



புறநீ வார்தாவ
முன்னேற்ற அறிக்கை
Progress Report
2024



அஞ்லாநாச கார்காலச
பிரதம அமைச்சர் அலுவலகம்
Prime Minister's Office



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Progress Report

2024

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01 Introduction

The Prime Minister's Office carries out the official duties of the Prime Minister of the Democratic Socialist Republic of Sri Lanka and plays a crucial role in governance providing the necessary guidance, coordination, and leadership to achieve economic and social development goals in accordance with state policies.

Also, the Prime Minister's Office provides the necessary leadership to address challenges of the time and stand for the people in difficult times and fulfill their aspirations and expectations. Furthermore, it constantly contributes to the formulation and implementation of policies necessary to achieve the country's development goals through guidance, good coordination and a people-centered approach. Further, it contributes to diplomatic activities and plays an important role in diplomatic engagements to strengthen global mutual relations.

Prime Minister Hon. Dr. Harini Amarasuriya has been appointed as the 16th Prime Minister of the Democratic Socialist Republic of Sri Lanka and the third female Prime Minister of Sri Lanka since 23rd September 2024. Furthermore, Hon. Dinesh Gunawardena served as the Prime Minister from 1st of January to 23rd October 2024.

1.1 Institutional Vision and Mission

❖ Vision

“An Independent, Sovereign and Prosperous Sri Lanka”

❖ Mission

“Providing the necessary leadership for an excellent state mechanism by maintaining good coordination between the state, private foreign missions, the United Nations and non-governmental organisations in order to fulfill the aspirations of the Sri Lankan people and improve their living standards.”

1.2 Priorities

- Provide necessary guidance to all ministries and institutional systems to implement government policies and decisions
- Take necessary steps and make new interventions to strengthen the national economic process
- Make direct interventions at the provincial, district and regional levels in social, economic and development matters as appropriate
- Provide necessary facilities for various committees and discussions held under the initiative of the Hon. Prime Minister, to coordinate and follow up on the progress related thereto
- Prepare prompt answers to questions asked by the Hon. Prime Minister in Parliament
- Coordinate all activities related to the draft bills presented to Parliament by the Hon. Prime Minister
- Provide necessary assistance and facilities for the Hon. Prime Minister to maintain and develop diplomatic relations
- Direct take necessary steps to provide relief to the public complaints and grievances addressed to the Hon. Prime Minister
- Coordinate, conduct and publicize state and national events and special occasions attended by the Hon. Prime Minister
- Provide necessary facilitation, coordination and progress follow up of various committees and meetings chaired by the Prime Minister's Secretary
- Perform duties related to the Cabinet sub-committees established by the Cabinet of Ministers appointing the Hon. Prime Minister as the Chairperson
- Organize national and religious events and social welfare services with state sponsorship

02 Secretary Bureau

This division maintains good coordination among the departments through communication from top to bottom (vertical) and between departments (horizontal) in the organizational hierarchy of the Prime Minister's Office and takes appropriate action to implement the given orders and related activities. Administrative activities were carried out under the guidance of the Prime Minister's Secretary, and the Secretariat Bureau provided the necessary facilities and coordination for the following meetings and discussions.

- ❖ Monitoring and reviewing progress to ensure that the targets related to the responsibilities assigned to each division are being met in an optimal manner
- ❖ Implementing direct and indirect assignments required to fulfill the statutory duties assigned to the Chief Accounting Officer
- ❖ Acting as a central liaison unit for all ministries, departments, statutory bodies, etc., including the Office of the President, the Cabinet Office, the Treasury, the National Audit Office, and external government institutions
- ❖ Transforming existing systems into more accurate and transparent ones, and preparing guidelines for office system implementation, utilising new technological knowledge and tools such as AAA and BPR to create an efficient and effective mechanism
- ❖ Establishing more precise methods to bring good governance principles to a practical level, focusing on the legal provisions and regulations that need to be further adhered to, as indicated by the Internal Audit Division, the Legal Division and the Auditor General's Department
- ❖ Coordination of discussions/ meetings between the Prime Minister and the Prime Minister's Secretary and diplomatic/ foreign dignitaries

- ❖ Proper coordination with relevant institutions and divisions of the Prime Minister's Office for the functioning of committees chaired by the Prime Minister's Secretary appointed by the Cabinet of Ministers and prepare committee reports when necessary
- ❖ Proper coordination with relevant institutions and divisions of the Prime Minister's Office for the functioning of committees appointed by the Cabinet of Ministers and chaired by the Hon. Prime Minister or the Secretary to the Prime Minister
- ❖ Promptly responding to emails, WhatsApp messages, fax messages and letters addressed directly to the Prime Minister's Secretary and coordinating with relevant institutions to obtain feedback and inquire about progress
- ❖ Taking steps to train the necessary human resources and prepare guidelines to create a more agile and effective government mechanism for data-driven decision-making and continuous process improvement, from digital transformation initiatives in various fields along each dimension, using new technologies and expertise through innovative approaches of the CITRA Social Innovation Lab, affiliated with the United Nations Development Programme under the Prime Minister's Office

The Secretary Bureau has made the necessary coordination for the following meetings and discussions during the period from 25.09.2024 to 31.12.2024

#	Date	Discussion/ Meeting	Purpose
1.	25.09.2024	Discussion held with the Secretaries of the Ministries under Purview of the Prime Minister	- Identifying the scope of the ministries assigned to the Prime Minister, as the Minister of the respective Ministries - Studying the roles of the statutory institutions under each ministry and the areas that should be given priority in those institutions over the next 06 weeks and planning future activities - The need to act in a manner that will ensure the trust of the people in the public service and political authority was further emphasised
2.	27.09.2024	Discussion held with staff officers of the Prime Minister's Office	Create awareness about the tasks performed by staff officers to maintain integrity transparency and order of the Prime Minister's office.
3.	27.09.2024	Discussion regarding the issue related to the release of the Grade 5 scholarship question paper	Reviewing the progress of the preliminary investigation into the irregularities that occurred in the Grade 5 Scholarship Examination
4.	30.09.2024	Discussion held with representatives of the media sectors of the ministries under the Prime Minister	Maintaining good coordination between the media units of the ministries under the purview of Prime Minister as the Minister and raising awareness about the tasks to be carried out.

