



காட்சகாபக வாகாப - 2025 **செயல்திறன் அறிக்கை - 2025** **PERFORMANCE REPORT - 2025**

அலாநச மலீபல காட்சாலச - லாடூ - 01

அமைச்சரவை அலுவலகம் - லாழும்பு 01

OFFICE OF THE CABINET OF MINISTERS - COLOMBO 01



Performance Report 2025

**Office of the Cabinet of Ministers
Colombo - 01**

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Chapter 01

Corporate Profile / Summary of Implementation

1.1 INTRODUCTION

The Office of the Cabinet of Ministers has been established to provide support services to the Cabinet of Ministers and Cabinet Committees in the exercise of powers vested in the Cabinet of Ministers under the Constitution to direct and control the Government of the Republic.

The Secretary to the Cabinet of Ministers appointed by the Hon. President in terms of paragraph (2) of Article 51 of the Constitution, functions as the Head of the Office of the Cabinet of Ministers.

1.2 Vision

Being the most reliable Government agency assisting the Executive in directing the Administration of the Republic.

Mission

Assisting efficiently in the decision making process of the Cabinet of Ministers in fulfilling the duties pertaining to the direction and control of the Government of the Republic, vested with the Cabinet of Ministers in terms of paragraph (1) of Article 43 of the Constitution.

Objectives

Facilitating and assisting the decision making process of the Cabinet and the Cabinet Committees so that they can take informed decisions.

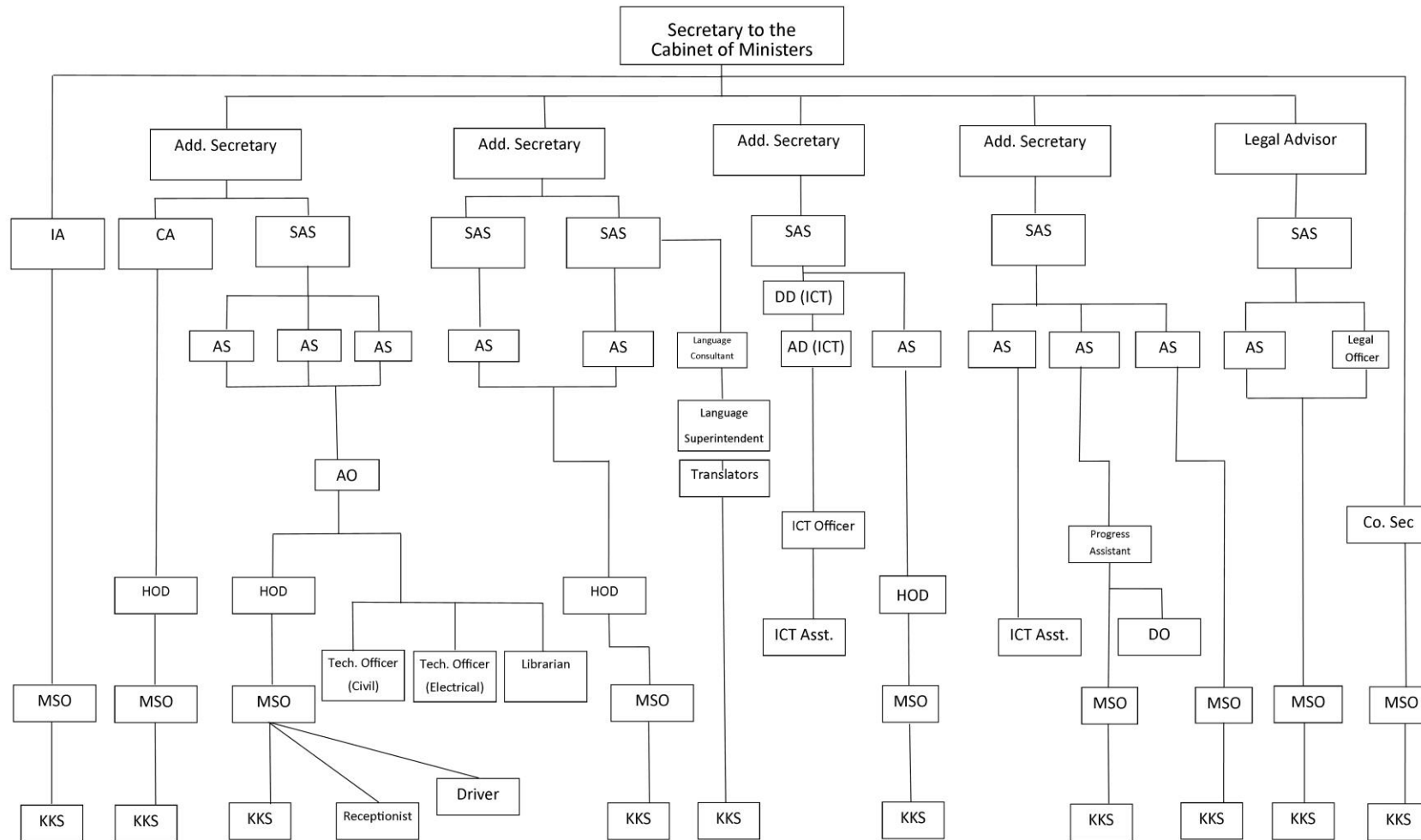
1.3 Main functions

- Giving instructions to Ministries pertaining to preparing Cabinet Memoranda and providing guidance to the Ministry Secretaries and Senior Officers in the said task.
- Conducting in-depth studies relating to the legal and the policy aspects of Cabinet Memoranda received and making submissions to the Cabinet of Ministers and Cabinet Committees, to facilitate coherent and proper

decision making on such Memoranda, taking into consideration all matters concerned in the discharge of functions vested with the Cabinet of Ministers in respect to policy formulation, direction and control of the Government of the Republic.

