



**அனாநாை கார்டாருட
பிரதம அமைச்சர் அலுவலகம்
Prime Minister's Office**

2025

**வார்டிக கார்டகாடன வார்டாவ
வருடாந்த செயற்திறன் அறிககை
ANNUAL PERFORMANCE REPORT**



Annual Performance Report

2025

Prime Minister's Office

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1 Institutional Profile

1.1 Introduction

The Prime Minister's Office of the Democratic Socialist Republic of Sri Lanka is responsible for executing the official duties of the Hon. Prime Minister and providing the necessary guidance, coordination, and leadership to achieve national economic and social development objectives in accordance with government policies.

Also, The Prime Minister's Office provides prompt solutions to current challenges, the necessary leaderships to fulfill the aspirations of the people, formulates the necessary policies to make the country's development works effective, provide necessary support, guidance and good coordination to achieve country's development goals sustainably through a people centered-approach, and contributes to diplomatic activities with the aim of expanding global mutual relations.

Hon. Dr. Harini Amarasuriya has been serving as the current Prime Minister since 18 November 2024 as the 17th Prime Minister of the Democratic Socialist Republic of Sri Lanka and the third female Prime Minister of the country.

1.2 Institutional Vision and Mission

❖ Vision

“An independent, sovereign and prosperous Sri Lanka”

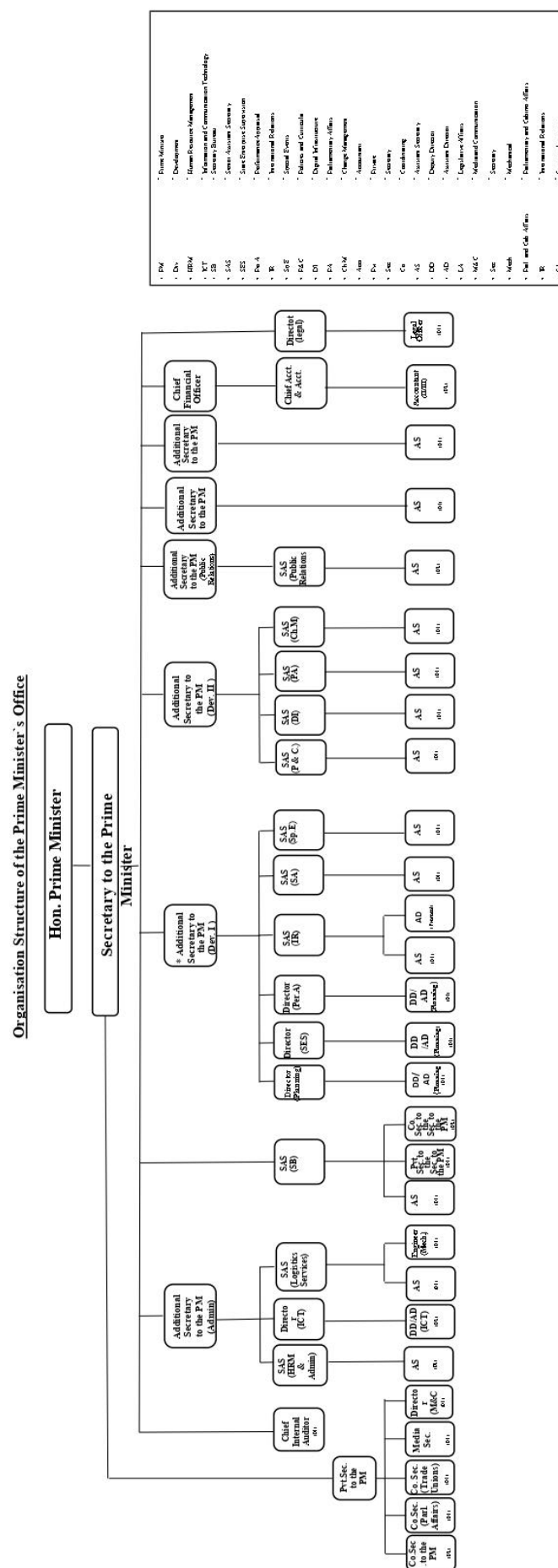
❖ Mission

“To provide the necessary leadership for an excellent government mechanism by maintaining good coordination between the public and private institutions, foreign missions, foreign development cooperation agencies including the United Nations and non-governmental organizations in order to fulfill the aspirations of the people of Sri Lanka and improve their living standards”

1.3 Priorities

- Providing necessary guidance and facilitation to ministries and institutions to ensure the effective implementation of government policies and decisions.
- Taking necessary steps and making new interventions to strengthen the national economic process.
- Undertaking direct interventions at the provincial, district, and regional levels in social, economic, and development matters as appropriate.
- Providing necessary facilities, coordination, and follow-up on the progress of various committees and discussions held under the leadership of Hon. Prime Minister or the Secretary to the Prime Minister.
- Preparing responses to Parliamentary questions asked from the Hon. Prime Minister, in coordination with the relevant institutions.
- Coordinating activities related to bills presented to Parliament by the Hon. Prime Minister.
- Providing necessary facilities to conduct diplomatic relations associated with the functions of the Hon. Prime Minister and improve them.
- Referring public complaints and grievances addressed to the Hon. Prime Minister to the relevant institutions with appropriate instructions, and taking necessary steps to provide necessary relief through proper follow up.
- Coordinating and conducting state and national ceremonies and special events attended by the Hon. Prime Minister, and disseminating relevant information through the media.
- Organizing national and religious events, as well as social welfare programmes, under state sponsorship.

1.4 Organizational Structure of the Prime Minister's Office



2 Progress and Future Outlook

2.1 Secretary Bureau

The Secretary Bureau is responsible for maintaining a better coordination across all divisions of the Prime Minister's Office through both vertical (to down) and horizontal (inter-divisional) communication of instructions and directions given by the Hon. Prime Minister to Secretary to the Prime Minister and the directives directly given by the Secretary to the Prime Minister to the heads of divisions and entire staff in the Organizational hierarchy; and taking necessary steps to implement those directives and relevant tasks. Accordingly following activities are carried out by the Secretary Bureau.

- Monitoring and reviewing the progress of all divisions to ensure whether departmental targets and responsibilities are being achieved effectively.
- Implementing direct and indirect delegated functions of the Chief Accounting Officer as stipulated in the Constitution.
- Acting as the central liaison unit for the external government agencies such as all ministries, departments, statutory bodies, including the President's Office, the Office of the Cabinet of Ministers, the General Treasury, and the National Audit Office.
- Transforming existing systems into more accurate and transparent systems and to formulate guidelines for implementing office systems by innovating them using new technological knowledge and tools such as AAA (Anticipatory Governance, Agile Governance, Adaptive Governance) and BPR (Business Process Reengineering) for an efficient and more effective mechanisms.

- Establishing more precise methods to bring good governance principles to a practical level, by focusing on legal provisions and regulations that need to be further adhered to, as indicated by the Internal Audit Division, Legal Division, and the Auditor General's Department.
- Coordinating the meetings, discussions with the Hon. Prime Minister, the Secretary to the Prime Minister, and diplomatic/ foreign dignitaries.
- Coordinating with relevant institutions and divisions of the Prime Minister's Office for the effective functioning of committees chaired by the Hon. Prime Minister and Secretary to the Prime Minister as appointed by the Cabinet of Ministers and preparing committee reports as required.
- Promptly responding to emails, WhatsApp messages, fax communications, and letters addressed directly to the Secretary to the Prime Minister, and coordinating with relevant institutions to obtain feedback and follow up.
- Taking steps to train the human resources and develop guidelines required for creating a faster and more effective government mechanism for data-driven decision making and continuous process improvement. from digital transformation initiatives of various sector under different dimensions, using new technological and expert knowledge and innovative approaches held with the CITRA Social Innovation Lab, affiliated with the United Nations Development Programme (UNDP) under the Prime Minister's Office.

2.2 Administration Division

This division carries out the administrative and maintenance works and operational management and coordination required to efficiently and effectively utilize the physical and human resources and to maintain the performance of the Prime Minister's Office at a high standard. Furthermore, the activities of this division are implemented by its subdivisions.

2.2.1 Human Resource Management and Administration Sub Division

The Human Resource Management and Administration Sub-Division is responsible for a wide range of administrative functions that ensure a smooth functioning of the Prime Minister's Office. Accordingly, this division carries out daily administrative functions including managing staff records, handling disciplinary proceedings, supervising daily postal operations and coordinating human resource activities for development programs.

Furthermore, this division also carries out activities related to the Right to Information Act, archive and information management, maintaining communication services including internet facilities and enhancing the overall productivity of the Prime Minister's Office.

❖ Human Resource Development

This division takes necessary steps to direct officers for local and foreign training programs with the aim of improving knowledge, skills and attitudes of the officers of the Prime Minister's Office, by providing opportunities for efficient and effective office work and thereby improving the quality of service.

Under local training programs, guidance is provided to deliver an efficient public service by creating the necessary backgrounds to improve service quality of

office staff motivating them and creating a work environment to provide a good service by utilizing the ever-advancing technology.

Foreign trainings provide an opportunity to improve knowledge, skills and attitudes, as well as to develop the capacity of the officers and to build necessary environment to establish international relations through mutual learning and sharing of experiences.

Accordingly, officers have been directed for 43 local training courses/programs/workshops and 18 foreign training courses/programs/workshops during the period from 01.01.2025 to 31.12.2025.

❖ **Implementing the Productivity Concept in the Prime Minister's Office**

Productivity enhancement initiatives are being implemented with the primary objective of efficiently and effectively utilizing the resources of the Prime Minister's Office, while delivering high-quality services to both internal and external clients.

Through digitalization of the office systems, information systems for warehouse management, vehicle management, file management, asset management, and cabinet memoranda and decision monitoring have been introduced and thereby, actions have been taken to enhance the overall effectiveness through keeping the office duties in a transparent, efficient and effective manner.

Furthermore, the development of a human resource management system, the maintenance of a foreign leave data system, digitization of office functions, and the introduction of digital signatures for staff officers were carried out.

❖ Digitization of Archives

A file management system was established for the archives of the Prime Minister's Office with the support of the Information and Communication Technology Sub-Division. The primary objective of this system is to ensure a user-friendly and efficient process for requesting and managing archived files. It allows to easily locate the files during requests.

Currently, approximately 7,000 archived files have been recorded in the data system, and files received from various divisions on a monthly basis are continuously incorporated into the database.

Also, scanning of the documents, currently stored in the archives has been started with the aim of establishing a digitalized archive. This initiative will facilitate for storing and managing the documents while the time taken to retrieve the files will also be minimized.

2.2.2 Logistics Sub Division

This division is responsible for supervising the maintenance activities of the Prime Minister's Office and its premises, renovating and maintaining the buildings and take appropriate measures to maintain uninterrupted electricity supply. It also provides essential facilities required by the Prime Minister's Security Division, the Media Division, and other officers to perform their duties efficiently.

This division is also managing the transportation facilities of the Prime Minister and office staff and maintaining a comprehensive database containing information on all government vehicles assigned to the office, as well as the relevant driver details.

This sub-division also deals with the landscaping plant construction and maintenance of gardens within the premises of the Prime Minister's Office and official residences. It manages contracts with landscaping service providers and handle the process of janitorial services providers for all official locations.

The division has carried out the following tasks from 01.01.2025 to 31.12.2025

Supply Service Unit

- Keeping up-to-date maintenance of vehicles in the fleet.
- In case of vehicle repairs 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 coverages on time.
- Organizing training workshops for staff and drivers as appropriate.

Maintenance Unit

- Civil engineering maintenance and repairs.
- Electrical maintenance and repairs.
- Air conditioning maintenance and repairs.
- Communication and technical maintenance and repairs.

2.2.3 Information and Communication Technology Sub-Division

The Prime Minister's Office is working to use information and communication technology to control public expenditure and increase the efficiency of institutional processes. Furthermore, in order to carry out work efficiently and easily, internally developed software systems are constantly being improved and new information technology applications are being tested. Accordingly, cyber security arrangements are being implemented for all data systems of the Prime

Minister's Office and they are being constantly monitored to ensure accurate information transmission and to face cyber threats.

Accordingly, the following activities have been carried out by the Information and Communication Technology Sub-Division from 01.01.2025 to 31.12.2025.

- Transferring the official website of the Prime Minister's Office to a new server computer with an updated operating system.
- Piloting the installation of Active Directory to ensure cyber security at the Prime Minister's Office's "Sirimatheepaya" premises and Temple Trees premises, connecting it with the National Cyber Security Centre (NCSOC) operated by the Sri Lanka Computer Emergency Readiness Team and installing new Firewall machines for the Perimeter Firewall that was beyond its Lifetime (EoL).
- Installing Web Application Firewall (WAF) to enhance cyber security of the information systems used in the Prime Minister's Office.
- Adding necessary features to the currently used DMS system and E-Store system and carrying out Perfective Maintenance.
- Upgrading the CDFup software system to enable the inclusion of legal documents
- To make the Prime Minister's office a paperless office, train officers to use the existing Document Management System (DMS), Asset Management System (AMS) and Vehicle Management System (VMS), modernize the system to resolve issues faced by users and introduce digital signatures for all staff officers.

- Providing facilities for signing documents based on biometric data through a mobile phone application for ten officers as a pilot project and developing a Document Management System (DMS) for that purpose.
- Taking steps to move the DMS, VMS and AMS systems used in the Prime Minister's Office to the Lanka Government Cloud (LGC) to make them usable for the other government institutions as well (The President's Office, the Office of the Cabinet of Ministers and the Leader of the House Office have already been given access to the DMS system).
- The Asset Management System was updated using a QR code application to make it more effective in Board of Survey activities.
- The Human Resource Management (HRM) software system has been upgraded to allow for online entry of leave records in divisions.
- A software system is been developed to allow online booking of facilities such as meeting rooms in government institutions.
- Microsoft 365 has been introduced to the Prime Minister's Office with the aim of establishing a secure and encrypted email system for official correspondence, managing documents and enhancing the collaboration.
- Carrying out technical evaluations and making recommendations for procuring information and communication technological instruments and software.
- Necessary technical consultation for the implementation of e-Population, e-Land, e-BMD and e-title information systems in the Registrar General's Department was provided.
- Officers were trained on information technology applications.

- Providing Technical support for online meetings.
- Creating a software system to enter information on foreign leave of government officials
- A Gate Pass software system is being developed to manage service users/officials visiting government institutions
- A Complaint Management software system is being created for the Supply Services Division.
- The official website of the Prime Minister's Office is being modernized.
- A cyber security audit is being conducted with the assistance of the Sri Lanka Air Force regarding the security of the Prime Minister.
- Undertaking general maintenance of computers, server computers, computer accessories and computer networks, providing email accounts and undertaking their administrative works, maintaining license and service agreements up to date, implementing strategic plans related to ensuring cyber security, and performing general duties of the Information and Communication Technology Division.

2.3 Development Division I

This division contributes to enhance the economic and social development of the country by providing necessary support, coordination and facilitation to fulfil the powers, functions and tasks assigned to the Hon. Prime Minister to provide necessary leadership to the development process of the country aligned with government policies.

