



அனூலாதுை கார்டுலுெ  
பிரதம அமைச்சர் அலுவலகம்  
Prime Minister's Office



கார்டுசுடலிவ வார்டலி  
செயற்திறன் அறிகுைக  
Performance Report  
2014

## **Our Vision**

Free, Sovereign and Prosperous Sri Lanka

## **Our Mission**

“To provide supportive leadership for an excellent public sector comprised of good governance practices, by proper co - ordination of government and non - government institutions in order to fulfill the aspirations of the people of the country and to uplift their standard of living”

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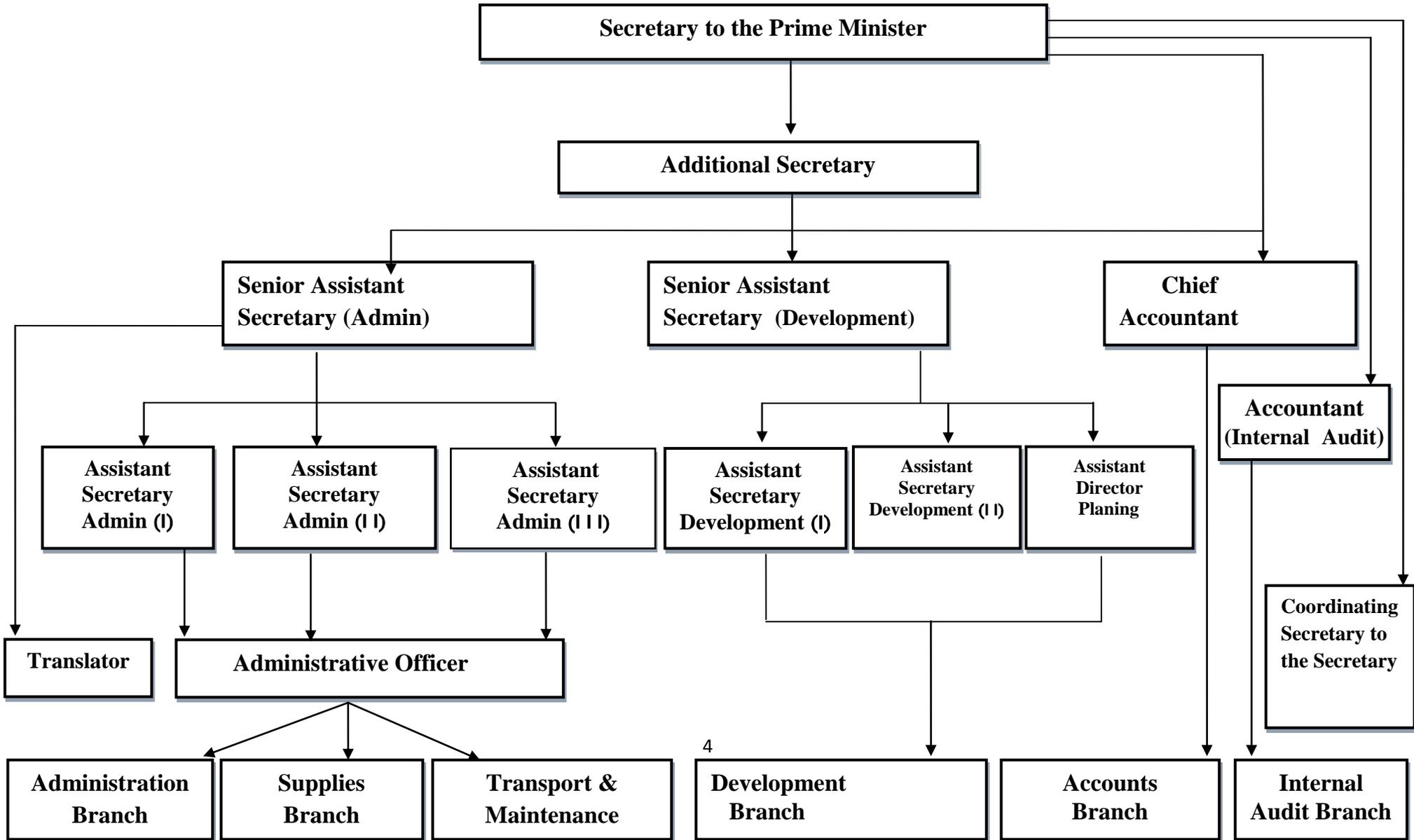
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# 1) Responsibilities and functions of the Prime Minister's Office

The Office of the Prime Minister is the Institution that carries out official functions of the Hon. Prime Minister of the Democratic Socialist Republic of Sri Lanka. Main functions of the PM's office are as follows.

- To set an example and provide guidance to all other government institutions as the second leading office of the Public Sector in the country.
- To facilitate and co-ordinate various public events presided over by the Hon. Prime Minister.
- To provide an excellent service by coordinating all Government Ministries, Departments and Institutions.
- To facilitate Hon. P.M. to maintain cordial relationships with foreign missions and diplomats.
- To answer the questions raised in parliament and to extend fullest co-operation in implementing policies & decisions of the government.
- To take action with regard to bills, reports etc., presented to Parliament through the Hon. Prime Minister.
- To regulate and follow up the activities regarding the Action Plan on SAARC Social Charter.
- To grant permission of the Hon. Prime Minister for Government officers and MPs to travel abroad for various purposes.
- To co-ordinate and make arrangements in respect of foreign visits of the Hon. Prime Minister.
- To arrange media coverage of the State and National ceremonies as well as other special occasions to which the Hon. Prime Minister participates as the Chief Guest.
- To carry out the administration and development activities of the Prime Minister's office.
- To implement Training and other career development programmes for officers of the Prime Minister's Office.
- To maintain the Prime Minister's Office, the Official Residence and the circuit Bungalows up to the standard.
- To provide necessary contribution for various religious and social welfare activities of the country.
- To carry out the programme to Improve Positive Attitudes in Sri Lankan community towards Creating a Nobel Society with Economic Development.