- Forwarding Cabinet Memoranda for the observations of the relevant Ministers.
- Including Cabinet Memoranda on the Agenda of the Cabinet meeting after examining the same.
- Presenting Cabinet Memoranda to the Cabinet of Ministers and the Cabinet Committees to be taken up for consideration together with the relevant observations.
- Preparing Cabinet Minutes containing decisions arrived at the Cabinet meetings and Cabinet Committee meetings in all the three languages and referring those Minutes to Ministers, the relevant Ministry Secretaries and other relevant authorities.
- Providing all necessary supportive services to Cabinet Committees and Cabinet meetings.
- Conveying the decisions made by the Cabinet to the relevant Ministries.
- Review of the implementation of Cabinet decisions that need special attention.
- Fulfilling any other duties relating to the Cabinet Office entrusted by the Hon. President and the Cabinet.

1.4 Organizational Structure



- 1.5 **Departments falling under the purview of the Ministry/Main Divisions of the Department/ Divisional Secretariats falling under the purview of District Secretariat - Not relevant**
- 1.6 **Ministry/Department/Institutions falling under the purview of Provincial Council/Funds - Not relevant**
- 1.7 **Information of foreign funded projects (if any) - Not relevant**

Chapter 02

Progress and Way Forward

2.1 Functions pertaining to the Cabinet Meetings in the year 2025

- 2.1.1 Fifty (50) Cabinet meetings and 03 Special Cabinet meetings were held in the year 2025. During the year, 2,526 Cabinet Memoranda (this refers to both Cabinet Memoranda and Notes) have been submitted from various Ministries seeking Cabinet decisions. The name list of Ministers who functioned as Members of the Cabinet in the year 2025 is indicated in Annex I (The composition of the Cabinet of Ministers has been changed during the year 2025 in one occasion). The Number of Cabinet Memoranda submitted by each Ministry to the Office of the Cabinet of Ministers in the year 2025 is shown in Annex II.
- 2.1.2 Action was taken to obtain observations from relevant Ministries pertaining to Memoranda submitted in the year 2025 and action was taken by the Secretary to the Cabinet and Senior Officers to study the legal and policy background on the said Memoranda and complications that could arise from the said proposals and briefed the Cabinet in that regard, where found necessary.
- 2.1.3 Minutes containing the decisions arrived at pertaining to the Cabinet Memoranda taken up for consideration by the Cabinet were prepared in Sinhala, Tamil and English languages by this Office and submitted to the Ministers, Ministry Secretaries and other relevant institutions responsible for the implementation of the relevant decisions.

Table 2:1- Summary of a task - wise classification of Cabinet Memoranda submitted - 2025:

Category	Number of Memoranda
Policy Matters	920
Legislative Matters	305
Establishment matters to be dealt by the Cabinet as per the provisions of the Constitution	353
Procurement activities and matters relating to public expenditure	643
Annual Reports	305
Total	2526

- 2.1.4 After conducting the Cabinet meeting, actions have been taken on the same day to prepare a Report including summaries of special Cabinet decisions such as implementation of Development Projects, Welfare Programmes, Government Procurement Activities, various Government Policies identified to be known by the public and submit to the Hon. Minister functioning as the Cabinet Spokesman and the Director General of Information. In addition, the same information has been uploaded to the official website of the Cabinet Office by the day after the date of Cabinet meeting.

2.2 Functions pertaining to the Cabinet Committee on Public Service Management and Administration in the year 2025

In order to facilitate the decision-making process of the Cabinet, the Cabinet Committee on Public Service Management and Administration was appointed by the Cabinet to submit appropriate recommendations to the Cabinet pertaining to specific areas or matters and it was functioned in the year 2025.

The following powers pertaining to the establishment matters have been entrusted with the Cabinet as per the Constitution:

- Making provisions pertaining to the policy matters of public officers including appointment of public officers, promotion, transfer, disciplinary control and dismissal (paragraph (1) of Article 55)
- appointment of Heads of Department, promotion, transfer, disciplinary control and dismissal (paragraph (2) of Article 55)

Analyzing the Memoranda submitted by Ministries in depth and submit recommendations to the Cabinet in order to facilitate the Cabinet to arrive at the most appropriate decision in implementing the aforesaid powers is the role of the Cabinet Committee on Public Service Management and Administration. In addition, the responsibility of examining the relevant Cabinet Memoranda to obtain approval for Annual Performance Reports and Financial Statements of Ministries, Departments, Public Enterprises and Statutory Institutions to be tabled in Parliament and submitting recommendations in that regard has also been vested with the Cabinet Committee on Public Service Management and Administration.

The composition of the Cabinet Committee on Public Service Management and Administration which functioned in the year 2025 is indicated in Annex III.

Immediately after receiving the Cabinet Memoranda pertaining to the appointment of Heads of Department, in this office, Reports will be called from the Appointing Authority and the Administrative Authority relevant to the service to which the said officers belong on whether disciplinary action has been taken or contemplated with regard to the recommended officers.

During the year 2025, 417 Cabinet Memoranda related to the scope of the Cabinet Committee on Public Service Management and Administration have been received from various Ministries and 19 meetings of the Cabinet Committee on Public Service Management and Administration have been held to take up the said Memoranda for discussion. Action has been taken to submit the recommendations of the said Committee thereafter to the Cabinet.

A Committee comprising of the following officers assisted the Cabinet Committee and 16 meetings were held with the participation of said Officials Committee.

2.2.1 Officials' Committee which assisted the Cabinet Committee on Public Service Management and Administration

- I. Secretary to the Prime Minister
- II. Secretary to the Cabinet of Ministers (Secretary/Convener of the Cabinet Committee on Public Service Management and Administration)
- III. Secretary, Ministry of Public Administration, Provincial Councils and Local Government
- IV. Secretary to the Treasury or a Deputy Secretary to the Treasury nominated by him
- V. Senior Officer of the Presidential Secretariat nominated by the Secretary to President
- VI. Director General of National Budget
- VII. Director General of the Department of Management Services
- VIII. Director General of the Department of Public Enterprises
- IX. Director General of Establishments
- X. Director General of Combined Services

Further, action was taken to obtain recommendations of the Public Service Commission on certain matters where necessary. The Cabinet having considered the recommendations submitted by the Cabinet Committee, has granted its decisions pertaining to the above 417 Cabinet Memoranda and the Office of the Cabinet of Ministers has submitted the said decisions to the relevant Ministry Secretaries and other relevant institutions in order to implement the said decisions.