Accordingly, the Development Division I has undertaken the following tasks from 01.01.2025 to 31.12.2025.

❖ **Developing an efficient mechanism to prevent abuse against children in Sri Lanka and respond promptly to such incidents**

A three-member expert committee has been appointed by Hon. Prime Minister to provide necessary guidelines to develop an efficient mechanism to prevent abuse against children in Sri Lanka and to respond promptly to such incidents. The discussions were held with officials from the Ministry of Education, Higher Education and Vocational Education, Secretaries of Provincial Education, Directors of Provincial and Zonal Education, as well as principals, teachers, and other key stakeholders from national, provincial, and private schools. Following a comprehensive review of the insights and information gathered, the report which includes recommendations of three-member expert committee was prepared to develop an efficient mechanism to prevent abuse against children in Sri Lanka and to respond promptly to such incidents in the field of school education. The report was submitted to the Hon. Prime Minister on 12.06.2025, and copies were also provided to the Ministry of Women and Child Affairs and the Ministry of Education, Higher Education and Vocational Education.

❖ **Construction of a Vishnu Devala on a Land plot owned by the Sri Lanka Land Development Corporation in Mudunela, Kelaniya**

Though the issue regarding the construction of Vishnu Devala on a land plot belonging to the Sri Lanka Land Development Corporation at Mudun Ela, Kelaniya has been on-going for almost 10 years, the attention of Hon. Prime Minister was drawn to the fact that no positive action has been taken to date. As there is a due to be remitted to the government with regard to this land plot which has been acquired without a formal approval, a Cabinet Memorandum dated 21.10.2025 developed by studying the facts and incorporating the recommendations by an officials' committee appointed representing stakeholders of the relevant institutions was submitted to the Cabinet of Ministers by Hon. Prime Minister and the approval has been granted by the Cabinet of Ministers at its meeting on 27.10.2025.

❖ **Discussion on the next steps for implementing National Water Resources Policy of Sri Lanka**

A Cabinet Memorandum dated 18.06.2025 on “Amendment of National Water Resources Policy” was submitted by Hon. Prime Minister seeking approval of the Cabinet of Ministers to revise current National Water resources Policy of Sri Lanka. The approval of the Cabinet of Ministers pursuant to the said Cabinet Memorandum has been received by the Cabinet Decision No. CP/25/1065/802/017 dated 23.06.2025.

Following this Cabinet Decision, a Cabinet Sub-Committee chaired by the Hon. Minister in-charge for the subject consisting of four other Ministers and in support of its work, a Committee chaired by the Secretary to the Prime Minister consisting of five Ministry Secretaries for assisting to the tasks of the Cabinet Sub-Committee were appointed. Further, the Secretary to the Ministry of Agriculture, Livestock, Lands and Irrigation has been instructed to take necessary action to submit the revised National Water Resources Policy and its implementation mechanism to the Cabinet of Ministers through the Minister of Agriculture, Livestock, Lands and Irrigation.

❖ **The committee appointed under the chairmanship of the Hon. Prime Minister for managing the disaster situation in Colombo, Gampaha and Kegalle districts due to blockage of storm water drainage and overflowing of the Kelani River and Kolonnawa city development**

Several meetings were held by the committee appointed in accordance with the Cabinet Decision No. CP/25/1064/802/007-1 and dated 01.07.2025 for managing the disaster situation in Colombo, Gampaha and Kegalle districts to blockage of storm water drainage and overflowing of the Kelani River and Kolonnawa city development and at those meetings, the following decisions were taken.

- The Ministry of Agriculture, Livestock, Lands and Irrigation was assigned the responsibility of preparing a plan covering all the Divisional Secretariat Divisions on both sides of the Kelani River in Colombo, Gampaha and Kegalle districts to control the flood disaster situation caused by the improper drainage of stormwater and the overflowing of the Kelani River.
- The Ministry of Transport, Highways and Urban Development was assigned the responsibility of preparing an integrated plan that includes development plans under 06 development strategic areas regarding flood control and city development in Kolonnawa.

❖ **Activities related to disaster relief and recovery measures for those affected by the “Ditwah” cyclone and natural disasters that hit the island on 27.11.2025**

Under the government's rapid relief program to restore the lives and economy that have been devastated due to the above disaster situation, coordination activities associated with the mechanism for obtaining the humanitarian aid and equipment from local and foreign governments, the United Nations, as well as international and local non-governmental organizations and distributing them systematically were carried out.

In order to ensure the safety of children who are vulnerable due to the disaster situation and to provide necessary facilitation identifying their needs, the instructions were given to Ministry of Women and Child Affairs and Department of Probation and Child Protection Services and the National Child Protection Authority to hold discussions, review appropriate project proposals and take further action

❖ **Managing waste accumulated in the Western Province due to the flood disaster caused by Cyclone “Ditwah”**

A meeting was held on 04.12.2025 under the patronage of the Hon. Prime Minister to reach agreements on measures to minimize the environmental and social problems arising from the massive accumulation of waste due to the Ditwah flood disaster, in addition to the waste that accumulates under normal conditions in the Western Province and dispose that waste in a systematic manner. The meeting was attended by relevant political representatives and officials representing government institutions, and the decisions reached on the basis of the matters presented are as follows.

- As the amount of mixed waste accumulated at various places due to the flood disaster needs to be disposed properly, as a short-term urgent measure, permission has been granted to the relevant local government institutions to use the 5 acres of land in Kerawalapitiya, which has been identified and released by the Sri Lanka Land Development Corporation for a period of 3 weeks without charging any fees, for the purpose disposing the relevant. The Central Environmental Authority and the Sri Lanka Land Development Corporation have expressed their agreement to implement this decision.
- Since it has been revealed that mixed waste is currently being generated in an unexpectedly high volume in the Western Province and that there are not enough suitable places to dispose that waste, the Secretary to the Prime Minister has

submitted a letter to the Secretary of the Ministry of Energy requesting that the operation of the Western Power Facility in Kerawalapitiya be continued as another suitable solution to effectively manage that waste and that necessary measures be taken to generate electricity using the above mixed waste and add it to the national grid.

- Considering the increase in the amount of mixed waste that accumulates with the receding flood situation, it is necessary to promptly and systematically collect the relevant waste and therefore, the Sri Lanka Land Development Corporation will accept the waste at the above-mentioned waste disposal yard daily until 7.30pm for the period of 03 weeks. Accordingly, the relevant local government institutions will take steps to deliver the waste to that yard.
- Local authorities to take steps to collect food waste currently collected through the safety centers separately so that it can be disposed properly and to collect medical waste also separately.
- The Ministry of Transport, Highways and Urban Development to prepare a specific programme for the measures to be taken to systematically manage the mixed waste that will be accumulated at the above-mentioned yard during the period of 03 weeks.

❖ **Discussion on the Nutrition Program for school children**

Various government institutions are working together to provide nutritious meals to students in this country using fortified rice. In this context, a discussion was convened under the patronage of the Hon. Prime Minister on 07.04.2025, pursuant to a request made by the Hon. Minister of Agriculture, Livestock, Lands and Irrigation, with the aim of studying the impact of rice on meeting the nutritional needs of school children and establishing effective coordination among the relevant government agencies.

During the discussion, the Ministry of Health and Mass Media was directed to seek support from organizations such as the World Food Programme (WFP), the United Nations (UN), and the Bill & Melinda Gates Foundation, to conduct a comprehensive study on the significance of school nutrition programmes and the use of fortified rice.

Upon completion of the proposed impact assessment, the Ministry of Health and Mass Media was instructed to provide recommendations to the appropriate authorities concerning the continued use of fortified rice in school nutrition initiatives.

❖ **Coordination of diplomatic meetings of the Hon. Prime Minister**

Meetings with Ambassadors, High Commissioners and Foreign Envoys of Foreign Countries

In order to enhance the bilateral and multilateral relations and development cooperations, and exchange knowledge on investment opportunities, the Hon. Prime Minister engaged in diplomatic discussions with the Ambassadors and High Commissioners of Saudi Arabia, the Republic of Rwanda, Indonesia, the Czech Republic, Cambodia, the Philippines, the Vatican, Palestine, France, Nepal, the State of Eritrea, the Republic of Uzbekistan, the Kingdom of Jordan, the Republic of Kazakhstan, the Kingdom of Bhutan, the Netherlands, Australia, Canada, India, Austria, China, South Korea, the United States of America, and Cuba. The necessary coordination and logistical arrangements for these meetings were provided by this Division.

Additionally, requisite arrangements were made for the courtesy calls and meetings held by the Hon. Prime Minister with the newly appointed Ambassadors and High Commissioners accredited to Sri Lanka.

Meetings with Various International Organizations

Necessary coordination was carried out for diplomatic meetings with the United Nations Office for Project Services (UNOPS), representatives of the United Nations, and the Office of the High Commissioner for Human Rights in Sri Lanka. In addition, arrangements were made for diplomatic meetings held with representatives of organizations such as the International Monetary Fund (IMF), Japan International Cooperation Agency (JICA), Global Green Growth Institute (GGGI), European Union (EU), Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Co-operation (BIMSTEC), Nippon Foundation, National Centre for Good Governance (NCGG), International Trade Centre (ITC), United States Agency for International Development (USAID), the World Bank, and the Confederation of Indian Industry (CII).

Furthermore, the necessary engagements were also made for diplomatic meetings held with the President of the Bill & Melinda Gates Foundation's Global Development Division, the President of WE CARS in Japan, the Regional Director and Assistant Director-General of the International Labour Organization (ILO), the United Nations Population Fund (UNFPA), and the International Committee of the Red Cross (ICRC).

Diplomatic meetings coordinated by the Development Division I of the Prime Minister's Office

#	Meeting	First quarter	Second quarter	Third quarter	Fourth quarter	Total
1	Chaired by the Hon. Prime Minister	23	27	23	17	90
2	Chaired by the Secretary to the Prime Minister	4	-	2	-	6
3	Chaired by the Additional Secretary to the Prime Minister	1	2	1	-	4
4	Other Meetings	4	1	2	-	7

❖ **Issuance of replies to Letters of Congratulation sent by foreign representatives**

On the occasion of the appointment of the Hon. Prime Minister

Reply letters were issued in response to the congratulatory messages received from the Prime Ministers of Norway, Malta, Israel, and Slovenia.

On the occasion of Sri Lanka's Independence Day

Responses were provided to the congratulatory letters sent by the Prime Ministers of India, Bhutan, and Pakistan on the occasion of Sri Lanka's Independence Day.

❖ **Issuance of Congratulatory Letters on appointment of Heads of the Foreign State and special occasions**

Letters of congratulations were issued to the Vice President of the United States, Prime Minister of Belgium, Prime Minister of Lebanon, and Prime Minister of Belarus, Chancellor of Austria, new Vice President of the Republic of Turkey, and new Prime Minister of the Czech Republic, new Prime Minister of the Kingdom of Norway, new Prime Minister of the Republic of Lithuania, new Prime Minister/Minister of Defense/Minister of Economic Growth and Infrastructure Development of Jamaica, Hon. Prime Minister from the Premier of the State Council of the People's Republic of China, new Prime Minister of Saudi Arabia, new Director of the UNESCO International Research and Training Centre for Rural Education on their appointment. Letters of congratulations were issued to the new Prime Minister of the Republic of Trinidad and Tobago, the new Vice President of Palestine, the new Prime Minister of Canada, and the new Pope Leo XIV on their appointments, as well as to the Director-General of UNESCO on the invitation to the inauguration of the President of Uruguay and the Prime Minister's visit to France.

Furthermore, congratulatory letters were issued to the new Minister of State of the Kingdom of Monaco, the new Prime Minister of Romania, the new Prime Minister

of the Republic of Korea, the new Prime Minister of the Republic of Rwanda, the new Prime Minister and Minister of Defense of the Hashemite Kingdom of Jordan, the new Prime Minister of the Republic of Burundi, and the new Vice President of the Republic of India on their appointments, as well as to express gratitude for the invitation extended by HRH Princess Maha Chakri Sirindhorn to the closing ceremony of a health camp.

Letters of thanks were issued to the Prime Minister of the People's Republic of China, the Prime Minister of the Socialist Republic of Vietnam, the Prime Minister of the Republic of Fiji, the Prime Minister of the Republic of Myanmar, the Prime Minister of the Kingdom of Cambodia, and the Prime Minister of the Islamic Republic of Pakistan, who issued messages of condolence to Sri Lanka regarding Cyclone Ditwah.

A congratulatory letter was issued to the Prime Minister of Saudi Arabia on the occasion of the National Day of the country, issuing a letter of thanks to the outgoing Prime Minister of Japan, Mr. Ishiba Shigeru, for his service, issuing a letter of congratulations on the occasion of the 41st SAARC Charter celebration. Issued a letter of thanks to the Crown Prince/Prime Minister of Saudi Arabia for the assistance provided to Sri Lanka during Cyclone Ditwah.

❖ **Issuance of condolence letters for the funerals of heads of state of foreign countries**

A letter of condolence was issued for the funeral of a former Minister of the Kingdom of Monaco.

❖ **Follow-up of diplomatic meetings**

Follow up on the current status of the matters discussed during the diplomatic meetings held by the Hon. Prime Minister and the Secretary to the Prime Minister

from 01.01.2025 to 31.12.2025, with the Ministry of Foreign Affairs, Foreign Employment and Tourism and relevant institutions.

❖ **Preparation of Cabinet Notes**

Cabinet notes have been prepared regarding the four-day official visit of the Hon. Prime Minister to Germany from 26.03.2025 to 30.03.2025 at the invitation of the German Asia-Pacific Business Forum, the four-day official visit to Paris, France from 30.03.2025 to 02.04.2025 at the invitation of UNESCO, and the two-day official visit to Bangkok, Thailand from 2025.04.2025 to 04.04.2025 at the invitation of BIMSTEC.

A Cabinet note was prepared regarding the four-day official visit of the Hon. Prime Minister to China from 12.10.2025 to 15.12.2025, in conjunction with the Global Leaders' Meeting on Women, at the invitation of the Chinese President.

❖ **Taking necessary actions regarding invitations received by the Hon. Prime Minister**

The necessary arrangements were made to obtain observations from the Ministry of Foreign Affairs, Foreign Employment and Tourism regarding invitations received by the Hon. Prime Minister from international organizations and foreign representatives to participate in events, conferences, lectures, receptions, and other programs, in order to determine whether her participation would be appropriate or not.

The necessary arrangements were also made to obtain, from the Ministry of Foreign Affairs, Foreign Employment and Tourism and the relevant line ministries, the speeches to be delivered by the Hon. Prime Minister and the matters to be discussed at the programs in which she participated.

