

2023



MINISTRY OF
POWER & ENERGY
(Power Sector)



Annual Action Plan

☎ 0112-574922
🌐 www.powermin.gov.lk
📍 No 437, Galle Road, Col -03



MINISTRY OF POWER & ENERGY
(Power Sector)

Vision

A sustainably Developed Sri Lanka

Mission

*Provide Quality, Reliable, Sustainable and Affordable Electricity for
Economic Prosperity of the Nation.*

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Administration & Establishment

Programme	Proposed Activity	Vote Particulate	Financial Targets (Rs. 000') Cumulative				Physical Targets Cumulative				K.P.I.	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
1. Upgrading & regular maintenance of physical facilities	Operations / maintenance activities related to office premises (Transport Postal and Communication, Electricity and Water, Rents and Local Taxes, Other)	1402, 1403, 1404, 1409	23,175	46,350	69,525	92,700	25%	50%	75%	100%	Availability of well functioning physical facilities	Addl. Sec (Admin & Proc.) / AS(Admin)
2. Upgrading & attentive supervision of service delivery	Maintaining office procedures and duties related to employee attendance / leave		-	-	-	-	25%	50%	75%	100%		
	Minor purchases and payments	1409	500	1000	1500	2000	25%	50%	75%	100%		
	Implementation of the Official Languages Policy		-	-	-	-	25%	50%	75%	100%		
	Maintaining circular files		-	-	-	-	25%	50%	75%	100%		
3. Upgrading & regular maintenance of communication facilities	Duties related to Daily Mail of the Ministry (Post / By Hand / E-Mail)		-	-	-	-	25%	50%	75%	100%	Ensured effective communication	Addl. Sec (Admin & Proc.) / AS(Admin)
	Maintain and Update Official Website of the Ministry	2106	75	150	225	300	25%	50%	75%	100%		
	Design & Development of Databases based on Ministry Requirements		-	-	-	-	25%	50%	75%	100%		
4. Upgrading & regular maintenance of transport facilities	Travel expenses, overtime related duties the officers	1002/ 1003	7,825	15,650	23,475	31,300	25%	50%	75%	100%	Availability of well functioning transport facilities	Addl. Sec (Admin & Proc.) / AS(Admin)
	Duties related to vehicle maintenance in the Ministry	1301	5524.5	2038.5	2,700	12,585	44%	18%	16%	100%		
	Duties related to condemned vehicles disposal		-	-	-	-	Depend on the Requirement					
	i. Maintaining a database on the vehicles not in running conditions and to be disposed		-	-	-	-	Depend on the Requirement					
	ii. Disposing vehicles which are not in running conditions & used spare parts		-	-	-	-	Depend on the Requirement					
	Updating and maintaining vehicle records		-	-	-	-	Depend on the Requirement					
	i. vehicle transfer activities ownership related		-	-	-	-	Depend on the Requirement					
ii. Obtaining vehicle insurance fleet	1301			840	1,215	-	-	69%	100%			
Duties on motor vehicle accidents		-	-	-	-	Depend on the Requirement						

Programme	Proposed Activity	Vote Particulars	Financial Targets (Rs. 000') Cumulative				Physical Targets Cumulative				K.P.I.	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
5. Strict adherence to procurement procedures ensuring transparent, efficient, and economical financial	Develop, implement, and oversee the Annual Procurement Plan		-	-	-	-	100%	100%	100%	100%	Acquired goods & services on time with optimum usage of financial resources	Addl. Sec (Admin & Proc.) / AS(Admin)
	Making small purchases in accordance with the procurement guidelines of the Ministry		-	-	-	-	100%	100%	100%	100%		
	Appointment of Procurement Committee Price Opening Committees and Procurement Committee Decisions of the Ministry		-	-	-	-	100%	100%	100%	100%		
6. Capacity development & developing welfare facilities to Ministry staff through proper monitoring and evaluation	Preparation, implementation and follow up of the Human Resource Development Plan (Training of Ministry Officers)		-	-	-	-	50%	75%	90%	100%	Number of staff members with higher working capacity	Addl. Sec (Admin & Proc.) / DG (Planning)/ Director (Planning)/ AS(Admin)
	Duties related to the welfare of the officers of the Ministry		-	-	-	-	Depend on the Requirements					
	Implementation of the Productivity Promotion Programme of the Ministry		-	-	-	-	25%	50%	75%	100%		
	Coordinating duties on elections		-	-	-	-	Depend on the Requirements				Rate of actions taken on time	
	Submitting information, reports, relevant to the Ministry		-	-	-	-	Depend on the Requirements					
7. Implement Asset Management Plan	Buildings and Structures	2001		50		100	-	50%	-	100%	Availability of assets as expected in Management plan	Addl. Sec (Admin & Proc.) / AS(Admin)
	Rehabilitation & Improvement of Plant Machinery Equipment	2002		200		400	-	50%	-	100%		
	Acquisition of Capital Assets	2102/ 2103		550		1,450	-	38%	-	100%		
	Training Programmes of the Ministry Officials	2401		-	-	-	25%	50%	75%	100%	Number of staff members with higher working capacity	