In the year 2025, the Cabinet has taken decisions pertaining to the appointment of eighty one (81) Heads of Department and the Secretary to the Cabinet has issued Letters of Appointment in that regard.

2.3 Notable Functions carried out in the year 2025

2.3.1 Steps were taken to send all Cabinet memoranda and other documents related to Cabinet meetings, as well as Cabinet decisions, to the relevant institutions via online methods as confidential documents to the Hon. Ministers and Secretaries to Ministries.

2.3.2 Role of the Legal Division

The main duties of the Legal Division are to provide necessary legal advice on cases filed by various parties in the Supreme Court in respect of Cabinet decisions, including fundamental rights cases filed making the Cabinet the respondent, and to carry out relevant legal work by liaising with the Attorney General's Department where necessary. During this period, 42 observations have been submitted to the Attorney General on behalf of the Cabinet in relation to the cases, and steps have been taken to file 04 affidavits and objections in court by the Secretary to the Cabinet on behalf of the Cabinet. Further, 07 consultation meetings have been held with the legal officers of the Attorney General's Department in relation to cases filed against the Cabinet, providing statements and information with regard to investigations conducted by various Commissions and Departments have taken place on 37 occasions.

Measures were taken to implement the provisions of the Right to Information Act No. 12 of 2016 in relation to the Cabinet Office from 2017-02-03, the date on which said Act came into effect and the same continued under the said Act in the year 2025 as well. The Secretary to the Cabinet functioned as the 'Designated Officer' and a Senior Assistant Secretary of the Office functioned as the 'Information Officer' for the period from 2025-01-01 to 2025-05-22 and another Assistant Secretary functioned in the same position from 2025-05-23 to 2025-12-31 during the year. Steps were taken to upload information on the official website with regard to the manner in which the documents and linked information related to this office could be accessed and the relevant applications and specimen and other relevant information related to that. During the year 2025, 287 applications for Request for Information have been submitted to this office. Of those applications information was released for 210 applications.

2.4 The uniqueness of the functions of the Office of the Cabinet of Ministers

The Office of the Cabinet of Ministers has to discharge its functions deviating from the manner in which duties are normally attended to by other State Institutions due to the unique nature of the functions devolved on this Office. The staff of the Cabinet Office has to discharge several duties as indicated below, which cannot be postponed specially due to the period permitted within two (02) weekly Cabinet meetings is only one week:

- To prepare the Minutes of the weekly Cabinet meeting held on Monday in all the three languages and complete by the evening on Thursday in the same week.
- To study the matters contained in the Cabinet Memoranda intended to be listed on the Agenda of the next Cabinet meeting.
- Collection of additional information relevant to the said Cabinet Memoranda and search for the Cabinet decisions if any, previously taken in relation to the same.
- To examine the policy-wise and legal complications if any, which could arise in the implementation of the proposals in some Memoranda (by the Secretary to the Cabinet and Senior Officers).
- To obtain observations from the Ministers in charge of the relevant Ministries pertaining to the matters contained in the said Memoranda, as applicable.

In addition to the Cabinet meetings, preparation of the relevant Minutes of the meetings of the Cabinet Committee on Public Service Management and Administration and submission of the said Minutes to the Cabinet for approval and dispatch of the relevant decisions relating to the said meetings to the relevant authorities, have to be attended to in each week.

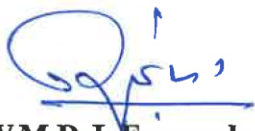
In discharging the above mentioned functions, the officers serving in the Cabinet Office had to be extremely careful in maintaining confidentiality in all matters attended to by them, which is a responsibility devolved on them, and they had to work till late hours of the day after normal working hours and also during weekends and public holidays too.

Due to the above circumstances, action was taken to recruit specially selected officers who could meet the requirements mentioned above and the information pertaining to the officers who served in the Cabinet Office during the year 2025 is indicated in Chapter 06 of this document.

The services of a retired Ministry Secretary serving in the post of Legal Advisor were continued to be obtained on contract basis for legal matters dealt with by the Cabinet Office.

2.5 Challengers and future objectives.

To implement the main functions stated at 1.3 above efficiently and effectively based on the Action Plan for the year 2026.



W.M.D.J. Fernando

Secretary to the Cabinet of Ministers

2026-06- 12

Chapter 03

Overall Financial Performance of the Year Statement of Financial Performance as at 2025-12-31

ACA -F				
Statement of Financial Performance for the period ended 31st December 2025				
Revised Budget Allocations 2025		Note	Actual	
Rs.			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		189,510,000	181,778,000
-	Deposits		147,867	1,429,028
-	Advance Accounts		6,353,399	4,934,072
-	Other Main Ledger Receipts		-	-
-	Total Non Revenue Receipts (B)		196,011,265	188,141,100
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		196,011,265	188,141,100
-	Remittance to the Treasury (D)		55,125	1,471,438
-	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		195,956,140	186,669,661
-	Less: Expenditure			
-	Recurrent Expenditure			
130,600,000	Wages, Salaries & Other Employment Benefits	5	128,456,951	101,497,644
73,710,000	Other Goods & Services	6	57,714,822	58,959,243
840,000	Subsidies, Grants and Transfers	7	833,900	512,239
-	Interest Payments	8	-	-
100,000	Other Recurrent Expenditure	9	-	-
205,250,000	Total Recurrent Expenditure (F)		187,005,672	160,969,126
-	Capital Expenditure			
11,000,000	Rehabilitation & Improvement of Capital Assets	10	6,870,688	5,146,224
13,250,000	Acquisition of Capital Assets	11	2,319,628	19,253,368
-	Capital Transfers	12	-	-
-	Acquisition of Financial Assets	13	-	-
1,500,000	Capacity Building	14	277,545	749,443
-	Other Capital Expenditure	15	-	-
25,750,000	Total Capital Expenditure (G)		9,467,861	25,149,035
-	Deposit Payments		1,099,325	339,576
-	Advance Payments		6,485,295	4,183,832
-	Other Main Ledger Payments		-	-
-	Total Main Ledger Expenditure (H)		7,584,620	4,523,408
-	Total Expenditure I = (F+G+H)		204,058,153	190,641,568
-	Balance as at 31st December J = (E-I)		(8,102,013)	(3,971,907)
-	Balance as per the Imprest Adjustment Statement		(8,102,013)	(3,971,907)
-	Imprest Balance as at 31st December		-	-

