

ACTION PLAN – 2018
DEPARTMENT OF DEVELOPMENT FINANCE

Mission: Facilitate to formulate appropriate policies and strategies, and mobilize financial resources for the development of SMEs, financing primary sectors through necessary intervention with the relevant stakeholders.

Key Functions	Activities	Responsibility	J	F	M	A	M	J	J	A	S	O	N	D	Output Indicators	Outcome/ Impact
<i>Small and Medium Enterprises</i>																
1. Implementation of ADB SME Line of Credit Project	1.1 Preparation of Subsidiary Loan Agreement with qualified commercial banks for additional financing 1.2 Preparation of operating instructions to banks on additional financing 1.3 Facilitating the missions fielded by ADB in time to time 1.4 Evaluate and approve the sub loans 1.5 Release refinance for PFIs 1.6 Organizing steering committee meetings 1.7 Organizing field visits 1.8 Review the progress and preparation of monthly and semi-annual progress reports.	D/AD/DO													<ul style="list-style-type: none"> • Signing of Subsidiary Loan Agreements • Signing of Operating Instructions • No. of meetings conducted • No. of loans approved • Amount released for PFIs • No. of Steering Committee Meetings conducted • No. of field visits conducted 	➤ Enhancing the contribution of small and medium sector to the GDP

Key Functions	Activities	Responsibility	J	F	M	A	M	J	J	A	S	O	N	D	Output Indicators	Outcome/ Impact
															<ul style="list-style-type: none"> No. of progress reports submitted 	
2. Coordinating and monitoring of SME Development Program (GIZ)	2.1 Arranging meetings with the relevant agencies 2.2 Reimbursement of the VAT and other taxes 2.3 Reviewing the progress	D/AD/DO													<ul style="list-style-type: none"> No. of meetings/discussions held Amount reimbursed as VAT and taxes No. of performance reports 	➤ Enabling business environment for the SMEs
3. Establishment of National Credit Guarantee Institute (NCGI) for SMEs	3.1 Negotiating with the ADB to obtain the seed capital for NCGI 3.2 Facilitate to obtain legal clearance from AG & finalized structure of the NCGI 3.3 Facilitating to establish proposed NCGI as a limited liability company under the Companies Act	D/AD/DO													<ul style="list-style-type: none"> The amount of Seed Capital received from ADB Established NCGI as a limited liability company 	➤ Improvement in access to finance of SMEs
4. Providing interest subsidies	4.1 Providing interest subsidies under the Senior Citizens Special Interest Subsidy Scheme in quarterly basis 4.2 Providing interest subsidy under the working capital	D/AD/DO													➤ Amount released as subsidy payments	➤ Enhanced access to finance

Key Functions	Activities	Responsibility	J	F	M	A	M	J	J	A	S	O	N	D	Output Indicators	Outcome/ Impact
	loan scheme for registered tea factory owners.														➤ No. of beneficiaries	
5. Implementation of interest subsidy loan schemes ‘Rivi Bala Savi’, ‘Govi Navoda’ ‘Ran Aswanna’ and ‘Riya Shakthi’ & “Jaya Isura”	<p>5.1 Make necessary amendments to the operating Instructions when and where necessary</p> <p>5.2 Evaluating applications and registering the loans</p> <p>5.3 Calculation of interest subsidy</p> <p>5.4 Payment of subsidy</p> <p>5.5 Preparation of progress reports</p>	D/AD/DO													<ul style="list-style-type: none"> • Updated Operating Instructions • No. of loans registered • Amount released as subsidy payments • No. of progress reports 	<ul style="list-style-type: none"> • Minimizing the environmental pollution • Providing a safer journey for school children
6. Implementation of ‘Green Loan’ loan scheme for micro financing sector and homestays in tourism industry	<p>6.1 Preparation & Signing of MoUs with PFIs</p> <p>6.2 Preparation & Issuing the operating instructions</p> <p>6.3 Evaluating applications and registering the loans</p> <p>6.4 Calculation of interest subsidy</p> <p>6.5 Payment of interest subsidy</p> <p>6.6 Preparation of progress reports</p>	D/AD/DO	—												<ul style="list-style-type: none"> ➤ MoUs signed ➤ Issuing of Operating Instructions ➤ No. of loans registered ➤ Amount released as subsidy payments ➤ No. of progress reports 	<ul style="list-style-type: none"> ➤ Improvement in the living condition of micro scale entrepreneurs ➤ Increase in foreign exchange earnings