Programme	Proposed Activity	Vote Particulate	Financial Targets (Rs. 000') Cumulative				Physical Targets Cumulative				K.P.I.	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
8. Capacity Development & Welfare of Ministry Staff through Proper Monitoring and Evaluation	Approving Performance Appraisals of staff & non-staff officers		-	-	-	-	20%	25%	30%	25%	No of Performance Appraisals collected	Addl. Sec (Admin & Proc.) / AS(Admin)
	Approval of annual increments of staff & non-staff officers		-	-	-	-	20%	25%	30%	25%	No of approved annual increments	
	Granting the approval for the confirmation & promotions		-	-	-	-	69%	75%	80%	100%	No of approval granted to confirmation & / or promotions of staff	
	Forawrding completed documents for Pension Department		-	-	-	-	Depend on the request				No of pension files completed	
	Completing the files according to the circular no 03/2020 & Updating the personal files according to the detail received		-	-	-	-	Depend on the request				No of files completed	
	Carrying out the Establishment activities of the officers of the Ministry		-	-	-	-	Depend on the requirement				Rate of actions taken on time	
	Keeping staff information up-to-date, sending reports, preparing and updating the HR database		-	-	-	-	Depend on the requirement				No of replied reports	
	ii. Reports to Internal Divisions		-	-	-	-	Depend on the requirement					
iii. Update other HRIM systems such a PICAS etc		-	-	-	-	Depend on the requirement						
9. Following-up Citizen Chater 1 (General Public) conditions	Carrying out duties on public complaints & Follow up action taken on public complaints and keep the relevant database / documents up to date		-	-	-	-	Depend on the Requirements				Number of correspondents to the complains	Addl. Sec (Admin & Proc.) / AS(Admin)
10. Following-up Citizen Chater 2 (Internal) conditions	Establishment activities of the officers of the Ministry and institutions under the Ministry		-	-	-	-	Depend on the Referances				Rate of actions taken on time	Addl. Sec (Admin & Proc.) / AS(Admin)
	Duties related on Scheme for Issuance of Motor Vehicle Permits on Concessionary Terms accroding TIP circlar No 1/2018 & it's amendments		-	-	-	-	Depend on the Requirements					
	Duties on the appointment of members to the Boards and statutory organizations under the Ministry		-	-	-	-	Depend on the Requirements					
11. Reporting and coordination with high responsibilty for providing accurate data & information	Duties on Parliamentary Oral Questions, Standing Orders Questions		-	-	-	-	Depend on the Requirements				Rate of actions taken on time	Addl. Sec (Admin & Proc.) /AS (Admin)
	Duties and Coordination of Inquiries Addressed to the Ministry by the Parliament of Sri Lanka or other Statutory Bodies		-	-	-	-	Depend on the Requirements					
	Duties related to the submitting annual reports of the Ministry and the institutions / departments to the Parliament		-	-	-	-	Depend on the readiness of the relevcant agencies					

Planning

Programme	Activity/Sub activities	Units	Time Line												KPI	Output/ Outcome	Responsibility	
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
Preparation of Annual Action Plan 2023 & 2024	Finalization of the Annual Action Plan 2023		■													Action Plan 2023	Annual Action Plan in place	DG(PL), D. (PL)
	monitoring Progress of the Action Plan 2023 of the Divisions		■			■				■			■		Progress Reports			
	Prepare the Ministry Action Plan 2024													■	Draft Action Plan 2024			
Preparation of Annual Performance Report for the year 2022	Information Collection	Nos	■	■												Draft Report	Annual Performance Report 2022	DG(PL), D. (PL)
	Report writing			■	■											Approved draft		
	Obtain Secretary's approval				■											Translated report		
	Translate to Sinhala & Tamil					■										Timly submitted report		
	Submit a draft copy to Auditor General					■										Final design		
	Desiging and Finalization					■										Date submit to the Parliament		
	Printing and Submit the Report to the Parliament						■											
Monitoring progress of Development Projects	Monitor quarterly progress & prepare reports	Nos	■			■				■			■		Quarter progress Reports	Updated progress reports 4 meetings	DG(PL), D. (PL)	
	Conduct Progress Review meetings			■		■				■		■		Minutes and actions taken				
	Prepare and submit Progress reports to relevant Ministries, Departments and Institutions			■		■				■		■		Prepared progress Reports				
	Monitoring of Solar roof top Programme Monthly and Prepare Report			■	■	■	■	■	■	■	■	■	■	■	Monthly updated reports	MW added to the system by rooftops		
Submission of Project Proposal for approval & for funding	Reviewing/Prepation of project proposals for approval of NPD		■	■	■		■		■		■	■		No. of proposals reviewd/receieved	approved projects/funds committed projects	DG(PL), D. (PL)		
Preparation of Record of Discussions for Grant funding	Reviewing of RoDs		■							■				Updated RoD	Commencment of grant funded projects	DG(PL), D. (PL)		
	Take relevant clearance from institutions		■	■						■	■			Updated & Finalized RoD				
	Obtain Cabinet approval		■	■									■	Cabinet Decisions				
	Signing of ROD			■	■								■	Signed RODs				
Submission of Annual Report of State Owned Institutions	Review the report and preparation of Cabinet Memorandum	Nos	■	■		■	■	■	■	■	■	■	■	■	Cabint Memos prepared over recived Reports	No of Reports submitted to the Parliament	DG(PL), D. (PL)	
	obtain Cabinet approval & Submit to the Parliament			■	■	■	■	■	■	■	■	■	■	■	Parliamentry submitted reports			

