



Performance Report

2025

Department of Trade and Investment Policy
General Treasury
Ministry of Finance, Planning & Economic Development

Annual Performance Report for the Year 2025
Department of Trade and Investment Policy
Expenditure Head No 244

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01. Institutional Profile

1.1 Introduction

The main responsibility of the Department of Trade and Investment Policy is formulation and implementation of sustainable tariff policy to facilitate external trade, investment, domestic industries and agriculture for the benefit of Sri Lankan economy and the people.

The Department is also involved with policy issues related to imports and exports regulations, Customs administration, foreign exchange regulations, granting duty waivers / exemptions including concessionary motor vehicle permit schemes and tariff liberalization under the trade agreements.

1.2 Vision, Mission, Goals and Objectives of the Institution

Vision

Ensuring to establish proactive policies in trade and investment for inclusive development of the country.

Mission

Fostering a trade and investment friendly environment to facilitate international economic integration for inclusive development.

Goals

- To maintain a trade promoting and industrial friendly tariff regime
- To maintain the policy on trade facilitation measures to facilitate trade enabled index
- To implement competitive advantage tariff regime under trade agreements
- To implement tax concessions in order to achieve economic and social goals of the Government
- To promote Sri Lanka as preferred FDI destination in the region

Objectives

- To achieve a vibrant tariff regime for trade promotion and industry friendly
- To eliminate tariff restrictions which discourages the investment
- To strengthen the Temporary Importation for Export Processing (TIEP) Scheme
- To strengthen the policy on Bonded Warehouses
- To organize dialogue with relevant stakeholders for preparing a policy for SME sector

- To assist the entrepreneurs providing necessary information through customer friendly database
- To streamline issuance of public officers' concessionary vehicle permits
- To promote free trade agreements based on reciprocal benefits within the asymmetrical nature of island trading economy
- To promote free trade agreements which provide access to the global value chain trading / industries

1.3 Key Functions

1.3.1 Trade Policy Division

Trade Policy Division is responsible for formulation, implementation and revision of Tariff Policy related to trade, industry, agriculture and free trade agreements. It is also responsible for co-ordination of Customs administration including promulgation of Regulations and processing of appeals on Customs and Tariff related issues, implementation of duty concessionary schemes for importation of motor vehicles and disposal of vehicles imported under the various duty concession schemes. This Division has also been assigned with policy coordination related to issuance of Orders and processing appeals under the Foreign Exchange Act, coordination and representation of the SAARC, SAARC Development Fund related matters, and World Trade Organization and policy related to issuance of Regulations and Orders under the Imports and Exports Control Act.

The key functions of this Division can be spelt out as follows;

Trade Policy

- i. Management of Automobile Importation Policy
- ii. Coordination with Trade related National and International Organizations
- iii. Resolving trade related issues represented by the stakeholders
- iv. Development of Trade Policy Papers to the Cabinet of Ministers
- v. Compilation of responses to Trade Policy related Court Cases
- vi. Preparation of Cabinet Memoranda / Observations / Comments on Trade Policy
- vii. Preparation and implementation of Trade / Tariff related Budget proposals
- viii. Facilitation of promulgation of Regulations under the Customs Ordinance
- ix. Facilitation of promulgation of Regulations / Issuance of Orders under Foreign Exchange Act
- x. Review of appeals on Customs cases including valuation

- xi. Review of Audit reports on Customs Administration
- xii. Policy Coordination of TIEP scheme
- xiii. Policy Coordination of Bonded Warehouse Facilities
- xiv. Policy coordination on rationalization of importation
- xv. Review of Appeals under the Foreign Exchange Act
- xvi. Review of Appeals under the Imports and Exports Control Act
- xvii. Coordination of Bilateral Agreements on Customs Administration
- xviii. Coordination of WTO related matters including Trade Facilitation

Tariff Policy

- i. 19(A) Duty Waivers
- ii. Coordination of Publication of Revenue Protection Order (RPO)
- iii. Resolving grievances related to Tariff Anomalies
- iv. Management of HS Code National Sub Divisions
- v. HS Code compliance and transposition
- vi. Analysis of Tariff Policy related Issues and Alternatives
- vii. Enforcement of Special Commodity Levy Act
- viii. Tariff Policy review and update
- ix. Parliamentary Affairs on Tariff Policy
- x. Coordination with Tariff related National and International Organizations
- xi. Resolving Tariff Policy related issues represented by the stakeholders
- xii. Development of Tariff Policy Papers to the Cabinet of Ministers
- xiii. Compilation of responses to Tariff Policy related Court Cases
- xiv. Under Exports Development Act.No 40 of 1979 (CESS)

Free Trade Agreements

- i. Analysis of Fiscal Policy Implications of Free Trade Agreements
- ii. Trade Policy review and update in line with the FTAs of Sri Lanka
- iii. Tariff Policy Implementation of:
 - India - Sri Lanka Free Trade Agreement (ISFTA)
 - Pakistan - Sri Lanka Free Trade Agreement (PSFTA)

- South Asian Free Trade Agreement (SAFTA)
- The Asia Pacific Trade Agreement (APTA)
- Sri Lanka Singapore Free Trade Agreement (SLSFTA)
- Bay of Bengal Initiative for Multi-Sector Technical & Economic Co-operation (BIMSTEC)
- Proposed China Sri Lanka Free Trade Agreement (CSFTA) , and
- Economic and Technical Cooperation Agreement (ETCA)