Statement of Financial Position

ACA-P

Statement of Financial Position As at 31st December 2025

	Note	Actual 2025 Rs	2024 Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	185,307,555	175,296,159
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	12,107,509	11,975,613
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		197,415,064	187,271,772
<u>Net Assets / Equity</u>			
Net Worth to Treasury		11,673,333	10,589,929
Property, Plant & Equipment Reserve		185,307,555	175,296,159
Rent and Work Advance Reserve	ACA-5(b)		
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	434,176	1,385,684
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		197,415,064	187,271,772

Detailed Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 07 to 35 and Annexures to accounts presented in pages from 36 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 we 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 we have carried out periodic reviews to monitor the effectiveness of internal control system for the financial control and accordingly made 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 :
Date : 2026-02-19

W. M. D. J. FERNANDO
Secretary to the Cabinet of Ministers
Office of the Cabinet of Ministers
Lloyd's Building
Sir Lanka Mawatha
Colombo 01.

Accounting Officer
Name :
Designation :
Date :


Chief Financial Officer/ Chief Accountant/
Director (Finance)/ Commissioner (Finance)
Name :
Date : 2026/02/18

U. L. Chamila Perera
Chief Accountant
Office of the Cabinet of Minister,
Lloyd's Building
Colombo 01.

Statement of Cash Flows

ACA-C

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	5,909,286	4,232,340
Imprest Received	189,510,000	181,778,000
Recoveries from Advance	7,934,792	5,355,108
Deposit Received	147,867	1,429,028
Total Cash generated from Operations (A)	203,501,945	192,794,476
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	184,849,725	159,671,274
Subsidies & Transfer Payments	833,900	512,239
Rehabilitation & Improvement of Capital Assets, Capital Transfers, Capacity Building and Other Capital Expenditure	7,148,233	5,895,667
Expenditure incurred on behalf of Other Heads	710,715	1,467,082
Imprest Settlement to Treasury	55,125	1,471,438
Advance Payments	6,485,295	4,183,832
Deposit Payments	1,099,325	339,576
Total Cash disbursed for Operations (B)	201,182,317	173,541,108
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	2,319,628	19,253,368
<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	2,319,628	19,253,368
Total Cash disbursed for Investing Activities (E)	2,319,628	19,253,368
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	(2,319,628)	(19,253,368)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C)+(F)	0	(0)
<u>Cash Flows from Financing 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	-	-

3.1 Financial Statements

3.1.1 Performance of Generating Income : Not relevant

Table 3:1

Code of Income	Particulars of Code of Income	Income Estimate		Income generated	
		Initial Estimate	Final Estimate	Amount (Rs.)	As a percentage of Final Estimate

3.1.2 Performance of utilizing Allocated provisions (in Rs.'000)

Table 3:2

Type of Provision	Allocated provisions		Actual Expenditure	Utilized provisions as a percentage to completed Final provisions
	Initial provision	Final provision		
Recurrent	205,250	205,250	187,006	91.11%
Capital	25,750	25,750	9,468	36.77%

3.1.3 Provisions granted to this Department/District Secretariat/Provincial Council as a representative of other Ministries/Departments, as per F.R 208 :

Table 3:3

Rs.0.00

Serial No.	Ministry/Department which received provisions	Aim of Provision	Provision		Actual Expenditure	Utilized provisions as a percentage to Final provisions received
			Initial Provisions	Final provisions		
01	None					

3.1.4 Performance of reporting Non-financial Assets

Table 3:4

Rs.0.00

Balance of Assets	Code Description	Balance as per Board of Survey Report as at 31-12-2025	Balance as per Financial Statement Report as at 31-12-2025	To be accounted in future	Reporting of Progress as a percentage
	Transportation equipment	No reports have been received from the Board of Survey	127,595,770.00	All the items purchased as at 2025-12-31 have been accounted.	
	Other plant and machineries		57,711,784.92		

Chapter 04

Performance Index

4.1 Performance Index of the Institution (based on the Action Plan)

Table 4:1

Specific Index	Actual outcome as a percentage (%) of the anticipated outcome		
	100% - 90%	75% - 89%	50% - 74%
Assisting the discharge of duties assigned to the Cabinet in terms of Chapter VIII of the Constitution.	100%		
Providing guidelines, instructions and information to the Ministries and other Public Institutions pertaining to the activities of the Cabinet; providing information to the General Public as per the Right to Information Act No.12 of 2016.	97%		
Analyzing policy and legal matters containing in the proposals of Cabinet Memoranda.	100%		
Assisting the Cabinet Committees for making efficient, macro and productive decisions.	100%		
Representation of the Cabinet Office through the Attorney General in legal proceedings taken against the Cabinet Office; representing the Cabinet in various forums.	100%		
Human Resource development to enhance the quality of performance	75%		
Procurement of goods / services to the office to perform the above functions effectively and efficiently.	90%		

- In terms of the Cabinet decision dated 2019-02-26 on Item No.19/Misc (010), at the time public make requests seeking information from the Cabinet Office, on the basis of a Memorandum submitted by any Ministry after 2019-03-06, they have been guided to obtain such information directly from the Ministry from which it was submitted and action has been taken accordingly from that date.

Chapter 05

Performance in achieving the Sustainable Development Goals

United Nations has published 17 Sustainable Development Goals in the year 2015, with the aim of eradicating poverty through social, economic and political development and protecting the entire environment while moving towards the development goals. These Sustainable Development Goals have been introduced to be specific to each subject area, and the respective goals are expected to be achieved in year 2030. As these goals are related to various subject areas, it is the role of the respective Ministry to prepare and implement appropriate programs to achieve the desired goals and review the progress of the sustainable development goals.

