



ACTION PLAN

2026

Department of Project Management and Monitoring

Ministry of Finance, Planning and Economic Development

Third Floor, The Secretariat,

Colombo – 01.

Table of Content

Chapter No.	Subject	Page
1.	About the Department	
	1.1 Vision	02
	1.2 Mission	02
	1.3 Objective	02
	1.4 Strategies	02
	1.5 Functions & Responsibilities	03
2.	Organizational Structure and Human Resources of the Department	
	2.1 Organization Chart	04
	2.2 Cadre Details	05
3.	Action Plan – 2026	06 - 12
4.	Imprest Requirement Plan – 2026	13 - 14
5.	Annual Procurement Plan – 2026	15-16
6.	Internal Audit Plan – 2026	17

1. About the Department

1.1 Our Vision

Towards development effectiveness

1.2 Our Mission

Monitoring, evaluation and facilitation of all development projects to ensure the generation of intended development results as well as providing consultancy to implementing agencies.

1.3 Objective

Enhance the generation of intended development results within the agreed time and cost through optimal use of resources.

1.4 Strategies

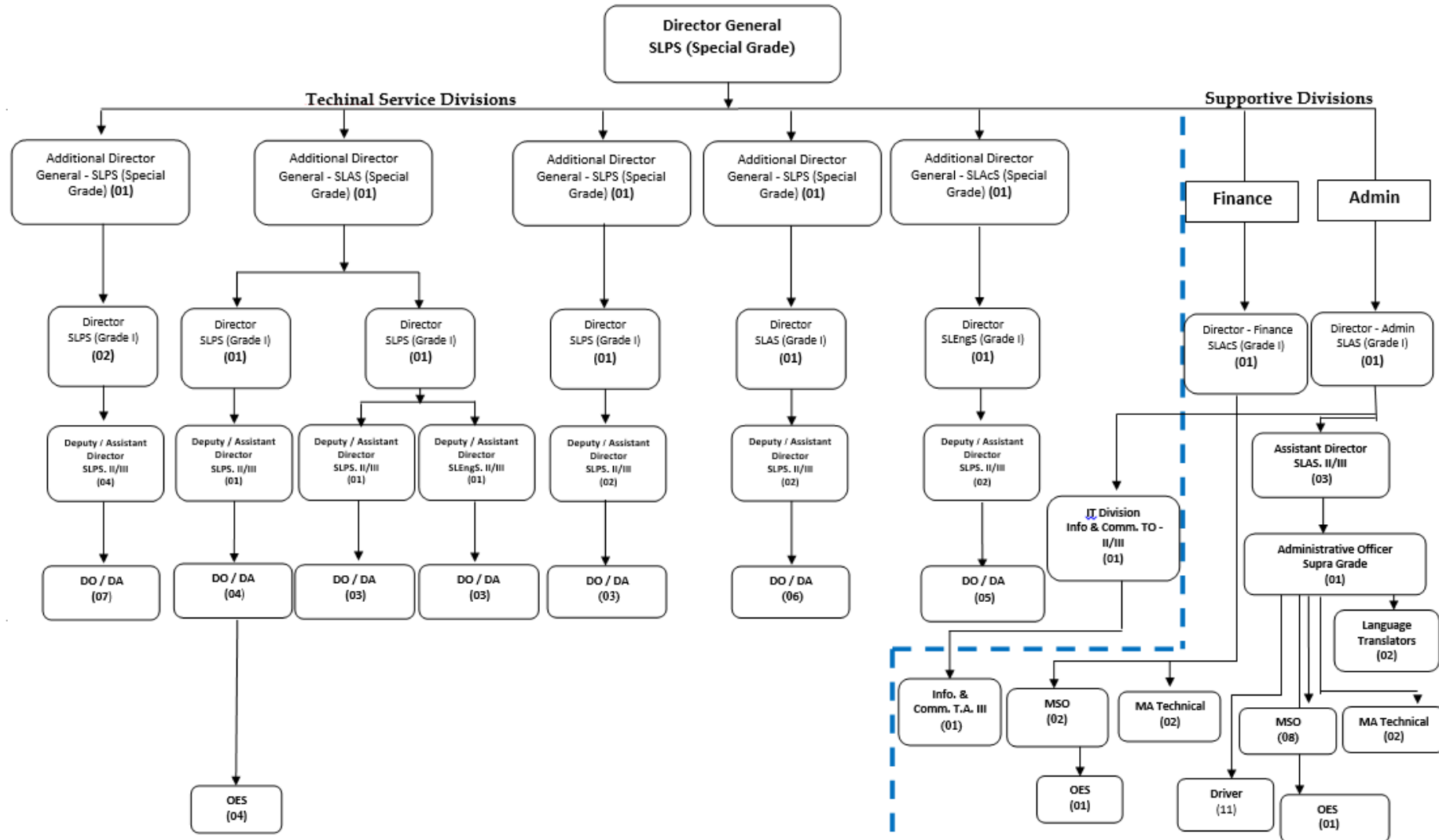
1. Monitoring of foreign and local funded development projects and programmes
2. Evaluation of Development Project and Programmes
3. Performance Monitoring of Ministerial Result Frame work of the Line Ministries
4. Strengthening the capacity of Monitoring and Evaluation for the Department officials
5. Submission of Annual Performance Report of the Department
6. Assets & Stores Management
7. Supply and Accounts
8. Admin, Contingent Liabilities & Payment Reforms