Special Scheme Projects

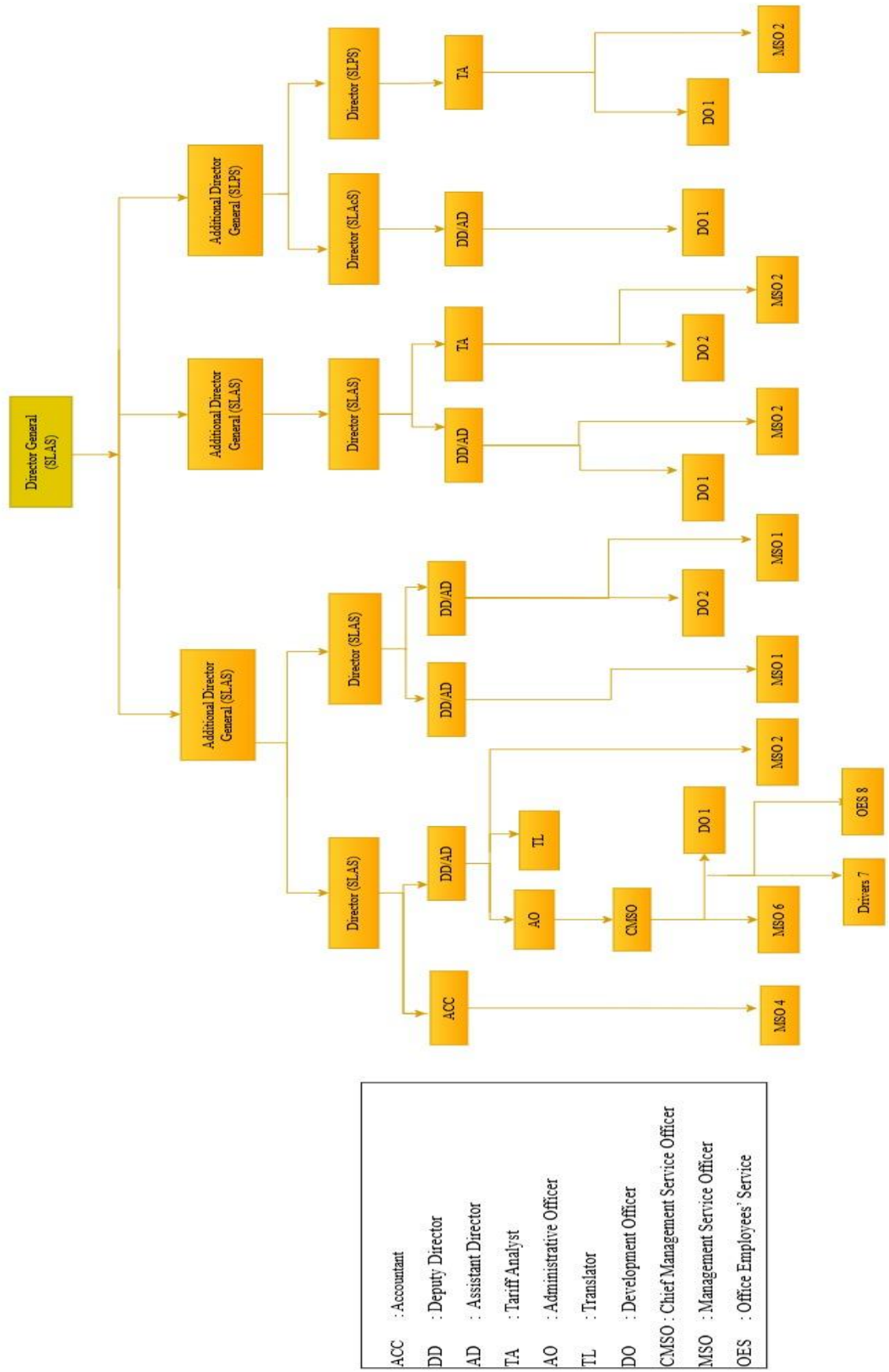
- i. Scheme for the Public Officers to Import Vehicles under Concessionary Terms
- ii. Permits under Public Administration Circular No.22 / 99
- iii. Concessionary Scheme for Importation of Motor Vehicles under the Foreign Affairs Ministry Circular No. 210 for the Diplomatic Officers
- iv. Disposal of Vehicles imported under the various Duty Concession Schemes
- v. Granting Customs duty waivers under the Customs Ordinance
- vi. Importation for Export Processing Scheme (TIEP)
- vii. Coordination of policy approvals for Customs Bonded Warehouses
- viii. SAARC Development Fund including acting as Counterpart Agency of the SDF for Project Implementation
- ix. Coordination of policy approvals and appeals of Board of Investment related matters
- x. National Single Window Project (NSWP)

1.3.2 Administration and Finance Division

Administration and Finance Division is responsible for management of human, assets and financial resources. Placement, capacity development and welfare of the officers within the Department is included in the human resource management. The acquisition, maintenance and keeping the records of physical and financial resources is covered by the Physical and finance resources management.

In addition, development of annual work plan, performance reports, annual financial reports and follow up on Audit issues are also coming under the scope of the Administration and Finance division.

1.4 Organizational Structure



02. Progress and Future Outlook

2.1 Key Achievements and Challenges

The Department of Trade and Investment Policy functions under the Ministry of Finance, Planning and Economic Development with the mandate to formulate, coordinate, and implement trade and investment policies aligned with the strategic objectives of the General Treasury in line with Government policy perspectives.

During the fiscal year 2025, under the guidance of the Secretary to the Treasury, the Department undertook a range of strategic initiatives in support of the Government's economic stabilization, recovery, and sustainable growth agenda.

A major milestone was the establishment and operationalization of the National Tariff Policy Committee to ensure a transparent, consistent, predictable, simplified, and facilitative tariff regime. The Committee was activated as required, and necessary measures were implemented to give effect to the recommendations under the National Tariff Policy, thereby strengthening the credibility and coherence of the country's tariff framework.

Steady progress was also achieved in the implementation of the National Trade Single Window Project. Undertaken in close collaboration with key public and private sector stakeholders, this initiative advances the digitalization of trade procedures, enhances transparency, and facilitates legitimate trade by improving efficiency and reducing transaction costs.

In coordination with the Central Bank of Sri Lanka and other relevant institutions, the Department implemented measures to prudently manage foreign exchange flows and to evaluate investment proposals with due consideration to their macroeconomic implications. These actions were instrumental in supporting economic stabilization and strengthening external sector resilience.