❖ **Carrying out local and international coordination activities**

Coordination work was carried out in relation to forwarding the recommendations made by the Hon. Prime Minister for the appointment of members to statutory bodies, corporations, boards, President's Office etc. Meeting distinguished personal who comes to meet the Hon. Prime Minister and the Secretary to the Prime Minister, holding discussions with them, and taking the necessary action regarding their requests, and examining the Cabinet Memoranda and Cabinet Notes relating to the ministries under the purview of the Hon. Prime Minister and to submit them for the Hon. Prime Minister's signature

2.3.1 Planning Sub-Division

The Planning Sub-Division is carrying out activities such as planning and reporting of annual activities of the Prime Minister's Office, preparing the annual action plan, and quarterly progress reports based on that plan and compiling the annual performance report, preparing performance report on the achievement of the Sustainable Development Goals, implementing programs assigned on timely thematic priorities organizing meetings and discussions, and their overseeing, follow-up and monitoring and progress reporting.

❖ **Preparation of the Performance Report on the achieving Sustainable Development Goals (SDGs) of the Prime Minister's Office**

A report detailing the progress of activities undertaken by each division of the Prime Minister's Office during 2024 towards the achievement of the Sustainable Development Goals was prepared and submitted to the Auditor General.

❖ **Preparation of the 2026 Annual Action Plan of the Prime Minister's Office**

The Annual Action Plan for 2026 was prepared and submitted before the stipulated deadline, outlining the tasks and programs to be undertaken by each division of the Prime Minister's Office during the year 2026. The Plan also incorporates indicators to monitor and measure the progress of these activities.

❖ **Preparation and submission of the Annual Performance Reports for the Year 2024**

In accordance with the provisions of paragraph 204 finance circular No.402 dated 12.09.2002, the draft annual performance report at the Prime Minister's office for 2024 was submitted to the Auditor General before 28.02.2025 and the final report was submitted to the parliament prior to the prescribed deadline.

❖ **Preparation and submission of the Progress Report 2025 to the Parliament**

All ministries and departments are required to prepare a trilingual progress report covering the progress of the activities carried out in the first three quarters of the current year, and submit it for tabling in the budget debate in Parliament. Accordingly, this division coordinates the entire process of preparing the annual progress report of the Prime Minister's Office from the initial stage to its submission to the Budget Committee of Parliament. The progress report for 2025 was submitted to the parliament within the stipulated time frame.

❖ **Preparation and submission of Progress Report and Future Plans (2025/2026) of the Prime Minister's Office to the Parliament**

On request of the Secretary to the Chief Government Whip, the trilingual report detailing the progress achieved by the Prime Minister's Office and the future

plans for 2025/2026 was prepared and submitted to Parliament for presenting to the Hon. members representing the ruling party during the 2025 Budget Committee meeting.

❖ **Preparing quarterly progress reports including physical progress based on the annual action plan**

It is important to measure the progress of the activities carried out by all departments in order to achieve the objectives of the Prime Minister's Office. Accordingly, quarterly progress reports including the activities carried out by each department of the Prime Minister's office and physical progress have been prepared and submitted to the Auditor General and the Audit Division before the due date.

❖ **Preparation of quarterly and detailed progress reports**

Comprehensive progress reports were prepared, covering the activities of all divisions during the last quarter of 2024 as well as the first, second and third quarters of 2025.

2.4 Development Division II

A programme has been launched to introduce digital learning methodologies, aiming to integrate digitalization into the school system as a key development priority identified by the current government. In accordance with the directives of the Hon. Prime Minister, a task force chaired by the Secretary to the Prime Minister has been established to lead the digitalization of education for grades 6 to 13 as an initial step towards achieving digital transformation across all schools in Sri Lanka.

The task force is responsible for providing leadership, steering and over sight for all preliminary activities required to achieve this objective including introducing necessary policy measures. The Development Division II of the Prime Minister's office providing required coordination and facilitation for these activities.

2.4.1 Digitalization of Education

The activities undertaken under this programme from June 2025 to date can be analyzed under several aspects.

❖ Task Force held discussions on the following issues

Date held	Matters Discussed
02.07.2025 06.08.2025 03.09.2025	Reviewing the current situation: Discussing the digital technologies currently being used in education, their successes and challenges encountered.
	Introducing new technological solutions: Presenting proposals for introducing new Learning Management Systems (LMS), National Education Management Information System (NEMIS), online courses or new educational applications (apps).
	Teacher Training: Discussing the need to train teachers in the use of digital technologies and possible measures to achieve this task.

Date held	Matters Discussed
	Internet Facilities: Discussing the provision or improvement of internet facilities and computers for schools.
	Funding and Projects: Discussing how to obtain funding for digitization projects.
08.10.2025	Discussions were held on the development of teachers' teaching skills under digitization and the development of digital teaching methods in national colleges of education.
	The need to implement appropriate distance education methods to continue digital learning activities was emphasized.
	The importance of providing necessary facilities for vulnerable groups, including students with disabilities, who are student groups that require special attention, was discussed.
	The development of the NEMIS system was discussed.
09.12.2025	The need to develop a proper system to obtain information from schools affected by the flooding caused by Cyclone Ditwah was emphasized.
	The need to effectively utilize the Psychological First Aid (PFA) training provided to teachers to provide the necessary support to students in the face of disaster situations was emphasized.
	The need for a centralized data system to facilitate more effective and prompter decision-making in the face of the disaster situation was emphasized.

Date held	Matters Discussed
	Dialog Axiata agreed to assist the Ministry of Education by providing an IT solution to centralize existing data and develop a suitable user interface.
	Since all teachers have not received formal psychological first aid training, it was discussed that they could be provided with the necessary refresher training through video recordings of previous training sessions, and it was proposed to use the " e-Thaksalawa " digital platform to organize and distribute such training sessions.

❖ **Conducting Workshops for Task Force Members**

Following the deliberations of the Task Force meeting, Citra Social Innovation Lab (Citra Lab) officials conducted a training workshop on policy planning and digitalization for the Task Force members at the Prime Minister's Office on 17.07.2025. The participants were organized into sub-committees, and each group was assigned specific deliverables to achieve the intended outcomes.

❖ **Conducting a workshop on inclusion students with disabilities in digitalization**

This workshop was conducted with the aim of digitalization of learning process of students with disabilities and successfully inclusion them into that process into digitalization, with a focus on planning common measures related to it through coordination between the responsible government institutions, namely the Ministry of Education, Higher Education and Vocational Education, National Education Commission, National Institute of Education and Department of Examinations. It was also emphasized that systematic issues related to digitalization should be addressed, accurate statistics on children with disabilities should be obtained and the process of identifying such children at the appropriate age should be strengthened.

❖ **Provision of financial allocation for infrastructure facilities for digitalization of education in the provinces**

Based on the matters discussed during Task force meetings and a following a request the Secretary to the Prime Minister, the Secretary to the Ministry of Digital Economy arranged for the allocation of Rs. 1640.75 million through the Ministry of Education, Higher Education and Vocational Education to the provinces for the purchase of digital smart boards, internet connectivity replacement, and desktop computers for education offices. The progress of these activities is given below.

No	Province	Total allocation received (Rs. million)	Smart Boards Purchased	Desktop/ Laptop Computers
01	North Central	97	200	30
02	Southern	153	270	0
03	Western	374	481	314
04	Sabaragamuwa	197.75	371	70
05	Eastern	206	316	170
06	Northern	67	67	0
07	Northwest	276	440	109
08	Central	118	169	0
09	Uva	152	270	43
Total		1640.75	2584	736

Officers from the Prime Minister's Office visited schools and provincial education offices in various provinces and conducted observations to investigate the readiness of the provinces for the digital transformation of education.

#	Province	District/ Zone
1	Western Province	Horana Education Zone
2	Sabaragamuwa Province	Rathnapura Education Zone
3	Northern Province	Kilinochchi District, Kilinochchi South Education Zone
4	Eastern Province	Trincomalee District, Kantale Educational Zone
5	Uva Province	Badulla District
6	Central Province	Kandy District
7	North Central Province	Anuradhapura District, Kekirawa Educational Zone, Polonnaruwa District
8	Southern Province	Galle District, Matara District, Hambantota District

Further training workshops on digitalisation of education were conducted for two groups of 48 principals and teachers each from schools in Badulla and Kandy districts.

❖ **Workshops held related to the digitalization of education**

Date of meeting	Workshop related matters
31.10.2025	Workshop on Digital Content Creation for Task Force Members
04.11.2025	Workshop on the use of NEMIS software for teachers in the Sri Jayewardenepura Zone of the Western Province and Sabaragamuwa Province
13.11.2025	Workshop on the use of NEMIS software for teachers in the Homagama, Negombo and Kalutara Education Zones of the Western Province

Officials of the Prime Minister's Office visited schools in Kurunegala, Puttalam and Kandy education zones as well as the North Western Provincial Education zone. In addition, they participated in a special meeting held at the University of Peradeniya on digital curriculum development.

❖ **Distribution of digital educational equipment to schools affected by the floods caused by Cyclone Ditwah**

Due to the sudden disaster caused by Cyclone Ditwah, the infrastructure of a large number of schools across the island was destroyed. As a result of a discussion held with the Information Technology Industries Federation of Sri Lanka (FITIS), OREL IT provided 10 desktop computers to 04 schools in the North Central Province, 35 desktop computers to 03 schools in the Central Province, and 15 desktop computers to one school in the Western Province. Also OREL IT restored the IT centers of the remote education institutions of the damaged schools under the guidance of the Prime Minister's Office. Thereafter, OREL IT and the Task Force for Digital Transformation of Education worked together to expedite the restoration of those IT centers and hand them over to the students.

Furthermore, Techno City, Sense Micro, Creative Software have agreed to provide 275 computers, 04 digital boards, 15 computer chairs and 15 computer desks to 45 schools in various parts of the country that were damaged due to the disaster caused by Cyclone Ditwah. In addition, they have also agreed to provide 19 printers and 22 photocopiers.

In addition, Dialog Axiata and Techno City, in coordination with the Prime Minister's Office, have also agreed to support the Ministry of Education, Higher Education and Vocational Education to develop digital infrastructure facilities in the IT centers of the schools that were damaged due to the flood caused by Cyclone Ditwah.

2.4.2 Parliamentary and Cabinet Affairs Unit

❖ **Affairs Related to Cabinet Memoranda and Cabinet Notes**

This Unit is responsible for coordinating the process of drafting and submitting Cabinet Memoranda and Cabinet Notes submitted to the Cabinet of Ministers by the Hon. Prime Minister.

Accordingly, from 1 January 2025 to 31 December 2025, a total of 39 Cabinet Memoranda and 8 Cabinet Notes relating to various sectors were submitted to the Cabinet of Ministers.

This Unit also review decisions taken by the Cabinet of Ministers in relation to aforementioned Cabinet Memoranda and Notes and communicates to the relevant divisions that require action by the Secretary to the Prime Minister.

❖ **Preparation of summary notes for Cabinet Memoranda**

This units submits the summary notes to the Hon. Prime Minister and Secretary to the Prime Minister on the matters of the Cabinet Memoranda forwarded weekly to the Hon. Prime Minister by the Office of the Cabinet of Ministers before the cabinet meetings. Accordingly, 16 Summary Notes on Cabinet Memoranda have been prepared and submitted from 01.01.2025 to 31.12.2025.

❖ **Maintaining an updated database related to Cabinet Memoranda.**

This unit is responsible for updating the database by scanning and uploading Cabinet Memoranda and Notes submitted to the Cabinet of Ministers by all ministries concerning matters under the purview of their subject area along with related to observations and Cabinet decisions.

❖ Answering Parliamentary Questions

1. The following actions have been taken regarding the oral questions addressed to the Prime Minister by opposition and government party members on public affairs during the period from 01.01.2025 to 31.12.2025 regarding ministries, departments, statutory boards and corporations falling within the purview of the Hon. President and the Hon. Prime Minister.
 - Responses were drafted for fifteen (15) oral questions on matters falling within the purview of the Office of the President's Office.
 - Responses were drafted for eight (08) oral questions on matters within the purview of the Prime Minister's Office.
 - Coordination was carried out for forty-two (42) oral questions pertaining to the Ministry of Education, Higher Education, and Vocational Education, which fall under the purview of the Hon. Prime Minister.
2. Responses were prepared for six (06) questions not requiring oral answers submitted to the Hon. Prime Minister by opposition and government party members regarding matters falling under the purview of Hon. President and Hon. Prime Minister.
3. Answers to four (4) oral questions are asked from the Hon. Prime Minister on the first Wednesday of each month during the parliamentary session on nationally important policy matters. Accordingly, forty (40) answers were drafted for the period from 01.01. 2025 to 31.12.2025.
4. Coordination with the President's Office was carried out for four (4) questions under Standing Orders 27(2) of Parliament during the period from 01.01.2025 to 31.12.2025.
5. Responses were drafted for two (2) additional questions asked from the Hon. Prime Minister at the time of adjournment of the Parliament, in coordination with the President's Office.

6. Coordination was done with the President's Office regarding two (2) questions relating to motions presented at the time of adjournment of Parliament.

❖ **Submission of proposals to Parliament**

This division prepares and submits resolutions to Parliament for approval on the proposals to be tabled in Parliament by the Hon. Prime Minister. Accordingly, four (4) resolutions have been submitted to Parliament from 01.01.2025 to 01.01.2025

❖ **Tabling of parliamentary reports**

The Prime Minister's Office is responsible for tabling reports in Parliament on matters falling within the purview of the Hon. President and the Hon. Prime Minister, particularly annual reports, performance reports and financial statements. During this period, eighteen (18) annual performance reports and five (05) other reports of the following institutions have been tabled in Parliament. They are as follows:

● **Performance reports**

- | | |
|---|--------|
| i. President's Office | - 2024 |
| ii. Office of the Cabinet of Ministers | - 2024 |
| iii. Public Service Commission | - 2024 |
| iv. National Police Commission | - 2024 |
| v. Audit Service Commission | - 2024 |
| vi. Commission to Investigate Allegations of Bribery or Corruption | - 2024 |
| vii. Commission to Investigate Allegations of Bribery or Corruption | - 2024 |
| viii. Finance Commission | - 2024 |
| ix. Judicial Services Commission | - 2023 |
| x. Ministry of Digital Economy | - 2022 |

- xi. Commission to Investigate Allegations of Bribery or Corruption -2024/2025
- xii. President's Fund -2024
- xiii. Judges of the Superior Courts -2024
- xiv. National Procurement Commission -2024
- xv. Delimitation Commission -2024
- xvi. Office of the Parliamentary Commissioner for Administrative Affairs (Ombudsman) -2024
- xvii. Administrative Appeals Tribunal Authority -2024
- xviii. Commission to Investigate Allegations of Bribery or Corruption (Quarterly Performance Report) - 2024

● Recommendations

- i. Finance Commission - 2025/2026

● Progress reports

- i. Judges of the Superior Courts - 2024

● 119 (4)

- i. Administrative Appeals Tribunal Authority -2024
- ii. Human Rights Commission of Sri Lanka -2024
- iii. National Audit Office -2024

2.5 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.