1.5 Functions & Responsibilities

1. Collect information, analyze and monitor foreign and local funded development projects and programmes
2. Report performance of large and Mega scale projects and programs to the Cabinet, quarterly.
3. Resolving issues of the mega-scale development projects and programmes.
4. Facilitate to review the status of development projects and programmes financed by different development partners
5. Verify the results achievement of selected foreign financing development projects and report to donor agencies for foreign finance disbursement
6. Facilitate the implementation of National Evaluation Policy
7. Undertake of projects assessments and evaluations based on the request made by different partners and provide feedback to the planning process
8. Distribute development information through publishing performance reports of the development projects and programmes

2. Organizational Structure and Human Resources of the Department

2.1 Organization Structure



2.2 Cadre details

Cadre Information as at 31.12.2025							
Designation	Service	Grade /Class	Salary Code	Service Level	Approval Cadre	Existing Cadre	Vacancies
Director General	SLPS	Special	SL 3	Senior - 1	1	1	0
Add. Dir. Gen.	SLPS	Special	SL 3	Senior - 1	3	3	0
Add. Dir. Gen.	SLAS	Special	SL 3	Senior - 1	1	1	0
Add. Dir. Gen.	SLAcS	Special	SL 3	Senior - 1	1	1	0
Director	SLPS	I	SL 1	Senior - 1	5	5	0
Director (Finance)	SLAcS	I	SL 1	Senior - 1	1	1	0
Director	SLAS	I	SL 1	Senior - 1	2	2	0
Director	SLEngS	I	SL 1	Senior - 1	1	0	1
Deputy Director	SLPS	II	SL 1	Senior - 1	12	4	7
Asst. Director	SLPS	III	SL 1	Senior - 1		1	
Asst. Director	SLAS	III/II	SL 1	Senior - 1	3	0	3
Asst. Director	SLEngS	III/II	SL 1	Senior - 1	1	1	0
Senior Level- Total					31	20	11
Adm. Officer	MSO	Supra	MN 7	Tertiary - 2	1	1	0
Info.& Com. T.O.	IT Service	II	MN 6	Tertiary - 2	1	0	1
Language Translator	T. Service	II/I	MN 6	Tertiary - 2	2	0	2
Tertiary Level – Total					4	1	3
Development Officer	DO Service	I/II/III	MN 4	Secondary - 3	31	22	9
Info. & Com. T.A.	IT Service	III	MT 1	Secondary - 3	1	0	1
Management Ser. Officer	MSO	I/II/III	MN 2	Secondary - 3	10	8	2
Mgt. Asst.	Dept.	I/II/III	MT 1	Secondary - 3	4	4	0
Secondary Level – Total					46	34	12
Driver	DS	I/II/III	PL 3	Primary - 4	11	6	5
K.K.S.	OES	I/II/III	PL 1	Primary - 4	8	6	2
K.K.S.	Dept.	I/II/III	PL 1	Primary - 4	1	1	0
Primary Level - Total					20	13	7
TOTAL					101	68	33
Local/Foreign Leave (14/2022)						9	
G/TOTAL						59	