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7. Facilitating to implement Arambuma' loan schemes for young graduates for business start-ups	7.1 Support to Export Development Board (EDB) to sign the agreements with the banks	D/AD/ DO													<ul style="list-style-type: none"> • Signing of Loan Agreement • Issuing of Government Guarantee 	➤ Improving the access to finance of young graduates
	7.2 Facilitating to provide Government Guarantees to Export Development Board on behalf of the loans provided by the BoC and PB for the selected young graduates.															
	7.3 Providing interest subsidy														<ul style="list-style-type: none"> • Amount released as interest subsidy 	
	7.4 Facilitating to obtain the legal clearance from AG															
8. Implementation of ADB Rooftop Solar Power Generation Project	8.1 Signing of MoUs with PFIs	D/AD/ DO													<ul style="list-style-type: none"> • MoUs signed • No. of loans registered • Amount released as subsidy payments • No. of Steering Committee meetings • Steering Committee appointed • No. of field visits 	➤ Minimizing the environmental pollution
	8.2 Issuing the operating instructions															
	8.3 Registering and approving the loans															
	8.4 Releasing refinance for PFIs															
	8.5 Appointing Steering Committee Members															
	8.6 Organizing Steering Committee Meetings															
	8.7 Organizing field visits															
	8.8 Preparation of progress reports															

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															<ul style="list-style-type: none"> No. of progress reports prepared 	
9. Formulation of 225 SME companies and providing leasing facility through banks and loans under “Enterprise Sri Lanka Credit Scheme”	9.1 Selecting a consultation firm 9.2 Conducting awareness programmes in selected districts as a pilot programme 9.3 Formation of SME companies 9.4 Providing loan facilities 9.5 Paying the interest subsidies 9.6 Paying the lease cost	D/AD/DO	—	—		—	—		—	—	—	—	—	<ul style="list-style-type: none"> Consultancy firm selected No. of awareness programs conducted No. of SME companies formed Amount released as subsidy payment Amount paid as lease cost 	➤ Improving the access to finance of small and medium scale entrepreneurs	
10. Development of SME Data Base	10.1 Finalized the Bid Document 10.2 Calling the bids, selecting the qualified bidder 10.3 Upgrade the database 10.4 Maintenance of the database		—	—		—	—		—	—	—	—	—	<ul style="list-style-type: none"> User friendly database Accurate data & Information 	➤ Enhance technical capacity	
Strategic Planning in Development Finance and Evaluation																
1. Implementation of government paddy purchasing programme (GPPP)	1.1 Arrange meetings with relevant stake holders based on requirement 1.2 Facilitate provisions of required funds for paddy purchasing in seasons the GPPP is implemented	D/AD/DO													<ul style="list-style-type: none"> No of meetings with state holders. Amount of funds arranged for GPPP. Amount of paddy 	➤ Ensure certified price for paddy farmers

Key Functions	Activities	Responsibility	J	F	M	A	M	J	J	A	S	O	N	D	Output Indicators	Outcome/ Impact
	<p>1.3 Monitor the paddy purchasing program when it is implemented</p> <p>1.4 Coordinate activities of special committees appointed on paddy purchasing where Treasury takes part</p> <p>1.5 Drafting of Cabinet Memoranda, Observations of the finance Ministry and Comments for Cabinet observations.</p> <p>1.6 Review progress of settling loans of PMB taken for paddy purchasing from state banks and Funds obtained from the Treasury</p> <p>1.7 Coordinate with the Ministry of Rural Economy, PMB and the state banks as an issue arises on GPPP</p>														<p>purchased in each season at certified price.</p> <ul style="list-style-type: none"> No. of reports prepared. No. of Committee appointed. No. of Cabinet Memorandum, Observations and Comments given. Status of TGs issued – Amount Outstanding Settled. Outstanding Balance payable. No. of prominent matters solved. 	