- Financial Planning and Budgetary Control.
- Acquisition of assets in accordance with established procurement procedures, maintenance and safeguarding, conducting annual Board of Surveys, and maintaining records related to office assets.
- Preparing annual financial statements, management reports, and annual reconciliation reports for advance accounts, while ensuring compliance with the prescribed limits of the “B” advance accounts of government officials.
- Coordinating with government audit officers and providing the necessary information and support for annual audit activities.
- Managing the preparation of salaries for all officers of the Prime Minister's Office and overseeing activities related to recurring and capital expenditures, including the payment of advances and other allowances.
- Procuring consumables required for office operations and maintaining effective stock control for these materials.

2.6 Public Relations Division

The Division is responsible for providing relief and appropriate responses to proposals, requests, and grievances submitted to the Hon. Prime Minister by public seeking redress for issues faced by them, and follow up until final responses obtained having referred such matters to relevant institutions ensuring an effective public service delivery. Further, this division carries out receiving memoranda submitted by the Public, Civil Society Organizations, Trade Unions and various institutions on behalf of the Hon Prime Minister, and related coordination activities, analyzing unresolved Public grievances and forwarding the findings to the appropriate decision making authorities for necessary action.

- **Submission of Proposals, Requests, and Complaints**

In order to effectively address proposals, requests, and grievances, technological and communication mechanisms have been employed. Individuals may submit their requests electronically through the designated links provided below, in addition to sending them by post. All submissions will be addressed and responded 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 provided with the submitted requests or grievances, reference numbers will be issued via SMS.

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

All documents submitted by the public in relation to requests are scanned and stored as digital forms in a Document Management System, enabling their retrieval and review at any time. Accordingly, the provisions of the Right to Information Act no 12 of 2016 have been enforced.

- **The letters received to this division during the period from 01.01.2025 to 31.12.2025 can be categorized as follows**

1. As per the channels of correspondence received

#	Media	Number
i.	Post /By hand/Fax (Hard copies)	27,172
ii.	Email and WhatsApp (soft copies)	10,140
Total		37,312

2. By nature of Requests (New requests)

#	Letter Classification	Percentage (%)
i.	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/release results/recruitment delays, etc.	22.4%
ii.	Employee Requests Government/ Private/ Armed Services/ Foreign Workers	15.2%
iii.	Job requests	13.8%
iv.	Education Higher education, vocational education, school sports, school facilities and enrollment, general education issues	9.1%

#	Letter Classification	Percentage (%)
v.	Greetings, views and suggestions to the Hon. Prime Minister	8.0%
vi.	Land issues For agricultural and commercial purposes, for housing construction, titles and deeds, surveying, laying boundary stones	6.0%
vii.	Welfare benefit requests Aswesuma, Samurdhi, Disabled, Elderly, Kidney, Cost of living, Women and Children's Aid, Medicines and Equipment	5.9%
viii.	Infrastructure Water/ Electricity/ Roads/ Transportation/ Communications	3.5%
ix.	Housing needs Houses, home renovations and new construction	3.2%
x.	Retirement Pensions and Gratuities	2.9%
xi.	Religious, cultural, arts and sports	2.0%
xii.	Requests for relief for loans and leases	1.2%
xiii.	Industries Fisheries/Tourism/ IT/ Industries	0.6%
xiv.	Agriculture Water issues, seeds, fertilizers, pesticides and extension services	0.5%
xv.	Other issues not included in items 1 to 14	5.7%
Total		100

❖ **Steps taken by this division to promptly respond to and resolve public requests and grievances**

- **Appointing direct supervisory officers to promptly respond/resolve public requests/grievances**

Direct supervisory officers have been appointed from Ministries, Departments, District Secretariats, Divisional Secretariats, and Provincial ministries, cooperations and statutory boards for the year 2025. However, that these officers change periodically due to annual transfers and other personnel movements. Consequently, actions have been taken to update the information system of Direct Supervisory Officers.

Through this process, all requests are forwarded to the relevant institutions exclusively via email, resulting in significant cost savings of approximately 50% on stationery and postage.

- **Using a digital signature.**

The adoption of the Digital Signature system and the introduction of other digitalization initiative have increased efficiency and productivity. It has also been possible to significantly reduce the cost of stationery. The use of hard copies for submitting draft correspondences has been discontinued.

Furthermore, it has been possible to minimize the office equipment and space required to protect those documents. Also, a program has been implemented by the Information Technology Division to back up all scanned documents daily.

- **Use of Email and WhatsApp**

The provision of an email address and a WhatsApp number has enabled the public to submit grievances and requests addressing the Hon. Prime Minister to the Prime Minister's Office more efficiently. Furthermore, when such

submissions are forwarded to the relevant government institutions, a copy is simultaneously sent to the complainant via email or WhatsApp. This approach has significantly reduced the expenditure on stationery for postal correspondence and has facilitated the operation of a system with minimal or virtually no use of paper.

❖ **Function of the Committee to Review the Recruitment Process and Cadre Management in the Public Service**

Pursuant to the Cabinet Memorandum submitted by the Hon. President on the “Committee to Review the Recruitment Process and Cadre Management in the Public Service,” the Additional Secretary of the Public Relations Division has been appointed as Secretary/Convenor of the Committee, which is chaired by the Secretary to the Prime Minister, in accordance with Cabinet Decision No. CP/24/2276/801/010 dated 30.12.2024. These functions are being executed by the Public Relations Division.

From 01.01.2025 to 31.12.2025, the twenty-three (23) Committee meetings and nine (9) Sub-Committee meetings have been held for recommending the filling of vacancies in the approved cadre in the Public Service. During this period, twelve (12) Cabinet Memoranda were submitted to the Cabinet of Ministers. Accordingly, the approval of the Cabinet of Ministers has been received for recruitment of 79,272 posts in the year 2025.

2.7 Internal Audit Division

The Audit Division of the Prime Minister's Office is responsible for providing audit reports ordered to be submitted by the Secretary to the Prime Minister, 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.

#	Programme / Meeting	Date held
01	Preparing and submitting the quarterly evaluation report of the Chief Internal Auditor and to the Management Audit Department.	
	Preparing and submitting the evaluation report for the fourth quarter of the year 2024	23.01.2025
	Preparing and submitting the evaluation report for the first quarter of the year 2025	23.04.2025
	Preparing and submitting the evaluation report for the second quarter of the year 2025	25.07.2025
	Preparing and submitting the evaluation report for the Third quarter of the year 2025	23.10.2025
02	Conducting Audit and Management Committee meetings in accordance with the guidelines of the Management Audit Department	
	For the first quarter of 2025	18.02.2025
	For the second quarter of 2025	17.06.2025
	For the third quarter of 2025	16.09.2025
	For the fourth quarter of 2025	22.12.2025

#	Programme / Meeting	Date held
03	Submitting internal audit reports to the Management Audit Department on a quarterly basis (Form 6)	
	Preparing and submitting the compliance report for the first quarter of 2025	25.02.2025
	Preparing and submitting the compliance report for the second quarter of 2025	30.06.2025
	Preparing and submitting the compliance report for the third quarter of 2025	19.09.2025
	Preparing and submitting the compliance report for the fourth quarter of 2025	22.12.2025
04	Conducting internal audit examinations and reporting audit findings with recommendations to the Secretary to the Prime Minister	
	Internal Audit Examination of Receipts and Revenue for the Year 2024	27.03.2025
	Internal Audit Examination of Repair and Maintenance of Air Conditioners	28.03.2025
	Examination of Payment Vouchers - November and December 2024	28.01.20258
	Examination of Personal Files of Staff Officers	13.02.2025
	Internal Audit Report on Salary Conversion as per Budget Proposals 2025	28.04.2025
	Examination of Payment Vouchers - January 2025	14.05.2025
	Audit on Allocation of Vehicles for Official Travel and Maintenance running charts	22.05.2025
	Examination of Personal Files of Officers Scheduled to Retire in the Year 2025	24.05.2025
	Audit Report on salary preparation and maintenance of Payroll Records as per the new salary conversion made in April 2025	30.05.2025

#	Programme / Meeting	Date held
	Internal Audit Reports on the disposal of Luxury Vehicles, which are a major expense in Government Institutions, in accordance with the Government Procurement Procedure.	11.06.2025
	Internal Audit Reports on maintenance of Deposit Ledger, and Follow-up of expired Deposits	08.07.2025
	Internal Audit Report on Payment Voucher monitoring and Receipts/Income Verification. (January - June 2025)	08.07.2025
	Internal Audit Report on Examination of Personal Files of K.K.S.	25.07.2025
	Internal Audit Report on payment voucher monitoring March 2025	02.08.2025
	Internal Audit Report on Capital Expenditure and Procurement	08.09.2025
	Internal Audit Report on approved cadre position and existing staff strength.	10.09.2025
	Internal Audit Report on payment of salaries. (Slip System)	11.09.2025
	Verification of payment vouchers for the Month of July 2025	09.12.2025
	Internal Audit Report on vehicle accidents (January to August 2025)	17.12.2025
	Internal Audit Report on public complaints request, received by the Public Relations Division.	18.12.2025
	Internal Audit Report on the implementation of the “Seiri Week” to maintain the government institutions in line with the Clean Sri Lanka National Program	18.12.2025
05	Preparation of Risk Appetite Statement	28.11.2025
06	Preparation of Risk Assessment Form	28.11.2025
07	Preparation of Risk Register for the year 2026	28.11.2025
08	Preparation of Internal Audit Plan for the year 2026	03.12.2025

2.8 Media and Communication Division

In line with the policy statement “A Thriving Nation, A Beautiful life “it is observed that it is essential to bring about corresponding changes in social and individual attitudes with the economic transformation to create a new era of progress in the country. Furthermore, timely and decisive measures are required to steer the country in the right direction amidst the numerous crisis and challenges it faces. The Prime Minister's Media Division is constantly providing its services to foster correct attitudes among the public regarding the decisions and programs taken by the government as a people-centered government and to disseminate correct information to the Public. Furthermore, this division is also responsible for disseminating accurate information through constant attention and follow up on media practices. This division carries out for timely media coverage of all information and publicity, including decisions taken by the Prime Minister, at diplomatic meetings, public events, Parliamentary news and significant discussions and also issuing press releases to television, newspapers, radio, websites, blogs, and social media platforms, and following up on news. In addition, the Media Division monitors and correct inaccurate and incomplete news published through various media platforms and issuing greeting messages on behalf of the Prime Minister on special days and occasions.

In addition, media division is responsible for organizing events, media briefings, pre-monitoring activities for the events. Also, it archives and releases videos and photographs of the events attended by Hon.Prime Minister and events at the Prime Minister’s Office when necessary. The division also handles archiving and preparation news folders of printed media, television and web sites.

Activities performed from 01.01.2025 to 31.12.2025

Meetings, events and other functions covered by the media division		Amount
01	Archiving and storing data of programmes attended by the Prime Minister I) Photo files II) Video files	596 555
02	Preparing news and features, releasing news to the media	404
03	Special article preparation (newspapers)	06
04	Call for media coverage	21
05	Issuance of the Hon. Prime Minister's messages	77
06	Providing information for speeches delivered by the Hon. Prime Minister	25
07	Pre-monitoring and pre-discussion activities for special occasions attended by the Prime Minister	405
08	Meetings with foreign ambassadors and representatives	88
09	Preparation of a file of reports published in the print media and news published in newspapers and websites on socio-economic issues relevant to the Hon. Prime Minister's purview and requiring attention and to forward it to the Hon. Prime Minister and Secretary to the Prime Minister.	84
10	News update on the official website of the Prime Minister's Office	464

Meetings, events and other functions covered by the media division		Amount
11	Updating the official social media of the media division i. Face book ii. You Tube iii. Tiktok iv. Instagram	835 27 50 186
12	News follow-up events i. Electronic newspapers ii. Television channels iii. Websites, blogs and social media	3581 1846 9383
13	Coverage of events attended by the Hon. Prime Minister (not released to the media)	57
14	Special programmes produced by the Media Unit	11
15	Translations i. English ii. Sinhala	409 419
16	Covering the arrival of school students to visit the Temple Trees premises	59

2.9 Legal Division

This Division is responsible for coordinating various legal matters under the purview of the Hon. Prime Minister, as well as legal issues pertaining to other ministries and institutions (Including the Ministry of Education, Higher Education and Vocational Education, Office of the Cabinet Ministers and the Constitutional Council) where the Hon. Prime Minister holds ministerial responsibilities.

In addition, the Division liaises with the Attorney General's Department and other relevant authorities regarding cases filed in the Supreme Court, the Court of Appeal, and other courts in which the Hon. Prime Minister and/or the Secretary to the Prime Minister are named as respondents. The Division also undertakes necessary actions related to meetings, special sessions, and other engagements concerning legal matters attended by the Hon. Prime Minister, as well as handling Cabinet Memoranda submitted by the Hon. Prime Minister.

At the request of the President's Office, a detailed report was prepared on case files under the Prime Minister's Office, including a comprehensive progress report on 101 Supreme Court cases and 68 Court of Appeal cases, which was subsequently forwarded to the President's Office.

During the period from 01.01.2025 to 31.12.2025, the Legal Division coordinated notices and related activities for the following cases:

- Supreme Court Case Files : 25
- Court of Appeal Case Files : 09

All aforementioned case files have been processed, with preliminary reports submitted to the Attorney General's Department. Where necessary, observations and responses

were provided to the Attorney General. Appropriate office representation was ensured in all cases, and relevant parties were duly informed regarding case details and court decisions.

Furthermore, the Division monitored various files submitted to it and provided relevant notes and recommendations to the concerned divisions of the Prime Minister's Office.