The Department further initiated steps to obtain Cabinet approval for the establishment of a Customs Verification Centre in Kerawalapitiya. A Committee appointed by the Secretary to the Treasury assessed available options and identified the most suitable implementation model for the construction and operationalization of the Centre, with a view to enhancing trade compliance and efficiency.

In advancing trade facilitation reforms, the Department undertook a comprehensive review of Sri Lanka's commitments under the World Trade Organization's Trade Facilitation Agreement. Quarterly meetings of the National Trade Facilitation Committee were convened to monitor implementation progress. During 2025, Sri Lanka recorded a significant improvement in the completion of its committed measures, increasing the implementation rate from 58 percent to 95.8 percent. The Department ensured that this progress was formally notified and published on the WTO platform.

Future Outlook

Looking ahead, the Department will continue to focus on the development and effective implementation of a coherent and forward-looking trade and investment policy framework within its mandate. Emphasis will be placed on fostering a competitive, export-oriented economy, enabling leapfrog growth, and promoting sustainable trade and tariff regime in line with national economic priorities.


Ishani. J. Abeyratne
Director General
Department of Trade and Investment Policy

**03. OVERALL FINANCIAL PERFORMANCE FOR THE YEAR ENDED
31ST DECEMBER 2023 3.1 Statement of Financial Performance**

ACA-F

**Statement of Financial Performance
for the period ended 31st December 2025**

Revised Budget Allocations 2025	Note	Actual 2025 Rs.	Actual 2,024 Rs.	
Rs.				
-	Revenue Receipts	-	-	
-	Income Tax	-	-	
-	Taxes on Domestic Goods & Services	-	-	ACA-1
-	Taxes on International Trade	-	-	
-	Non Tax Revenue & Others	-	-	
-	Total Revenue Receipts (A)	-	-	
-	Non Revenue Receipts	-	-	
-	Treasury Imprests	141,552,000	100,671,000	ACA-3
-	Deposits	91,955	1,244,086	ACA-4
-	Advance Accounts	4,735,907	4,539,537	ACA-5
-	Other Main Ledger Receipts	-	-	
-	Total Non Revenue Receipts (B)	146,379,862	106,454,623	
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)	146,379,862	106,454,623	
-	Remittance to the Treasury (D)	-	-	
-	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)	146,379,862	106,454,623	
-	Less: Expenditure	-	-	
-	Recurrent Expenditure	-	-	
73,285,000	Wages, Salaries & Other Employment Benefits	67,914,694	57,373,681	ACA-2(iii)
48,795,000	Other Goods & Services	26,218,174	27,790,566	
720,000	Subsidies, Grants and Transfers	220,246	685,844	
-	Interest Payments	-	-	
-	Other Recurrent Expenditure	-	-	
122,800,000	Total Recurrent Expenditure (F)	94,353,114	85,850,091	
-	Capital Expenditure	-	-	
-	Rehabilitation & Improvement of Capital Assets	-	-	ACA-2(iii)
3,400,000	Acquisition of Capital Assets	1,817,024	4,488,220	
-	Capital Transfers	-	-	
-	Acquisition of Financial Assets	-	-	
1,200,000	Capacity Building	1,054,750	958,250	
200,400,000	Other Capital Expenditure	46,567,913	12,052,361	
205,600,000	Total Capital Expenditure (G)	49,439,686	17,498,831	
-	Deposit Payments	91,955	1,244,086	ACA-4
-	Advance Payments	6,685,700	6,081,910	ACA-5
-	Other Main Ledger Payments	-	-	
-	Total Main Ledger Expenditure (H)	6,777,655	7,325,996	
-	Total Expenditure I = (F+G+H)	150,570,455	110,674,919	
327,800,000	Balance as at 31st December J = (E-I)	(4,190,593)	(4,220,295)	
-	Balance as per the Imprest Adjustment Statement	(4,190,593)	(4,220,295)	ACA-7
-	Imprest Balance as at 31st December	(4,190,593)	(4,220,295)	ACA-3



3.2 Statement of Financial Position

ACA-P

Statement of Financial Position As at 31st December 2025

		Actual	
	Note	2025	2024
		Rs	Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	66,346,296	65,532,652
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	12,311,427	8,849,634
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		78,657,723	74,382,286
<u>Net Assets / Equity</u>			
Net Worth to Treasury		10,799,427	8,849,634
Property, Plant & Equipment Reserve		66,346,296	65,532,652
Rent and Work Advance Reserve	ACA-5(b)	1,512,000	
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	-	-
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		78,657,723	74,382,286

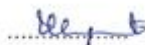
Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 7 to 31 and Annexures to accounts presented in pages from 32 to 40 form an integral part of these Financial Statements. **The Financial Statements have been prepared in accordance with the Government Financial Regulations 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 :
Date : 20.02.2026

Dr. Harshana Suriyapperuma
Secretary to the Treasury and Secretary to the Ministry
of Finance, Planning and Economic Development
Ministry of Finance
Colombo 01



Accounting Officer
Name :
Designation :
Date : 20.02.2026

Ishan
Director General
Department of Investment Policy
General Treasury
Colombo 01



Chief Financial Officer/ Chief Accountant/
Director (Finance)/ Commissioner (Finance)
Name :
Date : 20.02.2026

N. J. Pathirana
Accountant (Acting)
Department of Trade and Investment Policy
General Treasury
Colombo 01



3.3 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	3,831,471	2,933,530
Imprest Received	141,552,000	100,671,000
Recoveries from Advance	4,763,164	5,141,526
Deposit Received	91,955	1,244,086
Total Cash generated from Operations (A)	150,238,590	109,990,142
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	93,585,597	84,787,822
Subsidies & Transfer Payments	220,246	353,054
Rehabilitation & Improvement of Capital Assets, Capital Transfers, Capacity Building and Other Capital Expenditure	47,622,663	24,439
Expenditure incurred on behalf of Other Heads	215,406	-
Imprest Settlement to Treasury	-	6,081,910
Advance Payments	6,685,700	1,244,086
Deposit Payments	91,955	-
Total Cash disbursed for Operations (B)	148,421,567	92,491,311
NET CASH FLOW FROM OPERATING ACTIVITIES (C) = (A) - (B)	1,817,024	17,498,831
<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	1,817,024	17,498,831
Total Cash disbursed for Investing Activities (E)	1,817,024	17,498,831
NET CASH FLOW FROM INVESTING ACTIVITIES (F) = (D) - (E)	(1,817,024)	(17,498,831)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G) = (C) + (F)	-	-
<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	-	-



3.4 Financial Notes

Annexure-(i)

Statement of Losses and Waivers (Losses under F.R. 106 and F.R. 113)

Expenditure Head No : 244 Ministry / Department / District Secretariat : Department of Trade and Investment Policy
Programme No. & Title : I - Operational A

(i) Statement of Losses Recovered/Written off/Waived off during the year.