# Organizational Chart of Prime Minister's Office



### **3) Administrative Structure of Prime Minister's Office**

Office of the Hon. Prime Minister

Office of the Personal Staff of the PM

Office of the Secretary to the PM

Office of the Additional Secretary to the PM

Administration Division

Accounts Division

Development Division

Media Unit

Procurement and Stores Division

Transport Division

Prime Minister's Security Division

#### 4) Prime Minister's Office - Approved Cadre

Permanent Staff from 01.01.2014 – 31.12.2014

Index No.	Designation	Approved Cadre	No. of Employees at present	Vacancies
1	Secretary to the PM	1	1	0
2	Additional Secretary	1	1	0
3	Senior Assistant Secretary	2	2	0
4	Assistant Secretary	7	4	3
5	Accountant	1	1	0
6	Accountant (Internal Auditor)	1	0	1
7	Assistant / Deputy Director (S.L.P.S)	1	1	0
8	Administrative Officer	1	1	0
9	Information Technology Assistant	1	1	0
10	Translator	2	2	0
11	Documentation Officer	1	0	1
12	Protocol Officer (Temporary)1	1	1	0
13	Public Management Assistant	42	42	0
14	TV Cameraman	1	1	0
15	TV Technical officer	1	0	1
16	Receptionist	1	0	1
17	Book Binder	1	1	0
18	Telephone Operator	2	2	0
19	TV Service Assistant	2	2	0
20	Driver	26	24	2
21	Chief K.K.S	1	1	0
22	K.K.S.	34	31	3
	<b>Total</b>	<b>131</b>	<b>119</b>	<b>12</b>

### Personal Staff from 01.01.2014 – 31.12.2014

Index No.	Designation	Approved Cadre	No. of Employees at present	Vacancies
1	Private Secretary	1	1	0
2	Public Relations Secretary	1	1	0
3	Coordinating Secretary	1	1	0
4	Media Secretary	1	1	0
5	Coordinating Secretary (Trade Unions)	1	1	0
6	Coordinating Secretary (Parliamentary Affairs)	1	1	0
7	Personal Assistant	1	1	0
8	Stenographer (English/Tamil)	2	2	0
9	Stenographer (Sinhala)	2	2	0
10	Typist (Sinhala)	3	3	0
11	Typist (English)	2	2	0
12	Clerk	9	9	0
13	Driver	9	9	0
14	K.K.S.	4	4	0
	<b>Total</b>	<b>38</b>	<b>38</b>	<b>0</b>

### Temporary Staff from 01.01.2014 – 31.12.2014

Index No.	Designation	Approved Cadre	No. of Employees at present	Vacancies
1	Consultant (Foreign Affairs)	1	1	0
2	Consultant (to the Hon. P.M. & Minister of Buddha Sasana)	1	0	1
3	Co-secretary of the Secretary to the PM	1	1	0
4	Manager of the Temple Trees	1	0	1
5	Social Assistant	1	1	0
6	Personal Security	5	5	0
7	Press Officer	1	1	0
8	Media Coordinator	1	1	0
9	News Editor	2	2	0
10	Cameraman	1	1	0
11	Advisor Chef (Temple Trees)	1	0	1
12	Chief Cook	1	1	0
13	Bungalow Keeper	3	3	0
14	Asst Bungalow Keeper	2	2	0
15	Cook (Nuwara-Eliya)	1	1	0
16	Bungalow Assistant	8	8	0
17	House Labourar	2	2	0
18	Building Maintenance and Entertainment Officer	1	1	0
19	Motor Car Cleaner	2	2	0
	<b>Total</b>	<b>36</b>	<b>33</b>	<b>3</b>

## 5) Special Projects & Programmes Implemented

- i. **The Programme to Improve Positive Attitudes towards Creating a Noble & Righteous Society together with Economic Development which was being implemented parallel to “Mahinda Chinthana Idiri Dekma” Manifesto and as envisaged by Hon. Prime Minister.**

### **1. Introduction**

In keeping with the main concept of “Mahinda Chinthana” to make Sri Lanka the wonder of Asia the necessity to have rapid Economic Development and Social Development has emerged. In support of it, the Prime Minister’s Office had already initiated a Programme to develop positive attitudes within the Sri Lankan Society towards achieving Economic Development and Noble Society. Accordingly these programmes were implemented based on various themes.

### **2. Concept**

As stated in “Mahinda Chinthana” future vision, man should be endowed with piety and wisdom to develop him physically and spiritually. To achieve this objective, the relationship between parent – child, husband – wife, teacher – student, employer – employees, ruler – ruled and so on should be made effective and frustration and unfaithfulness should be dispelled from the hearts of the people. Thus it was expected to build a secure society establishing a social development parallel to the economic development.

### **3. Objectives**

1. To develop consciousness on national pride.
2. To co-exist with the environment.
3. To create a self- disciplined society.

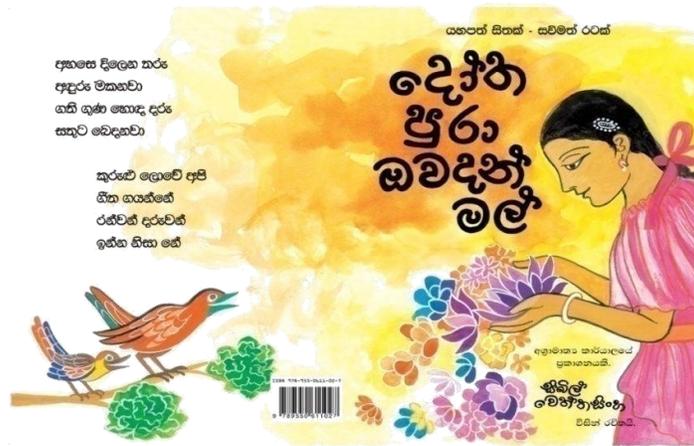
## Projects implemented under Positive Attitudes Development Programme

- In parallel to the “Deyata Kirula Exhibition-2014” Essay and Art competition were conducted among school children in divisional and district level in Kurunegala District, under the theme of “Developing Positive Attitudes”. Winners were awarded with gifts and certificates.