Pradeep Saputhanthri
Secretary to the Prime Minister

3. Overall Financial Performance of the year

3.1 Statement of Financial Performance

ACA -F

Prime Minister's Office Statement of Financial Performance for the period ended 31st December 2025

Revised Budget Allocations 2025	Rs.	Note	Actual	
			2025 Rs.	2024 Rs.
- Revenue Receipts			-	-
- Income Tax		1	-	-
- Taxes on Domestic Goods & Services		2	-	-
- Taxes on International Trade		3	-	-
- Non Tax Revenue & Others		4	-	-
- Total Revenue Receipts (A)			-	-
- Non Revenue Receipts			-	-
- Treasury Imprests			715,937,000	1,004,611,000
- Deposits			11,939,237	764,045
- Advance Accounts			17,871,278	19,162,130
- Other Main Ledger Receipts			-	-
- Total Non Revenue Receipts (B)			745,747,516	1,024,537,175
- Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)			745,747,516	1,024,537,175
- Remittance to the Treasury (D)			-	-
- Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)			745,747,516	1,024,537,175
- Less: Expenditure			-	-
- Recurrent Expenditure			-	-
423,250,000 Wages, Salaries & Other Employment Benefits		5	322,446,386	283,614,824
669,750,000 Other Goods & Services		6	451,093,789	647,201,571
2,500,000 Subsidies, Grants and Transfers		7	1,172,888	1,537,137
- Interest Payments		8	-	-
- Other Recurrent Expenditure		9	-	-
- Total Recurrent Expenditure (F)			774,713,062	932,353,531
- Capital Expenditure			-	-
51,000,000 Rehabilitation & Improvement of Capital Assets		10	10,388,606	62,771,488
22,500,000 Acquisition of Capital Assets		11	13,465,294	17,433,018
- Capital Transfers		12	-	3,282,634
- Acquisition of Financial Assets		13	-	-
1,000,000 Capacity Building		14	813,375	573,100
- Other Capital Expenditure		15	-	-
- Total Capital Expenditure (G)			24,667,275	84,060,241
- Deposit Payments			17,309,188	4,927,709
- Advance Payments			25,814,350	17,391,367
- Other Main Ledger Payments			-	-
- Total Main Ledger Expenditure (H)			43,123,538	22,319,076
- Total Expenditure I = (F)+(G)+(H)			842,503,875	1,038,732,848
- Balance as at 31st December J = (E)-(I)			(96,756,359)	(14,195,673)
- Balance as per the Imprest Adjustment Statement			(96,756,359)	(14,195,673)
- Imprest Balance as at 31st December			(96,756,359)	(14,195,673)

3.2 Statement of Financial Position

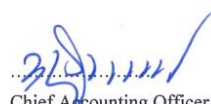
ACA-P

**Prime Minister's Office
Statement of Financial Position
As at 31st December 2025**

	Note	2025 Rs	Actual 2024 Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	14,784,009,089	15,479,269,474
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	51,973,632	44,030,560
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		14,835,982,720	15,523,300,034
<u>Net Assets / Equity</u>			
Net Worth to Treasury		51,395,981	38,082,958
Property, Plant & Equipment Reserve		14,784,009,089	15,479,269,474
Rent and Work Advance Reserve	ACA-5(b)		
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	577,651	5,947,601
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		14,835,982,720	15,523,300,034

Detail Accounting Statements in ACA format Nos. 2 to 7 presented in pages from 7 to 27 and Annexures to accounts presented in pages from 28 to 43 form an integral part of these Financial Statements. The Financial Statements have been prepared in accordance with the Government Financial Regulations 150 & 151 and State Accounts Guideline No. 02/2025, dated 17.12.2025 and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found in agreement.

We hereby certify that an effective internal control system for the financial control exists in the Reporting Entity and carried out periodic reviews to monitor the effectiveness of internal control system for the financial control and accordingly make alterations as required for such systems to be effectively carried out as per the Section 38(1) (C) of the National Audit Act No.19 of 2018


Chief Accounting Officer

Name :

Designation :

G. Pradeep Saputhanthri
Secretary to the Prime Minister
Prime Minister's Office
No. 58, Sir Ernest De Silva Mawatha
Colombo 07


Accounting Officer

Name :

Designation :

Date : 16.02.2026

G. Pradeep Saputhanthri
Secretary to the Prime Minister
Prime Minister's Office
No. 58, Sir Ernest De Silva Mawatha


Chief Financial Officer (Acting)

Name :

Date : 16.02.2026

M.M.J.R.N. Fernando
Chief Financial Officer
Prime Minister's Office
58, Sir Ernest De Silva Mawatha
Colombo 07

3.3 Statement of Cash Flows

ACA-C

**Prime Minister's Office
Statement of Cash Flows
for the Period ended 31st December 2025**

	Actual 2025 Rs.	2024 Rs.
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected on behalf of Other Revenue Heads	90,582,966	7,153,933
Imprest Received	715,937,000	1,004,611,000
Recoveries from Advance	19,013,733	16,509,810
Deposit Received	11,939,237	764,045
Total Cash generated from Operations (A)	837,472,936	1,029,038,787
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	760,575,177	919,690,864
Subsidies & Transfer Payments	1,172,888	1,537,137
Rehabilitation & Improvement of Capital Assets,Capital Transfers, Capacity Building and Other Capital Expenditure	11,201,981	66,627,222
Expenditure incurred on behalf of Other Heads	8,135,134	1,440,720
Imprest Settlement to Treasury	-	-
Advance Payments	25,613,275	17,382,117
Deposit Payments	17,309,188	4,927,709
Total Cash disbursed for Operations (B)	824,007,643	1,011,605,769
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	13,465,294	17,433,018
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	-	-
<u>Less - Cash disbursed for:</u>		
Capital Asset Construction, Purchases and Other Investment Acquisitions	13,465,294	17,433,018
Total Cash disbursed for Investing Activities (E)	13,465,294	17,433,018
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	(13,465,294)	(17,433,018)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	-	-
<u>Cash Flows from Fianacing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash generated from Financing Activities (H)	-	-
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Total Cash disbursed for Financing Activities (I)	-	-
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)	-	-
Net Movement in Cash (K) = (G) + (J)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

4. Performance Indicators

4.1 Performance Indicators of the Institution (As per the Action Plan)

Thrust Area	Activity	Indicator	Output as a percentage (%)		
			100%-90%	75%-89%	50%-74%
01. Strategic Intervention on development initiatives and Policy coordination	Following-up decisions taken at the meetings chaired by the Hon. Prime Minister/ Secretary to the Prime Minister	No. of decisions followed up	✓		
	Facilitation/ Intervention on Inter-Ministerial/ Agencies development and policy initiatives	No. of interventions	✓		
	Identify and analyze timely sensitive development issues, performing as a mediator for identified issues and prepare study reports accordingly	No. of issues identified/ reports prepared	✓		
	Identifying and rectifying the practical issues in handling public grievances and forwarding them to policy makers when necessary	No. of issues attended		✓	
	Preparation and submission of Cabinet Memoranda and Notes to the Cabinet according to the necessity	No. of Cabinet Memorandum/ Notes to the Cabinet submitted	✓		
	Preparation of answers for the Parliament Questions asked from Hon. Prime Minister	No. of answers for the parliament questions prepared	✓		

Thrust Area	Activity	Indicator	Output as a percentage (%)		
			100%-90%	75%-89%	50%-74%
01. Strategic Intervention on development initiatives and Policy coordination	Preparation of Resolutions and submission of Resolutions to the Parliament	No. of resolutions prepared and presented to the Parliament	✓		
	Submission of Annual Reports and Annual Performance Reports of the Institutions which come under the purview of the Presidential Secretariat to the Parliament	No. of Annual Reports and Annual Performance Reports submitted to the Parliament	✓		
	Coordination activities of the Task Force on the Digital Transformation of Education with the Provincial Ministries of Education and Provincial Department of Education	Coordination activities with relevant officials.	✓		
	Updating of the web-based database system which contains Cabinet Memoranda and relevant decisions	No. of available records of Cabinet Memoranda and decisions in the web-based data base system (timely updated)	✓		
	Preparation of brief note (Summary) on Cabinet Memoranda prior to the Cabinet meeting	No. of brief notes prepared (summary) on Cabinet Memoranda	✓		
	Coordination and facilitation of Special Cabinet Sub Committees, Committees chaired by the Hon. Prime Minister and Committees chaired by the Secretary to the Prime Minister	No. of Cabinet Sub Committees/ Committees facilitated	✓		

Thrust Area	Activity	Indicator	Output as a percentage (%)		
			100% - 90%	75%- 89%	50%- 74%
01. Strategic Intervention on Development initiatives and Policy coordination	Monitoring the progress of committee decision	Percentage of progress achievement No. of progress reports prepared	✓		
	Coordinating with different Local and International Private sector agencies on current issues	No. of cases coordinated	✓		
	Making necessary recommendations to the President, Cabinet of Ministers and other National Level Committees	No. of recommendations submitted/ drafted	✓		
02. Institutional Management and Development for Good Governance	Preparation of the Procurement Plan for the year 2026	Procurement Plan for year 2026	✓		
	Preparation of the Financial Statements for the year 2024	Submission of financial statements for year 2024	✓		
	Preparation of the Budget Estimates for the year 2025	Submission of budget Estimates for year 2025	✓		
	Providing answers to Audit Queries raised by the Internal Audit and the government Audit	No. of audit queries answered on time out of received audit queries	✓		
	Purchasing of office furniture and equipment	No. of procurement activities handled, No. of furniture and equipment purchased, Value of procurement	✓		

Thrust Area	Activity	Indicator	Output as a percentage (%)		
			100%-90%	75%-89%	50%-74%
02. Institutional Management and Development for Good Governance	Construction, Renovation and Maintenance of buildings	No. of procurement activities handled, No. of buildings properly maintained	✓		
	Preparation of the Financial and Physical Performance Report for the year 2024	Performance Report for the year 2024	✓		
	Preparation of the Annual Financial and Physical Progress Report for year 2025	Preparation of the Annual Financial and Physical Progress Report for year 2025	✓		
	Preparation of the summary of the Annual Progress Report for the year 2025 to be submitted to the parliament	Annual Progress Report summary for year 2025	✓		
	Preparation of Quarterly Progress Reports for the year 2025	Quarterly Progress Reports for the year 2025	✓		
	Preparation of the Annual Action Plan for year 2026	Annual Action Plan 2026	✓		
	Preparation of Annual SDG report for the year 2024	Annual SDG Report 2024	✓		
	Conducting Audit and Management meetings	No. of Audit and Management meetings conducted	✓		
	Preparation of Internal Audit reports	No. of Internal Audit Reports prepared	✓		
	Preparation of Internal Audit Plan for year 2026	Submission of Internal Audit Plan for year 2026	✓		

Thrust Area	Activity	Indicator	Output as a percentage (%)		
			100%-90%	75%-89%	50%-74%
02 Institutional Management and Development for Good Governance	Preparation of Risk Register for year 2026	Submission of Risk Register for year 2026	✓		
	Preparation of Risk Appetite Statement for year 2026 in response to the Management Audit Circular No. DMA/1-2024	Submission of Risk Appetite Statement for year 2026	✓		
	Preparation of Risk Assessment Form for year 2026	Submission of Risk Assessment Form for year 2026	✓		
	Conducting special audits as per the direction of the Secretary to the PM	No. of Audit reports submit before requested time	✓		
	Review of the Effectiveness of the Internal Control System	Submission of Evaluation Report	✓		
	Sending the quarterly reports to the Department of Management Audit and National Audit Office - Quarterly assessment report of the Chief Internal Auditor - Quarterly compliance report to (form 6)	Submission of the Reports on time	✓		
	Maintaining of Machineries, Equipment and Vehicles	No. of machineries, equipment and vehicles properly maintained	✓		
	Managing of the office facilities	-No. of service agreements signed -Maintained office environment	✓		

Thrust Area	Activity	Indicator	Output as a percentage (%)		
			100%-90%	75%-89%	50%-74%
02. Institutional Management and Development for Good Governance	Garden Maintenance and landscaping	No. of activities carried out	✓		
	Establishment of a Internal Affairs Unit	Established Internal Affairs Unit	✓		
	Introducing an integrated approach to receive internal grievances and complaints	Introduced integrated approach	✓		
	Preparation of institutional risk assessment and integrity action plan	Prepared risk and assessment action plan	✓		
	Taking necessary actions to mitigate identified grievances and rectify issues	No. of actions taken	✓		
	Preparation of code of Conducts for the PM office	Preparation of code of Conducts for the PM office	✓		
03. Public Welfare and grievance handling	Introducing an integrated approach to bring solutions to public grievances and complaints which need priority attention and immediate actions	Introduced integrated approach		✓	

Thrust Area	Activity	Indicator	Output as a percentage (%)		
			100%-90%	75%-89%	50%-74%
03. Public Welfare and grievance handling	Taking Necessary steps to improve the existing data management system for an expedited and efficient service for public grievances	no. of Efficiently responded public grievances	✓		
04. Legal Affairs and Consultation	Reviewing and making recommendations on draft legal amendments	No. of recommendations drafted	✓		
	Coordinating with Attorney General's Department in relation to court cases	No. of cases coordinated	✓		
	Providing observations and opinions on legal matters referred to the Prime Minister's Office	No. of observations provided	✓		
	Coordinating with the Legal Draftsman's Department in relation to draft Legal Amendments	No. of Legal Amendments coordinated	✓		
	Coordinating and forwarding the relevant Legal Documents to the relevant ministries and institutions.	No. of Legal documents and forwarded	✓		
05. Capacity Development	Coordination and facilitation of the local and foreign training programs	No. of local and foreign training programs conducted and coordinated No. of officers participated No. of staff members covered the minimum 12 hours training	✓		

Thrust Area	Activity	Indicator	Output as a percentage (%)		
			100%-90%	75%-89%	50%-74%
05. Capacity Development	Enhancement of Productivity in Prime Minister's Office (Planning and Implementation)	No. of processes developed	✓		
06. Digitalization of Prime Minister's Office	Managing the office web server and designing, developing and updating the office website	-No. of troubleshoots fixed -No. of web developments done -No. of web up loadings done	✓		
	Maintaining the ICT equipment, computer networks, email server and application server	No. of repairs done -No. of email requests handled -No. of troubleshoots handled	✓		
	Developing, upgrading and maintaining internal information systems	No. of information systems developed, uprated and developed maintained	✓		
	Implementing Cabinet approved Information and Cyber Security Policy	-No. of awareness sessions conducted -No. of incidents handled	✓		
	Implementing of Disaster Recovery Site	-Recovery Time Objective -Recovery Point Objective	✓		

Thrust Area	Activity	Indicator	Output as a percentage (%)		
			100%-90%	75%-89%	50%-74%
07. International Affairs and Foreign Collaboration	Coordinating with foreign missions through Ministry of Foreign Affairs to enhance bilateral and multilateral development issues for economic development	No. of interventions	✓		
	Coordination with bilateral and multilateral development partners	No. of interventions	✓		
	Coordinating with Embassies, relevant other Public, Private and Intergovernmental Institutions for official visits of the Hon. Prime Minister (when required)	No. of visits facilitated	✓		
	Facilitation of Courtesy Calls with the Hon. Prime Minister	No. of meetings facilitated	✓		
	Taking necessary steps to motivate international assistance for the development process of Sri Lanka	No. of interventions	✓		
08. Facilitation for addressing emerging issues and development	Coordination and facilitation of meetings chaired by Hon. Prime Minister	No. of meetings facilitated	✓		

Thrust Area	Activity	Indicator	Output as a percentage (%)		
			100%-90%	75%-89%	50%-74%
08. Facilitation for addressing emerging issues and development	Coordination and facilitation of meetings chaired by Secretary to the Prime Minister	No. of meetings facilitated	✓		
	Preparation of background reports/ feasibility reports relevant to the meetings and programs	No. of background/feasibility reports	✓		
	Preparation and circulation of meeting minutes chaired by Hon. Prime Minister and Secretary to the Prime Minister	No. of meeting minutes prepared and circulated	✓		
	Following up the implementation of decisions taken at meetings with the Hon. Prime Minister and Secretary to the Prime Minister	No. of followed up decisions	✓		
09. Public Opinion and Information sharing (publicity)	Coordinating & handling special meetings with visiting foreign leaders, Ministers, delegations, Ambassadors & High Commissioners and issue English media releases	No. of events handled	✓		

