D DD/DO				<ul> <li>No of meetings arranged</li> <li>No of documents prepared Cabinet papers – Reports</li> <li>No of loan schemes arranged</li> <li>No of budget proposals proposed</li> </ul>	Support ensure food security and affordable levels of cost

	3.6 Represent SME millers by giving recommendations					<ul> <li>No of analysis done</li> <li>Events participated representing millers (meetings etc)</li> </ul>	
4. Implemenation of Housing Loan Schemes "Sonduru Piyasa", "Home Sweet Home" and "Sihina Maliga"	<ul> <li>4.1 Register and approve the loans.</li> <li>4.2 Calculation and Payment of interest subsidy.</li> <li>4.3 Preparation of progress reports</li> </ul>	D/DD/ DO				<ul> <li>No. of loans approved and registered.</li> <li>No. of subsidy claims processed.</li> <li>Progress of registering</li> <li>Progress of subsidy payment</li> <li>Progress of granting loans</li> </ul>	Support households to complete their houses
	<ul><li>4.4 Respond the issues and requests made by banks on those loans</li><li>4.5 Provide inputs to the software system development</li></ul>					<ul> <li>No of issues resolved</li> <li>No of letters prepared</li> </ul>	

		4.6 Conduct discussions, review the program to explore the need to change the program to expedite the process				<ul> <li>No of modifications made in the system facilities No. of discussions held</li> </ul>	
5.	Implementation of New Interest Subsidy Loan Schemes	<ul> <li>5.1 Preparation of Policy Guidelines for new interest subsidy loan schemes</li> <li>5.2 Estimating the required interest subsidy</li> <li>5.3 Preparation of Operational guidelines and MOUs</li> <li>5.4 Signing of MOU with relevant PFIs</li> <li>5.5 Design IT system for registering loan applications and register them</li> <li>5.6 Preparing progress reports</li> <li>5.7 Making Interest subsidy payments</li> </ul>	ADG/D DD/DO			<ul> <li>No of reports or policy documents prepared</li> <li>No of Operating Guidelines prepared</li> <li>No of MOUs signed</li> <li>No of MOUs signed</li> <li>No of IT interfaces and applications designed</li> <li>No of applications registered</li> <li>No of progress reports prepared</li> <li>No of Interest subsidy</li> </ul>	
6.	Support the Cabinet Committee on Cost of Living	6.1 Participate and Provide Treasury inputs /comments	DG/ ADG/D DD			<ul> <li>payments made</li> <li>No. of letters submitted to the COL Committee</li> </ul>	Support ensure food security and affordable

to the Cabinet Committee o Cost of Living		levels of cost of living
6.2 Direct the issues submitted	No. of issues	iiviiig
by private sector and	solved.	
Government organizations	• No. of -	
relevant to Cost of Living	- Reports	
matters to the Committee o	- Cabinet Papers	
Cost of Living for decisions	- Observations	
and inform the decisions	- Letters	
obtained to the relevant	prepared	
parties		
6.3 Papering Reports, Cabinet		
Papers, reports, Cabinet	Frequency of	
Observations and letters on	date collection	
COL matters which need	Tax changes	
Treasury involvement		
6.4 Data Collection and review		
on imports, MRP and taxes o	Frequency of	
essential food commodities	data review	
6.5 Facilitate and review the		
commodity importation		
needs	No. of issues	
6.6 Preparing progress reports	resolved	
on rice import.	Prepared.	
6.7 Data collection on essential		
food commodities, tax	No of	
changes, MRP changes	discussions	
6.8 Conduct special meetings &	held	
discussions regarding COL issues.		
6.9 Coordinate with the		
Departments of Treasury on		
COL matters related to the		
Treasury where necessary		
Micro Finance and Dairy Development		

<ol> <li>Providing Interest Subsidies         <ol> <li>New Comprehensive Rural Credit Scheme(NCRCS)</li> <li>Re-integrated Trainees Program phase I &amp; II</li> <li>Vehicle Ioan for Media Personal and Artists</li> </ol> </li> <li>Monitoring and supervising Micro Finance activities</li> </ol>	<ul> <li>1.1 Providing interest subsidies for loans granted by Commercial banks</li> <li>1.2 Review the progress and Follow up actions</li> <li>2.1 Assessing the sector wise progress</li> <li>2.2 Maintaining the Micro finance data base</li> </ul>	D/DD/ AD ICTO/ DO			<ul> <li>Interest subsidy released</li> <li>No of Loans granted and amount disbursed</li> <li>No of reports prepared</li> <li>No of reports prepared</li> </ul>	
3. Maintaining dairy sector data base and settling the dairy sector issues	<ul><li>3.1 Collecting data on local and international dairy market</li><li>3.2 Submit the reports to take appropriate policy decision</li></ul>				<ul> <li>No of reports submitted</li> <li>Policy decisions taken</li> </ul>	Based on the rep orts submitted cost of living committee decided
<ul> <li>4. Facilitating to implement Dairy Sector loan schemes</li> <li>4.1 Commercial Scale Dairy Development Loan Scheme (CSDDLS)</li> <li>4.2 High milk producing cows for dairy farmers through a gap financing scheme</li> </ul>	<ul><li>4.1 Coordinate and monitor the activities</li><li>4.2 Take appropriate follow up actions and policy decisions</li></ul>				<ul> <li>No of meetings attended</li> <li>Policy decisions taken</li> </ul>	
5. Milk powder pricing formula	<ul> <li>5.1 Maintain the dairy sector database</li> <li>5.2 Monitor the trends in the world milk powder market and other variables in the pricing form</li> </ul>	ula			<ul> <li>Price subsidy released</li> <li>No of reports prepared</li> </ul>	
<ol> <li>Interest Subsidy Loan Scheme to media personnel to upgrade/purchase media equipment "Madya Aruna"</li> </ol>	<ul> <li>6.1 Submit the reports to take appropriate policy decision</li> <li>6.2 Providing subsidies to the relevant companies</li> <li>6.3 Implement the proposal and monitor the progress</li> </ul>				<ul> <li>Price subsidy released</li> <li>No of loans granted and interest subsidy released</li> </ul>	