In considering with the functions vested with the Cabinet Office, the Sustainable Development Goals cannot be directly linked to the functions of this office. As this office provides the necessary support to obtain all the policy decisions for the control and management of the government affairs, the contents in the Memoranda submitted by Ministries for obtaining policy approvals are checked to see if they are in line with sustainable development goals.

Chapter 06

Human Resource Profile

6.1 Information of Cadre as of 31-12-2025

Table: 6.1 - Classification of Employment as at 31-12-2025

Cadre	Approved Cadre	Actual Cadre				No. of vacancies	Cadre in excess
		Permanent	Covering duties/Acting basis	Contract basis	Total		
Senior Level	30	15	02	02	19	11	-
Tertiary Level	12	07	-	01	08	04	-
Secondary Level	47	37	01	-	38	09	-
Primary Level	40	28	-	-	28	12	-
Total	129	87	03	03	93	36	-

6.2 Staff as at 31.12.2025

Table 6.2 - Staff details as at 31-12-2025

Post		Approved Cadre	Actual Cadre			No. of vacancies
			Permanent	Covering duties/Acting basis	Contract basis	
Senior Level						
01.	Secretary to the Cabinet	01	01	-	-	-
02.	Additional Secretary	04	02	02	-	-
03.	Legal Advisor	01	-	-	01	-
04.	Senior Assistant Secretary	06	03	-	-	03
06.	Internal Auditor	01	-	-	-	01
07.	Chief Accountant	01	01	-	-	-

08.	Assistant Secretary (SLAS)	10	05	-	-	05
09.	Assistant Secretary (Non-SLAS)	01	01	-	-	-
10.	Deputy Director (Information & Communication Technology)	01	-	-	-	01
11.	Assistant Director (Information & Communication Technology)	02	01	-	-	01
12.	Legal Officer	01	01	-	-	
13.	Language Consultant	01	-	-	01	-
Tertiary Level						
14.	Coordinating Secretary	01	-	-	01	-
15.	Administrative Officer	01	-	-	-	01
16.	Superintendent of Languages	01		-	-	01
17.	Translator	07	05	-	-	02
18.	Information & Communication Technology Officer	01	01	-	-	-
19.	Progress Assistant	01	01	-	-	-
Secondary Level						
20.	Development Officer	11	05	-	-	06
21.	Technical Officer (Electricity)	01	-	-	-	01
22.	Technical Officer (Civil)	01	-	01	-	-
23.	Librarian	01	01	-	-	-

24.	Management Services Officer	31	29	-	-	02
25.	Information & Communication Technology Assistant	02	02	-	-	-
Primary Level						
26.	Driver	16	14	-	-	02
27.	Office Assistant	23	14	-	-	09
28.	Receptionist	01	-	-	-	01
	Total	129	87	03	03	36

6.3 Employees who have newly joined the service of the Cabinet Office in the year 2025.

Seventeen (17) new officers joined the staff of the Cabinet Office during the year 2025.

6.4 Retirements and Terminations

Five (05) officers who were working in the Cabinet Office retired from the public service in the year 2023.

6.5 Transfers

Four (04) officers have gone on transfer from the Cabinet Office to another place of work during the year 2025.

6.6 Training and development

According to the Human Resources Development Plan of the Cabinet Office prepared for the year 2025, the office was able to provide training opportunities for forty five (45) officers.

The knowledge gained through the training programmes is directly applied to the duties of the Office, thereby developing individual motivation and attitude. Accordingly, the training programmes directly and indirectly contribute to the efficiency and productivity of office work. Being able to refer staff members for training courses according to the Human Resources Development Plan prepared in early 2025, is an achievement at the organizational level.

Table 6.3 - Training programmes conducted from 01.01.2025 to 31.12.2025

Training Programme		Trained Cadre	Training duration of an officer within the programme	Total Investment (Rs.)		Nature of the Programme (Local/ Foreign)	Output/ Knowledge obtained
				Local	Foreign		
1	AI for Transforming Public Service	16	Hours: 4	00		Local	Receiving training on the use of Artificial Intelligence
2	Workshop to Make aware of the Contribution of the Executive for the Function of the Committee on Public Enterprises (COPE) and Committee on Public Accounts (COPA) of Parliament	02	Hours: 3	00		Local	Obtaining training on the procedure to be followed in submission of Reports to Parliament
3	Artificial Intelligence (AI) for Public Sector Decision Making	04	Days: 01	31,000.00		Local	Obtaining knowledge on the use of Artificial Intelligence
4	Diploma in Professional English	01	Hours: 240	92,000.00	-	Local	Obtaining knowledge on the use of English Language.
5	Introducing New Procurement Guidelines for Goods, Works and Non-Consultancy Services	01	Days: 02	13,000.00		Local	Obtaining knowledge on the procurement procedure
6	Training Course on Calculating and Payment of Civil Pension	02	Days: 02	26,000.00		Local	Obtaining knowledge and training on preparing pension and feeding information to the pension data system.
7	Personal File Management System	01	Days: 02	18,000.00	-	Local	Obtaining knowledge and training on the maintenance of personal files of the employees
8	Training Programme on Transport Management	01	Days: 02	7,000.00	-	Local	Obtaining knowledge on transport management
9	4 th International Research Conference (ICNATLIS-2025)	01	Days: 02	2,500.00	-	Local	Obtaining knowledge and training on the trends in the library sector
10	Workshop on Advanced Micro Soft Excel	01	Days: 02	14,000.00	-	Local	Obtaining knowledge and training on Micro Soft Excel

11	New Procurement Guidelines	02	Days: 01	15,000.00	-	Local	Obtaining knowledge and training on the Procurement Procedure
12	Training Official Letters & Report Writing skills	02	Days: 01	15,000.00	-	Local	Obtaining knowledge and training on Writing Official Letters and Reports
13	Best practice in handling Audit Quarries	01	Days: 01	7,500.00	-	Local	Obtaining knowledge and training on Making Audit Queries and handling them.
14	National Artificial Intelligence (AI) Strategy	03	Days: 01	00	-	Local	Obtaining knowledge on Artificial Intelligence
15	Workshop on the Electronic Procurement Monitoring System (ePMS)	03	Days: 01	00	-	Local	Obtaining knowledge and training on ePMS usage
16	ITMIS Training	03	Days: 04	00	-	Local	Obtaining a training on ITMIS
17	National Cyber Security Conference	01	Days: 03	00	-	Local	Obtaining knowledge and training on Cyber Security