	Value	No. of Cases	Total Amount (Rs.)
Below	Rs. 25,000.00	-	-
Over	Rs. 25,000.01	1	396,000
Total		1	396,000

Classification of the cases by nature of Losses.	No. of Cases	Value	(Rs.)
1. HP ProBook 440 model SCD4463PW laptop computer missing.	1		396,000
Total	1		396,000

(ii) Statement of Losses being held to be Written off/Waived off or recoverable so far

	Value	No. of Cases	Total Amount (Rs.)
Below	Rs. 25,000.00	-	-
Over	Rs. 25,000.01	-	-
Total		-	-

Classification of the cases by Nature of Losses

	No. of Cases	Value	(Rs.)
1	-	-	-
2	-	-	-
3	-	-	-
4	-	-	-
Total	-	-	-

Note- Details on losses under F.R.106 and waivers under F.R. 113 accounted under object code no 1701 and such losses and waivers expected to be accounted in coming years should be included.

* When there are no information with regard to this report, a nil report should be submitted

Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)

Date : 20.02.2026

N. J. Pathirana
Accountant (Acting)
Department of Trade and Investment Policy
General T.



Statement of Write off from books

Expenditure Head No : 24 Ministry / Department / District Secretariat : Department of Trade and Investment Policy
 Programme No. & Title : 1 - Opera

Statement of losses and waivers under F.R. 109 during the year

	Value	No. of Cases
(i) Below Rs. 25,000.00		-
(ii) Over Rs. 25,000.01		-
Total		

Value (Rs.)

Statement of write off from the book and recoveries under F.R. 109 during the year

Nature of Loss	Opening balance which was not written off	Value of loss	Recoveries	Value written off from the book	Balance carried forward which was not written off	Reference No. of Approval for write off from the book
	Rs.	Rs.	Rs.	Rs.	Rs.	
1	-	-	-	-	-	
2	-	-	-	-	-	
3	-	-	-	-	-	
4	-	-	-	-	-	
5	-	-	-	-	-	
6	-	-	-	-	-	
Total						

Note - Excluding losses and waivers to be accounted in Annexure(i), only any other losses and waivers under F.R.109 should be included in this format.

* When there are no information with regard to this report, a nil report should be submitted



Chief Financial Officer / Chief Accountant (Finance) /
 Commissioner (Finance)
 Date : 02.02.2026
 Department of Trade and Investment Policy
 General Treasury
 Colombo



Cumulative Commitment/ Liability Report for the Year - 2025

To
(244)
From

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Old Table No :--

Director General, ,
Department of State Accounts, ,
General Treasury, Colombo1. .

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Nature	Commit No	Date	To whom	Vote	Commitment	Commit bal	L. Date	Liability amt	Revised Lia	Paid	Liability Bal	Reported By
Govt	P2512/L01	31 Dec 2025	Government Printer	244-1-01-000-1409-140/11-P	15,045.00	0.00	31 Dec 2025	15,045.00	0.00	0.00	15,045.00	244
Govt	P2512/L02	31 Dec 2025	R. N. M. Advertising	244-1-01-000-1402-000/11-P	12,440.00	0.00	31 Dec 2025	12,440.00	0.00	0.00	12,440.00	244
Govt	P2512/L03	31 Dec 2025	R. N. M. Advertising	244-1-01-000-1402-000/11-P	12,160.00	0.00	31 Dec 2025	12,160.00	0.00	0.00	12,160.00	244
Govt	P2512/L04	31 Dec 2025	Ultrakleen (Pvt) Ltd	244-1-01-000-1409-140/11-P	125,165.17	0.00	31 Dec 2025	125,165.17	0.00	0.00	125,165.17	244
Govt	P2512/L05	31 Dec 2025	Mobitel (Pvt) Ltd	244-1-01-000-1402-000/11-P	6,757.66	0.00	31 Dec 2025	6,757.66	0.00	0.00	6,757.66	244
Govt	P2512/L06	31 Dec 2025	Government Printer	244-1-01-000-1409-140/11-P	30,090.00	0.00	31 Dec 2025	30,090.00	0.00	0.00	30,090.00	244
Govt	P2512/L07	31 Dec 2025	Project Director - Trade National Single Window System Project	244-1-01-001-2509-000/11-P	1,446,556.14	0.00	31 Dec 2025	1,446,556.14	0.00	0.00	1,446,556.14	244
Govt	P2512/L08	31 Dec 2025	H.M. Wasana	244-1-01-000-1003-000/11-P	15,000.00	0.00	31 Dec 2025	15,000.00	0.00	0.00	15,000.00	244
Govt	P2512/L09	31 Dec 2025	R.M.S.P.P. Rathnayake	244-1-01-000-2106-000/11-P	27,000.00	0.00	31 Dec 2025	27,000.00	0.00	0.00	27,000.00	244
Govt	P2512/L10	31 Dec 2025	United Motors Lanka Plc	244-1-01-000-1301-000/11-P	17,700.00	0.00	31 Dec 2025	17,700.00	0.00	0.00	17,700.00	244
Govt	P2512/L11	31 Dec 2025	Ministry of Finance Economic Stabilization & National Policies	244-1-01-000-1402-000/11-P	69,396.36	0.00	31 Dec 2025	69,396.36	0.00	0.00	69,396.36	244
Govt	P2512/L12	31 Dec 2025	Ultrakleen (Pvt) Ltd	244-1-01-000-1409-140/11-P	135,517.28	0.00	31 Dec 2025	135,517.28	0.00	0.00	135,517.28	244