*A school winner receiving his award from the Minister of Telecommunication and Information Technology and Secretary to the Prime Minister at Deyata Kirula Exhibition 2014*

- A children’ book titled “ **Dotha Pura Owadan Mal**” containing guidelines for developing moral values, disciplines in children to lead a successful adult life through positive behavior with the objective of cultivating positive attitudes in children ,under the programme of “Developing Positive Attitudes” based on the theme of “**Yahapath Sithak – Savimath Ratak**” (Positive Mind – Strong Country), invited by Prime Minister’s Office, compiled by prominent artist and writer Mrs. Sybille Weththasinghe was translated into Tamil by Sarojini Devi Arunachalam under the title of “Ariv Malar Anjalee”.



- Steps were taken to distribute the first edition of the book titled **“Yahapath Sithak – Savimath Ratak”** written by Mr. Somaweera Senanayake, compiled in Sinhala language free of charge among all the government schools.

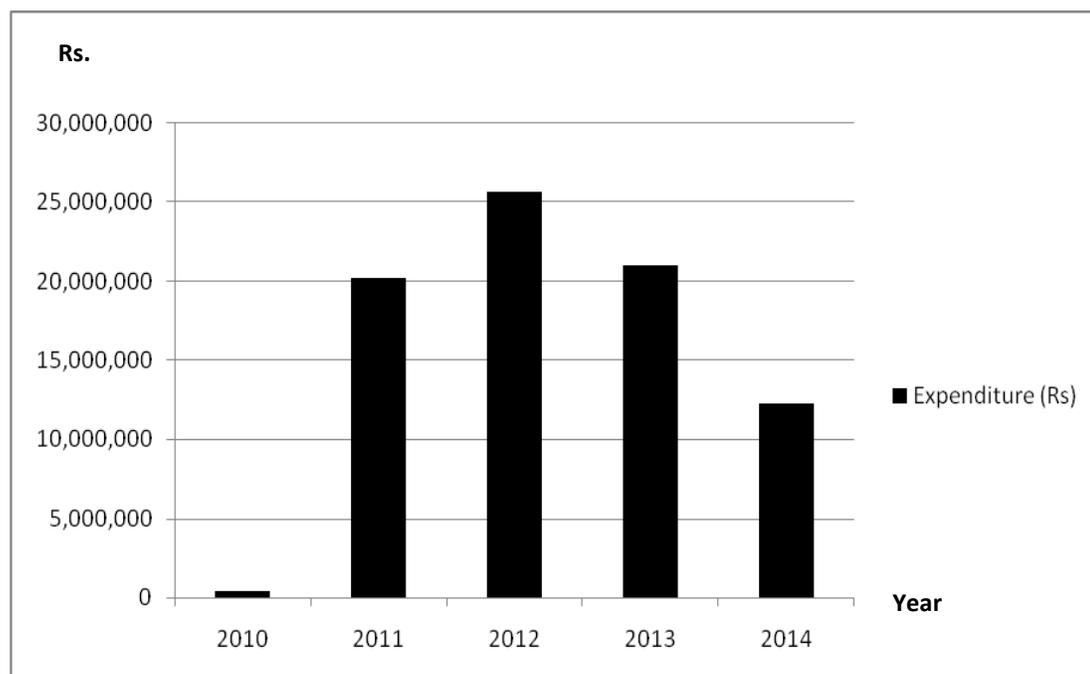


- Tamil adaptation of the Sinhala book titled **“Yahapath Sithak – Savimath Ratak”** written by Mr. Somaweera Senanayake was translated into Tamil by Mr. A.S.M.Jffri Tamil Translator of Prime Minister’s Office and measures were taken to distribute it free-of-charge among Tamil schools island wide.



## Expenditure of Positive Attitude Development Programme

Year	Estimated Cost (Rs.)	Expenditure(Rs.)
2010	400,000.00	399,858.00
2011	20,330,000.00	20,216,513.00
2012	35,400,000.00	25,694,916.00
2013	30,000,000.00	21,030,370.00
2014	25,000,000.00	12,300,003.00



## **ii. Productivity Development Programme which was implemented since 2008 continued in 2014**

After winning the special merit award by Prime Minister's office in Public Sector Inter Ministerial category at the Productivity Award, Competition organized by National Productivity Secretariat, the following activities were implemented as the next step.

1. Refer the staff for the trainings to improve the office environment and external relationship by creating an attitudinal change.
2. Measures were taken to update and make efficient the currently implemented procedures with the use of Information Technology.
3. Through workshops conducted in the office the members were made aware of practical knowledge and skills required to implement "Quality Circles".
4. Productivity Training facilities were provided for the staff to development the service productivity.

## **iii. Programmes implemented in parallel to the "Deyata Kirula" Exhibition.**

"Deyata Kirula" national development exhibition, which is an annual event held in parallel to the Independence Day, was conducted in Kurunegala district in February, 2014. Accordingly a series of programmes including the erection of Prime Minister's stall were launched.

Further, the programme to select 30 schools which have no library facilities in Kurunegala district with the aim of building positive attitudes based on Deyata Kirula Exhibition 2014 and donate books and cupboards to start a library was implemented successfully. Yet, actions were taken to hold an essay and art competition at Divisional & District levels among school children and award prizes and certificates to the winners under the patronage of Hon. Minister of Telecommunication and Information Technology, Mr. Ranjith Siyabalapitiya at "**Deyata Kirula**" Exhibition.