Chapter 07

Compliance Report

Table 7:1

No.	Requirement to be made applicable	Compliance (Complied/Not Complied)	Brief explanation, if not Complied	Correct decisions/action proposed for the prevention of non compliance in future
1	Following Financial Statements/Accounts have been submitted on the due date			
1.1	Annual Financial Statements	Complied		
1.2	Advance Account of Public Officers	Complied		
1.3	Business and Production Advance Account	Not relevant		
1.4	Stores Advance Account	Not relevant		
1.5	Special Advance Account	Not relevant		
1.6	Other	Not relevant		
2	Maintenance of Books and Registers (F.R. 445)			
2.1	Maintenance of fixed assets register with necessary updates as per the Public Administration Circular No.267/2018	Complied		
2.2	maintaining employee salary sheets/salary cards with necessary updates.	Complied		
2.3	Update and maintenance of the Audit Query Document.	Complied		
2.4	Maintenance of the Internal Audit Inquiry Document with necessary updates.	Complied		
2.5	Preparation of all the monthly accounting summaries and submit the same to the General Treasury on due date. (CIGAS)	Complied		
2.6	Update and maintain the cheque and Money Order Register	Complied		

2.7	Update and maintain the Inventory Register	Complied		
2.8	Update and maintain the Stock Register	Complied		
2.9	Update and maintain the Register of Damage /Loss	Complied		
2.10	Update and maintain the Liabilities Register	Complied		
2.11	Maintenance of Counterfoil book register (GA-N20) with necessary updates.	Complied		
3	Delegation of Functions for Financial Regulations (F.R.135)			
3.1	Powers of financial control have been delegated within the Institution	Complied		
3.2	The institution has been made aware on the delegation of financial powers within the institution.	Complied		
3.3	Powers have been delegated so that each transaction is approved under two or more officers.	Complied		
3.4	Adhere to the powers of the Accountants when using Government Wages Software package in terms of the Public Accounts Circular software No.17/2004 dated 2014.05.11.	Complied		
4	Preparation of Annual plans			
4.1	Preparation of Annual Action Plan	Complied		
4.2	Preparation of Annual procurement Plan	Complied		
4.3	Preparation of Annual Internal Audit Plan	Complied		
4.4	Preparation of Annual Estimate and submit the same to the Department of National Budget on due date.	Complied		
4.5	Annual Cash Flow Statements have been submitted to the Department of Treasury Operations on due date.	Complied		
5	Audit Queries			
5.1	All the Audit queries have been answered on due date recommended by the Auditor General.	Complied		
6	Internal Audit			
6.1	Preparation of Internal Audit plans at the beginning of the year as per F.R. 134(2) DMA/1-2021, having discussed with the Auditor General.	Complied		
6.2	Each audit report has been answered within a period of one month.	Complied		

6.3	In terms of section 40(4) of the National Audit Act No.19 of 2018, copies of all internal audit queries have been submitted to the Management Audit Department.	Complied		
6.4	In terms of F.R.134 (3), copies of all internal audit reports have been forwarded to the Auditor General.	Complied		
7	Audit and Management Committees			
7.1	In terms of DMA Circular 1-2021, conducting at least 04 Audit and Management Committees during the relevant year.	Not complied	Audit and Management Committee Meetings were conducted relating to the First 02 Quarters of the year 2025. Due to the transfer of the Chief Internal Auditor and the therefore falling the said post vacant, Meetings could not be conducted pertaining to the rest of quarters	
8	Assets Management			
8.1	In terms of chapter 07 of the Assets Management Circular No.01/2017, information relating to purchase of assets and disposal has been submitted to the Comptroller General's Office.	Complied		
8.2	In terms of chapter 13 of the said circular, a suitable officer has been appointed to coordinate the implementation of the provisions of that circular and information relating to that officer has been reported to the Comptroller General's Office.	Complied		

8.3	In terms of Public Finance Circular No.05/2016, stores verifications have been conducted and relevant reports have been handed over to the Auditor General.	Complied		
8.4	Excess, shortages and other recommendations pointed out by the Board of Survey have been completed during the period mentioned in the Circular.	Complied		
8.5	Disposal of condemned Articles as per F.R. 772.	Complied		
9	Management of Vehicles			
9.1	Preparation of daily running charts and monthly summary reports for the pool vehicles and submit them to the Auditor General on due date.	Complied		
9.2	Disposal of vehicles condemned within a period of less than 06 months.	Complied		
9.3	Duly update and maintenance of vehicle log books.	Complied		
9.4	Take action in terms of F.R.103, 104, 109 and 110 relating to each vehicle accident.	Complied		
9.5	Re-inspection of fuel combustion in vehicles, in terms of the provisions of paragraph 3.1 in Public Administration Circular No.2016/30 dated 2016.12.29.	Complied		
9.6	Take over the complete ownership of log books of lease vehicles once the lease period is over.	Complied		
10	Management of Bank Accounts			
10.1	Preparation of bank Statements, certification and submission for Audit on due date.	Complied		
10.2	Settlement of inactive bank accounts which were brought forward in the reviewed year or the years before.	Complied		
10.3	Balances disclosed by bank statements and balances to be adjusted have been settled within a period of one month, in terms of FR.	Complied		
11	Utilization of provisions			
11.1	Expend the provisions allocated without exceeding their expenditure limit.	Complied		