Thrust Area	Activity	Indicator	Output as a percentage (%)		
			100%-90%	75%-89%	50%-74%
09. Public Opinion and Information sharing (publicity)	-News compilation, Video & photograph coverage of related events and Issuing Press Releases to media -Production of Audio/ Video documentaries on various development activities pertaining to Prime Minister's office under the purview of the Prime Minister -Production of short news capsules for broadcast and telecast social media. -Compilation of print, audio/ visual material for news and clarification of news, controlling false and malicious news and media dissemination -Conserving Photographs, Visuals, reports & print as required.	No. of awareness events	✓		
	Research and data collection for news features and articles as well as for correcting incorrect news items published by media.	No. of interventions	✓		
	Drafting Congratulatory Messages, Special Day Messages & other messages & Issuing to media	No. of messages	✓		
	Organizing of Special Functions & events	No. of awareness events	✓		
	Coordinating functions in other Ministries and Institutions and providing required support with the Temple Trees premises	No. of events coordinated	✓		

Thrust Area	Activity	Indicator	Output as a percentage (%)		
			100%-90%	75%-89%	50%-74%
10.Digital Transformation	Digitalizing the Grievance handling process	No. of final solutions		✓	
	Establishment of Taskforce for providing necessary guidance, coordination and facilitation to establish digital transformation and infrastructure development in government schools (grade 6-13)	Establishment of the Taskforce	✓		
	Providing necessary facilitation to develop deliverables in Taskforce sub committees	No. of Deliverables coordinated		✓	
	Coordinating and facilitating for NEMIS Software Development and Conducting NEMIS Progress review meetings	Development of NEMIS software	✓		
	Providing necessary Facilitation and coordination to conduct workshops and awareness programs	No. of workshops and awareness programs coordinated as required	✓		
	Conducting fact finding mission in schools, zonal offices and collages of education	No. of fact finding missions held	✓		
	Guiding and monitoring on the development of digital competency programs	No. of training programs provided	✓		

5. Performance in achieving the Sustainable Development Goals

5.1 Performance indicators in achieving the Sustainable Development Goals

#	Sustainable Development Goal	Relevant global goals	Relevant global indicators	Activities	Actual output		
					0 - 49%	50 - 74%	75 - 100%
01	End hunger, achieve food security and good nutrition, and promote sustainable agriculture (2)	2.4	2.4.1	<u>A high-level regional policy dialogue conference on “Beyond Waste: Optimizing Food, Water and Energy for Better Nutrition” organized by the South Asian Policy Leadership for Improved Nutrition (SAPLING)</u> The conference discussed how reducing food shortages and food waste can contribute to increasing food and nutrition security, reducing dependence on food imports, increasing farmer incomes, reducing greenhouse gas emissions, and conserving essential natural resources. Coordination with the World Bank, government agencies, and the private sector in this regard was also discussed.			√

#	Sustainable Development Goal	Relevant global goals	Relevant global indicators	Activities	Actual output		
					0 - 49%	50 - 74%	75 - 100%
02	Ensuring healthy lives and promoting well-being for all at all ages (3)	3.4	-	Discussion on the need to effectively utilise the Psychological First Aid (PFA) training provided to teachers to provide the necessary support to students in the face of disaster situations.			√
03	Ensuring inclusive, equitable, quality education and providing lifelong learning opportunities for all (4)	4.3 4.a		<u>Fulfilling the tasks of the Task Force on Digitalisation of Education</u> Coordinating with Provincial Ministries of Education and Provincial Education Departments for the activities of the Task Force on Digitalization of Education and maintaining those files.			√
		4.c	4.c.1	Discussion on the development of teachers' teaching skills under digitalization and the development of digital teaching methods in national academies.			√
		4.a	-	Discussing and giving instructions on the importance of providing necessary facilities for vulnerable groups, including disabled students, who are student groups that require special attention.			√

#	Sustainable Development Goal	Relevant global goals	Relevant global indicators	Activities	Actual output		
					0 - 49%	50 - 74%	75 - 100%
	Ensuring inclusive, equitable, quality education and providing lifelong learning opportunities for all (4)	4.a	4.a.1	<u>Distribution of digital educational equipment to schools affected by floods caused by Cyclone Ditwah, with the financial support of OREL IT</u> Providing guidance for the restoration of IT centers in several damaged schools and distance education institutions and obtaining the contribution of OREL IT for this.			√
		4.a	4.a.1	<u>Contributing to the restoration of digital education infrastructure in schools affected by the floods caused by Cyclone Ditwah, with the support of institutions under Dialog, Techno City and FITIS</u> As a result of successful discussions held with the Prime Minister's Office, Dialog and the institutions under Techno City FITIS, an agreement has been reached to provide financial support to restore the digital education infrastructure of schools that were damaged by the disaster caused by Cyclone Ditva.			√

#	Sustainable Development Goal	Relevant global goals	Relevant global indicators	Activities	Actual output		
					0 - 49%	50 - 74%	75 - 100%
		4.a 9.c	4.a.1	Discussing and giving instructions on the development of infrastructure facilities in schools related to the digitalisation of education were held with the Task Force members, officials of the Ministry of Education, Higher Education and Vocational Training, and the National Institute of Education.			√
04	Achieving gender equality and empowering all women and girls (5)	5.4	5.4.1	<u>Developing a roadmap for gender equity in the hospitality economy</u> Coordination with the Ministry of Labor and the Ministry of Women and Children's Affairs on raising awareness about the International Labor Organization (ILO)'s roadmap for gender equity in the hospitality economy.			√
05	Ensuring access to water and sanitation for all and their sustainable management (6)	6.1 6.3 6.4	-	<u>Discussion on future work related to the revision of the “National Water Resources Policy”</u> Providing necessary guidance for the revision of the National Water Resources Policy, which consists of basic laws and regulations that will ensure the sustainable development of water resources to conserve and properly manage the existing limited water resources to meet current needs without			√

#	Sustainable Development Goal	Relevant global goals	Relevant global indicators	Activities	Actual output		
					0 - 49%	50 - 74%	75 - 100%
				jeopardising the needs of future generations.			
06	Promoting inclusive, sustainable and inclusive economic growth and full, productive and decent work for all (8)	8.3	8.3.1	<u>Reviewing the recruitment process in the public service and performing the duties of the Personnel Management Committee</u> Conducting twenty-three committee meetings and nine sub-committee meetings in the year 2025 to recommend filling the vacancies in the approved staff of the public service in order to recruit only the minimum staff required to maintain public services at an optimal level and to submit twelve Cabinet Memorandum to the Cabinet.			√
		8.8	8.8.2	<u>Discussions with service unions regarding the preparation of a formal mechanism to promptly resolve professional and institutional issues related to the Development Officer Service</u> Since the existing problem must be studied thoroughly before reaching a permanent solution for the service satisfaction of the employees, discussions were held with members of the Development Officer Trade Union and officials from the Public Administration, Provincial Councils and Local Government Ministries with the aim of resolving the existing professional issues			√

#	Sustainable Development Goal	Relevant global goals	Relevant global indicators	Activities	Actual output		
					0 - 49%	50 - 74%	75 - 100%
				related to the Development Officer service and preparing a formal mechanism.			
07	Building strong infrastructure, promoting inclusive and sustainable industrialisation and encouraging innovation (9)	9.1	-	Discussing and giving instructions on hosting the Global Economy and Technology Summit (GETS) -2025 in Sri Lanka			√
08	Reducing inequality within and between countries (10)	10.b	-	Discussing and advising on introducing Indian investors and presenting projects and proposals intended to bring those investments to Sri Lanka			√
09	Making cities and human settlements safe, secure, resilient and sustainable (11)	11.6	11.6.1	<u>Discussion on the management of waste accumulated in the Western Province due to the flood disaster caused by Cyclone Ditva</u> Since an urgent and proper program needs to be developed to manage and dispose of the enormous amount of mixed waste accumulated in the Western Province due to the flood disaster, in addition to the waste generated under normal conditions, discussions were held and necessary instructions were issued on the matter in order to minimise the resulting environmental problems.			√

#	Sustainable Development Goal	Relevant global goals	Relevant global indicators	Activities	Actual output		
					0 - 49%	50 - 74%	75 - 100%
		11.5 11.b	11.5.2	<u>Discussions were held and instructions were given by the committee appointed under the chairmanship of the Hon. Prime Minister for the management of the disaster situation arising in the Colombo and Gampaha districts due to the failure of rainwater to drain properly and the overflowing of the Kelani River and for the development of the Kolonnawa city.</u> Instructions were issued to prepare a comprehensive master plan covering the three districts to implement permanent measures to minimise the persistent hardships faced by people living in disaster-prone areas of Colombo, Gampaha, and Kegalle. These areas are particularly vulnerable to flooding due to inadequate drainage of rainwater and the overflowing of the Kelani River, in addition to the need for effective flood control and urban development measures in the Kolonnawa area.			√

#	Sustainable Development Goal	Relevant global goals	Relevant global indicators	Activities	Actual output		
					0 - 49%	50 - 74%	75 - 100%
10	Taking urgent action against climate change and its impacts (13)	13.1 11.B	13.1.1 13.1.3	<u>Disaster relief and recovery measures for those affected by the disaster situation</u> Carrying out the necessary coordination activities under the government's rapid relief program to obtain humanitarian aid and equipment from local and foreign governments, the United Nations, and international and local non-governmental organizations, and to ensure their systematic distribution for the restoration of the lives and livelihoods of people displaced and affected by the natural disaster that struck the island on 27.12.2025.			√
		13.A	13.A.1	<u>Sri Lanka Climate Finance Awareness Seminar</u> Coordination with the World Bank and relevant government agencies to organize an awareness session on climate finance in Sri Lanka			√
11		16.10	16.10.2	<u>Enforcing the provisions of the Right to Information Act No. 12 of 2016</u> The relevant documents of every request made by the public are scanned and stored as soft copies in a Document Management			√

#	Sustainable Development Goal	Relevant global goals	Relevant global indicators	Activities	Actual output		
					0 - 49%	50 - 74%	75 - 100%
11	Creating peaceful and inclusive societies for sustainable development, providing access to justice for all, and building effective, accountable and inclusive institutions at all levels (16)			System, thereby enabling the information to be checked and retrieved at any time required.			
		16.2 11.7	16.2.1 16.2.2 11.7.2	<u>Development an efficient mechanism to prevent child abuse against children in Sri Lanka and to respond promptly to such incidents.</u> The Hon. Prime Minister has appointed a three-member expert committee to provide necessary guidelines for the prevention of child abuse against children in Sri Lanka and to prepare an efficient mechanism to respond promptly to such incidents. Copies of the report containing the recommendations of the three-member expert committee regarding the preparation of an efficient mechanism to respond promptly to such incidents have also been forwarded to the Ministry of Women and Child Affairs and the Ministry of Education, Higher Education and Vocational Education.			√

#	Sustainable Development Goal	Relevant global goals	Relevant global indicators	Activities	Actual output		
					0 - 49%	50 - 74%	75 - 100%
12	Strengthening the mechanisms of implementation and revitalising global cooperation for sustainable development (17)	17.16	-	<u>Meetings with ambassadors, high commissioners and diplomats of foreign countries</u> The Prime Minister's Office provides leadership to strengthen bilateral and multilateral government relations, expand development cooperation and investment opportunities, and strengthen cultural ties between countries. Developing diplomatic relations and partnerships between Sri Lanka and other nations			√

5.2 Identifying the global goals and indicators for achieving the Sustainable Development Goals in detail

Relevant global goals	Introduction	Relevant global index	Introduction
2.4	By 2030, ensure sustainable food production systems and implement resilient agricultural practices that increase productivity and production, that help maintain ecosystems, that strengthen capacity for adaptation to climate change, extreme weather, drought, flooding and other disasters and that progressively improve land and soil quality.	2.4.1	The amount of agricultural land where productive and sustainable agriculture is practiced
3.4	By 2030, reducing premature deaths from non-communicable diseases through prevention and treatment and promote mental health and well-being		
4.3	By 2030, ensure equal access for all women and men to affordable and quality technical, vocational and tertiary education, including university.		
4.a	Build and upgrade education facilities that are child, disability and gender sensitive and provide safe, non-violent, inclusive and effective learning environments for all.	4.a.1	Proportion of schools with access. (a) electricity; (b) the internet pedagogical purposes; (c) computers for pedagogical purposes; (d) adapted infrastructure and materials for students with disabilities; (e)

Relevant global goals	Introduction	Relevant global index	Introduction
			basic drinking water (f) single-sex basic sanitation facilities; and (g) basic handwashing facilities (as defined by the WASH Index).
4.c	By 2030, substantially increase the supply of qualified teachers, including through international cooperation for teacher training in developing countries, especially least developed countries and small island developing States.	4.c.1	Proportion of teachers in (a) pre-primary; (b) primary; (a) lower secondary; and (d) upper secondary education, who have received at least the minimum organized teacher training (e.g., teacher training). Per-service or in -service required for teaching at the relevant level in a given country.
5.4	Recognize and value unpaid care and domestic work through the provision of public services, infrastructure and social protection policies and the promotion of shared responsibility within the household and the family as nationally appropriate.	5.4.1	Proportion of time spent on unpaid domestic and care work, by sex, age and location.
6.1	By 2030, achieve universal and equitable access to safe and affordable drinking water for all.		
6.3	By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially		

Relevant global goals	Introduction	Relevant global index	Introduction
	increasing recycling and safe reuse globally.		
6.4	By 2030, substantially increase water-use efficiency across all sectors and ensure sustainable withdrawals and supply of freshwater to address water scarcity and substantially reduce the number of people suffering from water scarcity.	6.4.1	Change in water-use efficiency over time
		6.4.2	Level of water stress: freshwater withdrawal as a proportion of available freshwater resources.
8.3	Promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation, and encourage the formalization and growth of micro-, small- and medium-sized enterprises, including through access to financial services.	8.3.1	Proportion of informal employment in total employment, by sector and sex.
8.8	Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment.	8.8.2	Level of national compliance with labour rights (freedom of association and collective bargaining) based on International Labour Organization (ILO) textual sources and national legislation, by sex and migrant status.
9.1	Develop quality, reliable, sustainable and resilient infrastructure, including regional and transborder infrastructure, to support economic development and human well-being, with a focus on		

Relevant global goals	Introduction	Relevant global index	Introduction
	affordable and equitable access for all.		
10.b	Encourage official development assistance and financial flows, including foreign direct investment, to States where the need is greatest, in particular least developed countries, African countries, small island developing States and landlocked developing countries, in accordance with their national plans and programmes.		
11.5	By 2030, significantly reduce the number of deaths and the number of people affected and substantially decrease the direct economic losses relative to global gross domestic product caused by disasters, including water-related disasters, with a focus on protecting the poor and people in vulnerable situations.	11.5.2	Direct economic loss in relation to global GDP, damage to critical infrastructure and number of disruptions to basic services, attributed to disasters.
11.6	By 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management.	11.6.1	Proportion of municipal solid waste collected and managed in controlled facilities out of total municipal waste generated, by cities.
11.a	Support positive economic, social and environmental links between urban, peri-urban and rural areas by strengthening national and regional development planning.		