**iv. To create an awareness on social services and efficiency in rendering of services by implementing the Citizens'- Clients' Charter since 2008.**

**Objectives**

- Continuous improvement of the quality of the service providing procedures in the public sector.
- Concurrence of the citizens regarding the standards of services provided by government institutions and the action that can be taken by the citizens / clients, if the services provided are not up to the standards.
- Ensure the ethical responsibility of rendering a quality and efficient service to the citizens / clients in response to the taxes paid by them.
- Ensure the responsibility entrusted on public servants in respect of the services provided by them to the citizens.
- Create a more proper awareness among the citizens / clients regarding rules and regulations as well as the procedures that should be followed in obtaining services from the public sector.
- Create awareness among the citizens / clients on the details / information required in obtaining their services from the public sector

**v. Progress review and update of the Action Plan relevant to 2008-2015 SAARC Social Charter.**

- A National Action Plan has been drafted establishing National Coordinating Committee headed by Prime Minister's Office in compliance with and to carry out provisions of the SAARC Social Charter that aims to improve the quality of life of the South Asians by way of promoting welfare. With the view of putting into effect the objectives therein the PM's office, with the assistance of the relevant line Ministries and other Government and non – government organizations, coordinates the action plan of Sri Lanka in this regard. Specific aims and targets, performance indexes that should be achieved within a given time are included in the Charter and the progress of achieving them is being monitored by Prime Minister's Office.
  
- Contents of 2008- 2015 Action Plan focus on the following key areas.
  1. Poverty
  2. Youth
  3. Women
  4. Children
  5. Education
  6. Health
  7. Environment
  
- Coordination with the relevant line Ministries were being implemented the SAARC Social Charter, Action Plan and to review its progress and update the Action Plan.

## 6) Hon. Prime Minister's Overseas visits, meetings and discussions with the diplomats and Agreements Signed.

### i) Meetings and discussions with the diplomats (01.01.2014 - 31.12.2014)

Date	Name of the Foreign/Local Delegates	Country
02.05.2014	Meeting with Mr. Yoshiteru Uramoto, Assistant Director General and Regional Director for Asia and the Pacific	Asia & the Pacific Religion
02.12.2014	H.E. Hojjatoleslam Ghazi Askar, Representative His Eminence the Supreme Leader and Head of the Hajj Committee of the Islamic Republic of Iran	Iran
02.18.2014	Meeting with Ambassador of Indonesia	Indonesia
03.06.2014	H.E. major General (Retd.) Qasim Qureshi, High Commissioner of Pakistan	Pakistan
03.27.2014	farewell Meeting for Korean Ambassador H.E. Arjuna Jongmoon Choi	Korea
06.09.2014	H.E. Mr. Chang Won-Sam, Ambassador of the Republic of Korea	Republic of Korea
07.14.2014	H.E. Ms. Milena Santana-Ramirez, Ambassador of Venezuela to Sri Lanka	Venezuela
07.28.2014	Meeting with H.E. Mr. Thomas Litscher, Ambassador of Switzerland	Switzerland
07.30.2014	H.E. Mr. Moammad Sufiur Rahaman, High Commissioner of Bangladesh	Bangladesh
08.06.2014	Farewell Meeting with the Leaving Ambassador of Vietnam, H.E. Mr. Ton Sinh Thanh	Vietnam
10.30.2014	Courtesy Call by Her Excellency Ms. Phan Kieu Thu, Ambassador of Vietnam	Vietnam
11.18.2014	Honourable Vladimir Andreichenko, Chairman of the House of Representative of the National Assembly of Belarus	Belarus
11.21.2014	Honourable Zeng Peiyan, Chief Representative of China and Vice President of the Boao Forum for Asia, Former Vice Premier of the State Council of China	China
12.12.2014	Mr. Yang Jiemian, Director of the Academic Committee of Shanghai Institute for International Studies (SIIS)	China

**ii). Visits of Foreign Delegates to Sri Lanka:**

<b>Date</b>	<b>Name of the Foreign</b>	<b>Country</b>
24.01.2014	Receive/see off Hon. Tony Abbott, Prime Minister of Australia and the 14 member delegation while transit at BIA	Australia
05.03.2014	To receive H.E. the President of Afghanistan at the Airport	Afghanistan
19.05.2014	Meeting with Thai Buddhist delegation led by a High Priest	Thailand
20.07.2014	Hon. Pedro Passos, Prime Minister of Portugal and delegates	Portugal
07.09.2014	Meeting with H.E. Mr. Bruno Rodriguez Parrilla, Minister of Foreign Affairs of Cuba and the delegation	Cuba
08.09.2014	See off His Excellency Shinzo Abey, Prime Minister of Japan and Madam Akie Abe on their departure	Japan
17.09.2014	Meeting with H.E. the President of the People's Republic of China & the delegations	China
18.09.2014	Meeting with the Delegation of the Communist Party of Viet Nam (CPV) headed by H.E. Mr. Hoang Binh Quan, Member of the CPV's Central Committee and Chairman of the CPV's Commission for External Affairs	Vietnam

**iii). Visits Abroad of Hon. Prime Minister:**

<b>Date</b>	<b>Occasion</b>	<b>Country</b>
2014.05.07 -2014.05.10	United Nations Day of Vesak 2014 at Bai Dinh Temple, Ninh Binh Province	Vietnam
2014.08.09 - 2014.08.13	Universal Peace Federation (UPF) World Summit 2014 in Seoul	Korea