Programme	Activity/Sub activities	Units	Time Line												KPI	Output/ Outcome	Responsibility		
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec					
Annual Development Budget 2024	Collect Estimates & Proposals for Capital Budget															Estimates and proposals	Budget Estimate available	DG(PL)	
	Review Budget Estimate & Prepare draft Estimate															Final Draft		DG(PL), D. (PL)	
	Obtain the approval from the Secretary																	Approved Estimate	
	Submission with Related information																	Timly available information	
Preparation of Progress Report for Budget 2024	Collect Infromation from Institutions	Nos														Draft Report	Progress Report for the Budget 2024	DG(PL), D. (PL)	
	Analyzing and Report writing																		
	Obtained Secretary's approval															Approved Draft Report			
	Translate to Sinhala & Tamil															Translated Report			
	Review and Finalize the design															Final Design for Printing			
	Submit to the Parliament															Date submit to the Parliament			
Implementation of NDCs in Power Sector	Conducting Planning and Monitoring Committee Meetings of the Power Sector														No. of Meetings/as facilitated by MOE	Decisions taken	DG(PL), D. (PL)		
	Finalization of Gender Inclusive NDCs														Gender Inclusive NDCs	GI NDCs in place			
	Monitoring NDCs Progress and Reporting to Ministry of Environmental														progress updated	Gg of Emmission reduction			
	Submit mitigation Project Proposals to MOE for seeking funds and coordination														No.proposals submitted	No. of approved projects			
Conducting USAID Sri Lanka Energy Programme	Conducting Steering Committee Meetings														No. of Meetings	Decision and Action taken	DG(PL), D. (PL)		
	Monitoring Progress														Updated progress	Progress Report	DG(PL), D. (PL)		
Implementation of Nationally Appropriate SDGs (Goal 7)	Finalize the preparation of Nationally Appropriate SDGs														Finalized NASDG (Power)	NASDG data available	DG(PL), D. (PL)		
	Appoinment of SDG working group														Working Group in plac				
	Monitoring the NASDG progress														Updated Reports				
Net Zero Carbon road Map	Coordination of Net Zero carbon Road map													updated information	Finalized Net Zero Zero Carbon Road Map	DG(PL), D. (PL)			

Generation, Transmission & Distribution

Programme/Activity		Budget Estimates (Rs.)'000	Units	Time Line												Output/ Outcome	Responsibility	
				Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
Land Matter	Land Acquisition	N/A	Nos			■		■	■	■	■	■	■	■				
	Title clearance			■	■						■	■	■					
Power Sector Reforms	Drafting the reforms bill and obtaining necessary approval	N/A																
	Establishment of reforms office					■												
	Drafting article of associations													■	■			
	Resolving issues in related to staff of CEB													■				
	Facilitation for the assessment of assets and liabilities of CEB													■				
Project Facilitation Activities	VISA facilitation			■	■			■	■	■	■	■	■	■				
	Extension			■	■			■	■	■	■	■	■	■				
	Tax exemption			■	■			■	■	■	■	■	■	■				
	Issuing recommendation for Department of Import and Export Control			■	■			■	■	■	■	■	■	■				
	Addressing foreign and liquidity			■			■			■		■	■					
	Reporting payment to ERD						■	■	■	■	■	■		■				
	Specimen signatures			■		■		■		■			■					
Coordination of donor and financing intuitional	Conducting and facilitation ADB mission	N/A	Nos	■	■		■		■	■			■	■				
	Clearing Aid Memorie			■	■				■	■			■	■				
Responding to the Public grievance	Responding to the Public grievance received from President office and other institution	N/A	Nos	■	■	■		■	■	■	■	■	■	■				
electricity tariff	Matters related to electricity tariff		Nos	■					■	■								
Information Act	Responding to the matters in relation to information Act	N/A		■	■	■		■	■	■	■	■	■	■				
Facilitation for the repairs and overall of power plant	obtaining Cabinet approval						■			■				■				
	Coordination with treasury, Department of Import and Export and Customs						■			■				■				
Submission of reports	Investigation report	200,000				■												
	other report					■												
Parliament Matters	Parliament Question			■	■	■	■	■	■	■	■	■	■	■				
	27 (2) Questions			■	■	■	■	■	■	■	■	■	■	■				
Cabinet observations	Cabinet observations of Hon. Minister			■	■	■	■	■	■	■	■	■	■	■				
New street lights	Approval for the new street lights			■	■	■		■	■	■	■	■	■					
Power Plants	Permission for the visit Power Plants					■							■					