11.2	In terms of F.R. 94(1), deposit the balance of the provisions remaining at the end of the year after expending, without exceeding the limit.	Complied		
12	Advance Account of the Public Officers			
12.1	Compliance with the limits	Complied		
12.2	Making a time analysis on the outstanding loans.	Complied		
12.3	Settlement of outstanding loan balances of more than one year.	Complied		
13	General Deposit Account			
13.1	Work in accordance with F.R.571 regarding Overdue deposits.	Complied		
13.2	Update and maintain the control account for General deposits.	Complied		
14	Imprest Account			
14.1	The balance of the Cash book has been remitted to the Department of Treasury Operations at the end of the reviewed year.	Complied		
14.2	Settle Ad hoc sub imprest issued under F.R. 371 within a month of completion of such task.	Complied		
14.3	Ad hoc sub imprest has been issued in terms of F.R. 371, without exceeding the approved limit.	Complied		
14.4	Adjust the balance of the imprest account monthly with the treasury books.	Complied		
15	Revenue Account			
15.1	Re-payments have been done from collected revenue in accordance with the relevant regulations.	Not relevant		
15.2	Directly deposit the collected revenue without being credited to the deposit account.	Not relevant		
15.3	Submission of the arrears of revenue Reports to the Auditor General in terms of F.R.176.	Not relevant		
16	Human Resources Management			
16.1	Maintenance of staff within the approved cadre.	Complied		
16.2	Issuance of written duty lists to all members of the staff.	Complied		

16.3	In terms of MSD Circular No. 04/2017 dated 2017.09.20, all reports have been submitted to the Department of Management Services.	Complied		
17	Providing information to the general public			
17.1	Appointing an Information Officer in terms of the Right to Information Act and Regulations and maintenance of an information document with necessary updates.	Complied		
17.2	Information about the organization has been published in its website or through alternative channels and facilities have been made for the public to comment / complain about the organization.	Complied		
17.3	Submission of Reports twice a year or once a year in terms of sections 08 and 10 of the Right to Information Act.	Complied		
18	Implementation of the Citizens' Charter			
18.1	Formulate and implement a Citizen's/Client Service Charter in terms of the Public Administration Management and Law and Order Ministry Circular Nos. 05/2018 and 05/2018(1).	Not Complied	Duties in the Cabinet Office are not directly involved in the general public.	
18.2	A methodology has been prepared by the institution to monitor and evaluate the preparation and implementation process of the Citizen's/ Client Service Charter, in terms of paragraph 2.3 of the said circular.	Not Complied	Duties in the Cabinet Office are not directly involved in the general public	
19	Preparation of the Human Resources Plan			
19.1	Human Resources Plan has been prepared based on the specimen in Annex 02 of the Public Administration Circular No. 02/2018 dated 2018.01.24.	Complied		
19.2	Ensure training opportunities not less than 12 hours in each year for each employee in the above mentioned Human Resource Plan.	Complied		

19.3	Signing of annual performance agreements for the entire staff based on the specimen referred to at Annex 01 of the above circular.	Not Complied	An Annual Performance Agreement had not been signed for entire staff	It has been informed through the PA Circular No. 02/2018(1) that signing of annual performance report is not further needed.
19.4	Appointment of a Senior officer, in terms of paragraph 6.5 of the above circular, having vested with the responsibility of the preparation of the Human Resources Development plan and implementation of capacity building programmes.	Complied		
20	Responding to Audit paragraphs			
20.1	Rectify the shortcomings pointed out in the paragraphs of the report issued by the Auditor General.	Complied		

**Name list of the Ministers who served as the Members
of the Cabinet from 2025-01-01 to 2025-10-09**

01	Hon. Anura Kumara Dissanayake	The President Minister of Defence Minister of Finance, Planning and Economic Development Minister of Digital Economy
02	Hon. (Dr.) Harini Amarasuriya	Prime Minister Minister of Education, Higher Education and Vocational Education
03	Hon. Vijitha Herath	Minister of Foreign Affairs, Foreign Employment and Tourism
04	Hon. K.D. Lal Kantha	Minister of Agriculture, Livestock, Land and Irrigation
05	Hon. Bimal Rathnayaka	Minister of Transport, Highways, Ports and Civil Aviation
06	Hon. Sunil Handunneththi	Minister of Industry and Entrepreneurship Development
07	Hon. Ramalingam Chandrasekar	Minister of Fisheries, Aquatic and Ocean Resources
08	Hon. (Dr.) Anil Jayantha Fernando	Minister of Labour
09	Hon. Samantha Viddyaratna	Minister of Plantation and Community Infrastructure
10	Hon. Anura Karunathilaka	Minister of Urban Development, Construction and Housing
11	Hon. (Dr.) Nalinda Jayatissa	Minister of Health and Mass Media
12	Hon. (Dr.) A.H.M.H. Abayarathna	Minister of Public Administration, Provincial Councils and Local Government
13	Hon. Wasantha Samarasinghe	Minister of Trade, Commerce, Food Security and Cooperative Development
14	Hon. Harshana Nanayakkara (Attorney-at-law)	Minister of Justice and National Integration
15	Hon. (Mrs.) Saroja Savithri Paulraj	Minister of Women and Child Affairs
16	Hon. (Dr.) Upali Pannilage	Minister of Rural Development, Social Security and Community Empowerment

17	Hon. K.M. Ananda Wijepala	Minister of Public Security and Parliamentary Affairs
18	Hon. (Dr.) Hiniduma Sunil Senevi	Minister of Buddhasasana, Religious and Cultural Affairs
19	Hon. Sunil Kumara Gamage	Minister of Youth Affairs and Sports
20	Hon. (Dr.) Chrishantha Abeysena	Minister of Science and Technology
21	Hon. (Eng.) Kumara Jayakody	Minister of Energy
22	Hon. (Dr.) Dammika Patabendi	Minister of Environment