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Statement of Liabilities - (i)

Statement of Commitments in terms of FR 94 (2) and (3)

Name of Ministry / Department / District Secretariat : Department of
Expenditure Head No. : 244
Programme No. & Title : 1 - Operational Activities

Name of the Person/Institution	Description of Commitments	Project	Sub Project	Object Code	Financing Code	Maximum Commitment Ceiling In terms of FR 94(2) Provisions (Rs.)	Total Cost Estimate In terms of FR 94(3) (Rs.)	Commitment & Liability Amount (Rs.)
1. Ministries/Government Department Department of Government Printing	Other Postal and Communication	1	0	1409-140	11	6,428,872		45,135.00
Ministry of Finance, Planning and Economic Development Total		1	0	1402	11	1,083,333		69,396.36
2. State Corporations/Statutory Boards								114,531.36
Total								0.00
								0.00
3. Others (Private Parties)								
Ultrakleen (Pvt) Ltd	Other Postal and Communication	1	0	1409-140	11	6,428,872		260,682.00
R.N.M. Advertising	Postal and Communication	1	0	1402	11	1,083,333		24,660.00
Mobiletel (Pvt) Ltd	Communication	1	0	1402	11	1,083,333		6,757.66
Training Officer	Software Development	1	0	2106	11	605,440		27,000.00
Training Officer	Training Allowance	1	0	1003	11	11,125,576		15,000.00
Trade National Single Window Systems Project	Other	1	0	2509	11	66,750,000		1,446,556.14
United Motors Lanka P.L.C	Vehicle - Maintenance	1	0	1301		2,418,038		17,700.00
Total								1,798,355.80
Grand Total								1,492,887.16



Chief Financial Officer/Chief Accountant/Director(Finance)/Commissioner(Finance)

Date : 30.02.2026

N. J. Pathirana
Accountant (Acting)
Department of Trade and Investment Policy
General Treasury

Statement of Liabilities - (ii)

Provision Transferred to the Deposit Account in terms of FR 215 (3) (b) & (c)

Name of Ministry / Department / District Secretariat : Department of Trade and Investment Policy
Expenditure Code : 244
Programme No. & Title : I - Operational Activities

Name of the Person/Institution (To be identified at the time of Transferring the Provision to Deposit Accounts.) *	Description of Liability	L/C No.	Particular of Vote details from which Provisions were Transferred			Deposit Account No.	Amount Transferred (Rs.)
			Project	Sub Project	Object Code	Financing Code	
1. Ministries/Government Department	N/A						
.....							
.....							XX
.....							XX
Total							
2. State Corporations/Statutory Boards							
.....							
.....							XX
.....							XX
Total							
3. Others (Private Parties)							
.....							
.....							XX
.....							XX
Total							
Grand Total							

* should use only when relevant to the reporting entity




 Chief Financial Officer/Chief Accountant/Director(Finance)/Commissioner(Finance)
 Accountant (Acting)
 Department of Trade and Investment Policy
 General Treasury
 Colombo

Date : 30.02.2026

Statement of Missing Vouchers

Ministry / Department / District Secretariat : Department of Trade and Investment Policy
 Expenditure Head No : 244
 Programme No. & Title : I - Operational Activities

Date	Voucher No.	Name of Payee	Nature of Payment	Amount (Rs.)
-	-	-	-	-

* When there are no information with regard to this report, a nil report should be submitted

Chief Financial Officer /Chief Accountant/Director (Finance)/
 Commissioner (Finance)
 Date : 20.02.2026

N. J. Pathirana
 Accountant (Acting)
 Department of Trade and Investment Policy
 General



Ministry / Department / District Secretariat : Department of Trade and Investment Policy

[illegible]

I hereby certify that the above information is true and correct.

.....
 Chief Financial Officer /Chief Accountant/Director (Finance)/
 Commissioner (Finance)

Date : 02.2026

N. J. Pathirana
Accountant (Acting)
Department of Trade and Investment Policy
General Treasury



3.5 Performance of the Revenue Collection -2025

Rs.000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	As a % of Final Revenue Estimate
-	-	-	-	-	-

3.6 Performance of the Utilization of Allocations -2025

Rs.000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	116,000	122,800	94,353	99
Capital	205,000	205,000	49,439	9.6

3.7 In terms of F.R.208 Grant of Allocations for Expenditure to this Department as an agent of the other Ministry/Department Rs.000

Serial No.	Allocation Received from which Ministry/ Department	Purpose of the allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
-	-	-	-	-	-	-

3.8 Performance of the Reporting of Non – Financial Assets

Rs.000

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2025	Balance Per Financial Position Reports as at 31.12.2025	Yet to be Accounted	Reporting Progress as at 31.12.2025
61121	Transport Equipment	-	27,080	-	100%
61122	Machinery and Equipment	-	36,799	-	100%
61133	Other (Intangible)	-	2467	-	100%