Relevant global goals	Introduction	Relevant global index	Introduction
11.7	By 2030, provide universal access to safe, inclusive and accessible, green and public spaces, in particular for women and children, older persons and persons with disabilities.	11.7.2	Proportion of persons victim of physical or sexual harassment, by sex, age, disability status and place of occurrence, in the previous 12 months.
13.1	Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries.	13.1.1	Number of deaths, missing persons and directly affected persons attributed to disasters per 100,000 population.
		13.1.3	Number of countries that adopt and implement national disaster risk reduction strategies in line with the Sendai Framework for Disaster Risk Reduction 2015–2030.
13.a	Implement the commitment undertaken by developed-country parties to the United Nations Framework Convention on Climate Change to a goal of mobilizing jointly \$100 billion annually by 2020 from all sources to address the needs of developing countries in the context of meaningful mitigation actions and transparency on implementation and fully operationalize the Green Climate Fund through its capitalization as soon as possible.	13.a.1	Amounts provided and mobilized in United States dollars per year in relation to the continued existing collective mobilization goal of the \$100 billion commitment through to 2025.

Relevant global goals	Introduction	Relevant global index	Introduction
16.2	End abuse, exploitation, trafficking and all forms of violence against and torture of children.	16.2.1	Proportion of children aged 1–17 years who experienced any physical punishment and/or psychological aggression by caregivers in the past month.
		16.2.2	Number of victims of human trafficking per 100,000 population, by gender, age, and form of exploitation
16.6	Develop effective, accountable and transparent institutions at all levels.		
16.10	Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements.	16.10.2	Number of countries that adopt and implement constitutional, statutory and/or policy guarantees for public access to information.
17.16	Enhance the Global Partnership for Sustainable Development, complemented by multi-stakeholder partnerships that mobilize and share knowledge, expertise, technology and financial resources, to support the achievement of the Sustainable Development Goals in all countries, in particular developing countries.		

6. Human Resources Profile

6.1 Cadre Management

❖ Cadre details as at 31.12.2025

	Approved cadre	Existing cadre	Vacancies (Excess)
Senior	61	43	18
Tertiary	25	12	13
Secondary	220	143	77
Primary	162	91	71

6.2 Brief explanation on how employee shortage or excess in human resources affects the performance of the organization

Considering the role assigned to the Prime Minister's Office and the new government policies, the need of revising the approved cadre of the Prime Minister's Office was identified, and accordingly, the Department of Management Services has approved the cadre revision of the Prime Minister's Office on 4th November, 2025.

At that time, the above cadre revision was carried out by including the role currently assigned to this office and the needs identified by forecasting the cadre requirements for the next three years, while also focusing on the government's program for digitizing office work and optimal financial management.

As of 31.12.2025, the staff shortage in all levels of service of the office; senior, tertiary, secondary and primary, has been reduced to a greater extent compared to

previous years, and steps were taken to maintain an adequate staff to carry out the duties assigned to the Hon. Prime Minister during the year 2025.

By undertaking a work study and amending the organisational structure was revised, and efforts were made to provide efficient service through assigning duties and the use of information and communication technology to the greatest extent possible, and accordingly, the staff shortage was managed in a manner that did not hinder the efficiency of the institution.

6.3 Human Resource Development

Steps have been taken to direct officers for local and foreign training programs with the aim of providing opportunities to improve the efficiency and effectiveness of functions of Prime Minister's Office and improving the quality of service.

Under local training programs, guidance is provided to deliver an efficient public service by creating the necessary backgrounds to improve service quality of office staff motivating them and creating a work environment to provide a good service by utilizing the ever-advancing technology.

Foreign trainings provide an opportunity to improve knowledge, skills and attitudes, as well as to develop the capacity of the officers and to build necessary environment to establish international relations through mutual learning and sharing of experiences.

Accordingly, information on the local and foreign training courses/programs/workshops to which officers have been direct during the period from 2025.01.01 to 2025.12.31 is given below.

Local and foreign training programs

#	Training course	Local/ Foreign	Number of officers	Duration (hours)
1.	Digitalisation Literacy and Efficient Use of Digital Resources (Demonstration on ERP Module)	Local	65	2
2.	Awareness on the Clean Sri Lanka National Programme	Local	195	2
3.	Training on the use of firefighting equipment	Local	35	1
4.	Knowledge management	Local	40	3
5.	Master of Regional Development and Planning (MRDP) – 2025/2026	Local	01	01 year
6.	Artificial intelligence and Machine Learning	Local	32	6
7.	Vehicle Management System	Local	15	2
8.	Training workshop on duties of the media unit	Local	26	24 (4 * Days and 06 hours)
9.	Document Management System (DMS)	Local	All staff	02
10.	Workshop on “Mindfulness”	Local	86	2
11.	Raising awareness about Sri Lankan tea culture - First workshop	Local	73	2
12.	Raising awareness about Sri Lankan tea culture - Second workshop	Local	68	2

#	Training course	Local/ Foreign	Number of officers	Duration (hours)
13.	Yoga programme	Local	150	2
14.	Anti-Corruption Act	Local	120	4 1/2
15.	Vehicle Management System	Local	10	1
16.	Migration of the Zimbra email server to Microsoft 365	Local	30	2
17.	Migration of the Zimbra email server to Microsoft 365 - Online	Local	Staff Officers	1 1/2
18.	Migration of the Zimbra email server to Microsoft 365 - Online	Local	Staff Officers	1 1/2
19.	Introduction Workshop on the Electronic Procurement Monitoring System (ePMS)	Local	03	7
20.	Sign Language Certificate Course for Government Officials	Local	02	60
21.	Training programme conducted at the district level through online methodology to develop the knowledge of human resources in the public sector (Tamil medium)	Local	01	05 days
22.	Document Management System (DMS)	Local	20	2
23.	Soft Skills Development	Local	45	2 ¾
24.	Raising awareness about tax policies and tax payments in Sri Lanka	Local	75	3 ½

#	Training course	Local/ Foreign	Number of officers	Duration (hours)
25.	Government Payroll System	Local	01	03 days
26.	Awareness programme on office procedures	Local	22	2
27.	Post Graduate Diploma in International Relations	Local	01	01 year
28.	Researcher Development Programme – 2025	Local	03	12 day
29.	Speechcraft Training Programme 2025 with Toastmasters International	Local	01	10 weeks
30.	Staff-Grade Focal Point Officers for the Electronic Procurement Management System (ePMS)	Local	01	4
31.	Preparation of Cabinet Memoranda	Local	55	3
32.	Etiquette for hosting events - First Workshop	Local	20	6
33.	Training programme for drivers on BMW car handling and modern equipment	Local	24	3
34.	Etiquette in Hosting Events - Second Workshop	Local	25	6
35.	Financial management	Local	20	5 ¾
36.	Overseas Training Course on Green Development for Sri Lanka	Local	02	08 days
37.	News writing workshop for media officers	Local	14	4 hours

#	Training course	Local/ Foreign	Number of officers	Duration (hours)
38.	Using the Document management system (DMS)	Local	45	2 ½ hours
39.	Using the Document management system (DMS)	Local	12	1 ½ hours
40.	Preparing leave reports and calculating overtime	Local	30	2 hours
41.	Workshop for Writing with Impact Letters and Professional Communication	Local	11	7 hours
42.	Awareness on the content of the Talky app	Local	20	2 hours
43.	Awareness on new procurement guidelines	Local	37	2 ½ hours
44.	Mobile App Development - India	Foreign	01	14 days
45.	Study Visit in Thailand on Implementation of Water Policy - Thailand	Foreign	01	06 days
46.	Seventh Mid-Career Training Program for Island Services Officers of Sri Lanka under the Indian Technical & Economic Co-operation (ITEC) 2024/2025 - India	Foreign	01	14 days
47.	Seminar on Experience Exchange in the Field of Economic Development and Poverty Alleviation between China and Sri Lanka - China	Foreign	02	16 days
48.	Workshop on Governance - China	Foreign	01	63 days
49.	Training Program in the field of Public Administration - China	Foreign	01	06 days
50.	Seminar on Reform and Governance of State-owned Enterprises for BRI Countries Project Profile -China	Foreign	02	23 days

#	Training course	Local/ Foreign	Number of officers	Duration (hours)
51.	Capacity Building Programme on Digital Governance for the Civil Servants of Sri Lanka - India	Foreign	02	13 days
52.	Forum of Small States (FOSS) Executive Programme – Singapore	Foreign	01	06 days
53.	Seminar on China and B&R Countries in Cooperation of Governance Capacity – China	Foreign	01	23 days
54.	Capacity Building Programme on Strategic Leadership and Governance 2 nd Programme for the Civil Servants of Sri Lanka – India	Foreign	01	13 days
55.	Data Analytics for Decision-Making (ITEC) – India	Foreign	01	23 days
56.	Enhancing Administrative Efficiency and Professionalism – Training Programme (ITEC) – India	Foreign	01	15 days
57.	Media Training Programme – India	Foreign	02	14 days
58.	Seminar on Green Industry Cooperation Exchange - China	Foreign	01	12 days
59.	International Training Programme on Financial Inclusion and Digital Transformation – For Women Only – India	Foreign	01	15 days
60.	Seminar for Young Diplomats from the Democratic Socialist Republic of Sri Lanka - China	Foreign	03	15 days
61.	Seminar for Senior Sri Lankan Government Officials of Sri Lanka - China	Foreign	02	15 days

7. Compliance Report

7.1. Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1	The following Financial statements/accounts have been submitted on due date			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not Relevant		
1.4	Stores Advance Accounts	Not Relevant		
1.5	Special Advance Accounts	Not Relevant		
1.6	Others	Not Relevant		
2	Maintenance of books and registers (FR445)/			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied		

2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		
2.8	Stocks Register has been maintained and update	Complied		
2.9	Register of Losses has been maintained and update	Complied		
2.10	Commitment Register has been maintained and update	Complied		
2.11	Register of Counterfoil Books (GA – N20) has been maintained and update	Complied		
03	Delegation of functions for financial control (FR 135)			
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Complied		
4	Preparation of Annual Plans			
4.1	The annual action plan has been prepared	Complied		

4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	Complied		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		
5	Audit queries			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Complied		
6	Internal Audit			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Complied		
6.2	All the internal audit reports has been replied within one month	Complied		
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	Complied		
7	Audit and Management Committee			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Complied		
8	Asset Management			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of	Complied		

	the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular			
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	Complied		
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Complied		
8.5	The disposal of condemn articles had been carried out in terms of FR 772	Complied		
9	Vehicle Management			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Complied		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	Complied		
10	Management of Bank Accounts			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Not Relevant		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	Complied		
11	Utilization of Provisions			

11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Complied		
12	Advances to Public Officers Account			
12.1	The limits had been complied with	Complied		
12.2	A time analysis had been carried out on the loans in arrears	Complied		
12.3	The loan balances in arrears for over one year had been settled	Complied		
13	General Deposit Account			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	The control register for general deposits had been updated and maintained	Complied		
14	Imprest Account			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	Complied		
14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Complied		
15	Revenue Account			
15.1	The refunds from the revenue had been made in terms of the regulations	Not Relevant		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Not Relevant		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	Not Relevant		
16	Human Resource Management			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Complied		

17	Provision of information to the public			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation	Complied		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	Complied		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Complied		
18	Implementing citizens charter			
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Complied		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular	Complied		
19	Preparation of the Human Resource Plan			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Complied		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Complied		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied		

19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Complied		
20	Responses Audit Paras			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		

8. Auditor General's Observations

8.1 Auditor General's Observations



ජාතික විගණන කාර්යාලය
தேசிய கணக்காய்வு அலுவலகம்
NATIONAL AUDIT OFFICE



මගේ අංකය
எனது இல. My No.

TPD/C/25/33/PMO/FA

ඔබේ අංකය
உமது இல. Your No.

දිනය
திகதி Date

2026 මැයි 29 දින

ප්‍රධාන ගණන්දීමේ නිලධාරී
අග්‍රාමාත්‍ය කාර්යාලය

ශීර්ෂය 002 - අග්‍රාමාත්‍ය කාර්යාලයේ 2025 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව විගණකාධිපති සම්පිණ්ඩන වාර්තාව

1. මූල්‍ය ප්‍රකාශන
- 1.1 මතය

ශීර්ෂය 002 - අග්‍රාමාත්‍ය කාර්යාලයේ 2025 දෙසැම්බර් 31 දිනට මූල්‍ය තත්ත්වය පිළිබඳ ප්‍රකාශය, එදිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය කාර්යසාධන ප්‍රකාශය හා මුදල් ප්‍රවාහ ප්‍රකාශය සහ ප්‍රමාණාත්මක ගිණුම්කරණ ප්‍රතිපත්ති වලට අදාළ තොරතුරු ද ඇතුළත් මූල්‍ය ප්‍රකාශන වලට අදාළ සටහන් වලින් සමන්විත 2025 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන 2018 අංක 19 දරන ජාතික විගණන පනතේ විධිවිධාන සමඟ සංයෝජිතව කියවිය යුතු ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(1) ව්‍යවස්ථාවේ ඇතුළත් විධිවිධාන ප්‍රකාර මාගේ විධානය යටතේ විගණනය කරන ලදී. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව අග්‍රාමාත්‍ය කාර්යාලය වෙත ඉදිරිපත් කරනු ලබන මෙම මූල්‍ය ප්‍රකාශන පිළිබඳව මාගේ අදහස් දැක්වීම් හා නිරීක්ෂණයන් මෙම වාර්තාවේ සඳහන් වේ. 2018 අංක 19 දරන ජාතික විගණන පනතේ (සංශෝධිත පරිදි) 11(2) වගන්තිය ප්‍රකාරව ප්‍රධාන ගණන්දීමේ නිලධාරී වෙත වාර්ෂික විස්තරාත්මක කළමනාකරණ විගණන වාර්තාව යථා කාලයේදී ඉදිරිපත් කරනු ලැබේ. ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(6) ව්‍යවස්ථාව සමඟ සංයෝජිතව කියවිය යුතු 2018 අංක 19 දරන ජාතික විගණන පනතේ 10 වගන්තිය ප්‍රකාරව ඉදිරිපත් කළ යුතු විගණකාධිපති වාර්තාව යථා කාලයේදී පාර්ලිමේන්තුව වෙත ඉදිරිපත් කරනු ලැබේ.

අග්‍රාමාත්‍ය කාර්යාලයේ 2025 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශනවලින්, මූල්‍ය තත්ත්වය, මූල්‍ය කාර්යසාධනය හා මුදල් ප්‍රවාහ, මූල්‍ය ප්‍රකාශන වලට අදාළ සටහන් 16 සඳහන් මූල්‍ය ප්‍රකාශන සකස් කිරීමේ පදනමට අනුකූලව සියලුම ප්‍රමාණාත්මකතාවයන් සම්බන්ධයෙන් සාධාරණ තත්ත්වයක් පිළිබිඹු කරන බව මා දරන්නා වූ මතය වේ.