Under the Supervision of Addl. Secretary (GT&D), Director (GT&D)

Programme/Activity	Budget Estimates (Rs.Mn.)	Unit	Time Line												Output/ outcome	Responsibility
			Q1			Q2			Q3			Q4				
			J	F	M	A	M	J	J	A	S	O	N	D		
Development of Second 300MW RLNG based Combined Cycle Power Plant at Kerwalapitiya on BOOT Basis															801%	SAS (Procurement) & AD (Procurement & Eng)
Establishment of 100MW, AC Ground Mounted Solar Park in Siyambalanduwa on Build, Own and Operate Basis with 20 year operational period and Construction of associated Transmission network from Siyambalanduwa upto Monaragala Grid Substation															40%	
Establishment of 100MW, On Shore Wind Park at Poonaryn on Build, Own and Operate Basis with 20 year operational period and Construction of associated Transmission network from Poonaryn collector substation up to Kilinochchi Grid Substation. Ref.TR/RED&PM/ICB/2021/02/PW															20%	
Establishment of 73MW, AC Ground Mounted Solar PV Power Plants in (1-5) MW, AC capacity on Build, Own and operate Basis with 20 year Operational period															20%	
SSCAPC																
Spot 01																
Procurement of 300,000MT± 10% coal at buyer's option in 5 shipments for Lakvijaya Power Plant Puttalam for the Season 2022/2023 Spot tender No: LCC/22-23/ST/29/1																SAS (Procurement) & AD (Procurement & Eng)
Procurement of 300,000MT± 10% coal at buyer's option in 5 shipments for Lakvijaya Power Plant Puttalam for the Season 2022/2023 Spot tender No: LCC/22-23/ST/29/1																
Procurement of 300,000MT± 10% coal at buyer's option in 5 shipments for Lakvijaya Power Plant Puttalam for the Season 2022/2023 Spot tender No: LCC/22-23/ST/29/1																
Procurement of 300,000MT± 10% coal at buyer's option in 5 shipments for Lakvijaya Power Plant Puttalam for the Season 2022/2023 Spot tender No: LCC/22-23/ST/29/1																
Procurement of 2.25 Million MT± 10% of Coal for Lakvijaya Power Plant Puttalam for the seasons 2023/2024 LCC/22/TT/2																

Technical, Research & Policy

Programme/Activity	Budget Estimates (Rs.Mn.)	Unit	Time Line												KPI	Output/ Outcome	Responsibility									
			Q1				Q2		Q3			Q4														
			J	F	M	A	M	J	J	A	S	O	N	D												
Power Sector Reforms / PUCSL	Sri Lanka Electricity Act			█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	Effective Implementation of the Act	Addl. Secretary (Technical, Reserch & Policy) Director (Tech.)	
	Electriciy Regulations				█	█			█	█			█	█	█	█	█	█	█	█	█	█	█			Tariff Changes
	General Policy Guide Lines				█	█	█				█	█	█													
	Coordination with PUCSL				█	█	█			█	█		█	█		█	█									
	Hon. Ministers Concurrence to issue Transmission / Distribution / Generation Licences				█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█			
	Tariff Policy Guidelines				█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█			
	Tariff Revisions				█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█			
	Tariff Interventions / Reviews				█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█			
CEB	Generation and Dispatch Scheduling Procedure				█	█	█				█	█	█											Smooth operation of the CEB		
	Monthly Generation Data /Performance Report					█			█			█														
	Analysis of Power Failures					█			█			█														
	Water Management of Reservations and Coordination with other Ministries				█	█	█				█	█	█													
	Generation Planning Studies and Feasibility of other Options such as LNG / Nuclear etc.					█	█			█	█	█	█	█	█	█	█	█	█	█	█	█	█			
	India Sri Lanka Establishment of Joint Working Group on Power Sector Issues				█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█			