#	Date	Discussion/ Meeting	Purpose
5.	02.10.2024	Discussion held with the Secretaries of the Ministries under the Prime Minister	To inform the Prime Minister about the planned and priority task to be carried out in the ministries under the purview of the Prime Minister as the Minister and to appoint the private secretaries to the Prime minister
6.	07.10.2024	Progress review meeting held with the Secretaries of the Ministries under the Prime Minister	Reviewing the progress of the priority tasks of the ministries under the Purview of the Prime Minister as the Minister.
7.	07.10.2024	Discussion on the Cabinet Memorandum regarding the cost estimation for years 2024/ 2025 on the X - Press Pearl incident	Clarification regarding the cost estimation on legal and expertise applications for 2024/ 2025 on the X-Press Pearl incident
8.	10.10.2024	Discussion with health officials	Discussion on the problems and needs in the health sector with the heads of several statutory institutions under the Ministry of Health, as discussed at the progress review meeting
9.	10.10.2024	Discussion held with officials of the Examinations Department	Discussion on current issues and best recommendations to solve in the examinations as discussed in the progress review meeting

#	Date	Discussion/ Meeting	Purpose
10.	10.10.2024	Discussion held with officials of the University Grants Commission and the Higher Education Sector	Identifying the issues in higher education-related fields and universities and discussing the urgent measures to be taken for that purpose.
11.	12.10.2024	Discussion on issues related to development officers attached to the government schools	Discussing the issues that have arisen due to the fact that the development officers (graduates and trainees currently engaged in the teaching and learning process in national and provincial schools) have not been absorbed into the permanent teaching service so far.
12.	14.10.2024	Progress review meeting held with the Secretaries of the Ministries under purview of the Prime Minister as the Minister	Reviewing the progress of the priority tasks of the ministries under the Prime Minister and updating information on new services and social needs.
13.	17.10.2024	Discussion held with university student unions Discussion held with the Medical Faculty Student Action Committee	Identifying unresolved issues faced by university students regarding their academic activities and student welfare.

#	Date	Discussion/ Meeting	Purpose
		Discussion held with the Inter-University Bhikkhu Balamandala and the Student Balamandala	
14.	24.10.2024	Progress Review Meeting held with Secretaries of Ministries under the purview of the Hon. Prime Minister as the Minister	Reviewing the progress of the priority tasks of the ministries under the purview of the Prime Minister as the Minister and updating information on new services and social needs.
15.	24.10.2024	Discussion on the issues existing in the medical faculties of government universities	This discussion was held to identify the needs of local academic and non-academic staff, medical student welfare and other needs of university medical faculties and to provide appropriate solutions to those issues.
16.	25.10.2024	Discussion held with the Teachers and Principals Trade Union Confederation Meeting held with the Principals' Service Association Progress review meeting held with the Secretaries of the Ministries under the purview of the Hon.	Identifying unresolved issues regarding teachers and principals.

#	Date	Discussion/ Meeting	Purpose
		Prime Minister as the Minister	
17.	29.10.2024	Progress Review Meeting Held with Secretaries of Ministries Under the purview of the of the Hon. Prime Minister as the Minister	The primary objective of this discussion was to review the progress of the priority tasks currently being implemented in the ministries under the purview of the Hon. Prime Minister as the Minister and to update information on new services and social needs.
18.	31.10.2024	Discussion on issues related to the Sri Lanka Teacher Education Service Limited Competitive Examination Candidates Association	This meeting was convened at the request of the relevant applicants in order to find a solution to the difficulties faced by applicants who have passed the Limited Competitive Examination of Sri Lanka Teacher Education Service, appeared for interviews, but have not yet been recruited.
19.	05.11.2024	Progress Review Meeting Held with Secretaries of Ministries Under the Scope of the Hon. Prime Minister as the Minister	The primary objective of this discussion was to review the progress of the priority tasks currently being implemented in the ministries under the purview of the Hon. Prime Minister as the Minister and to update information on new service requirements and social needs.

#	Date	Discussion/ Meeting	Purpose
20.	02.12.2024- 31.12.2024	The Committee of Officers appointed to assist the Cabinet Committee appointed to identify and resolve the problems faced by development officers in the public service, officers in related service categories, officers who do not consider a degree as a basic qualification for entry into the public service but who are already in various positions in the public service with a degree, and graduates who are aspiring to enter the public service	This committee meets and performs the functions related to the meeting of development officers in the public service, officers in related service categories, officers who do not consider a degree as a basic qualification for entry into the public service but who are already in various positions in the public service with a degree, and graduates who are looking forward to entering the public service.

03 Administration Division

This division carries out the administrative tasks, operational management and required coordination to utilize the physical and human resources efficiently and effectively and ensure overall performance of the Prime Minister's Office. This division functions under following thrust areas operated as subdivisions.

3.1 Human Resources Management and Administration Affairs

This division carries out the administrative tasks, operational management and coordination required to utilize the human resources efficiently and effectively and maintain the overall performance of the Prime Minister's Office at a high standard. This division takes necessary steps to direct officers for local and foreign training programs with the aim of improving the quality of service by developing the knowledge, skills and attitudes of the officers of the Prime Minister's Office. These trainings provide opportunity to improve efficiency and effectiveness of their duties and improve the overall service quality.

It also provides motivation and favourable the work environment for the officers while enabling them to adapt towards new technological applications and advancements. Furthermore, it creates a platform to establish chains of international relations through mutual learning and sharing experiences

Accordingly, the following local and foreign training courses, programs and workshops have been held during the period from 01.01.2024 to 31.12.2024

Local Training Courses/Programs/Workshops : - 23

Foreign Training Courses/Programs/Workshops : - 15

3.2 Information and Communication Technology

The Prime Minister's Office is in the process of incorporating information and communication technology to control and keep best use of public expenditure and increase the efficiency of institutional processes. Furthermore, it keeps constantly improving the internally developed software systems and experimenting with new information technology applications to carry out its work efficiently and conveniently. Accordingly, cyber security arrangements are being implemented and administered in all data management systems ensuring cyber security and accurate information transmission.

During this period, the Information and Communication Technology Sub-Division made its efforts to implement the Information and Cyber Security Policy approved by the Cabinet of Ministers for state institutions in the Prime Minister's Office and received the Information System Audit Central Association (ISACA) award as the best prepared state institution for cyber technology which could be considered a special achievement for the Prime Minister's Office in this regard.

Activities carried out by the Information and Communication Technology Sub-Division from 01.01.2024 to 31.12.2024

#	Activities
01.	Updating the official website of the Prime Minister's Office with information on the appointments of the new Prime Minister and the Prime Minister's Secretary.
02.	Providing the necessary information and communication technology, infrastructure and guidance to the Public Relations Division of the Prime Minister's Office to carry out its “work from home Programme” as a pilot project to study the feasibility of adapting the public sector to the Work From Home concept to minimize public expenditure.
03.	Based on the results of the above Programme modernizing the document management system in a way that other government organizations also could make use of it.