01. Action Plan–Year 2026

No	Area of Responsibility	Activities	Responsibility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Output	Outcome
1	Project & Programme Oversight	Reviewing progress of projects and programmes monthly basis	ADG/D/DD/AD/DO													Number of Projects reviewed	Ensured smooth implementation of project/programmes
2		Undertaking field visits to observe the ground level implementing issues														Number of visits undertaken	Issues identified and resolved
3		Coordination of Integrated Quarter Based Progress Review meetings with line ministries														Number of meetings	Smooth implementation of project/ programmes
4		Resolving implementation issues and clearing bottlenecks of projects through Public Investment Monitoring Evaluation Committee (PIMEC)														Number of projects bottlenecks cleared/issues resolved	Smooth implementation of project/ programmes
5		Submitting project Quarter progress report to the Cabinet of Ministers for informed decision making														Number of monitoring reports issued on time for decision making	Smooth implementation of project/ programmes
6		Disbursement Link Indicator verification and reporting to eligibility for fund disbursement to the lending agency														Number of reviews undertaken	Ensured continuous project implementation

#	Area of Responsibility	Activities	Responsibility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Output	Outcome
7		Undertaking portfolio reviews in collaboration with the Development Partners -World Bank, Asian Development Bank, etc..)	ADG/D/DD/AD/DO													Number of reviews undertaken	Smooth implementation of project programmes
8	Evaluation of Projects and Programmes	Conducting training programmes for government officials based on evaluation needs														Number of trained officers	Enhanced knowledge and skills on evaluation
9		Undertaking and managing evaluations of Projects and Programmes														Number of evaluations facilitated	Dissemination of evaluation outcomes
10	Results based management	Review the achievement of Ministerial Results Framework (MRF) - as a trial basis														Number of selected MRF reviewed	Facilitate to achieve Ministerial outputs and Outcomes

No	Area of Responsibility	Activities	Responsibility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Output	Outcome
11		Monitoring of De Centralized Capital Budget programme and reporting the monthly progress to the relevant Stakeholders	ADG/D/DD/AD /DO													Number of reports submitted	Sustained reduction of regional disparities
12		Implementation of other district development programme, monitoring and reporting the progress to the relevant stakeholders														Number of Programmes monitored	Sustained reduction of regional disparities
13		Monitoring of Expenditure proposals														Number of progress meetings	Facilitate the smooth implementation of proposals
14		Providing inputs to developing a web based online monitoring system in collaboration with JICA														Providing software requirement specification	Facilitate to digitalized data management system
15	Digitalization Initiatives	Commence bid calling through e-procurement platform	D(Adm)													Digitalize the processes	Enhance the efficiency
16		Providing inputs to develop implementation of Online Budget Monitoring System	D(Eng.)														
17	Procedure Manual	Assessment of the Department functions and responsibilities														Procedure Manual	Smooth functioning of the department activities
18		Preparation of procedure manuals															

No	Area of Responsibility	Activities	Responsibility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Output	Outcome
19	Administration and Human Resource Development	Human Resource Management i. Acquiring HR ii. Developing Capacity of HR iii. Servicing of HR	ADG/D(Adm)/AO													Completion of duties on time	Ability of smoothly conducting day to day functions of the department
20		Maintaining personal files of the Staff i. Complete performance appraisal of the staff ii. Providing Salary increment up to date	D(Adm)/ AO/ Relevent subject officers														
21		Procurement i. Calling Quotations ii. Technical evaluation iii. Selection & Approval iv. Awarding v. Signing Agreements vi. Payment for Procurement	D(Adm)/D-(Fin) /AO/ Relevent subject officers														
22		Fleet Management i. Taking revenue licenses and insurance for office vehicles ii. Doing vehicle repairs and services iii. Providing response to Audit quarries in respect of vehicle related matters	D(Adm)/ AO/ Relevent subject officers														