3.9 Auditor General's Report (Refer Annexure)

4. PERFORMANCE INDICATORS -2025

No.	Specific Indicators	Actual output as a percentage (%) of the expected output		
		90-100%	75-89 %	50-74%
1	Percentage of implementation of ongoing Beleteral, Plurilateral and Multilateral Free Trade Agreements			
1.1	Sri Lanka - Singapore Free Trade Agreement (SLSFTA)	No any request arrised		
1.2	Sri Lanka -Thailand Free Trade Agreement	No any request arrised		
1.3	Follow up on other Free Trade Agreements.(India,Pakistan,South Asia,Asia Pacific)	√		
2	Facilitation of Proposed Free Trade Agreements			
2.1	Proposed China - Sri Lanka Free Trade Agreement (on hold)	No any request arrised		
2.2	Proposed Bangladesh Sri Lanka Preferential Trade Agreement - (BSPTA)	No any request arrised		
2.3	Proposed Sri Lanka Indonesia Preferential Trade Agreement	No any request arrised		
2.4	Proposed Sri Lanka Malayasia Free Trade Trade Agreement	No any request arrised		
2.5	Proposed Economic and Technology Cooperation Agreement with India (ECTA)	No any request arrised		
3	Reviewing of Tariff Policy for National Development			
3.1	Issuance of (RPO) Gazette Notifications related to Requests on Customs Duty revisions Requests on creation of National Sub Divisions Obligations	√		
3.2	Issuance of SCL Gazette Notifications	√		
3.3	Issuance of Gazette Notifications under the Customs Ordinance (Surcharge)	√		
3.4	Issuance of CESS Gazette Notifications	No any request arrised		
4	WTO- TFA, Commitments, and NTFC activities	√		
5	National Sub Divisions (NSDs) of HS Codes	√		
6	Issues submitted by industries/ other organizations			
6.1	Addressing trade and tariff related issues submitted by industries/ other organizations	√		
6.2	Policy issues related to imports and exports control measures	√		

6.3	Regulation and facilitation of importation received as donation	√		
6.4	Policy issues related to Board of Investment of Sri Lanka	√		
6.5	Activities Under the Hub Regulations	√		
6.6	CESS related issues/requests submitted by Gov. organizations/ industries/ other organizations	√		
6.7	Colombo Port City Matters	√		
7	Percentage of Revision of TIEP scheme	√		
8	Facilitate for implementation of Trade Policy related Budget Proposals of the Budget Speech and directions issued by various Parliamentary Committees	No any Proposals recived in this year		
9	Granting Duty Waivers under the provisions of the Customs Ordinance	√		
9.1	Granting approval for importation of goods for Special Development projects under the Section 19A of the Customs Ordinance	√		
9.2	Granting approval for importation of goods on re-export basis for Special Development projects under the Section 22 A of the Customs Ordinance	√		
9.3	Granting Duty Waivers under the Section 19A of the Customs Ordinance for the goods imported for public interest	√		
9.4	Issuance of Gazette Notifications on duty waivers granted under the Section19(A) of Customs Ordinance	√		
10	Bonded Warehouses related matters	√		
10.1	Reviewing of Policy guidelines related to Bonded Warehouses	√		
10.2	Establishment re-location / de bond of Bonded Warehouses (B/W)	√		
11	Participation to the Parliament Committees COPA Public Finance Committee Oversight committee Means and Ways committee	√		
12	Preparation of Answers for Parliamentary Questions / Cabinet Observations			
12.1	Preparation of Answers for Parliamentary Questions	√		
12.2	Preparation of observations of the Cabinet Memorandum	√		
13	Implementation of SAARC Development Fund (SDF) activities	√		

14	SAARC –ADB Special Meeting on Regional Economy Integration Study (Phase II)	No any request arvised		
15	Facilitating Boarder /Customs Management	√		
16	Matters related Foreign Exchange Act No 12 of 2017, Financial Intelligence Unit and other matters related to Central Bank of Sri Lanka	√		
17	Trade national Single Window System (TNSWS) Project			√
18	National Tariff Policy (NTP)	√		
19	Miscellaneous / Vehicle Assembly Industry related Matters	√		
20	Disposal of vehicles imported under the various duty concession schemes	√		
21	Issuance of Vehicle Import Permits under Concessionary Terms for the eligible officers of Government Service, State Corporations , Statutory Institutions and Governors of Provinces	√		
22	Right to Information Act No. 12 of 2016	√		
23	Human Resource Management	√		
24	Maintaining personal files of Departmental staff up to date	√		
25	Procurement	√		
26	Fleet Management	√		
27	Court Cases Legal Matters	√		
28	Financial Management			
28.1	Planning financial resources	√		
28.2	Recording the transactions	√		
29	Answering audit queries raised by General Audit, Management Audit, and Internal Audit)	√		
30	Assets and Inventory management	√		
31	Maintaining utility services (Telephone, Fuel, Cleaning, Postal)	√		
32	Preparation of Monthly & Quarterly Progress Report	√		
33	Percentage of Preparing the Performance Report	√		

**05. PERFORMANCE OF THE ACHIEVING SUSTAINABLE
DEVELOPMENT GOALS - 2025**

5.1 Sustainable Development Goals -2025							
Serial No.	Goal No.	Goal	Targets (Programs Implemented to Achieve the Goal)	Indicators of the achievement	Progress of the Achievement to date		
					0% - 49 %	50 %- 74 %	75%- 100 %
1.	Goal 17	Strengthen the means of implementation and revitalize the global partnership for sustainable development	Implementation of ongoing Bilateral, Plurilateral and Multilateral Trade Agreements (India,Pakistan,South Asia,Asia Pacific)				
1.1			India Sri Lanka - Free Trade Agreement (ISFTA)	No. of Gazette Notifications issued	No any request received in this year		
				No. of issues resolved			
1.2			South Asia Free Trade Agreement (SAFTA)	No. of Gazette Notifications issued	No any request received in this year		
				No. of reports prepared			
1.3			Pakistan- Sri Lanka- Free Trade Agreements (PSFTA)	No. of policy issues received			√
				No. of policy issues resolved			√
1.4			Asia Pacific Trade Agreement (APTA)	No. of Gazette Notifications issued	No any request received in this year		
				No. of policy issues resolved			
1.5			Sri Lanka Singapore Free Trade Agreement (SLSFTA)	No.of Gazette issued to implement the TLP	No any request received in this year		
1.6			Proposed Thailand-Sri Lanka FreeTrade Agreement	No. of policy issues resolved	Temparary Stopped due to the court case		
				No. of meetings attended			
2			Facilitation of Proposed Free Trade Agreements				
2.1			Proposed China Sri Lanka Free Terade Agreement	No.of reports prepared	No any request received in this year		
				No.of meetings attended			
2.2			Proposed Economic and Technology Cooperation Agreement with India (ETCA)	No. of reports prepared	No any request received in this year		
				No. of meetings attended			