**Name list of the Ministers who served as the Members
of the Cabinet from 2025-10-10 to 2025-12-31**

01	Hon. Anura Kumara Disanayake	The President Minister of Defence Minister of Finance, Planning and Economic Development Minister of Digital Economy
02	Hon. (Dr.) Harini Amarasuriya	Prime Minister Minister of Education, Higher Education and Vocational Education
03	Hon. Vijitha Herath	Minister of Foreign Affairs, Foreign Employment and Tourism
04	Hon. K.D. Lal Kantha	Minister of Agriculture, Livestock, Land and Irrigation
05	Hon. Bimal Rathnayaka	Minister of Transport, Highways and Urban Development
06	Hon. Sunil Handunneethi	Minister of Industry and Entrepreneurship Development
07	Hon. Ramalingam Chandrasekar	Minister of Fisheries, Aquatic and Ocean Resources
08	Hon. (Dr.) Anil Jayantha Fernando	Minister of Labour
09	Hon. Samantha Vaddarathna	Minister of Plantation and Community Infrastructure
10	Hon. Anura Karunathilaka	Minister of Ports and Civil Aviation
11	Hon. (Dr.) Nalinda Jayatissa	Minister of Health and Mass Media
12	Hon. (Dr.) A.H.M.H. Abayarathna	Minister of Public Administration, Provincial Councils and Local Government
13	Hon. Wasantha Samarasinghe	Minister of Trade, Commerce, Food Security and Cooperative Development
14	Hon. Harshana Nanayakkara (Attorney-at-law)	Minister of Justice and National Integration
15	Hon. (Mrs.) Saroja Savithri Paulraj	Minister of Women and Child Affairs
16	Hon. (Dr.) Upali Pannilage	Minister of Rural Development, Social Security and Community Empowerment
17	Hon. K.M. Ananda Wijepala	Minister of Public Security and Parliamentary Affairs

18	Hon. (Dr.) Hiniduma Sunil Senevi	Minister of Buddhasasana, Religious and Cultural Affairs
19	Hon. Sunil Kumara Gamage	Minister of Youth Affairs and Sports
20	Hon. (Dr.) Chrishantha Abeysena	Minister of Science and Technology
21	Hon. (Eng.) Kumara Jayakody	Minister of Energy
22	Hon. (Dr.) Dammika Patabendi	Minister of Environment
23	Hon. (Dr.) Susil Ranasinghe	Minister of Housing, Construction and Water Supply

**Number of Cabinet Papers submitted by each Ministry
From 2025-01-01 to 2025-10-09**

Serial No	Ministry	Number of Memoranda
01.	Hon. President	30
02.	Hon. Prime Minister	39
03.	Ministry of Defence	51
04.	Ministry of Finance, Planning and Economic Development	248
05.	Ministry of Digital Economy	24
06.	Ministry of Education, Higher Education and Vocational Education	122
07.	Ministry of Foreign Affairs, Foreign Employment and Tourism	63
08.	Ministry of Agriculture, Livestock, Land and Irrigation	130
09.	Ministry of Transport, Highways, Ports and Civil Aviation	154
10.	Ministry of Industry and Entrepreneurship Development	57
11.	Ministry of Fisheries, Aquatic and Ocean Resources	33
12.	Ministry of Labour	18
13.	Ministry of Plantation and Community Infrastructure	54
14.	Ministry of Urban Development, Construction and Housing	111
15.	Ministry of Health and Mass Media	142
16.	Ministry of Public Administration, Provincial Councils and Local Government	93
17.	Ministry of Trade, Commerce, Food Security and Cooperative Development	62
18.	Ministry of Justice and National Integration	118
19.	Ministry of Women and Child Affairs	21
20.	Ministry of Rural Development, Social Security and Community Empowerment	27
21.	Ministry of Public Security and Parliamentary Affairs	54
22.	Ministry of Buddhasasana, Religious and Cultural Affairs	56
23.	Ministry of Youth Affairs and Sports	21
24.	Ministry of Science and Technology	26
25.	Ministry of Energy	113
26.	Ministry of Environment	26
27.	Secretary to the Cabinet of Ministers	16
	Total	1909

**Number of Cabinet Papers submitted by each Ministry
From 2025-10-10 to 2025-12-31**

Serial No	Ministry	Number of Memoranda
01.	Hon. President	08
02.	Hon. Prime Minister	11
03.	Ministry of Defence	20
04.	Ministry of Finance, Planning and Economic Development	115
05.	Ministry of Digital Economy	04
06.	Ministry of Education, Higher Education and Vocational Education	46
07.	Ministry of Foreign Affairs, Foreign Employment and Tourism	14
08.	Ministry of Agriculture, Livestock, Land and Irrigation	28
09.	Minister of Transport, Highways and Urban Development	60
10.	Ministry of Industry and Entrepreneurship Development	12
11.	Ministry of Fisheries, Aquatic and Ocean Resources	11
12.	Ministry of Labour	09
13.	Ministry of Plantation and Community Infrastructure	08
14.	Ministry of Ports and Civil Aviation	20
15.	Ministry of Health and Mass Media	40
16.	Ministry of Public Administration, Provincial Councils and Local Government	28
17.	Ministry of Trade, Commerce, Food Security and Cooperative Development	20
18.	Ministry of Justice and National Integration	21
19.	Ministry of Women and Child Affairs	06
20.	Ministry of Rural Development, Social Security and Community Empowerment	10
21.	Ministry of Public Security and Parliamentary Affairs	16
22.	Ministry of Buddhasasana, Religious and Cultural Affairs	23
23.	Ministry of Youth Affairs and Sports	06
24.	Ministry of Science and Technology	07
25.	Ministry of Energy	51
26.	Ministry of Environment	12
27.	Ministry of Housing, Construction and Water Supply	06
28.	Secretary to the Cabinet of Ministers	05
	Total	617

Annex III**Composition of the Cabinet Committee on Public Service Management and
Administration from 2025-01-01 to 2025-12-31**

Serial No	Name	Position
01	Hon. (Dr.) Harini Amarasuriya Prime Minister Minister of Education, Higher Education and Vocational Education	Chairperson
02	Hon. Ramalingam Chandrasekar Minister of Fisheries, Aquatic and Ocean Resources	Member
03	Hon. Samantha Viddyaratna Minister of Plantation and Community Infrastructure	Member
04	Hon. (Dr.) Nalinda Jayatissa Minister of Health and Mass Media	Member
05	Hon. (Dr.) A.H.M.H. Abayarathna Minister of Public Administration, Provincial Councils and Local Government	Member
06	Hon. Wasantha Samarasinghe Minister of Trade, Commerce, Food Security and Cooperative Development	Member
07	Hon. K.M. Ananda Wijepala Minister of Public Security and Parliamentary Affairs	Member
08	Hon. (Dr.) Hiniduma Sunil Senevi Minister of Buddhasasana, Religious and Cultural Affairs	Member