Programme/Activity		Budget Estimates (Rs.Mn.)	Unit	Time Line												KPI	Output/ Outcome	Responsibility
				Q1			Q2			Q3			Q4					
				J	F	M	A	M	J	J	A	S	O	N	D			
SAARC	Energy Ministers Meetings			■	■	■	■	■	■	■	■	■	■	■	■	Number of Mettings	Representing the country in important events Benefits received as Trainings/ Technical Cooperations etc.	
	Working Group on Energy			■	■	■	■	■	■				■	■	■	Updated Progress		
	Expert Group on Energy			■	■	■	■	■	■	■	■	■	■	■	■	Updated Progress		
	Intergovernmental Meetings			■	■	■				■	■	■				Number of Meetings		
	SARRC Energy Center (SEC)			■	■	■				■	■	■	■	■	■	Number of Meetings		
	SEC Governing Board Meetings			■	■	■	■	■	■				■	■	■	Number of Meetings		
	SARRC Workshops			■	■	■				■	■	■				Number of Events Participants		
BIMSTEC	Energy Ministers Meeting				■	■	■				■	■	■				Concurrence for Proposal / Number of Meetings	
	Intergovernmental Meeting			■	■	■	■	■	■	■	■	■				Concurrence for Proposal / Number of Meetings		
	Workshops			■	■	■	■	■	■				■	■	■	Number of events Participants		
International Energy Forum	Ministerial Meetings			■	■	■	■	■	■	■	■	■				Number of meetings		
	Intergovernmental Meetings			■	■	■	■	■	■	■	■	■				Number of meetings		
Ministry of Foreign Affairs	Asia Cooperation Dialogue (ACD)			■	■	■	■	■	■	■	■	■				Updated Progress	Decision and Action taken	
	Drafting of MOU's			■	■	■				■	■	■				Concurrence and Approvals		
	Visiting Delegations			■	■	■	■	■	■				■	■	■	Number of Meetings		
	Briefing Notes for Bilateral / Multilateral discussions			■	■	■				■	■	■				Draft and Submission of briefing Notes		
Consumer Complaints / Requests	Intervention with the Institutions under MoPE (CEB/ LECO/SLSEA) for solutions			■	■	■	■	■	■	■	■	■	■	■	■	Number of Cases involved	Solutions to grievances	
Energy Policy	Steering Committee working Group			■	■	■				■	■	■				Number of Meetings and draft reports	Upgrading Energy efficiency and use of Sustainable Energy	
Cabinet Observations	Ministry Observations			■	■	■	■	■	■	■	■	■				Draft briefing reports		
Energy Efficiency	Street Lighting			■	■	■				■	■	■				Updated Progress		
DSM Interventions	Steering Committee			■	■	■				■	■	■				Number of Meetings		
MoU and Agreements	Proceed with approvals of Hon. AG & MoFA			■	■	■				■	■	■				Number of MoU considered		

FINANCE

Programme/Activity		Time Line												Output/ Outcome	Responsibility			
		Budget Estimate	Unit	Q1			Q2			Q3			Q4					
				J	F	M	A	M	J	J	A	S	O			N	D	
Estimates	Supporting to Prepare the draft Estimate										x	x	x	x	x	x	Maintain systematically functioning the activities of the branch	CFO/CA/ACC
	Forwarding the draft Estimate											x	x					
	Preparation of Supplementary Estimate											x	x	x	x	x		
	Preparation of F/R 66 and F/R 69					x	x	x	x	x	x	x	x	x	x	x		
	Preparation of draft limit of Advance B Account										x	x	x					
Imprest Account	Preparation of Annual cash flow Statement				x												Maintenance of smooth cash transaction through out the year	CFO/CA/ACC
	Collection of monthly Imprest				x	x	x	x	x	x	x	x	x	x	x	x		
	Collection of revenue				x	x	x	x	x	x	x	x	x	x	x	x		
	Disbursement of Expenditure				x	x	x	x	x	x	x	x	x	x	x	x		
	Payment of sub Imprest /Settlement of cash Imprest				x	x	x	x	x	x	x	x	x	x	x	x		
	Balancing of Unexpended Cash and sub Imprest				x	x	x	x	x	x	x	x	x	x	x	x		
Appropriation Vote Ledger (Voted Accounts)	Comply with the Allocation Limit Imposed by the Annual Appropriation Act				x												Systematically maintain the payments within the budgetary allocation	CFO/CA/ACC
	Maintain of Vote Ledger for each & Every Object code under Capital & Recurrent Expenditure for the separate Projects of the other institutions.				x	x	x	x	x	x	x	x	x	x	x	x		
Final Account	Preparation of Final Account				x	x								x	x	x	Final Account	CFO/CA/ACC
	Submission of Final Account					x												
	Monitoring of activities with the General Treasury				x	x	x	x	x	x	x	x	x	x	x	x		
Advance B Account	Comply with the Advance B Account Limits				x	x	x	x	x	x	x	x	x	x	x	x	systematically maintain the payments within the budgetary allocation / Preparation of Advanced B Account	CFO/CA/ACC
	Maintain of Ledger for the following activities																	
	01. Payment of loans				x	x	x	x	x	x	x	x	x	x	x	x		
	02. Recoveries of loans				x	x	x	x	x	x	x	x	x	x	x	x		
	03. Settlement of Loan balances of the offices transferred out				x	x	x	x	x	x	x	x	x	x	x	x		
	04 Taking over loan balances of the offices transferred in				x	x	x	x	x	x	x	x	x	x	x	x		
	Maintained of loan registers																	
	01. CC 10				x	x	x	x	x	x	x	x	x	x	x	x		
	02. Festival Advance				x	x	x	x	x	x	x	x	x	x	x	x		
	03. Special Advance				x	x	x	x	x	x	x	x	x	x	x	x		
	Maintain of debtor's register for loan & Advances				x	x	x	x	x	x	x	x	x	x	x	x		
	Maintain of Creditor's register for loan & Advances				x	x	x	x	x	x	x	x	x	x	x	x		
	Maintain of Following Control Accounts																	
	119011				x	x	x	x	x	x	x	x	x	x	x	x		
	119012				x	x	x	x	x	x	x	x	x	x	x	x		
	Main Account(11901)				x	x	x	x	x	x	x	x	x	x	x	x		
Preparation of Annual Advance Account				x	x													