**iv). Meetings/Functions (Local):**

<b>Date</b>	<b>Occasion</b>
2014.02.27	Closing ceremony of Deyata Kirula National Development Exhibition – Kuliypitiya 2014
2014.02.05	Meeting at Temple Trees – To appoint a Cabinet Sub-Committee
2014.03.07	Chief Guest at the Sports Meet of Matale Christ Church College
2014.04.05	Chief Guest at Sinhala/Hindu New Year Festival organized by the President's Office
2014.04.26	Chief Guest at the 8 <sup>th</sup> Asia Pacific Regional Top Leaders' Summit at Gold Sands Hotel, Negombo
2014.05.02	Ceremony of bestowing of National Hero Flags
2014.05.03	"Jaya Pirith Pinkama – 2014" at BMICH
2014.05.22	Meeting with Ven. Ketawala Hemaloka Thero of Gampaha Sri Suddarshana Dharma Nikethanaya regarding Thripitaka Suthra Sangayana
2014.05.25	Chief Guest at the Presentation of Sanganayaka ceremony of Wayamba to Ven. Pinnawala Sasanakeerthi Thero of Amarapura Nikaya
2014.06.27	Inauguration Ceremony of International Metta Convention at BMICH held by Sarvodaya
2014.07.06	Chief Guest at Presentation of Aktha Pathra to Chief Incumbent of Rotumba Pethmaga Viharaya
2014.07.14	"Prime Minister's Trophy" School Rugby Tournament – 2014
2014.07.15	Chief Guest at Seminar on the 21 <sup>st</sup> Century Maritime Silk Route invited by the Embassy of China
2014.09.19	Chief Guest at Opening Ceremony of the Chinese Exhibition "Memory.Tianjin" at BCIS
2014.09.19	Inauguration of 8 <sup>th</sup> General Assembly of International conference of Asian Political Parties (ICAPP)
2014.09.20	Delivered a speech at the closing ceremony of the International Conference on Asian Political Parties for Research & Development
2014.10.01	Chief Guest at World Children's Day Commemoration – 2014
2014.10.13	Chief Guest at the Inaugural Ceremony of the International Convention of Quality Control Circles (ICQCC) at BMICH and delivered a speech

## **7) Granting Permission to the Members of Parliament and Government Officials to travel abroad to attend Conferences/ Seminars/ Workshops and on Scholarships.**

- ❖ Approval of the Hon. Prime Minister shall be obtained under PA circular 21/2007 for Hon. MPs and Staff Grade officers of Government institutions to travel abroad.
- ❖ Permission had been granted to 7002 officers during the period of 01.01.2014 - 31.12.2014.
- ❖ As per PA Circulars issued to this effect and as instructed by the Presidential Secretariat from time to time, the PM's office issues instructions in order to regulate these activities. In addition to that measures have been taken to rationalize relevant forms in which the details are furnished, enabling the applicant officials to obtain permission without delay.
- ❖ It was envisaged to introduce an online system to submit applications & obtain approval and necessary measures to that effect are now being taken.

**The Summary of Granted Foreign Leave  
(01.01.2014 – 31.12.2014)**

<b>No</b>	<b>Name of the Ministry</b>	<b>Total</b>
1.	Ministry of Higher Education	2580
2.	Ministry of Power & Energy	619
3.	Ministry of Technology & Research	315
4.	Ministry of Environment and Renewable Energy	286
5.	Ministry of Agriculture	304
6.	Ministry of Health	269
7.	Ministry of Water Supply & Drainage	203
8.	Ministry of Transport	95
9.	Ministry of Irrigation & Water Resources Management	28
10.	Ministry of Industry & Commerce	140
11.	Ministry of Education	123
12.	Ministry of Fisheries & Aquatic Resources Development	120
13.	Ministry of Economic Development	143
14.	Ministry of Civil Aviation	127
15.	Ministry of Public Administration	214
16.	Ministry of Youth Affairs & Skills Development	252
17.	Ministry of Disaster Management	120
18.	Ministry of Livestock Development	52
19.	Ministry of Foreign Employment Promotion & Welfare	82
20.	Ministry of Telecommunication & Information Technology	34
21.	Ministry of Plantation Industries	64
22.	Ministry of Local Government & Provincial Councils	29
23.	Ministry of External Affairs	50
24.	Ministry of Justice	46
25.	Ministry of Co-operatives & Internal Trade	58
26.	Ministry of Construction & Engineering Services Housing and Common Amenities	35
27.	Ministry of Land & Land Development	32
28.	Ministry of Labour & Labour Relations	24
29.	Ministry of Wildlife Resources	16
30.	Ministry of Postal Services	24
31.	Ministry of Sugar Industry Development	10
32.	Ministry of Education Services	07
33.	Ministry of Investment Promotion	58
34.	Ministry of Sports	34

35.	Ministry of Mass Media & Information	19
36.	Ministry of Petroleum Industries	06
37.	Ministry of Traditional Industries & Small Enterprise Development	24
38.	Ministry of Buddha Sasana & Religious Affairs	14
39.	Ministry of National Heritage	19
40.	Ministry of Cultural & the Arts	10
41.	Ministry of Minor Export Crop Promotion	25
42.	Ministry of Indigenous Medicine	19
43.	Ministry of Social Services	31
44.	Ministry of Private Transport	13
45.	Ministry of Coconut Development and State Plantations Development	15
46.	Ministry of Productivity Promotion	17
47.	Ministry of Public Management Reforms	03
48.	Ministry of Child Development & Woman Affairs	04
49.	Ministry of Rehabilitation and Prison Reforms	30
50.	Ministry of Resettlement	05
51.	Ministry of State Resources	55
52.	Ministry of National Language and Social Integration	01
53.	Ministry of Botanical Gardens & Public Relations	20
54.	Prime Minister's Office	07
55.	Hon. Members of Parliament	28
56.	Parliament of Sri Lanka	44
57.	Ministry of Parliament Affairs	00
58.	<b>TOTAL</b>	<b>7002</b>

## **8) Memorandums, Parliamentary Reports and Bills and Submission of Answers to Parliamentary Question**

- Cabinet Memorandums including Private Member's Bills submitted by Hon. Prime Minister for and on behalf of the Parliament and other institutions as well as Cabinet Memorandums directly submitted by the Hon. Prime Minister are forwarded to the Secretary to the Cabinet of Ministers.
- Preparation of relevant Cabinet Memorandums and annexes in all three languages, forwarding decisions made by the Cabinet to relevant offices and follow up action on relevant matters.
- Reports and Bills presented to the Parliament through Hon. Prime Minister are forwarded to the Secretary General of Parliament. This is done in coordination with the Department of Legal Draftsmen the Attorney General's Department and other relevant institutions.
- In addition to the above, the Prime Minister's office prepare answers to parliamentary questions raised in respect of institutions under the purview of H.E. the President and in respect of the Prime Minister's Office coordinates questions of national interest as well as questions raised at the time of adjournment of the House.