2.3			Proposed Bangladesh Sri Lanka- Free Trade Agreement	No. of reports prepared	No any request received in this year		
2.4				No. of meetings attended			
2.5			Proposed Sri Lanka-Indonesia Free Trade Agreement	No. of reports prepared	No any request received in this year		
				No. of meetings attended			
			Proposed Sri Lanka-Malaysia Free Trade Agreement	No. of reports prepared	No any request received in this year		
				No. of reports prepared			
3			Assisting for implementation of WTO Trade Facilitation Agreement	No. of Meetings Attended			√
				No. of Activities implemented			√
4			Implementation of SAARC Development Fund (SDF) activities	No. of letters reports prepared			√
				No. of progress review meetings held			√
5	SAARC –ADB Special Meeting on Regional Economy Integration Study (Phase II)	No. of letters reports prepared	No any request arised				
		No. of progress review meetings held					
6	Goal 16	Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels	Oversight Committee of Parliament / Public Finance Committee of Parliament				
6.1			Participation of Parliament Committee/ Public Finance Committee of parliament	No. of meetings attended			√
				No.of reports prepared			√
7			Preparation of Answers for Parliamentary Questions / Cabinet Observations				
7.1			Preparation of Answers for Parliamentary Questions.	No. of questions received			√
				No. of answers for parliamentary question			√
7.2			Preparation of Cabinet Observations	No. of Cabinet observations requested			√
				No. of Cabinet observations submitted			√
8			Facilitating Boarder /Customs Management	No. of amendment made to customs Ordinance		√	
				No.of appeals concluded			√
9			Facilitate for implementation of Trade Policy related	No. of reports / minutes / letters prepared			√

			Budget Proposals of the Budget Speech				
10			Matters related Foreign Exchange Act No 12 of 2017, Financial Intelligence Unit and other matters related to Central Bank of Sri Lanka	No. of amendments made to the FEA			√
				No. of Orders & Regulations issued			√
				No .of. issues facilitated			√
11			Miscellaneous/Vehicle Assembly Industry related Matters	No. of reports prepared			√
				No. of meetings attended			√
12			Right to Information Act No. 12 of 2016	No. of replied information requests			√
				No. of appeals attended			√
13			Human Resource Management	No. of HR acquired for Vacancies			√
14			Maintaining personal files of Departmental staff up to date	No.of performance appraisal completed			√
				No.of salary increment provided			√
15			Procurement	Percentage of Procurement completed according to the procurement plan			√
				Percentage of budget			√
16			Fleet Management	No.of vehicle repairs during the year			√
				No.of. Audit quarries received			√
17			Court Cases	No. of Cases for which averment submitted			√
				No .of Consultations attended			√
18			Financial Management				
18.1			Planning Financial resources	Percentage of allocation utilized			√
				Amount of imprest received			√

				No. of accounts/summaries/ reports prepared on or before the time targets			√
18.2			Recording the transactions	No. of timely submitted monthly accounting summaries			√
				No. of Control Accounts and reconciliation			√
19			Answering audit queries related to the Department (General Audit, Management Audit, Internal Audit)	No. of Audit Queries answered			√
20			Assets and Inventory management	Availability of inventory items			√
				Timely submission of ABS Report			√
21			Maintaining utility services (Telephone, Fuel, Cleaning, Postal)	No. of interruptions of utility services			√
22			Preparation of Monthly & Quarterly Progress Report	No. of monthly reports prepared			√
				No. of quarterly reports prepared			√
23			Preparing the Performance Report	Timely submitted Performance report			√
24	Goal 12	Ensure sustainable consumption and production patterns;	Bonded Warehouses related matters				
24.1			Reviewing of policy guidelines related to Bonded Warehouses	No. of requests received			√
				No. of policy guidelines revised			√
24.2			Establishment/ re-location/de-bond of Bonded Warehouses	No. of . approvals granted for revoke establishment/ re-location/de-bond of Bonded Warehouses			√
				No. of policy Compliance approvals granted by the ST for established a Plant in Bomd			√

25			Disposal of vehicles imported under the various duty concession schemes	No.of approvals granted			√
26			Issuance of Vehicle Import Permits under Concessionary Terms for the eligible officers of Government Service, State Corporations , Statutory Institutions and Governors of Provinces	No. of amendments made to the Circulars			√
				No. of issued permits under the Circular No 01/2018			√
				No. of complaints and appeals replied/ attended			√
				No. of permits issued to the Governors			√
				No. of issued permits under the Circular No 22/99			√
27			Revision of TIEP scheme	No.of meeting conducted			√
				No.of document prepared			√
28	Goal 12 & Goal 8	Ensure sustainable consumption and production patterns; & Promote sustained,inclusive and sustainable economic growth,full and productive employment and decent work for all	Reviewing of Tariff Policy for National Development				
28.1			Issuance of Revenue Protection Orders (RPO) Gazette Notifications	No.of RPO Gazette Notifications issued			√
				No.of Cabinet Memorandum submitted			√
28.2			Issuance of SCL Gazette Notifications	No.of SCL Gazette Notifications issued			√
				No.of Cabinet Memorandum submitted			√
28.3			Issuance of CID Gazette Notifications under the Customs Ordinance (Surcharge)	No.of RPO Gazette Notifications issued			√
				No.of Cabinet Memorandum submitted			√
28.4			Issuance of CESS Gazette Notifications	No.of CESS Gazette Notifications issued			√
29			National Sub Divisions (NSDs of HS Cods)	No.of requests recived processed			√
				No.of solotions implemented			√
30			National Tariff Plicy (NTP)	No.of meetings/workshops condusted			√
				No.of NTP draft and revisons made	√		