දුරක 306/72, පොල්දූව පාර, පිත්තරමුල්ල, ශ්‍රී ලංකාව

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දුරක 306/72, පොල්දූව පාර, පිත්තරමුල්ල, ශ්‍රී ලංකාව

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1.2 මතය සඳහා පදනම

ශ්‍රී ලංකා විගණන ප්‍රමිතිවලට (ශ්‍රී.ලං.වි.ප්‍ර) අනුකූලව මා විගණනය සිදු කරන ලදී. මෙම විගණන ප්‍රමිති යටතේ වූ මාගේ වගකීම, මෙම වාර්තාවේ මූල්‍ය ප්‍රකාශන විගණනය සම්බන්ධයෙන් විගණකගේ වගකීම යන කොටසේ තවදුරටත් විස්තර කර ඇත. මාගේ මතය සඳහා පදනමක් සැපයීම උදෙසා මා විසින් ලබා ගෙන ඇති විගණන සාක්ෂි ප්‍රමාණවත් සහ උචිත බව මාගේ විශ්වාසයයි.

1.3 කරුණක් අවධාරණය කිරීම - මූල්‍ය ප්‍රකාශන සකස් කිරීමේ පදනම

මෙම මූල්‍ය ප්‍රකාශන සකස් කිරීමේ පදනම විස්තර කරන මූල්‍ය ප්‍රකාශනවලට අදාළ සටහන් 1 කෙරෙහි අවධානය යොමු කරවමි. මූල්‍ය ප්‍රකාශන රජයේ මුදල් රෙගුලාසි 150 හා 151 සහ 2025 දෙසැම්බර් 17 දිනැති රාජ්‍යය ගිණුම් මාර්ගෝපදේශ අංක 02/2025 අනුව අග්‍රාමාත්‍ය කාර්යාලයේ, මහා භාණ්ඩාගාරයේ සහ පාර්ලිමේන්තුවේ අවශ්‍යතාවය සඳහා සකස් කර ඇත. එම නිසා, මෙම මූල්‍ය ප්‍රකාශන වෙනත් අරමුණු සඳහා සුදුසු නොවිය හැක. මගේ වාර්තාව අග්‍රාමාත්‍ය කාර්යාලය, මහා භාණ්ඩාගාරයේ සහ ශ්‍රී ලංකා පාර්ලිමේන්තුවේ භාවිතය සඳහා පමණක් අරමුණු කර ඇත. මෙම කරුණ සම්බන්ධයෙන් මාගේ මතය විකරණය කරනු නොලැබේ.

1.4 මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් ප්‍රධාන ගණන්දීමේ නිලධාරීගේ වගකීම

රජයේ මුදල් රෙගුලාසි 150 හා 151 සහ 2025 දෙසැම්බර් 17 දිනැති රාජ්‍යය ගිණුම් මාර්ගෝපදේශ අංක 02/2025 ට අනුකූලව සියලුම ප්‍රමාණාත්මකතාවයන් සම්බන්ධයෙන් සාධාරණ තත්ත්වයක් පිළිබිඹු කෙරෙන පරිදි මූල්‍ය ප්‍රකාශන පිළියෙල කිරීම හා වංචා සහ වැරදි හේතුවෙන් ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොරව මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකි වනු පිණිස අවශ්‍යවන අභ්‍යන්තර පාලනය තීරණය කිරීම ප්‍රධාන ගණන්දීමේ නිලධාරීගේ වගකීම වේ.

2018 අංක 19 දරන ජාතික විගණන පනතේ 16(1) වගන්තිය ප්‍රකාරව අග්‍රාමාත්‍ය කාර්යාලය විසින් වාර්ෂික හා කාලීන මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකිවන පරිදි ස්වකීය ආදායම්, වියදම්, වත්කම් හා බැරකම් පිළිබඳ නිසි පරිදි පොත්පත් හා වාර්තා පවත්වා ගෙන යා යුතුය.

ජාතික විගණන පනතේ 38(1)(ඇ) උප වගන්තිය ප්‍රකාරව අග්‍රාමාත්‍ය කාර්යාලයේ මූල්‍ය පාලනය සඳහා සඵලදායී අභ්‍යන්තර පාලන පද්ධතියක් සකස් කර පවත්වා ගෙන යනු ලබන බවට ප්‍රධාන ගණන්දීමේ නිලධාරී සහතික විය යුතු අතර එම පද්ධතියේ සඵලදායීත්වය පිළිබඳව කලින් කල සමාලෝචනයක් සිදු කර ඒ අනුව පද්ධතිය ඵලදායී ලෙස කරගෙන යාමට අවශ්‍ය වෙනස්කම් සිදු කරනු ලැබිය යුතුය.

1.5 මූල්‍ය ප්‍රකාශන විගණනය පිළිබඳ විගණකගේ වගකීම

සමස්ථයක් ලෙස මූල්‍ය ප්‍රකාශන, වංචා හා වැරදි හේතුවෙන් ඇතිවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොර බවට සාධාරණ තහවුරුවක් ලබාදීම සහ මාගේ මතය ඇතුළත් විගණන වාර්තාව නිකුත් කිරීම මාගේ අරමුණ වේ. සාධාරණ සහතිකවීම උසස් මට්ටමේ සහතිකවීමක් වන නමුත්, ශ්‍රී ලංකා විගණන ප්‍රමිති ප්‍රකාරව විගණනය සිදු කිරීමේදී එය සැම විටම ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් අනාවරණය කර ගන්නා බවට වන තහවුරු කිරීමක් නොවනු

ඇත. වංචා සහ වැරදි තනි හෝ සාමූහික ලෙස බලපෑම නිසා ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් ඇති විය හැකි අතර, එහි ප්‍රමාණාත්මකභාවය මෙම මූල්‍ය ප්‍රකාශන පදනම් කර ගනිමින් පරිශීලකයන් විසින් ගනු ලබන ආර්ථික තීරණ කෙරෙහි වන බලපෑම මත රඳා පවතී.

ශ්‍රී ලංකා විගණන ප්‍රමිති ප්‍රකාරව විගණනයේ කොටසක් ලෙස මා විසින් විගණනයේදී වෘත්තීය චිත්ශීලය සහ වෘත්තීය සැකමුසුබවින් යුතුව ක්‍රියා කරන ලදී. මා විසින් තවදුරටත්,

- ප්‍රකාශ කරන ලද විගණන මතයට පදනමක් සපයා ගැනීමේදී වංචා හෝ වැරදි හේතුවෙන් මූල්‍ය ප්‍රකාශනවල ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශයන් ඇතිවීමේ අවදානම් හඳුනාගැනීම හා තක්සේරු කිරීම සහ ඊට අදාළ විගණන සාක්ෂි ලබා ගැනීමට අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කර ක්‍රියාත්මක කරන ලදී. වරදවා දැක්වීම් හේතුවෙන් සිදුවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශයන්ගෙන් සිදුවන බලපෑමට වඩා වංචාවකින් සිදුවන්නා වූ බලපෑම ප්‍රබල වන්නේ ඒවා දුස්සන්ධානයෙන්, ව්‍යාජ ලේඛන සැකසීමෙන්, වේතනාත්මක මහඟුරීමෙන්, වරදවා දැක්වීමෙන් හෝ අභ්‍යන්තර පාලනයන් මත හැරීමෙන් වැනි හේතු නිසා වන බැවිනි.
- අභ්‍යන්තර පාලනයේ සම්පූර්ණත්වය පිළිබඳව මතයක් ප්‍රකාශ කිරීමේ අදහසින් නොවුවද, අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කිරීම පිණිස අභ්‍යන්තර පාලනය පිළිබඳව අවබෝධයක් ලබා ගන්නා ලදී.
- හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල ව්‍යුහය සහ අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණ අයුරින් මූල්‍ය ප්‍රකාශනවල ඇතුළත් බව අගයන ලදී.
- මූල්‍ය ප්‍රකාශනවල ව්‍යුහය හා අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණව ඇතුළත් වී ඇති බව සහ හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල සමස්ථ ඉදිරිපත් කිරීම අගයන ලදී.

මාගේ විගණනය තුළදී හඳුනාගත් වැදගත් විගණන සොයාගැනීම්, ප්‍රධාන අභ්‍යන්තර පාලන දුර්වලතා හා අනෙකුත් කරුණු පිළිබඳව ප්‍රධාන ගණන්දීමේ නිලධාරී දැනුවත් කරමි.

1.6 මූල්‍ය ප්‍රකාශන පිළිබඳ අදහස් දැක්වීම

1.6.1 මූල්‍ය නොවන වත්කම්

මුදල්, ක්‍රමසම්පාදන හා ආර්ථික සංවර්ධන අමාත්‍යාංශය මගින් 2024 දෙසැම්බර් 18 දිනැතිව නිකුත් කළ වත්කම් කළමනාකරණ චක්‍රලේඛ අංක 05/2024 අනුව, අග්‍රාමාත්‍ය කාර්යාලය සතුව පැවති මර්සඩීස් බෙන්ස් රථයක් 2025 වර්ෂයේදී අපහරණය කර තිබුණු අතර, එම වාහනයට අදාළ රු.13,100,000 ක මුදල 2025 මාර්තු 05 දින වන විට ඉල්ලුම්කරු විසින් ගෙවා තිබුණි. එසේ වුවද මෙම වාහනය අපහරණය කිරීම සම්බන්ධයෙන් මූල්‍ය ප්‍රකාශනවල හෙළිදරව් කර නොතිබුණි.

2. වෙනත් තෛතික අවශ්‍යතා පිළිබඳ වාර්තාව

2018 අංක 19 දරන ජාතික විගණන පනතේ 6(1)(ඇ) වගන්තිය ප්‍රකාරව පහත සඳහන් කරුණු මා ප්‍රකාශ කරමි.

- (අ) මූල්‍ය ප්‍රකාශන ඉකුත් වර්ෂය සමඟ අනුරූප වී තිබුණි.
- (ආ) ඉකුත් වර්ෂයට අදාළ මූල්‍ය ප්‍රකාශන පිළිබඳව මා විසින් කර තිබුණු නිර්දේශ ක්‍රියාත්මක කර තිබුණි.

3. මූල්‍ය සමාලෝචනය

3.1 නීති රීති හා රෙගුලාසිවලට අනුකූල නොවීම

නීති , රීති හා රෙගුලාසිවලට අනුකූල නොවූ අවස්ථා පහත දැක්වේ.

යොමුව	නීති, රීති හා රෙගුලාසිවලට අනුකූල නොවීම
(අ) ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ මුදල් රෙගුලාසි සංග්‍රහය	
(i) මු. රෙ. 104(1)	පාඩුවක් හෝ අලාභ හානියක් සිදු වූ වහාම පරීක්ෂණ ආරම්භ කළ යුතු වුවද, අග්‍රාමාත්‍ය කාර්යාලයේ 2025 වර්ෂය තුළ සිදු වූ වාහන අනතුරු 15 කට අදාළව 2025 දෙසැම්බර් 31 දින වන විට මූලික පරීක්ෂණ සිදු කර, මූලික විමර්ශන වාර්තාවන් පිළියෙල කර නොතිබුණි.
(ii) 2020 අගෝස්තු 28 දිනැති අංක 01/2020 දරණ රාජ්‍ය මුදල් චක්‍ර ලේඛයේ 9.1 වගන්තියෙන් සංශෝධිත මු.රෙ 371 (5)	අතුරු අග්‍රිමයක් නිකුත් කිරීමෙන් පසු අදාළ කාර්ය අවසන් කර දින 10 ක් තුළ එම අතුරු අග්‍රිමය නැවත පියවිය යුතු වුවද, සමාලෝචිත වර්ෂයේ නිලධාරීන් වෙත අවස්ථා 28 කදී ලබා දී තිබූ අතුරු අග්‍රිම වලින් ඉතිරි අග්‍රිම (රු.130 සිට රු. 36,200 දක්වා පරාසයක) දින 12 සිට දින 44 දක්වා කාලයක් ප්‍රමාද වී පියවා තිබුණි. තවද සමාලෝචිත වර්ෂය තුළදී නිලධාරියකු ලබා ගත් රු.57,000 ක තත්ත්කාර්ය අතුරු අග්‍රිමය පියවීමට ප්‍රථම නැවත රු. 98,400 ක තත්ත්කාර්ය අතුරු අග්‍රිමයක් නිකුත් කර තිබුණි.

(ආ) 2017 දෙසැම්බර් 21 දිනැති ලියාපදිංචි අයිතිය නොමැතිව පරිහරණය කරන අංක 02/2017 දරන චක්කම් වාහන, ලියාපදිංචි අයිතිය ඇති ආයතනයේ කළමනාකරණ වක්‍රලේඛයේ එකඟතාවය මත, තම ආයතනයේ නමින් ලියාපදිංචි කර ගැනීමට හෝ ලියාපදිංචි අයිතිය ඇති ආයතනය වෙත විධිමත්ව පවරා දීමට කටයුතු කළ යුතු වුවත්, අග්‍රාමාත්‍ය කාර්යාලය විසින් බාහිර ආයතන සතු වාහන 3 ක් විධිමත් පවරා ගැනීමකින් තොරව වර්ෂ 05 ත් 11 ත් අතර කාලයක් භාවිතා කරමින් පැවතුණි.

4. මෙහෙයුම් සමාලෝචනය

4.1 කාර්යසාධනය

4.1.1 සැලසුම් කිරීම

2020 අගෝස්තු 28 දිනැති රාජ්‍ය මුදල් වක්‍රලේඛ අංක 02/2020 හි මාර්ගෝපදේශ අංක 12 ට අනුව, ආයතන වෙනුවෙන් වාර්ෂික ක්‍රියාකාරී සැලැස්ම පිළියෙල කිරීමේදී වාර්ෂික ක්‍රියාකාරකම් සඳහා වන අක්මුදල් අවශ්‍යතා සැලැස්ම ඇතුළත් කළ යුතු වුවත්, අග්‍රාමාත්‍ය කාර්යාලයේ වාර්ෂික ක්‍රියාකාරකම් සැලැස්ම තුළ එය අන්තර්ගත වී නොතිබුණි.

5. මානව සම්පත් කළමනාකරණය

5.1 අනුමත කාර්ය මණ්ඩලය හා තරා කාර්ය මණ්ඩලය

සමාලෝචිත වර්ෂය අවසානයේදී කාර්යාලයේ අනුමත සමස්ත කාර්ය මණ්ඩලය 468 ක් වූ අතර, තරා කාර්ය මණ්ඩලය 289 ක් වූයෙන් පුරප්පාඩු 179 ක් එනම් අනුමත කාර්ය මණ්ඩලයෙන් සියයට 38 ක් පුරප්පාඩුව පැවතුණි. එම පුරප්පාඩු තුළ ජ්‍යෙෂ්ඨ මට්ටමේ තනතුරු 18 ක්ද, තෘතීයික තනතුරු 13 ක්ද, ද්විතීක මට්ටමේ තනතුරු 77 ක් හා ප්‍රාථමික තනතුරු 71 ක්ද ඇතුළත්ව තිබුණි. ඒ අනුව පුරප්පාඩු සම්පූර්ණ කිරීමට හෝ අනුමත කාර්ය මණ්ඩලය සංශෝධනය කිරීමට හෝ කටයුතු කර නොතිබුණි.



එස්. රත්නවීර

නියෝජ්‍ය විගණකාධිපති

විගණකාධිපති වෙනුවට