## 9.)Development of Information Communication Technology

Measures are being taken to keep in line with the e-Government Policy. Following steps have already been taken.

1. Establishment of an Information Technology Unit and appointment of Chief Innovation Officer.
  2. Preparation of trilingual website for PM's office.
  3. Installation of a Software Security System.
  4. Application of the Computer Technology in matters relating to stores, transport, purchasing of items, recording of attendance & departure of the staff, maintenance of personal files & fixed assets etc.
  5. Identify practical training needs of the staff and the provision of required training.
  6. Preparation and implementation of the IT Action Plan
  7. Provision of necessary training to Chief Innovation Officers.
  8. Provision of PC s to all officers.
  9. Feeding information on Services provided by the PM's office to the Government Information Centre.
  10. To enter in to written – agreements are signed and maintained when out-sourcing activities related to software, hardware and website matters.
- In addition to that, it has planned to use computer technology further for the administration works.
  - All the computers and computer accessories of the office have been properly numbered.
  - Sound Control Unit of the Prime Minister's Office has totally been renovated and updated under the supervision of the Media Secretary, as well.

## **10) Construction of a new building and generating electricity from solar power by using its roof**

- 1 Development of new car park and adjoining building on the expenses of Rs.57,647,100.00 and use it for the official purposes.
- 2 Installation of a solar pannel with the capacity of 17 KWP as a energy saving measure and generating electricity through solar power for official usage.

## **11) Human Resource Development**

Foreign trainings were granted for 06 officers and local trainings were granted for 15 officers and employees of the Prime Minister's Office during 2014. Local trainings provided mainly for the following fields.

1. Improvement of knowledge in English.
2. Improvement of knowledge in Computer Technology.
3. Improvement of knowledge in management related subjects.

In addition, English language classes were conducted by a lecturer introduced by Public Service Training Institute to improve the English language of the staff.

Further, a field visit as a part of staff training is organized annually where the additions of the staff will be improved through various activities. This year's training programme was held in Hambantota District where a programme on Development of Positive Attitude was also conducted.

## 12.) EXPENDITURE REPORT - 2014 01.01- 2014.12.31

Head -  
2

Program 1 - Civil Administration

Project 1 - Office of the Prime Minister

Object Code	Category	Estimate-2014 Revise	Supplemen. Allocation	F.R.66 Transfers	Total Estimate	Total Exp upto Dec	Balance
1001	Salaries and Wages	12,000,000.00		(505,000.00)	11,495,000.00	11,486,675.18	8,324.82
1002	Overtime and Holiday Pay	4,750,000.00			4,750,000.00	4,749,652.04	347.96
1003	Other Allowances	11,400,000.00		107,500.00	11,507,500.00	11,507,479.15	20.85
		28,150,000.00		(397,500.00)	27,752,500.00	27,743,806.37	8,693.63
1101	Domestic	1,200,000.00		375,300.00	1,575,300.00	1,575,275.92	24.08
1102	Foreign	3,500,000.00		(137,200.00)	3,362,800.00	3,355,749.06	7,050.94
	Supplies				-		
1201	Stationery and Office Requisites	3,000,000.00	1,610,000.00		4,610,000.00	4,602,080.50	7,919.50
1202	Fuel	12,500,000.00		(1,433,200.00)	11,066,800.00	11,066,755.92	44.08
1203	Uniforms	200,000.00		(81,000.00)	119,000.00	114,500.00	4,500.00
	Maintenance Expenditure				-		
1301	Vehicles	13,500,000.00	3,500,000.00	566,500.00	17,566,500.00	17,566,459.02	40.98
1302	Plant, Machinery and Equipment	400,000.00			400,000.00	395,906.52	4,093.48
1303	Buildings	1,000,000.00		(356,000.00)	644,000.00	643,954.95	45.05
	Contractual Services				-		
1401	Transport	550,000.00		113,221.00	663,221.00	663,220.08	0.92
1402	Postal and Communication	4,500,000.00		(187,000.00)	4,313,000.00	4,312,628.78	371.22
1403	Electricity & water	7,250,000.00		(577,900.00)	6,672,100.00	6,672,053.79	46.21
1404	Rents & Local Taxes	200,000.00		(118,500.00)	81,500.00	81,459.76	40.24
1405(1)	Entertainments & Gifts	18,600,000.00	2,000,000.00	2,997,835.00	23,597,835.00	23,597,831.72	3.28
1405(2)	Other	12,243,785.00		1,138,305.00	13,382,090.00	13,382,086.84	3.16
1405(3)	Dep.of National Botanic Gradens	4,156,215.00			4,156,215.00	4,155,341.19	873.81
		82,800,000.00	7,110,000.00	2,300,361.00	92,210,361.00	92,185,304.05	25,056.95
	Recurrent Total	110,950,000.00	7,110,000.00	1,902,861.00	119,962,861.00	119,929,110.42	33,750.58
	Rehabilitation and Improvement of Capital Assets						
2001	Buildings & Structures	4,250,000.00			4,250,000.00	4,129,453.47	120,546.53
2002	Plant, Machinery and Equipment	300,000.00			300,000.00	123,750.00	176,250.00
2003	Vehicles	700,000.00			700,000.00	55,000.00	645,000.00
	Acquisition of Capital Assets						
2101	Vehicles				-	-	-
2102	Furniture and Office Equipment	2,500,000.00		(540,823.00)	1,959,177.00	1,959,035.40	141.60
2103	Plant, Machinery and Equipment	800,000.00			800,000.00	579,000.00	221,000.00
	Capital Total	8,550,000.00	-	(540,823.00)	8,009,177.00	6,846,238.87	1,162,938.13
	Total	119,500,000.00	7,110,000.00	1,362,038.00	127,972,038.00	126,775,349.29	1,196,688.71