FINANCE

Programme/Activity		Time Line												Output/ Outcome	Responsibility		
		Budget Estimate	Unit	Q1			Q2			Q3			Q4				
				J	F	M	A	M	J	J	A	S	O			N	D
Deposit Account	Maintain of Deposit Register for receipts & Payments			x	x	x	x	x	x	x	x	x	x	x	x	Preparation of Deposit Account	CFO/CA/ACC
	Preparation of Monthly Statement			x	x	x	x	x	x	x	x	x	x	x	x		
	Preparation of Annual Statement														x		
Cash Book	Maintain of Bank Account for Collection of receipts & making of payment			x	x	x	x	x	x	x	x	x	x	x	x	Maintenance of smooth cash flow throu out the year	CFO/CA/ACC
	Maintain of Cash Book			x	x	x	x	x	x	x	x	x	x	x	x		
	Cash Payment by Shroff			x	x	x	x	x	x	x	x	x	x	x	x		
Running GPS	Preparation of Salaries			x	x	x	x	x	x	x	x	x	x	x	x	Payment of staff salary & maintain relevant document	CFO/CA/ACC
	Maintain of Pay Ledger			x	x	x	x	x	x	x	x	x	x	x	x		
	Maintain of abatement register			x	x	x	x	x	x	x	x	x	x	x	x		
	maintain of Pay Control Account			x	x	x	x	x	x	x	x	x	x	x	x		
	Remittance of Salaries to Sri Lanka Inter-Banking Payment System			x	x	x	x	x	x	x	x	x	x	x	x		
Running of CIGAS	Recording of Payments & Receipts			x	x	x	x	x	x	x	x	x	x	x	x	Preparation of Monthly accounts using the Cigas	CFO/CA/ACC
	Drawing Cheques			x	x	x	x	x	x	x	x	x	x	x	x		
	maintain of Accounting limits			x	x	x	x	x	x	x	x	x	x	x	x		
	maintain of other Accounts			x	x	x	x	x	x	x	x	x	x	x	x		
Running of ITMIS	Enter the all certified vouchers to the ITMIS			x	x	x	x	x	x	x	x	x	x	x	x	Maintenance of smooth cash flow throu out the year	CFO/CA/ACC
	Enter the all payments to the ITMIS			x	x	x	x	x	x	x	x	x	x	x	x		
	Daily tally of the Cash book balance			x	x	x	x	x	x	x	x	x	x	x	x		
	Maintaining the other sub ledger accounts			x	x	x	x	x	x	x	x	x	x	x	x		
Reconciliation	Preparation of Bank Reconciliation Statement			x	x	x	x	x	x	x	x	x	x	x	x	Preparation of Bank Reconciliation	CFO/CA/ACC
	ITMIS balance reconciliation with Cigas balance			x	x	x	x	x	x	x	x	x	x	x	x		
	Reconciliation of Ministry Transaction with Treasury Accounts															Reconcile the Ministry transaction with Treasury accounts	
	Imprest Account			x	x	x	x	x	x	x	x	x	x	x	x		
	Advance B Account			x	x	x	x	x	x	x	x	x	x	x	x		
	Vote Ledger			x	x	x	x	x	x	x	x	x	x	x	x	Reconcile the accuracy of Individual accounts	
	Reconciliation the Transactions of Individual Accounts with the following Control Account																
	Advance B Account			x	x	x	x	x	x	x	x	x	x	x	x		
	Salary			x	x	x	x	x	x	x	x	x	x	x	x		
	Deposit Account			x	x	x	x	x	x	x	x	x	x	x	x		