No	Area of Responsibility	Activities	Responsibility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Output	Outcome
23		Preparation of reports														Completion of duties on time	Ability of smoothly conducting day to day functions of the department
		i. Preparation of Annual Procurement Plan	D(Adm)/ AO/ Relevent subject officers														
		ii. Preparation of Annual Action Plan	D(Adm)/ D(Fin)/ AO														
		iii. Preparation of the Performance report - 2025	DG/ ADG/ D(Adm)/ D(Fin)														
24		Revision of the Duty Lists of the staff	DG/ D(Adm)														

No	Area of Responsibility	Activities	Responsibility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Output	Outcome
25		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	D(Adm)													Completion of duties on time	Ability of smoothly conducting day to day functions of the department
26		General Administration	DG/ D(Adm) / AO														
27		Implementation of the budget of the Department through ITMIS															
28	Financial Management of the Department	Delegation of Authority under F.R. 135	D(Fin)													Completion duties on time	Financial management in a formal manner
29		Paying Monthly Salaries															

No	Area of Responsibility	Activities	Responsibility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Output	Outcome
30		Conducting the Annual Board of Survey															
31		Maintaining Fixed Asset Ledger, Fixed Asset Register and Consumable Articles Register	D(Fin)														
32		Maintaining Proper stock level and issuing goods based on the requests made by the divisions															
33		Preparation of Appropriation Accounts, Annual Reconciliation Statement of advances to Public Officers' and Revenue Accounts for the year 2025															
34		Preparation of annual expenditure estimates of the Department															
35		Preparation and submission of Monthly Accounts summaries															
36		Preparation of Bank Reconciliations															
37		Responding to Audit Queries															
38		Closing the Accounts – 2025															

Application for Annual Imprest Limits for the Year - 2026

Name of the Department: Department of Project Management & Monitoring
Expenditure Head : 280

Group	Description of Budgetary Provision				Total Provision	Deductions					Total Deductions	Allocation from Other Depts.	Imprest Limit	Revenue Estimate/ Deposits/ Other Collections	Imprest Req. from the Treasury
						Cross Entries	Allocation to Other Depts (TOD/IMP/03)	Allocation to D/Sec (TOD/IMP/03)	Grants to Gov. Institutions	Foreign Aid loan-12					
(1)	Programme Services (Recurrent Expenditure)				(1)	(2)	(3)	(4)	(5)	(6)	2+3+4+5+6=(7)	(8)	1-7+8=(9)	(10)	9-10=(11)
	Programme	Salaries(1001-1003)	Other Allowances paid with the salary	Others											
	1						-	-	-	-				-	-
	2	86,500	12,455	16,045	115,000	3,700		-	-	-	3,700		111,300	-	111,300
	3	-	-	-	-	-		-	-	-	-		-	-	-
	Sub Total -1	86,500	12,455	16,045	115,000	3,700		-	-	-	3,700	-	111,300	-	111,300
	Programme Services (Capital Expenditure)														
(2)	Programme	Consolidated Fund (11)	F.A.Loan (12)		F.A (13/16)		R.F.A (14/15)								
			D.F (17)	F.A. Loan (12)	D.F (17)	F.A. 13/16)	D.F. (17)	R.F (14/15)							
	2	2,000						2,000	-	-	-	-	2,000	-	2,000
	2	1,000						1,000	-	-	-	-	1,000	-	1,000
	2	2,000						2,000	-	-	-	-	2,000	-	2,000
	2	500						500					500		500
	2	17,500						17,500		16,000		16,000	1,500		1,500
	2	1,000						1,000					1,000		1,000
	Sub Total -2	24,000	-	-	-	-	-	24,000	-	16,000	-	16,000	8,000	-	8,000
(3)	Deposit Account				-	-							-	-	-
	Public officers Advance Account				7,000								7,000	-	7,000
	Other Advance Accounts				-								-	-	-
	Sub Total - 3				7,000	-	-	-	-	-	-	-	7,000	-	7,000
	Grand Total (1+2+3)				146,000	3,700	16,000	-	-	-	19,700	-	126,300	-	126,300