<ul> <li>7. Interest Subsidy Loan Scheme to build or upgrade daycare centers for children and elders. (Rekawarana)</li> <li>8. Interest Subsidy Loan Scheme to build or upgrade pre-schools (Singithi Pasala)</li> </ul>	<ul> <li>7.1 Submit the reports to take appropriate policy decision</li> <li>7.2 Providing subsidies to the relevant companies</li> <li>7.3 Implement the proposal and monitor the progress</li> <li>8.1 Submit the reports to take appropriate policy decision</li> <li>8.2 Providing subsidies to the relevant companies</li> <li>8.3 Implement the proposal and monitor the progress</li> </ul>					<ul> <li>Price subsidy released</li> <li>No of loans granted and interest subsidy released</li> <li>Price subsidy released</li> <li>No of loans granted and interest subsidy released</li> </ul>	
Financial Market, Primary Secto							
1. Support the supervision role of 06 warehouses completion	1.1 Participate the advisory committees of 06 ware house complexes.	ADG/D DD/AD				<ul> <li>No. of meeting attended</li> <li>2. Gathering information of Physical and financial progress.</li> </ul>	Improved Ware House Receipts Financing facilities
2. Facilitating the fertilizer subsidy scheme	2.1 Monitor the release of required funds for fertilizer subsidy					• Amount released under this scheme.	<ul> <li>Reduce the cost of production of agriculture produce</li> <li>Increase the productivity of agriculture sector</li> </ul>
3. Enhancing Poultry Sector	3.1 Facilitate to import Maize during a shortage occurred in local industry	D/AD				<ul> <li>Volume of imported maize and No. of permits issued for importation of Maize</li> </ul>	Facilitate the value chain of poultry industry while protecting local

							maize farmers and consumers
4. Administration		ADG D/ AD					
4.1 Procurement	4.1.1 Calling Tenders 4.1.2 Signing agreements/contract with selected parties					<ul> <li>No. of Tenders called</li> <li>No. of tenders offered</li> <li>No. of items procured</li> </ul>	<ul> <li>All purchases are done as per the procurement plan</li> </ul>
4.2 Human Resources Development	<ul> <li>4.2.1 Organizing training/capacity building programs</li> <li>4.2.2 Selecting officials for Training programs</li> </ul>					<ul> <li>No of training programs organized</li> <li>No of officials sent for training programs</li> </ul>	Training requirements are identified and satisfied
4.3 Maintaining of Establishment activities	4.3.1 Physical Resources Management					<ul> <li>Amount of expenditure</li> <li>Consumption of fuel</li> <li>No of items; <ol> <li>Vehicles</li> <li>repair/service</li> <li>Machinery</li> <li>repair/service</li> </ol> </li> </ul>	
5. Financial Management	<ul><li>5.1 Accounting</li><li>5.2 Preparation of relevant reports and summaries</li></ul>	ADG/ AD/M				<ul> <li>No. of votes saved below 5% of allocation</li> <li>No. of reports prepared</li> </ul>	<ul> <li>Allocated funds are utilized properly</li> <li>All necessary reports are submitted</li> </ul>

## **Contact Details of the Staff:**

Abbreviation	Position	Name of the Designated Officer	Sector/Unit	Contact – Office/Ext.	Contact – Mobile
DG	Director General	Ms. Geetha Wimalaweera		011-2484542/Ext:1440	
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D/M	Director	Mr. P M K Hettiarachchi	SME	011-2484572/Ext:1017	071-8100524
D/H	Director	Mr. S H V Kumara	SPDF & E	011-2484595/Ext:1015	071-5349063
D/F	Director	Mr. K.P.R.Fernando	MF	011-2484605/Ext:1040	071-8124145
D/P	Director	Mr. K G P Pushpakumara	FM, PS & AD	011-2484507/Ext:1410	071-5348775
DD/M	Deputy Director (Finance)	Ms. W L M A Liyanage	MF	011-2484594/Ext:1013	077-3452909
DD/R	Deputy Director	Ms. R A D R Ranasinghe	SPDF & E	011-2484596/Ext:1023	071-4470396
DD/D	Deputy Director	Ms. J D Kotinkaduwa	FM, PS & AD	011-2484854/Ext:1275	071-8089159
DD/U	Deputy Director	Ms.R.P.U.N.K.Wijeratna	SPDF & E	011-2484574/Ext:1394	071-4461848
DD/PR	Deputy Director	Ms. P G P Rasanjali	SME	011-2484829/Ext:1234	071-4261951
DD/P	Deputy Director	Mr. W P S Wickramage	FM, PS & AD	011-22151446/Ext:1474	071-8025137
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AD/L	Assistant Director	Ms. K.S.L.P.Gunawardane	SME	011-2484673/Ext:2081	071-8568031
ICTO/S	Information & Communication Technology Officer	Mr. H P S Shantha	FM, PS & AD	011-2484884/Ext:1343	071-8100523
DO/A	Development Officer	Ms. A M Wickramasinghe	SME	011-2484884/Ext:1343	071-8100527
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SME	-	Small & Medium Enterprises
SPDF & E	-	Strategic Planning in Development Finance and Evaluation
MF	-	Micro Finance
<b>514</b> DC 0 4D		

FM, PS & AD - Financial Market, Primary sector & Administration