#	Activities
04.	Improving the existing human resource management system to include personal information of officers, to perform need analysis and prototyping, data filtering and to create customized reports.
05.	Improvements related to the implementation of the Right to Information Act and modernization and updating of the official website of the Prime Minister's Office.
06.	Improving the currently used Document Management System (DMS) to be compatible with mobile devices and providing training to officers on its new features.
07.	Further development and maintenance of the disaster recovery site installed for the information systems used in the Prime Minister's Office.
08.	Conduct technical evaluations and provide recommendations for information and communication technology purchases.
09.	Performing general maintenance and servicing of computers, computer accessories and computer networks, providing email accounts and performing their administrative tasks, keeping license and maintenance service agreements up to date, providing technical support for online meetings and performing general duties of the Information and Communication Technology Division.
10.	Installed the improved e-stores system considering as a priority need and warehouse operations were made efficient and effective. Officers training were also done
11.	Installation of a new firewall for the expiring firewall to ensure cyber security at the Prime Minister's Office's Sirimathipaya premises and Temple Trees premises.¶
12.	Initiative to upgrade the HRM software system to enter leave details in departments online and the CD Fup software system to enter legal documents.
13.	Contribute to the preparation of plans related to the digitalization of the Prime Minister's Office in the strategic plan of the Prime Minister's Office that is being prepared.
14.	Providing technical advice to resolve technical issues in citizen-centric data systems such as e-BMD, e-Pop, e-Land, e-Title of the Registrar General's Office.
15.	Supporting the digitalization of the Presidential Secretariat and the Office of the Leader of the House of Parliament

3.3 Logistics Affairs

3.3.1 The main tasks and functions performed during the period of 01.01.2024 to 31.12.2024 are mentioned below

Logistics Unit

- ❖ Up-to-date maintenance of vehicles in the fleet
- ❖ Taking necessary actions for repairs carried out by local agents and referring repairs carried out by external agencies to the Accounts Division for procurement activities
- ❖ Obtaining vehicle revenue licenses and insurance coverage on time
- ❖ Organising training workshops for staff and drivers as appropriate
- ❖ Providing necessary facilities for officers of the Media Division and the Prime Minister's Office
- ❖ Maintaining a detailed database containing driver information

Maintenance Unit

- ❖ Repairing the entrance and exit gates of the Sirimathi Paya premises
- ❖ Carrying out maintenance work to preserve the artefacts and antiquity in the official residence and garden grounds
- ❖ Providing generators when necessary
- ❖ Protecting valuable souvenir plants in the garden grounds
- ❖ Providing a medicinal or valuable plant for school children visiting the temple
- ❖ Planning, installing and maintaining plants, plant conservation and garden maintenance in the Prime Minister's Office and official residence premises are carried out by this unit

04 Development Division

This division contributes to enhance the economic and social development of the country by providing the necessary support to perform the tasks and functions assigned to it, coordinating and facilitating the implementation of state policies, based on state policies, and subject to the instructions of the Prime Minister.

4.1 International Relations Affairs

❖ Meetings between Ambassadors and High Commissioners of foreign countries

The Prime Minister's Office provides necessary leadership to strengthen bilateral and multilateral state relations, expand development cooperation and investment opportunities, and strengthen cultural relations between countries. Accordingly, the Development Division has carried out the necessary coordination activities for diplomatic meetings with the Ambassadors and High Commissioners of the following foreign countries during the period from 01.10.2024 to 31.12.2024

Japan	Sweden	France
United States	United Kingdom	Turkey
Bangladesh	Switzerland	Pakistan
India	Thailand	Austria
Republic of Korea	Maldives	Italy
South Africa	Australia	Netherlands
Myanmar	New Zealand	Vatican City
Cuba	Canada	Egypt
Iran	United Arab Emirates	Malaysia
Norway	Romania	Malta

❖ **Meetings between foreign representatives visiting Sri Lanka**

This division carried out the necessary coordination for the meetings between the Hon. Prime Minister and following foreign representatives who visited Sri Lanka from 01.10.2024 to 31.12.2024

- Meeting with the Hon. Prime Minister and the Indian External Affairs Minister during their visit to Sri Lanka
- Meeting with the Ambassador of the European Union
- Meeting with the visiting delegation from the United States
- Coordinated diplomatic meetings with the Secretary General of the Ministry of Europe and Foreign Affairs of France

❖ **Meetings between United Nations agencies**

Necessary coordination activities were carried out for diplomatic meetings held with United Nations affiliated institutions. Accordingly, necessary coordination and facilitation were carried out for the meetings and discussions held with the institutions listed below during the period 01.10.2024 to 31.12.2024

- Food and Agriculture Organization of the United Nations (UNFAO)
- United Nations Population Fund (UNFPA)
- United Nations International Children's Emergency Fund (UNICEF)
- United Nations High Commissioner for Refugees (UNHCR)
- Diplomatic meetings held with representatives of the United Nations (UN)

❖ **Meetings with various international organizations**

The International Relations Unit coordinated diplomatic meetings with representatives of international organizations. Accordingly, meetings were held with various international organizations during the period 01.10.2024 to 31.12.2024 as follows.

- International Monetary Fund (IMF),
- Asian Development Bank (ADB),
- Pakistan Business Group,
- International Labour Organization (ILO), International Organization for Migration (IOM),
- Singapore Media Association, Korea International Cooperation Agency (KOICA),
- Japan International Cooperation Agency (JICA),
- International Department of the Central Committee of the People's Republic of China (China – IDCPC),
- World Bank, International IDEA -International Institute for Democracy and Electoral Assistance,
- GGGI-Global Green Growth Institute, Bill & Melinda Gates Foundation
- All China Women's Federation and National Committee of the Chinese People's Political Consultative Conference (CPPCC)

❖ **Sending e-greeting cards for Christmas**

Arrangements were made to send e-greeting cards on behalf of the Hon. Prime Minister to the foreign ambassadors and high commissioners residing in Sri Lanka to convey Christmas and New Year greetings.

❖ **Issuance of letters of reply on behalf of foreign representatives who expressed their congratulations on the appointment of the Hon. Prime Minister**

Letters of reply were issued on behalf of the Hon. Prime Minister to the congratulatory messages sent by foreign Presidents, Vice Presidents, Prime Ministers, Heads of State, Ambassadors, and representatives of international organizations congratulating the Hon. Prime Minister Dr. Harini Amarasuriya on her swearing-in as the 16th Prime Minister of Sri Lanka and the third female Prime Minister of Sri Lanka.

Accordingly, letters of reply have been issued to the Presidents, Prime Ministers and other dignitaries of the following countries during the period from 01.10.2024 to 31.12.2024 Spain, Cyprus, Singapore, Pakistan, Bhutan, Bahrain, Netherlands, France, Cambodia,

North Macedonia, Belarus, Myanmar, Mauritius, Vietnam, Andorra, BIMSTEC, SAARC, Iran, Armenia, Nepal, Hungary, Slovenia, Cuba, Korea, Serbia, Japan, Tunisia, United Kingdom, Czech Republic, European Union, United Nations Economic and Social Commission for Asia and the Pacific, United Nations Human Settlements Programme, United Nations Population Fund

4.1.2 International Relations Affairs Carried Out During the Period from 01.01.2024 to 30.09.2024

❖ Use of the Multidimensional Poverty Index (MPI) as a Policy Tool

A workshop was held at the Taj Samudra, Colombo on 18 January 2024, involving officials from all cabinet ministries and relevant government institutions, with the aim of creating awareness on government officials on the importance of using the Multidimensional Poverty Index (MPI), which is already used in nearly 100 countries around the world, as a policy tool to eradicate poverty in the country. Accordingly, basic project details were sought from all ministries and government institutions to identify projects, outline objectives and outline resources for using the MPI to address specific goals aligned with the MPI.