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2. Provide 100,000 loans with 50% interest subsidy and a maximum value of Rs.200,000 under “Sonduru Piyasa” loan scheme within a period of 3 years	2.1 Review the loan applications	D/AD/ DO													<ul style="list-style-type: none"> No. of loans approved and registered. No. of subsidy claims processed. Amount paid as interest subsidy. No. of borrowers monitored. No of progress reports obtained. How frequently the banks are contacted (Verbally / in writing) No. of Cabinet papers submitted for changes. 	➤ Support households to complete their houses
	2.2 Register and approve the loans.															
	2.3 Payments of interest subsidy.															
	2.4 Preparing progress reports.															
	2.5 Coordinate the “Sonduru Piyasa” programme															
	2.6 Provide inputs to the software system development															
	2.7 Conduct discussions Review the program to explore the need to change the program to expedite the process															

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															<ul style="list-style-type: none"> No. of discussions held 	
3. Provide Treasury inputs to the Cabinet Sub Committee on Cost of Living (CSCOL)	3.1 Participate and Provide Treasury inputs /comments to the Cabinet Committee on Cost of Living														<ul style="list-style-type: none"> No. of letters submitted to the CSCOL. No. of issues solved. No. of - -Reports - Cabinet Papers - Observations -Letters prepared Amount of rice imported. Frequency of date collection - Tax changes No. of TGs issued / requested amount covered. 	<ul style="list-style-type: none"> ➤ Support ensure food security and affordable levels of cost
	3.2 Direct the issues submitted by private sector and Government organizations relevant to Cost of Living matters to the CSCOL for decisions and inform the decisions obtained to the relevant parties															
	3.3 Papering Reports, Cabinet Papers, reports, Cabinet Observations and letters on COL matters which need Treasury involvement															
	3.4 Data Collection on rice import															
	3.5 Preparing progress reports on rice import.															

Key Functions	Activities	Responsibility	J	F	M	A	M	J	J	A	S	O	N	D	Output Indicators	Outcome/ Impact
	3.6 Data collection on essential food commodities, tax changes, MRP changes 3.7 Conduct special meetings & discussions regarding COL issues. 3.8 Coordinate with the Department of Treasury on matters related to the Treasury where necessary														<ul style="list-style-type: none"> No. of data bases, sub data bases maintained. No. of reports prepared. No of discussions held 	
Micro Finance and Dairy Development																
1. Providing Interest Subsidies 1.1 New Comprehensive Rural Credit Scheme(NCRCS) 1.2 Re-integrated Trainees Program phase I & II 1.3 Vehicle loan for Media Personal and Artists	1.1 Providing interest subsidies for loans granted by Commercial Banks 1.2 Review the progress and follow up actions 1.3 Assessing the sector wise progress 1.4 Maintaining the Micro finance data base	D/N AD/M DO/A													<ul style="list-style-type: none"> 1.Interest subsidy released 2.No of Loans granted and amount disbursed 	

Key Functions	Activities	Responsibility	J	F	M	A	M	J	J	A	S	O	N	D	Output Indicators	Outcome/ Impact
															<ul style="list-style-type: none"> 1.No of reports prepared 	
2. Monitoring and supervising Micro Finance activities	2.1Assessing the sector wise progress 2.2Maintaining the Micro finance data base														<ul style="list-style-type: none"> No of reports prepared 	
3. Maintaining dairy sector data base and settling the dairy sector issues	3.1 collecting data on local and international dairy market 3.2 submit the reports to take appropriate policy decision														<ul style="list-style-type: none"> No of reports submitted Policy decisions taken 	
4. Facilitating to implement Dairy Sector loan schemes 4.1 Commercial Scale Dairy Development Loan Scheme(CSDDL) 4.2 High milk producing cows for dairy farmers through a gap financing scheme	4.1 coordinate and monitor the activities 4.2 Take appropriate follow up actions and policy decisions														<ul style="list-style-type: none"> No of meetings attended Policy decisions taken 	
5. Price subsidy to Domestic Milk Powder Manufacturers as proposed by 2016 Budget	5.1Providing subsidies to Milco and Pelwatte companies as per the Cabinet decision 5.2submit the reports to take appropriate policy decision														<ul style="list-style-type: none"> Price subsidy released No of reports prepared 	

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6. Interest Subsidy Loan Scheme to media personnel to upgrade/purchase media equipment "Madya Aruna"	6.1 submit the reports to take appropriate policy decision 6.2 providing subsidies to the relevant companies 6.3 implement the proposal and monitor the progress														<ul style="list-style-type: none"> Price subsidy released No of loans granted and interest subsidy released 	
7. Implementing the Budget proposal 2018 " Pavitra Ganga Initiative"	7.1 Implement the proposal and monitor the progress															
Financial Market, Primary Sector & Administration																
1. Construction of three ware houses in Polonnaruwa, Kilinochchi and Ratnapura	1.1 Monitoring and coordinating the projects.	D/P AD/D													<ul style="list-style-type: none"> No. of field visit attended 2. Gathering information of Physical and financial progress. 	<ul style="list-style-type: none"> ➤ Improved storage capacity for harvest
2. Facilitating the fertilizer cash subsidy scheme	2.1 Monitor the release of required funds for fertilizer subsidy	D/P AD/D													<ul style="list-style-type: none"> Amount released under this scheme. 	<ul style="list-style-type: none"> ➤ Reduce the cost of production of agriculture produce ➤ Increase the productivity of agriculture sector