FINANCE

Programme/Activity		Time Line												Output/ Outcome	Responsibility		
		Budget Estimate	Unit	Q1			Q2			Q3			Q4				
				J	F	M	A	M	J	J	A	S	O			N	D
Accounting Guidlines & Systems	Coordination & Supervision			x	x	x	x	x	x	x	x	x	x	x	x	Maintain systematically functioning the activities of the branch	CFO/CA/ACC
	Coordinate Audit queries (Internals & External)			x	x	x	x	x	x	x	x	x	x	x	x		
	Maintaining Payments & Receipts			x	x	x	x	x	x	x	x	x	x	x	x		
	Maintain & monitor Stores			x	x	x	x	x	x	x	x	x	x	x	x		
	Annual Board of Survey			x	x	x								x	x		
	Coordination with Auditor General & Internal Audit branch			x	x	x	x	x	x	x	x	x	x	x	x		
	Preparation & Maintenance of Fixed Asset Register			x	x	x	x	x	x	x	x	x	x	x	x		
	Preparation of Reports to Comptroller General's			x	x	x											
	Preparation of Quarterly VAT Report			x			x			x			x				
Activities with other institution	Accounting Activities Related to CEB, SEA, Atomic Energy Authority, Atomic Energy Regulatory Council			x	x	x	x	x	x	x	x	x	x	x	Maintain systematically functioning the activities of the branch	CFO/CA/ACC	
	Temporary Illumination & Special Occasions in CEB			x	x	x	x	x	x	x	x	x	x	x			
COPE & COPA	Duties related on COPE & COPA			x	x	x	x	x	x	x	x	x	x	x	Maintain systematically functioning the activities of the branch	CFO/CA/ACC	

Development

Programme/Activity		Budget Estimates	Unit	Time Line												Output/ Outcome	Responsibility
				Q1			Q2			Q3			Q4				
				Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
Development of Renewable Energy Sector	Coordination and Facilitation process			■	■	■		■	■	■	■	■	■	■		Well organized activities	Addl. Secretary, Deputy Director
	Recommendation of tax exemption for SPPA signed / tender awarded Renewable Energy Projects			■	■	■	■	■	■	■	■	■	■	■	■	Successful implementation of projects	Secretary, Addl. Secretary, Deputy Director
	Land Acquisition for Renewable Energy Projects			■	■	■		■	■	■	■	■	■	■		Timely implementation and commissioning of projects	
	Recommendation of Visa for foreign Consultants / Experts /Employees in Renewable Energy Development Projects			■	■	■	■	■	■	■	■	■	■	■	■	Successful and timely implementation of projects	Deputy Director
Facilitation for ADB/AFD/World Bank funded Renewable Energy Development projects	Coordination & Facilitation for Foreign Delegations			■	■	■		■	■	■	■	■	■	■		Enhanced Direction, guidance & supervision for proper implementation and expenditure of projects	Secretary, Addl. Secretary, Deputy Director
	Finalizing Project Proposals			■	■	■	■	■	■	■	■	■	■	■	■		
	Visa Recommendations			■	■	■	■	■	■	■	■	■	■	■	■		Deputy Director
Cordination with Renewable Energy Related Foreign Agencies	Participation for International Discussions/Programmes				■	■		■	■			■	■			Updated knowledge, skills and opportunities on renewable energy development	Secretary, Addl. Secretary, Deputy Director
	Cordination of Local Institutes with foreign Agencies			■	■	■	■	■	■	■	■	■	■	■	■		
Cordination of Development Activities of Institutes under the purview of the State Ministry	Development of Renewable Energy			■	■	■	■	■	■	■	■	■	■	■	■	Proper functioning of the institutions and the successful implementation of development activities	Secretary, Addl. Secretary, Deputy Director
	Development of Atomic Energy related activities			■	■	■	■	■	■	■	■	■	■	■	■		
	Regulation of radioactive activities							■	■			■	■				
Major Hydro Power Projects	Facilitation for existing Major Hydro Projects			■	■	■	■	■	■	■	■	■	■	■	■	Successful and timely implementation and commissioning of projects	Secretary, Addl. Secretary, Deputy Director
	Implementation New Major Hydro Power Projects			■	■	■		■	■	■	■	■	■	■	■		
Public Queries	Forwarding public queries on Renewable Energy Sector to relevant authorities & review			■	■	■		■	■	■	■	■	■	■	■	100 % response to public queries	Addl. Secretary, Deputy Director