❖ Diplomatic meetings of the Hon. Prime Minister

The Division also coordinated the necessary arrangements for the meetings held by the Hon. Prime Minister with the official representatives of Korea, Myanmar, Thailand, Japan, Vietnam, Maldives, Mauritius, Greece, Russia, India, New Zealand, Maldives, Japan, Vietnam, Iran, Romania, Switzerland and Pakistan, Bangladesh, Germany, China, Palestine, Netherlands as well as with representatives of organizations such as the European Union (EU), the International Water Management Institute (IWMI), the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), the Food and Agriculture Organization (FAO), the International Labour Organization (ILO), the United Nations Population Fund (UNFPA), the International Monetary Fund (IMF), the National Security Advisor of India and the European Union Election Observation

Mission, with the aim of exchanging views on bilateral and multilateral relations, development cooperation and to promote investment opportunities between the countries. The necessary arrangements were also made for the meetings held by the Hon. Prime Minister with the newly appointed Ambassadors and High Commissioners representing Sri Lanka.

❖ **Official visit to China and participation in the Boao Forum for Asia**

At the invitation of the Chinese Government, the who led the period Prime Minister participated in a five-day official visit to China (from 25.03.2024 to 30.03.2024), during which a bilateral discussion was held with Chinese President Xi Jinping, led by the Chinese Foreign Minister, and a number of ministers.

❖ **Official visit to Korea**

The Prime Minister made an official visit to Korea (02.04.2024 to 04.04.2024) at the invitation of the Governor of Gyeongsangbuk-Do Province, Korea.

❖ **Ushering in Buddha statues from foreign countries to be enshrined in the Dharmayathanaya Vihara on Bauddhaloka Mawatha.**

At the request of the Prime Minister, coordination was done with the embassies and high commissions of those countries to bring Buddha statues from India, China, Bhutan, Laos, Vietnam, Myanmar, Japan, Korea, Indonesia and Nepal to the Dharmayathanaya on the Bauddhaloka Mawatha

4.2 Strategic Affairs

4.2.1 Strategic Affairs carried out from 01.01.2024 to 31.12.2024

❖ **Review of government-owned non-commercial institutions**

Government-owned non-commercial institutions have been established from time to time for certain specific purposes, and due to various reasons, it has been identified that those purposes are not valid in the current context or have not been updated to suit the needs of the time, and a review of the current role of those institutions is necessary. According to the Cabinet decision dated 18.12.2024, Cabinet appointed a committee chaired by the Prime Minister's Secretary to specifically identify the non-commercial institutions under each Ministry and consider their institutional restructuring or required recommendations for better institutional establishments. Accordingly, all the relevant activities from collecting data on the 166 institutions identified as mentioned in the said Cabinet Memorandum to preparing the final report are being carried out by this division.

❖ **Discussing suitable recommendation for issues related to Sawsiripaya building owned by the tower Hall Theater foundation**

Several meetings have been held at the Prime Minister's Office under the patronage of the Prime Minister and the Prime Minister's Secretary, with the aim of discussing the problematic situation that has arisen regarding the CIDA's legal stay in the Sawsiripaya Building, which currently houses the head office of the Construction Industry Development Authority (CIDA), since 2016, without renewing the lease agreement, and reaching a fair and appropriate solution, and recommendations have been submitted to the relevant parties.

❖ **Collecting and Improving Government Revenue Through Effective use of Information Technology Systems**

The committee appointed by Committee on Public Accounts (COPA) under the chairmanship of the Prime Minister's Secretary to monitor the collection and enhancement of government revenue by establishing an effective IT system in 13 institutions that are important for generating revenue in the country. Several rounds of discussions were held with the heads of 13 institutions as well as with the officers of the Legal, Technical and Administrative Sub-Committees of each institution appointed as per the orders of the Committee on Public Accounts (COPA), to identify Current Status of integrating IT systems and to Identify legal, technical and administrative Issues Accompanied in implementation of the said systems in the mentioned institution. Furthermore, an action plan was prepared, including the tasks to be carried out and the target dates for the establishment and integration of IT systems, considering the financial and human resources available in each institution. A progress report was submitted to the Public Accounts Committee on 26.07.2024, based on the preliminary report containing the action plan. The Public Accounts Committee was asked on 10.12.2024 whether the monitoring work in this regard would be carried out further by this Technical Committee.

In addition, at the meeting of the Committee on Public Accounts held on 19.10.2023, several meetings were held under the auspices of the Prime Minister's Office to explore the possibility of introducing a work-from-home system for the entire public service during the Covid-19 (COVID-19) period, and a committee was appointed to draft a suitable system to implement Work From Home (WFH), and a discussion was held on 07.03.2024 to follow up on its progress.

❖ **Coordination activities related to the National Operations Room**

As proposed in the budget 2024 the "National Operations Room" was established under the Project Management and Supervision Department of the then Ministry of Finance, Economic Stabilization and National Policies and chaired by the Secretary to the Prime Minister to resolve issues arising in major development Projects implemented in the country, and was establish on 6th of February 2023 and 52 meetings held in this regards.

❖ **Preliminary work on the implementation of the “National Water Resources Policy”**

As per the Cabinet Decision No. CP/23/1255/602/006-1, dated 10.07.2023, the cabinet of Ministers has approved to implement a common watershed management mechanism in Sri Lanka and coordination activities in drafting this policy have been carried out by the Development Division of the Prime Minister’s Office. The financial and technical assistance have been provided by the Integrated Watershed & Water Resources Management Project (IWWRMP) and the Mahaweli Water Security and Investment Programme (MWSIP) in this regard.

However, since it was observed that the process of preparing the relevant policy had been carried out without public consultation, preparations are being made to submit it to the Cabinet for advice on taking further steps in this regard.

❖ **Establishing a museum in the historic Seethawaka area**

A project was launched to provide a building to establish a museum in the historical Seethawaka area through the Central Cultural Fund, which was affiliated to the then Ministry of Buddhasasana, Religious and Cultural Affairs, and was implemented under the full supervision of the Prime Minister's Office. Accordingly, the relevant stakeholders have completed the renovation of the building proposed to establish the museum including activities such as landscaping, preparation of the access road and drainage system, identification of artifacts as exhibits, preparation of a documentary program, provision of parking and sanitation facilities, and planning of viewing periods for school children. The museum was opened to public on 22nd of July 2024.