# EXPENDITURE REPORT - 2014 01.01- 2014.12.31

Head -  
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Program 1 - Civil Administration

Project 2 - General Administration & Establishment

Code	Category	Estimate-2014	Supplemen. Allocation	F.R.66 Transfer	Total Estimate	Total Exp upto Dec	Balance
1001	Salaries and Wages	30,000,000.00		(1,993,806.00)	28,006,194.00	27,801,138.31	205,055.69
1002	Overtime and Holiday Pay	9,500,000.00		(183,735.00)	9,316,265.00	9,316,220.82	44.18
1003	Other Allowances	28,000,000.00		37,735.00	28,037,735.00	28,037,734.73	0.27
		67,500,000.00	-	(2,139,806.00)	65,360,194.00	65,155,093.86	205,100.14
1101	Domestic	2,800,000.00		36,500.00	2,836,500.00	2,836,111.04	388.96
1102	Foreign	1,000,000.00		(708,200.00)	291,800.00	291,618.39	181.61
1201	Stationery and Office Requisites	3,000,000.00	990,000.00		3,990,000.00	3,989,249.95	750.05
1202	Fuel	12,500,000.00		971,500.00	13,471,500.00	13,471,414.48	85.52
1203	Uniforms	400,000.00		(108,000.00)	292,000.00	292,000.00	-
1301	Vehicles	9,250,000.00	3,990,000.00		13,240,000.00	13,231,489.36	8,510.64
1302	Plant, Machinery and Equipment	13,950,000.00	15,200,000.00	3,247,880.00	32,397,880.00	32,397,879.50	0.50
1303	Buildings	400,000.00		(331,921.00)	68,079.00	67,997.38	81.62
1401	Transport	600,000.00		43,000.00	643,000.00	642,950.00	50.00
1402	Postal & commiunication	2,800,000.00		(1,066,800.00)	1,733,200.00	1,725,581.64	7,618.36
1403	Electricity & water	9,000,000.00		(1,436,700.00)	7,563,300.00	7,563,236.08	63.92
1404	Rents & Local Taxes	750,000.00		(127,736.00)	622,264.00	622,220.00	44.00
1405	Other	5,000,000.00		(397,735.00)	4,602,265.00	4,585,325.38	16,939.62
1506	Property Loan Interest	1,500,000.00		76,321.00	1,576,321.00	1,576,320.88	0.12
1701			672,800.00	38,836.00	711,636.00	711,635.27	0.73
		62,950,000.00	20,852,800.00	236,945.00	84,039,745.00	84,005,029.35	34,715.65
	Recurrent Total	130,450,000.00	20,852,800.00	(1,902,861.00)	149,399,939.00	149,160,123.21	239,815.79
2001	Buildings and Structures	3,000,000.00			3,000,000.00	2,842,992.36	157,007.64
2002	Plant, Machinery and Equipment	400,000.00			400,000.00	246,883.10	153,116.90
2003	Vehicles	400,000.00			400,000.00	-	400,000.00
2101	Vehicles	155,000.00			155,000.00	154,100.00	900.00
2102	Furniture and Office Equipment	1,000,000.00		3,498,522.00	4,498,522.00	4,498,521.35	0.65
2103	Plant, Machinery and Equipment	800,000.00		(657,699.00)	142,301.00	107,951.40	34,349.60
2104	Building	25,700,000.00		(2,300,000.00)	23,400,000.00	17,775,125.39	5,624,874.61
Nov-06	Developing Positive Attitudes	25,000,000.00			25,000,000.00	18,925,240.83	6,074,759.17
2401	Tranning & Capacity Building	900,000.00			900,000.00	899,114.00	886.00
	Capital Total	57,355,000.00	-	143,088.00	57,895,823.00	45,449,928.43	12,445,894.57
		187,805,000.00	20,852,800.00	(1,362,038.00)	207,295,762.00	194,610,051.64	12,685,710.36

### 13. ) Action Plan-2015 Prime Minister's Office

No:	Thrust Area	Activity	Allocation( RS.Mn.)	Responsibility	Duration				Output	
					Q-1	Q-2	Q-3	Q-4		
01	Utilization of Information and Communication Technology	Create, update and maintain a new website	N/A	Addi.sec/AD (P)	—	—	—	—	Installation of a new web site which is constantly Update.	
		Improvements of Communication and internet facilities required for the implementation of e-Government	N/A	Addi.sec/AD (P)	—				Providing more efficient service by the office	
02	Development of Human Resource and Institutional Functions	Facilitate local and foreign trainings for officers(staff training)	1.0	SAS (D) /AS	—	—	—	—	Office comprised with a trained staff	
		Re-organization of office procedures under Administrative reformation program	N/A	SAS (A) /AS	—				Implementations of formal office procedures	
		Implementations of programs required to increase the productivity of Prime Minister's Office staff	N/A	SAS /AS	—	—	—	—	Increase of office Productivity	
		Develop and maintain the office garden as a modern developed one	N/A	SAS /AS	—				Garden develop as a model	
		Buildings , Office requisites and plant , machinery and equipments ,vehicles, Maintenance works (Activities for which provisions are allocated for the year 2015)								
		Buildings Maintenance and improvements	4.0	SAS /AS	—	—	—	—	Well-maintained Office buildings	
		Plant, Machinery and Equipments	0.5	SAS /AS	—	—	—	—	Well-maintained Plant, Machinery and Equipment	