Procurement Plan - 2023

Rs '000

Programme/Activity		Procurement Category	Procurement Method (ICB, LIB, LNB & NCB)	Level of Authority (CAPC, SCAPC, MPC, DPC)	Priority Level (U- Urgent, P-Priority, N- Normal)	Budget Estimates (Rs. '000)	Q1			Q2			Q3			Q4		
							J	F	M	A	M	J	J	A	S	O	N	D
Supplies	Stationery and Office Requisites	Goods (Recurrent)	NCB/ Shopping/ Direct Purchasing	DPC/MPC	N	8,000	1,000			1,500			2,500			3,000		
Maintenance Expenditure	Vehicle	Goods & Services (Recurrent)	NCB/ Shopping/ Direct Purchasing	DPC/MPC	N	13,800	5,524.5			2,322			2,878.5			3,075		
	Plant, Machinery and Equipment	Goods & Services (Recurrent)	NCB/ Shopping/ Direct Purchasing	DPC/MPC	N	950	406			199			142			203		
	Buildings and Structures	Goods & Services (Recurrent)	NCB/ Shopping/ Direct Purchasing	DPC/MPC	N	400	101.2			105			91.5			102.3		
Service	Rents and Local Taxes	Goods & Services (Recurrent)	NCB/ Shopping/ Direct Purchasing	DPC/MPC	N	75,000	18,575			18,875			18,550			19,000		
	Other	Goods & Services (Recurrent)	NCB/ Shopping/ Direct Purchasing	DPC/MPC	N	5,100	1,270			1,265			1,285			1,280		
Acquisition of Capital Assets	Furniture and Office Equipment	Goods (Capital)	NCB/ Shopping/ Direct Purchasing	DPC/MPC	N	750	-			250			-			500		
	Plant, Machinery and Equipment	Goods (Capital)	NCB/ Shopping/ Direct Purchasing	DPC/MPC	N	700	-			300			-			400		

Cadre Information

Designation	Service	Grade	Salary Code	Service Level	DMS Approved Cadre			Existing Cadre				
					Permanent	Contract	Casual	Permanent	Contract	Casual	Other (Acting)	
Secretary			SL-4-2016	Senior Level	1			1				
Addl.Sec (Admin)	SLAS	Special	SL-3-2016	Senior Level	1			1				
Addl.Sec (GTD)	SLAS	Special	SL-3-2016	Senior Level	1			1				
Addl.Sec (TRP)	Contract	Open	SL-3-2016	Senior Level	1			0			1*	
Director General (Eng)	SLES	Special	SL-3-2016	Senior Level	1			0				
Director General (Planning)	SLPS	Special	SL-3-2016	Senior Level	1			1				
Chief Finance Officer	SLAcS	Special	SL-3-2016	Senior Level	1			1				
Chief Internal Auditor	SLAcS	I	SL-1-2016	Senior Level	1			0			1*	
Senior Asst. Secretary(Admin)	SLAS	I	SL-1-2016	Senior Level	1			0				
Senior Asst. Secretary (Tender)	SLAS	I	SL-1-2016	Senior Level	1			1				
Director (GTD)	SLAS	I	SL-1-2016	Senior Level	1			1				
Director (Planning)	SLPS	I	SL-1-2016	Senior Level	1			0			1**	
Director (TRP)	SLES	I	SL-1-2016	Senior Level	1			1				
Chief Accountant	SLAcS	III/II	SL-1-2016	Senior Level	1			1				
Assistant Secretary (Admin)	SLAS	III/II	SL-1-2016	Senior Level	1			1				
Dy./Asst.Director (Planning)	SLPS	III/II	SL-1-2016	Senior Level	1			1				
Dy./Asst.Director	SLAS	III/II	SL-1-2016	Senior Level	1			0				
Accountant	SLAcS	III/II	SL-1-2016	Senior Level	1			1				
Engineer	SLES	III/II	SL-1-2016	Senior Level	1			1				
Internal Auditor	SLAcS	III/II	SL-1-2016	Senior Level	1			0				
Legal Officer	Department	III/II	SL-1-2016	Senior Level	1			0				
Administrative Officer	PMAS(Sp.Grade)	Supra	MN7-2016	Tertiary Level	1			0				
Translator	TTS	II/I	MN6-2016	Tertiary Level	2			0				
Information and Communication Technology Officer	SLICTS	2-II/I	MN6-2016	Tertiary Level	1			0			1**	
Cordinating Secretary to the Secretary	Temporary				1			1				
Development Officer	DOS	III/II/I	MN4-2016	Secondary Level	24			26***				
Development Assistant	DAS	III/II/I	MN4-2016	Secondary Level	1			1				
Management Service Officers	MSO	III/II/I	MN2-2016	Secondary Level	23			19				
Information and Communication Technology Assistant	SLICTS	3-III/II/I	MT6-2016	Secondary Level	1			0				
Still Photographer	Temporary		MT1-2016	Secondary Level	1			1				
Videographer	Temporary		MT1-2016	Secondary Level	1			1				
Drivers	DS	III/II/I/ Special	PL-3-2016	Primary Level	12			7			2****	
Office Employee Assistants	KKS	III/II/I /Special	PL-1-2016	Primary Level	14			13				
Assistant Video Cameraman	Temporary		PL-1-2016	Primary Level	1			0				
Total					104			83			2	4

* Cover up duties

** Attend to duties

*** According to the PS/GT/2020 (III) & 03.01.2022

**** Appointed on casual basis with the approval of the secretary, Ministry of Power according to the DMS circular No.03/2014.

Organizational Chart