❖ **Vel Perahera Festival at the Sammangodu Sri Kadir Velayutha Swami Kovil**

It has been 170 years since the Sammangodu Sri Kadir Velayutha Swami Kovil, which is maintained by prioritizing the belief in the Kataragama Deity, which is highly revered by the Hindu people, was established. Thus, the Vel Perahera festival which has a history of about 170 years has been held in this Kovil, for the past 150 years. To mark the completion

of 170 years since the establishment of this Kovil, the Vel Perahera festival to bring the Kataragama Deity was held on 19.07.2024 at the Temple Trees premises.

Accordingly, in order to pass on religious harmony to the future generations, this Vel Perahera festival was successfully held with the participation of school children of St. Mary's Tamil Maha Vidyalaya, Colombo 04, and with the participation of officers of the Department of Hindu Religious and Cultural Affairs.

4.2.2 Information on meetings held during the period from 01.01.2024 to 30.09.2024

- Discussions related to the Committee appointed to prevent deforestation, illegal sand mining and environmental protection
- Discussion to draft a national policy that includes standards and criteria to be used as a basis for the recognition of medical degree programs of internationally recognised universities in Sri Lanka
- Discussion on the payment and recovery of the converted gratuity (retirement gratuity) of retired Chief Justices and other High Court Judges
- Discussion on the National Steering Committee for Sustainable Development Goals
- Discussion on the programme to empower financial and digital literacy among women
- Discussion on collecting and improving government revenue through effective use of information technology systems
- Discussion held to commemorate the Vesak festival in the year 2024
- Discussion to evaluate the service of media institutions in conjunction with the 33rd anniversary of the National Namal Uyana
- Review of Cabinet Offices and Discussion on obtaining consultancy services for healthcare procurement
- Discussion on the National Digital Economy Strategy for Sri Lanka - 2030
- Discussion on the MoU to be signed between Yunnan Agricultural University and Hector Kobbekaduwa Agricultural Research and Training Institute

- Discussion on the project to replace existing street lights in Sri Lanka with efficient LED street lights
- Discussion on the implementation of Article 6 of the Paris Agreement in Sri Lanka
- Discussion on the implementation of an accelerated irrigation development scheme as a solution to the future challenges faced by the northern dry zone of the island in the face of climate change - (Lower Malwatta Oya Development Project)
- Discussion on the meeting on the Citra Social Innovation Lab
- Progress review meeting on the introduction of new laws regarding the traditional rights of the indigenous peoples of Sri Lanka
- Discussion held on the consideration of investment opportunities by Zhejiang Yinyang Technology Co. Ltd
- Special meeting on the formulation of a new project for the development of the agricultural sector
- Final meeting of the Advisory/Foresight Mission for the Skills Development Systems Transformation Programme
- Meeting held with the Asian Development Bank to discuss the Agricultural Value Chain Financing and Commercialization Sector Development Project
- Discussion regarding the Cabinet Sub-Committee on Restructuring of Line Institutions related to the National Cooperative Movement
- Discussion on the Seethawaka Regional Development Plan
- Awareness discussion on the implementation of the 2024 Decentralized Budget Program (Western, Northwestern, Sabaragamuwa, Central, Southern, North Central, Uva Provinces)
- Discussion on the implementation and realisation of the Aswesuma Welfare Benefit Scheme
- Discussion on expanding cooperation opportunities for Chinese and Sri Lankan enterprises under the "One Belt, One Road" initiative
- Discussion with the delegation of the "Chongqing International Golf Club" in China

- Conducting a series of programs for the full integration of the hill country Tamil community of Sri Lanka into Sri Lankan society
- Discussion on the preparation of a voluntary retirement scheme for redundant employees of state enterprises
- Discussion on professional issues affecting public sector executives
- Discussion on increasing the capacity of large-scale entrepreneurs of Micro, Small and Medium Enterprises
- Discussion on the Cabinet Sub-Committee for Monitoring, Institutional Coordination and Guidance on the Implementation of the The Megapolis Western Region Master Plan - 2048
- Discussion on Motivating IT Companies to Invest in Sri Lanka
- Discussion on Signing of MoUs between Wayamba University, University of Ruhuna and Yunnan Agriculture University, China
- Discussion on the Construction of the Historic Kalyana Nadi Udakukkhepa Seema Malaka
- Discussion on the Future Development Activities Expected to be Carried Out at the Aukana Rajamaha Viharaya
- Discussion on Empowering Low-Income Entrepreneurs by Strengthening the Local Economy
- Discussion on Facilitating the Maha Kumbabishegam Ceremony at the Historic Sri Seetha Amman Kovil in Seetha Eliya, Nuwara Eliya
- Discussion on the national program to provide 2 million “Urumaya” freehold deeds
- Discussion on the long-standing land issue surrounding the Wilgamuwa Hettipola town in the Wilgamuwa Divisional Secretariat Division, Matale District
- Discussion on expanding the country’s national power grid through China-Sri Lanka cooperation
- Discussion on China’s emergency assistance to small-scale fishermen in the Northern and Eastern provinces of Sri Lanka

4.3 Planning Affairs

4.3.1 Work carried out by the Planning Division from 01.01.2024 to 31.12.2024

1. Preparation of the Annual Action Plan of the Prime Minister's Office

The Annual Action Plan for the year 2025 was prepared and submitted on time, identifying the tasks and programs expected to be carried out by each division of the Prime Minister's Office in the year 2025, including indicators to measure their progress.

2. Preparation of all quarterly physical progress reports for the year based on the annual action plan

It is important to measure the progress of the activities carried out by each division in order to achieve the objectives of the Prime Minister's Office. Accordingly, the progress of the activities carried out by each division during the period from 01.01.2024 to 31.12.2024 has been submitted to the Audit Division before the due date on a quarterly basis.

3. Preparation of the final progress report based on the annual action plan

A detailed quarterly progress report was prepared for each department separately, including the progress of activities carried out by all departments of the Prime Minister's Office during the year 2024.

4. Preparation of Draft Annual Performance Report and Final Performance Report

In accordance with the provisions of paragraph 2.4 of Finance Circular No. 402 dated 12.09.2002, the draft of the Performance Report of the Prime Minister's Office for the year 2023 has been duly submitted to the Auditor General before 28th February 2024 and the final performance report has been duly submitted to Parliament before 31.05.2024.

5. Preparation of the Prime Minister's Office's Performance Report on the Achievement of Sustainable Development Goals (SDGs)

In accordance with the Sustainable Development Act No. 19 of 2017, all institutions are required to submit progress towards achieving the Sustainable Development Goals for each year. Accordingly, the Prime Minister's Office's Performance Report on the Achievement of the Sustainable Development Goals for the year 2024 was duly prepared and submitted to the Auditor General.

4.4 Parliamentary Affairs

4.4.1 Tasks performed in relation to parliamentary affairs during the period from 01.10.2024 to 31.12.2024

❖ Affairs related to Cabinet Memorandums and Cabinet Notes

This unit carries out the process of drafting the Cabinet Memorandums and Cabinet Notes submitted to the Cabinet by the Hon. Prime Minister and submitting them to the Cabinet Office, and carries out relevant coordination activities.