				No.of Cabinet Memorandum prepar			√
31	Goal 8	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all	Issues submitted by industries/ other organizations				
31.1			Addressing trade and tariff related issues submitted by industries/ other organizations	No. of reports / minutes / letters prepared			√
				No.of issues solved			√
31.2			Addressing request related to Imports and Exports Control matters	No.of matters resolved			√
				No.of regulation imposed			√
31.3			Regulation and facilitation of importation received as donation	No.of donations received			√
31.4			Addressing requests related to Board of Investment of Sri Lanka	No. of reports / minutes / letters prepared			√
				No.of issues solved			√
31.5			Hub regulations	No.of issues resolved			√
				No.of reports/ letters prepared			√
				No.of meeting organized / attended			√
31.6			CESS	No.of Issues/request received			√
				No.of request/issues attend			√
31.7			Colombo Port City	No. of reports / minutes / letters prepared			√
				No.of issues resolved			√
32			Implementation of Trade National Single Window project	No.of policy dicisions taken			√
				No of Technical Assistance received			√
				No of Project Implementation Committee meetings Conduted			√
				No. of High Level Steering Committee / other meetings/workshops conducted			√
32.1				No of procument conducted		√	

33			Granting Duty Waivers under the provisions of the Customs Ordinance				
33.1			Granting approval for goods for special development projects under the Section 19A of the Customs Ordinance	No. of duty waivers granted			√
33.2			Granting approval for goods on re- export basis for special development projects under the Section 22A of the Customs Ordinance	No. of duty waivers granted			√
				No.of policy decisions taken			√
33.3			Granting Duty waivers under the Section 19A of the Customs Ordinance for the goods imported for public interest.	No. of duty waivers granted			√
33.4			Issuance of Gazette Notifications on duty waivers granted under Section 19A of the Customs Ordinance	No.of Gazette issued			√

06. HUMAN RESOURCES PROFILE

6.1 Cadre Management

Cadre Position as at 31st December 2025

Level	Approved Cadre	Existing Cadre	Vacancies
Senior	17	13	04
Tertiary	03	02	01
Secondary	28	27	01
Primary	15	13	02
Total	63	55	08

6.2 Impact of Human Resource Shortage or Surplus on the Performance of the Institution

The Department of Trade and Investment Policy consists of an approved cadre of 63. Accordingly, the above table shows the staff served in the Department. There had been 08 vacancies in the year 2025 and the Department achieved the expected performance by using the existing cadre productively. The Department had not faced much difficulty in performing the duties due to shortage of staff.

6.3 Human Resources Development

It is important to provide the local and foreign trainings to enhance the employees' skills, knowledge and positive attitudes towards their duties of the Department and developing the dedicated positive personalities in the Department to achieve the objectives of the organization. Accordingly, foreign training and local trainings were provided for the staff of the Department.

07. COMPLIANCE REPORT- 2025

No.	Applicable Requirement	Compliance Status (Complied / Non Complied)	Brief explanation for non-Compliance	Corrective actions proposed to avoid non-compliance future
01	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 Applicable		
1.4	Stores Advance Accounts	Not Applicable		
1.5	Special Advance Accounts	Not Applicable		
1.6	Others	Not Applicable		
02	Maintenance of books and registers (FR 445)			
2.1	Fixed assets register has been maintained and updated in terms of the Public Administration Circular No. 267/2018	Complied		
2.2	Personal Emoluments Register/Personal Emoluments Cards has been maintained and updated.	Complied		
2.3	Register of Audit queries has been maintained and updated.	Complied		
2.4	Register of Internal Audit Reports has been maintained and updated.	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 updated.	Complied		
2.7	Inventory register has been maintained and updated.	Complied		
2.8	Stocks Register has been maintained and updated.	Complied		
2.9	Register of Losses has been maintained and updated.	Complied		
2.10	Commitment Register has been maintained and updated.	Complied		

2.11	Register of Counterfoil Books (GAN 20) has been maintained and updated.	Complied		
03	Delegations 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 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 The State Accounts Circular No. 171/2004 dated 11.05.2014 in using the Government payroll software Package	Complied		
04	Preparation of Annual Plans			
4.1	The annual action plan had been prepared.	Complied		
4.2	The annual procurement plan had been prepared.	Complied		
4.3	The annual Internal Audit plan had been prepared.	Not Applicable		
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		
05	Audit Queries			
5.1	All the audit queries has been replied within the specified time by the Auditor General.	Complied		
06	Internal Audit			
6.1	The internal audit plan had been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2) DMA/1-2019.	Not Applicable		
6.2	All the internal audit reports had been replied within one month.	Complied		
6.3	Copies of the all internal audit reports had 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 had been submitted to the Auditor General in terms of Financial Regulation 134(3).	Complied		

07	Audit and Management Committee			
7.1	Minimum 04 meetings of the Audit and Management Committee had been held during the year as per the DMA Circular 1- 2019.	Not Applicable		
8	Asset Management			
8.1	The information about purchase of asset 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 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.	Complied		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of the Public Finance Circular No. 05/2016.	Complied		
8.4	The excess 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		
09	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.	Not Applicable		
9.3	The vehicle log books had been maintained and updated.	Complied		
9.4	The action has been taken in terms of FR 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 vehicle log books has been transferred after the lease term.	Not Applicable		
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 carried forward from previous years had been settled.	Not Applicable		
10.3	The action had been taken regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made in terms of Financial Regulations and those balances had 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 has been remitted to TOD at the end of the year under review.	Complied		
14.2	The ad – hoc 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 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 Applicable		
15.2	The revenue collection had been directly credited to the revenue account without crediting to the deposit account.	Not Applicable		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176.	Not Applicable		
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 Regulations.	Complied		
17.2	Information about the institution to the public have been provided by website or other alternative measures and facilities are made through the website or by other means to facilitate public to submit appreciations/ allegation about the institutions.	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 No. 05/2008 (1) of the 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	Complied		
	terms of the format in Annexure 02 of public Administration circular No.02/2018 dated 24.01.2018.			
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.	Partly Complied	As per the National Budget Circular.	
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		