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

Prepared By: 
Checked By: 

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



- Official Stamp

E-mail
Telephone No
Date 26/01/22


Director
Department of Project Management & Monitoring
General Treasury
Colombo 01

Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2026

Name of the Department: Department of Project Management & Monitoring

Expenditure Head : 280

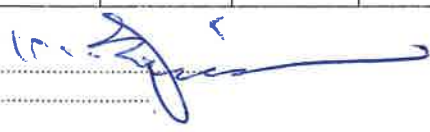
	To pay expenditure (with expenditure subject code number)	Cash Requirement for the approved expenditure plans										Rs.' 000						
		January	February	March	1st Qtr Total	April	May	June	2nd Qtr Total	July	August	September	3rd Qtr Total	October	November	December	4th Qtr Total	Grand Total
I	Salaries and allowance (1001 and 1003)	6,042.00	6,042.00	6,042.00	18,126.00	6,042.00	6,042.00	6,042.00	18,126.00	6,042.00	6,042.00	6,042.00	18,126.00	6,042.00	6,040.00	6,040.00	18,122.00	72,500.00
	Other Allowances paid with salary(Except object code 1003)	1,130.00	1,130.00	1,130.00	3,390.00	1,130.00	1,130.00	1,125.00	3,385.00	1,125.00	1,125.00	1,125.00	3,375.00	770.00	770.00	765.00	2,305.00	12,455.00
II	Overtime and Holiday pay (1002)	1,167.00	1,167.00	1,167.00	3,501.00	1,167.00	1,167.00	1,167.00	3,501.00	1,167.00	1,167.00	1,166.00	3,500.00	1,166.00	1,166.00	1,166.00	3,498.00	14,000.00
III	All other Recurrent Expenditure	1,337.00	1,337.00	1,337.00	4,011.00	1,337.00	1,337.00	1,337.00	4,011.00	1,337.00	1,337.00	1,337.00	4,011.00	1,338.00	1,337.00	1,337.00	4,012.00	16,045.00
	Total Recurrent	9,676.00	9,676.00	9,676.00	29,028.00	9,676.00	9,676.00	9,671.00	29,023.00	9,671.00	9,671.00	9,670.00	29,012.00	9,316.00	9,313.00	9,308.00	27,937.00	115,000.00
IV	Reimbursable Foreign Aid				-				-				-				-	
V	Other all Capital Expenses	500.00	1,000.00	1,000.00	2,500.00	1,000.00	1,000.00	500.00	2,500.00	500.00	500.00	500.00	1,500.00	500.00	500.00	500.00	1,500.00	8,000.00
VI	Public Officers Advance Account	800.00	800.00	800.00	2,400.00	800.00	800.00	600.00	2,200.00	600.00	600.00	500.00	1,700.00	300.00	200.00	200.00	700.00	7,000.00
VII	Deposit Accounts				-				-				-				-	
VIII	Other Advance Accounts				-				-				-				-	
	Grand Total	10,976.00	11,476.00	11,476.00	33,928.00	11,476.00	11,476.00	10,771.00	33,723.00	10,771.00	10,771.00	10,676.00	32,212.00	10,116.00	10,013.00	10,008.00	30,137.00	130,000.00

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

Prepared By: Chief Financial Officer/Chief Accountant/Director (Finance) - Signature
- NameChecked By: 

Date - 26/01/22

- Official Stamp


Piratheepan
 Director
 Department of Project Management & Monitoring
 General Treasury
 Colombo 01