Accordingly, from 01.10.2024 to 31.12.2024, **4** Cabinet Memorandums and **01** Cabinet Notes related to various fields have been submitted to the Cabinet.

This unit studies the above Cabinet memoranda and notes and informs the relevant divisions to take the necessary actions to implement the decisions that the Secretary to the Prime Minister must take, among the decisions reached by the Cabinet.

❖ Preparation of summary notes for Cabinet papers

Prior to the Cabinet meetings, the Cabinet Office prepares a single file summarizing the contents of all the Cabinet papers sent to the Prime Minister for his attention on a weekly basis and provides it to the Prime Minister and the Prime Minister's Secretary. Accordingly, **10** Cabinet Paper Summary Notes have been prepared from 01.10.2024 to 31.12.2024.

❖ **Maintaining the database related to Cabinet Papers up to date**

All ministries scan and update the Cabinet Memorandums/Notes, Observations and Decisions related to the work related to their scope, which are sent to the Cabinet by them, into the data system and provided to the relevant officers for office needs with the approval of the staff officer.

4.4.2 Tasks performed in relation to parliamentary affairs during the period from 01.01.2024 to 30.09.2024

❖ **Tabling of Parliamentary reports**

This section is responsible for preparing and submitting proposals for the approval of the Parliament regarding the Bills whose legal work has been completed by His Excellency the President and the proposals to be tabled in the Parliament by the Honorable Prime Minister. Accordingly, from 01.01.2024 to 30.09.2024, 09 resolutions have been submitted to the Parliament.

❖ **Answering parliamentary questions**

- Drafted responses to oral questions asked by ruling and opposition members of Parliament to the Hon. Prime Minister within the period from 01.01.2024 to 30.09.2024, relating to the scope of Hon. President and the Hon. Prime Minister, and coordination has been carried out with the relevant ministries for other Parliamentary questions.

Accordingly,

Oral questions on matters falling within the purview of the Hon. President and the Presidential Secretariat - **08**

Oral questions on matters falling within the purview of the Hon. Prime Minister and the Prime Minister's Office - **33**

- Answers to one **(01)** question asked under Standing Order 27(2) have been drafted and submitted to Parliament.

- Answers to 08 oral questions asked under the opportunity to ask questions to the Hon. Prime Minister on policy matters of national importance are given on the first Wednesday of each month during the sitting of Parliament. Accordingly, 16 answers to 08 oral questions have been drafted on two occasions.

❖ **Tasks performed from 01.01.2024 to 30.09.2024 regarding Cabinet Memoranda, Cabinet Notes, Observations, Cabinet Paper Summary Notes**

Tasks performed	Total
Cabinet Memoranda	20
Cabinet Notes	7
observations	23
Cabinet Papers Summary Notes	36
Reports submitted to Parliament	36

05 Accounts Division

The main function of this division is to implement sound and efficient financial management practices and ensure sound financial reporting in order to fulfill the functions constitutionally assigned to the Prime Minister's Office. Accordingly, the following functions are performed by this division.

Tasks performed in relation to accounting from 01.01.2024 to 31.12.2024

- Financial Planning and Budgetary Control
- Purchase and maintenance of assets, safeguarding those assets, conducting annual inventory surveys and maintaining records related to assets, according to procurement procedures,
- Preparation of annual financial statements, prepare management reports and prepare annual reconciliation reports regarding advance accounts while maintaining the limits of the advance “B” account of government officials
- Coordination with government audit officers and provision of necessary information and support for annual audit activities
- Preparation of salaries of all officers of the Prime Minister’s Office, carrying out activities related to recurring and capital expenditures including payment of advances and other allowances
- Purchase of consumables required for office activities and carrying out stock control activities regarding those materials

Description	Annual Estimated Amount for 2024 (Rs.)	Total expenditure from 01.01.2024 – 31.12.2024 (Rs.)	Financial Progress
Recurrent expenditure	1,064,549,366.00	931,077,819.03	87.46%
Capital expenditure	116,082,634.00	84,060,240.74	72.41%

06 Public Relations Division

This division provides relief to the suggestions, requests and grievances addressed to the Prime Minister seeking relief regarding any problem that the public has been suffering from, to provide effective service to the public from government institutions and to follow up on them until a final answer is given by referring those issues to government institutions in order to provide a prompt response to the problems, accepts the messages submitted by the public, civil organizations, trade unions and various institutions on behalf of the Prime Minister and carry out other related coordination activities, analyse information on unresolved public problems and forward the results to the appropriate decision-making parties

6.1 Use of technology and communication strategies to efficiently address suggestions, requests and grievances

❖ How to address suggestions, requests/grievances

Since technological and communication strategies are used to effectively address suggestions, requests and grievances, any individual can submit their request electronically through the links below, in addition to sending it by mail, and they will also be responded to promptly.



secretarypr@pmoffice.gov.lk



www.pmoffice.gov.lk (Link to the **public grievances** web page)



+94 117481514



+94 71 999 7722

❖ SMS Service

If mobile phone numbers are mentioned with the requests/grievances being submitted, Reference Numbers will be provided via SMS.

❖ Enforcement of the provisions of the Right to Information Act No. 12 of 2016

The relevant documents of every request made by the public are scanned and stored as soft copies in a Document Management System. This enables the information to be checked and retrieved at any time. Accordingly, the provisions of the Right to Information Act No. 12 of 2016 have been enforced.

The following is the information about the letters received to this section during the period from 01.01.2024 to 31.12.2024.

#	Medium	Amount
i.	Mail/ Fax/ Hand (hard copy)	18,460
ii.	Email/WhatsApp/Soft copies	9,185
	Total	27,645

The content of the total number of letters received is as follows.

i.	No. of new requests	- 12,858
ii.	No. of responses received from institutions	- 8,966
iii.	No. of repeated requests made by the citizen before the	
iv.	initial request was answered	- 3,221
iv.	No. of unactionable emails received via email	- <u>2600</u>
		<u>27,645</u>

01. by nature of requests (new requests)

#	Letter classification	Amount	Percentage
1	Various difficulties faced by clients Complaints against public servants and the police, complaints related to public service procedures, public safety, environmental pollution, delays in conducting competitive examinations/results/recruitment, etc.	3235	25.20%
2	Employee requests Government/ Private/ Armed Services/ Foreign Workers	2387	18.60%
3	Education Higher education, vocational education, school sports, school facilities and enrollment, common education issues	920	7.20%
4	Greetings, Comments and suggestions to the Hon, Prime Minister	1089	8.50%
5	Job requests	883	6.90%
6	Land issues For agricultural and commercial purposes, for building houses, title deeds and deeds, surveys, laying boundary stones	828	6.40%
7	Infrastructure Water/ Electricity/ Roads/ Transportation/ Communications	512	4.00%
8	Retirement Pensions and gratuities	462	3.60%
9	Welfare benefit requests Aswesuma, Samurdhi, Disabled, Elderly, Kidney, Living Expenses, Women and Children's Aid, Medicines and Equipment	614	4.80%
10	Religious, cultural, artistic and sporting	295	2.30%
11	Requests for relief for loans and leases	211	1.60%
12	Housing needs Houses, home renovations and new construction	268	2.10%
13	Industries Fisheries/Tourism/IT/Industry	63	0.50%

#	Letter classification	Amount	Percentage
14	Agricultural Water issues, seeds, fertilizers, pests and extension services	70	0.50%
15	Other issues not included in Nos. 1 to 14	1021	7.90%
Total		12,858	100%

❖ **Appointing direct supervisory officers to promptly respond/solve public requests/grievances**

For this purpose, the necessary officers have already been appointed from Ministries, Departments, District Secretariats, Divisional Secretariats and Provincial Councils, and about 90% of the work to appoint direct supervisory officers in corporations and statutory boards has also been completed.