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3. Enhancing Poultry Sector	3.1 Facilitate to import Maize during a shortage occurred in local industry	D/P AD/P													<ul style="list-style-type: none"> Volume of imported maize and No. of permits issued for importation of Maize 	Facilitate the value chain of poultry industry while protecting local maize farmers and consumers
4. Providing refrigerators to small scale poultry traders	<p>4.1 Organizing initial discussion with PFIs.</p> <p>4.2 Make necessary amendments to the operating guide lines when and where necessary.</p> <p>4.3 Register and approve the loans.</p> <p>4.4 Calculation of interest subsidy.</p> <p>4.5 Payments of subsidy.</p> <p>4.6 Organize field visits.</p> <p>4.7 Preparing progress reports</p>	D/P AD/P													<ul style="list-style-type: none"> No. of meeting organized. Amendments prepared. No. of registered and approved loans Amount released as interest subsidy payments No. of field visits No. of reports 	

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5. Administration		ADG/S D/P AD/M														
5.1 Procurement	5.1.1 Calling Tenders 5.1.2 Signing agreements/contract with selected parties														<ul style="list-style-type: none"> No. of Tenders called No. of tenders offered No. of items procured 	➤ All purchases are done as per the procurement plan
5.2 Human Resources Development	5.2.1 Organizing training/capacity building programs 5.2.2 Selecting officials for Training programs														<ul style="list-style-type: none"> No of training programs organized No of officials sent for training programs 	➤ Training requirements are identified and satisfied
5.3 Maintaining of Establishment activities	5.3.1 Physical Resources Management														<ul style="list-style-type: none"> Amount of expenditure Consumption of fuel No of items; <ul style="list-style-type: none"> i.Vehicles repair/service ii.Machinery repair/service 	

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6. Financial Management	6.1 Accounting	AD/M													<ul style="list-style-type: none"> No. of votes saved below 5% of allocation No. of reports prepared 	<ul style="list-style-type: none"> ➤ Allocated funds are utilized properly ➤ All necessary reports are submitted
	6.2 Preparation of relevant reports and summaries															

Contact Details:

Abbreviation	Position	Name of the Designated Officer	Sector/Unit	Contact – Office/Ext.	Contact – Mobile
ADG/S	Additional Director General	Mr. K A S S K Perera		011-2151416/Ext:1500	071-8181371
D/M	Director	Mr. P M K Hettiarachchi	SME	011-2484572/Ext:1017	071-8100524
D/H	Director	Mr. S H V Kumara	SPDF & E	011-2484595/Ext:1015	071-5349063
D/N	Director	Ms. M K D N Madampe	MF	011-2484605/Ext:1040	071-8124145
D/P	Director	Mr. K G P Pushpakumara	FM, PS & AD	011-2484507/Ext:1410	071-5348775
AD/M	Assistant Director/Deputy Director (Finance)	Ms. W L M Liyanage	MF	011-2484594/Ext:1013	077-3452909
AD/R	Assistant Director	Ms. R A D R Ranasinghe	SPDF & E	011-2484596/Ext:1023	071-4470396
AD/D	Assistant Director	Ms. J D Kotinkaduwa	FM, PS & AD	011-2484854/Ext:1275	071-8089159
AD/V	Assistant Director	Ms. D L V Wijeratna	SME	011-2337527/Ext:1636	071-1903385
AD/PR	Assistant Director	Ms. P G P Rasanjali	SME	011-2484829/Ext:1234	071-4261951
AD/P	Assistant Director	Mr. W P S Wickramage	FM, PS & AD	011-2151446/Ext:1474	071-8025137
ICTO/S	Information & Communication Technology Officer	Mr. H P S Shantha	FM, PS & AD	011-2484884/Ext:1343	071-8100523
DO/A	Development Officer	Ms. A M Wickramasinghe	SME	011-2484884/Ext:1343	071-8100527
ICT/G	ICT Assistant	Ms. J.M.I.A. Geeshani	SME	0112484884/Ext:1445	0773674833
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