Revised Procurement Plan for the Year 2026

Department of Project Management and Monitoring

Department / Line Agency / Ministry	Procurement Category	Estimated Cost Rs.Mn.	Source of Funding	Vote Particulars	Procurement method (ICB, LIB, LNB, NCB, National Shopping etc.)	Level of Authority (CAPC, SCAPC, MPC, DPC, etc.)	Priority Status U=Urgent P=Priority N=Normal	Current status of Procurement Preparedness activities	Scheduled date of Commencement	Scheduled date of Completion	Remarks
GOODS											
DPMM	Procurement of Stationeries/ Tomers	2	CF	280-2-01-1201	Shopping /Direct Purchase	HOD/DPC(AO)	N	10% (Requirement Identification)	01.02.2026	30.09.2026	
DPMM	Purchasing of 2 Photocopy machines	1.0	CF	280-2-01-2103	Shopping	HOD (AO)	N	10% (Requirement Identification)	2026.04.29	2026.08.15	
	Purchasing of 3 Printers	1.0				HOD (AO)		10% (Requirement Identification)	2026.04.29	2026.08.15	
SERVICES											
DPMM	Vehicle Repairs	5.50	CF	280-2-01-1301	Shopping /Direct Purchase	HOD/DPC(AO)	N	10% (Requirement Identification)	01.01.2026	31.12.2026	Vehicle repair requirments cannot be forecasted at the beginning of the year. However, when the requirement arised following direct purchase/Shopping
DPMM	Repairs and Maintanace of Printers,Photocopy machines	1.5	CF	280-2-01-1302	Shopping /Direct Purchase	HOD (AO)	N	10% (Requirement Identification)	01.01.2026	31.12.2026	on demad
DPMM	Building and Structures- Renovation of Record Room and Stores	2.0	CF	280-2-01-2001	Shopping	HOD (AO)	N	10% (Requirement Identification)	01.01.2026	31.12.2026	
DPMM	Machinary and office equipment service agreement	0.76	CF	280-2-01-1409- 138	Shopping	HOD (AO)	N	10% (Requirement Identification)	01.01.2026	31.12.2026	
	Renewal of Vehicale Insurance policy	0.265		280-2-01-1409- 139		HOD (AO)		10% (Requirement Identification)	01.01.2026	31.12.2026	

HOD	Head of the Department
DPC	Department Procument Committee

Prepared by,
T.D.H. Liyanage
Management Assistant

Checked By,
K. Piratheepan
Director (Finance)

K. Piratheepan
Director
Department of Project Management & Monitoring
General Treasury
Colombo 01

Recommended By,
N.P. Gamage
Director (Admin)

N.P. Gamage
Director
Department of Project Management & Monitoring
General Treasury
Colombo 01.

Approved By,
S. Hemantha Vijitha Kumara
Director General

Date: 2026/09/02

S. Hemantha Vijitha Kumara
Director General
Department of Project Management & Monitoring
General Treasury
Colombo 01

Revised Detail Procurement Plan for the Year 2026
Department of Project Management And Monitoring