Accordingly,

- Through this process, every request is forwarded to the relevant institutions only through **Email**. This has resulted in economic savings and has enabled savings of about 50% on stationery and postage costs.
- If the citizen who submitted the request has an **Email** address, he/she will be provided with information via **Email** and if the citizen has mentioned a **WhatsApp** number, the relevant information will be forwarded to him/her via **WhatsApp**.
- The Public Relations Division has introduced a common **WhatsApp** number for submitting requests and grievances.

❖ **Using a Digital Signature**

- This has enabled increased efficiency and productivity and has significantly reduced the cost of stationery
- The use of hard copies for submitting drafts has been discontinued
- The use of Digital Signature has enabled the response to public grievances through Email and WhatsApp technology, thus minimizing or eliminating the use of paper

This has reduced the need for office equipment and space to protect those documents. Also, the IT Division has implemented a program to backup all scanned documents daily. Documents related to completed requests/complaints will be sent to the citizen by mail.

❖ **Introducing a WhatsApp number**

This has enabled the prompt receipt of requests from the public and the timely provision of relevant information.

6.2 Special tasks performed by the Public Relations Division

❖ **Work From Home (WFH) Pilot Project**

The Public Relations Division was selected to implement this pilot project in accordance with the directive of the Secretary to the Prime Minister to discuss with the Secretary to the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government to explore the possibility of public servants working from home to collect government revenue and improve productivity by utilizing information technology systems at the Public Accounts Committee held on 19.10.2023. Accordingly, guidelines were prepared to start this pilot project from 22.01.2024 and the Public Relations Division successfully carried out the pilot project by acting in accordance with those guidelines.

The Public Relations Division of the Prime Minister's Office implemented this pilot program in four phases from 22.01.2024 to 03.06.2024

The growth in the monthly work units accomplished after the implementation of the Work from Home (WFH) pilot project, compared to the monthly work units accomplished by the officer before the implementation of these phases of the WFH pilot project, is as follows

Phases of the WFH pilot project	Monthly average progress
Phase One – 22nd January to 19th February, 2024	61% growth
Second Phase – 26th February to 26th March, 2024	64% growth
Third Phase – 27th March to 26th April 2024	15% growth
Fourth Phase - 3rd May to 3rd June, 2024	17% growth

Thus, the average progress of the monthly work unit completed by an officer in Phase 4 has increased by 39% due to the implementation of the WFH project. Accordingly, the performance and productivity of officers have increased through the implementation of this methodology.

Furthermore, the government has been able to reduce its expenses by reducing water charges, electricity charges, maintenance costs by a certain percentage during the WFH project period, payment of overtime allowances, and repair costs of computers and devices.

❖ **The Committee of Officers appointed by the Cabinet of Ministers to review the recruitment process in the public service**

As per the cabinet decision on අම/24/0420/601/029 and date 12.03.2024 Recruitment Committee was established under the chairmanship of the Secretary to the Prime Minister and with the participation of other relevant parties, in order to adjust the current approved

number of public servants, which has been unusually expanded due to irregular recruitments made outside the approved staff of the public service and without proper human resource studies, to suit the current situation in accordance with the internationally accepted standard corporate human resource management pyramid, a Recruitment Committee was established under the chairmanship of the Secretary to the Prime Minister and with the participation of other relevant parties and, the Public Relations Division provided facilities for the said Committee.

Accordingly, necessary guidelines were provided to all Secretaries of Ministries, Heads of Departments, Chief Secretaries of Provincial Councils and Heads of Statutory Institutions regarding the review of the recruitment process in the public service to adopt a correct human resource management approach.

This committee implements a logical and scientific examination of the recruitments for vacancies in the approved staff presented to the committee meetings and gives consent to recruit essential posts.

07 Internal Audit Division

The Audit Division of the Prime Minister's Office is responsible for providing audit reports requested to to be submitted by the Prime Minister's Secretary, forwarding the quarterly evaluation reports of the Chief Internal Auditor to the National Audit Office and the Department of Management Audit, and conducting Audit and Management Committee meetings in accordance with the guidelines of those institutions within the prescribed time frames. Accordingly, the functions performed by the Internal Audit Division are as follows.

Tasks performed by the Internal Audit Division from 01.01.2024 to 31.12.2024

#	Program/Meeting	Date held
01	Preparing the quarterly evaluation report of the Chief Internal Auditor and sending it to the Management Audit Department.	
	▪ Preparation and submission of the evaluation report for the first quarter of 2023	31.01.2024
	▪ Preparation and submission of the evaluation report for the second quarter of 2024	29.04.2024
	▪ Preparation and submission of the evaluation report for the third quarter of 2024	19.07.2024
	▪ Preparation and submission of the evaluation report for the fourth quarter of 2023	10.12.2024

#	Program/Meeting	Date held
02	Preparation of the Chief Internal Auditor's Preliminary Implications Report for the year 2024	31.01.2024
03	Conducting Audit and Management Committee meetings for the first, second, third and fourth quarters of 2024 respectively in accordance with the guidelines of the Management Audit Department.	24.02.2024 18.06.2024 10.09.2024 17.12.2024
04	Sending internal audit reports to the Management Audit Department on a quarterly basis (Form 6) - Quarterly Compliance Report Submission - First Quarter 2024 - Quarterly Compliance Report Submission - Second Quarter 2024 - Quarterly Compliance Report Submission - Third Quarter 2024 - Quarterly Compliance Report Submission - Fourth Quarter 2024	31.02.2024 26.06.2024 13.09.2024 17.12.2024
05	Payment Voucher Check - (December 2023)	01.01.2024- 31.03.2024
06	Conducting internal audit inspections and reporting audit findings with recommendations to the Secretary to the Prime Minister. - Internal Audit Inspection on Maintenance of Personal Files - Internal Audit Inspection on Government Salary Payment Computer Program	07.02.2024 21.02.2024