		Vehicle maintenance and improvements	0.4	SAS /AS	—	—	—	Well-maintained vehicles
03	Proper Finance Management	Prepare the Appropriation Account and submit it to the Auditor General/Treasury for accountability of using the annual provisions in compliance with Public Finance rules, regulation and circulars	N/A	CA/Acc.	—			Properly prepared Accounts Reports.
		Preparation of Budget Estimates for the year 2016 and submit to the Treasury	N/A	CA/Acc.			—	Receipt of financial provisions required for the functions of the institution
04	Procurement Matters	Procurement of furniture, plant, machinery, equipment and buildings(Activities for which provision are allocated for the year 2015)						
		Purchasing office requisites and furniture	1.2	CA/Acc.	—	—		Newly purchased plant, machinery and equipment
		Purchasing Machinery and equipments	01	CA/Acc.	—	—		Newly purchased Machinery and equipments
		Procurement of office buildings	0.5	CA/Acc.	—	—		New Office buildings
		Construction of incomplete building located within the premises of Temple Trees.						
		Conference hall (MAGA Engineers, Estimates amount Rs.650.0 million, Progress 30%)		CA/Acc.	—	—	—	Completed conference hall
		Building No 1(MAGA Engineers, Progress 30%)		CA/Acc.	—	—	—	Completed building

		Building No.02 (Labor contribution by Sri Lanka Navy, Estimated amount for raw materials is Rs.72.0 million, the value of the raw materials already given is Rs.24.0 million)		CA/Acc.	_____	_____	_____	_____	Completed building
05	Internal Audit Functions	Conduct Audit and Management committee meetings	N/A	CIA	_____	_____	_____	_____	Ensure the proper function of Institutional and procurement activities
		Submission of quarterly Internal Audit Reports	N/A	CIA	_____	_____	_____	_____	Ensure the proper function of Institutional and procurement activities
		Answering the Audit queries	N/A	CIA	_____	_____	_____	_____	Ensure the proper function of Institutional and procurement activities
		Prepare the Internal Audit Plan for the year 2016	N/A	CIA				_____	Internal Audit Plan for the year 2016
06	Facilitation and co-ordination of the activities	Co-ordinate the function of committee of “ Port city Development Project ”	N/A	Addl.Sec.	_____				Proper function of activities
		Co-ordinate the function of Monitoring Committee on Central Bank Bond Issue.	N/A	SAS/AS	_____				Proper function of the activities of Monitoring committee.
		Co-ordinate the function of Cabinet Sub Committee on Economic Affairs	N/A		_____	_____	_____	_____	Proper function of the activities of the sub committee
		Co-ordinate the function of Cabinet Sub Committee on legislation	N/A		_____	_____	_____	_____	Proper function of the activities of the sub committee
		Co-ordinate the function of Cabinet Sub Committee on Procurement matters	N/A		_____	_____	_____	_____	Proper function of the activities of the sub committee

		Co-ordinate the function of Fraud and Corruption Investigation Unit.	N/A		_____			Proper function of the activities of the sub committee
		Duties related to grant approval to public officers for official and other foreign tours	N/A	SAS(D) AS	_____			Updated particulars of foreign tours of the officers.
		Co-ordinate the works related to public complaints, grievances and petitions received by the Prime Minister's Office.	N/A	SAS(D)	_____			Fulfillment of public requirements.
		Co-ordinate the activities connected with the National/Religious ceremonies meetings and social welfare services organized by the Prime Minister's Office.	N/A	Addl.Sec./AD (P)	_____			Proper organization of National/Religious ceremonies and meetings.
07	Feedback and evaluation of the progress of the activities relevant to the action plan	Regulation and feedback of activities according to the Action plan of the Prime Minister's Office	N/A	Addl.Sec./AD (P)	_____			Completion of the Functions according to the Action plan.
		Regulation and feedback of the activities connected with the SAARC Social charter	N/A	Addl.Sec./AD (P)	_____			Completion of the Functions according to the SAARC social charter.
		Preparation of the Action Plan for the year 2016	N/A	Addl.Sec./AD (P)			_____	Action Plan for the year 2016
08	Cabinet Memorandums and parliamentary Affairs	Co-ordinate the function related to cabinet decisions that are to be implemented by the Prime Minister's Office	N/A	SAS/AS	_____			Proper implementation of the relevant cabinet decisions
		Prepare cabinet memorandums that are to be submitted by the Hon. Prime Minister and submit the same to the Cabinet of Ministers.	N/A	SAS/AS	_____			Able to submit the cabinet Memorandums to the decisions of cabinet of Ministers in due time.

		Prepare the answers for the Parliamentary Questions that are to be answered orally by the Hon. Prime Minister at the Parliament.	N/A	SAS/AS	_____	_____	_____	_____	Able to Provide answers for Parliamentary oral Questions.
09	Assistant to Maintain Foreign relations	Facilitate Hon. Prime Minister to maintain relationships with Foreign Missions and Diplomatic Corps.	N/A	Foreign Ministry	_____	_____	_____	_____	Able to maintain relationships with Foreign missions and Diplomatic Corps.
		Co-ordinate and manipulate the works related to foreign visits of the Hon. Prime Minister	N/A		_____	_____	_____	_____	Proper facilitation that required for the foreign visits of the Hon. Prime Minister.
10	Provide Media coverages for official functions of the Hon. Prime Ministers	Make arrangements to provide media coverages for State/National functions and special occasions where Hon. Prime Minister participates as a Chief Guest.	N/A	Media	_____	_____	_____	_____	Provide appropriate media coverage
		Take appropriate action for the news articles on Hon. Prime Ministers' and the Prime Minister's office publish in daily newspapers.	N/A		_____	_____	_____	_____	Able to the take appropriate action for the news articles publish in newspapers.