Se.No	Ref.No.	Ref. to Action Plan	Ref.to. MPP	Description	Estimated Cost (SL Rs. Mn)	Procurement Method		Appointment of PC/BEC	Preparation of Bidding Documents (PQ)	Approval of Bidding Documents by PC/BEC	Concurrence of Funding Agency	Invitation for BID/Proposal/PQ	Clarification/Pre-Bid meeting	Bid/Proposal Opening	Bid/Proposal Evaluation	Determination of Contact award	Approval for Contact award	Contract Awarding	Signing of contract	Completion of Contract	Contract Number, Amount and Name of the Contractor	Remarks
GOODS																						
1	13		Procurement of Stationeries	1.0	Shopping	Shedule	2025.12.31	2026.02.15	2026.02.22	GOSL	2026.02.26		2026.03.06	2026.03.09	2026.03.16	2026.03.20	2026.03.22		2026.03.25			
2					Shopping / Agent Company		2025.12.31	2026.08.01	2026.08.04	GOSL	2026.08.08		2026.08.15	2026.08.20	2026.08.22	2026.08.25	2026.08.27		2026.08.30			
3			Torners	1.0	Shopping	Shedule	2025.12.31	2026.02.15	2026.02.22	GOSL	2026.02.26		2026.03.06	2026.03.09	2026.03.16	2026.03.20	2026.03.22		2026.03.25			
4					Shopping / Agent Company		2025.12.31	2026.09.01	2026.09.04	GOSL	2026.09.08		2026.09.15	2026.09.20	2026.09.22	2026.09.25	2026.09.27		2026.09.30			
5	13		Purchase of 2 Photocopy machines	1.0	Shopping / Agent Company	Shedule	2025.12.31	2026.04.29	2026.05.08	GOSL	2026.06.24		2026.07.01	2026.07.14	2026.07.14	2026.07.16	2026.07.08		2026.08.15			
6			Purchase of 3 Printers	1.0	Shopping / Agent Company	Shedule	2025.12.31	2026.04.29	2026.05.08	GOSL	2026.06.24		2026.07.01	2026.07.14	2026.07.14	2026.07.16	2026.07.08		2026.08.15			
SERVICES																						
7	14		Vehicle Repairs	5.5	Shopping / Agent Company	Shedule	2025.12.31	On demand														
8	13		Building and Structures Renovation of Record Room and Stores	2.0	Shoping	Shedule	2025.12.31	2026.09.01	2026.09.04	GOSL	2026.09.08		2026.09.15	2026.09.20	2026.09.22	2026.09.25	2026.09.27		2026.09.30			
9	13		Machinery and Office Equipment Service Agreements	0.76	National Shopping	Shedule	2025.12.31	2026.01.01	2026.01.05	GOSL	2026.01.08		2026.01.15	2026.01.20	2026.01.22	2026.01.25	2026.01.27		2026.01.31		AC Service Agreement	
10					National Shopping		2025.12.31	2026.06.01	2026.06.04	GOSL	2026.06.09		2026.06.16	2026.06.21	2026.06.23	2026.06.25	2026.06.28		2026.06.30		Printer Service Agreement	
11	14		Renewal of Vehicale Insurance policy	0.265	National Shopping		2025.12.31	2026.11.01	2026.11.05	GOSL	2026.11.12		2026.11.19	2026.11.26	2026.11.29	2026.12.05	2026.12.11		2026.12.15			

Prepared by,
T.D.H.Liyanage
Management Assistant

Checked By,
K. Piratheepan
Director (Finance)

කේ. පිරාතීපති
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අං. 01
කොළඹ 01

Recommended By,
N.P. Gamage
Director (Admin)
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General Treasury
Colombo 01.

Approved By,
S. Hemantha Vijitha Kumara
Director General
Date: 2026.01.04
S. Hemantha Vijitha Kumara
Director General
Department of Project Management & Monitoring
General Treasury
Colombo 01

Internal Audit Plan - 2026

Name of the Institute	Department of Project Management and Monitoring							
Mission of the Institute	Monitoring, evaluation and facilitation of all development projects to ensure the generation of intended development results as well as providing consultancy to implementing agencies.							
Objective	• Enhance the generation of intended development results within the agreed time and cost through optimal use of resources.							
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	Project & Programme Oversight	1-5			√	√	1	20
6	General Administration							
	i. Human Resource Management	15		√	√		1	10
	ii. Fleet Management	18						
7	Financial Management							
	i. Implementation of the budget of the Department through ITMIS- (Vouching Including Procurement and Stores Management)	23		√	√		1	10
	ii. Conducting the Annual Board of Survey	26						
8	Special Assignments		On Demand					

* Revised Audit Plan approved at the Audit and Management Committee meeting on 29.04.2026

Prepared by - R.A.G.C.Rajapaksha (MSO) ... *Rajapaksha*

Checked by - Bandula Abeyrathne (CIA)

Bandula Abeyrathne
11.05.2026

[Signature]
Jayasekara Pathiranage sunil
Chief Financial Officer
Internal Audit Division
12.05.2026
Jayasekara Pathiranage Sunil
Chief Financial Officer
Internal Audit Division
Ministry of Finance, Planning and
Economic Development, Colombo 01