#	Program/Meeting	Date held
	• Inspection of Advance "B" Account of Government Officials	05.28.2024-06.06.2024
	• Audit of Petty Cash Management	10.05.2024-06.05.2024
	• Internal Audit of Government Payroll System (GPS)	12.06.2024
	• Payment Voucher Inspection	30.05.2024-2024.06.12
	• Internal Audit Inspection on Maintenance of Personal Files of Staff Officers	17.07.2024
	• Inspection of payment vouchers related to the provision of telephone and internet services	24.07.2024
	• Internal audit inspection of festive advances and disaster loans to government officials	15.08.2024
	• Internal audit inspection of payments made for stationery and office needs	16.08.2024
	• Internal audit inspection on the verification of payment vouchers related to vehicle maintenance expenses	30.08.2024
	• Internal audit inspection on the verification of salary payment according to the Sri Lanka Interbank Payment System (SLIPS)	06.09.2024
	• Inspection of personal files of non-staff officers	29.10.2024
	• Annual inventory survey activities and inspection of embezzlement activities	12.05.2024

#	Program/Meeting	Date held
	➤ Checking payment vouchers - August 2024	10.12.2024
	➤ Vehicle accidents - 2024	11.12.2024
	➤ Checking the payment of salaries for the Prime Minister's personal staff	11.12.2024
07	Preparation of the Internal Audit Charter for the year 2025	14.10.2024
08	Preparation of a Risk Appetite Statement	20.11.2024
09	Preparation of a risk assessment report	20.11.2024
10	Preparation of the Risk Register for the year 2025	20.11.2024
11	Preparation of the Internal Audit Plan for the year 2025	25.11.2024

08 Legal Division

These divisions carry out coordination activities related to various legal matters falling under the purview of the Hon. Prime Minister and coordination of legal matters related to other Ministries held by the Hon. Prime Minister.

The following activities have been carried out by this division during the period from 01.01.2024 to 31.12.2024

- ❖ Coordination has been carried out with the Attorney General's Department and other relevant parties regarding the cases filed in the Supreme Court, the Court of Appeal and other courts naming the Prime Minister and/or the Prime Minister's Secretary as respondents.
- ❖ The number of notices received by the Legal Division for the year 2024 is as follows:
 - Supreme Court Case Files - 36
 - Court of Appeal Case Files - 08
- ❖ All the above-mentioned case files have been completed and the relevant preliminary reports have been forwarded to the Attorney General's Department. Furthermore, observations and replies have been provided to the Attorney General, where necessary.
- ❖ Necessary arrangements have been made regarding meetings, special meetings, etc. regarding legal matters attended by the Prime Minister.
- ❖ Necessary arrangements have been made regarding the Cabinet papers presented by the Prime Minister.
- ❖ Draft lease agreements and other draft agreements of the premises proposed to be leased by the Prime Minister's Office have been analyzed and recommendations have been made.
- ❖ Various files submitted to the Legal Division have been monitored and relevant notes and recommendations have been provided to the relevant divisions.

09 Media Division

In line with the policy statement “Rich country and a beautiful life “it is essential to transform individual and social attitudes with the economic transformation to create a new change in the country. Furthermore it is essential to direct the country which has been gone through numerous challenges and crisis so far, to the correct path and way forward. The Prime Minister's Media Division is constantly providing its services to create correct attitudes among the people regarding the decisions and programs taken by the government as a people-centered government and to communicate correct information to the people. Furthermore, this division is also responsible for disseminating accurate information through constant attention and follow up on media practices. This division is responsible for timely media coverage of all information and publicity, including decisions taken by the Prime Minister, at diplomatic meetings, public events, Parliamentary news and crucial discussions and also issuing news releases to television, newspapers, radio, websites, blogs, and social media, and following up on news. The Media Division also carries out tasks including monitoring and correcting inaccurate and incomplete news published through various media platforms and issuing greeting messages on behalf of the Prime Minister on special days and occasions.

During the period from 01.10.2024 to 31.12.2024, the Media Division performed the following tasks.

#	Work performed	Amount
1.	Press Releases	110
2.	Congratulations messagess	11
3.	News and Announcements News in the Print Media (News and Announcements published in all three languages)	460
4.	Radio News	186
5.	Television media news	206
6.	News published on websites	Approximately a thousand

#	Work performed	Amount
7.	News published on the website of the Prime Minister's Office	105
8.	News published on the website of the Prime Minister's Office	11
9.	News posted on the Facebook page	130

In addition, the organization of events, media calls, and pre-monitoring of events have also been carried out. The Media Division also stores and releases videos and photographs of various events attended by the Prime Minister and various events at the Prime Minister's Office when necessary. The Media Division also archives news published in print media, television, and websites and prepares news files.

Programs covered by Media Section from 01.10.2024 to 31.12.2024 and its physical progress

#	Events covered by the Media Division	Total
01	Archiving and storing photographs and videos of events attended by the Prime Minister	81
	I. Photo files	127
	II. Video files	
02	News and feature productions and press releases to the media	110
03	Special article preparation (newspapers)	03
04	Callings for media coverage	03
05	Prime Minister's messages to the media relevant to special days	11
06	Pre-monitoring and pre-discussion activities for special occasions attended by the Prime Minister	12

#	Events covered by the Media Division	Total
07	Meetings with foreign ambassadors and representatives	44
08	Preparing a file of reports published in the print media and news published in newspapers and websites on socio-economic issues relevant to the Prime Minister's purview and requiring attention and referring it to the Hon. Prime Minister and the Prime Minister's Secretary	79
09	News updates on the official website of the Prime Minister's Office	105
10	Updating the Official FB Page of Media Division	132
11	News Follow-up events	
	I. Electronic Newspapers	1325
	II. Television Channels	460
	III. Websites and Blogs	1050

Tasks performed by the Media Division from 01.01.2024 to 30.09.2024

#	Events covered by the Media Division	Total
01	National festivals and special occasions	156
02	Programs attended by the Prime Minister Data preservation and storage I. Photo files II. Video files	639
03	News and feature articles creation	400
04	Press release to the media	303
05	Preparing special articles	130

#	Events covered by the Media Division	Total
	Providing information requested by the media	119
06	I) Translation of news and special messages	381
07	Callings for media coverage	64
08	Website news update	401
09	Greeting messages	201
10	Condolence messages	101
11	Forwarding messages to relevant places	345
12	Issuance of Prime Minister's messages to the media related to special days	20
13	Dharma Deepani Poya Day Programme	09
14	Buddhist religious, cultural and non-religious festivals and programs	09
15	Event organization and preliminary discussions	36
16	I) Monitoring reports published in the print media that should be brought to the attention of the Prime Minister and take relevant action.	133
	II) Monitoring reports published in electronic media and taking relevant action	03
	III) Monitoring reports published in web media and taking relevant action	04
	IV) Preparing daily and weekly reports including the amount of news published in newspapers and websites	261
17	Updating Social media, FB	185