



Annual Action Plan 2020

**Department of Fiscal Policy
Ministry of Finance, Economic and
Policy Development**



Effective from 01 January to 31 December 2020

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1.0 Framework

1.1 Introduction

The main responsibilities of the Department of Fiscal Policy is the formulation and implementation of fiscal policy within the broad developmental framework of the government in consultation with relevant institutions, line ministries, other agencies and private sector to achieve desired economic and social objectives of the country.

The Department is mainly responsible for the taxation policy of country as well as analyzing the revenue, expenditure and financing activities, and the domestic and global macroeconomic development in order to facilitate appropriate adjustment in the country's fiscal policy to achieve desired outcomes.

The Department of Fiscal Policy has identified the importance of strengthening its activities further to provide necessary impetus towards undertaking more analyses and research activities in the medium to long run thereby facilitating the General Treasury's transformation to operate in a middle income economy environment.

1.2 Vision

To ensure the establishment of a sustainable fiscal policy framework

1.3 Goal

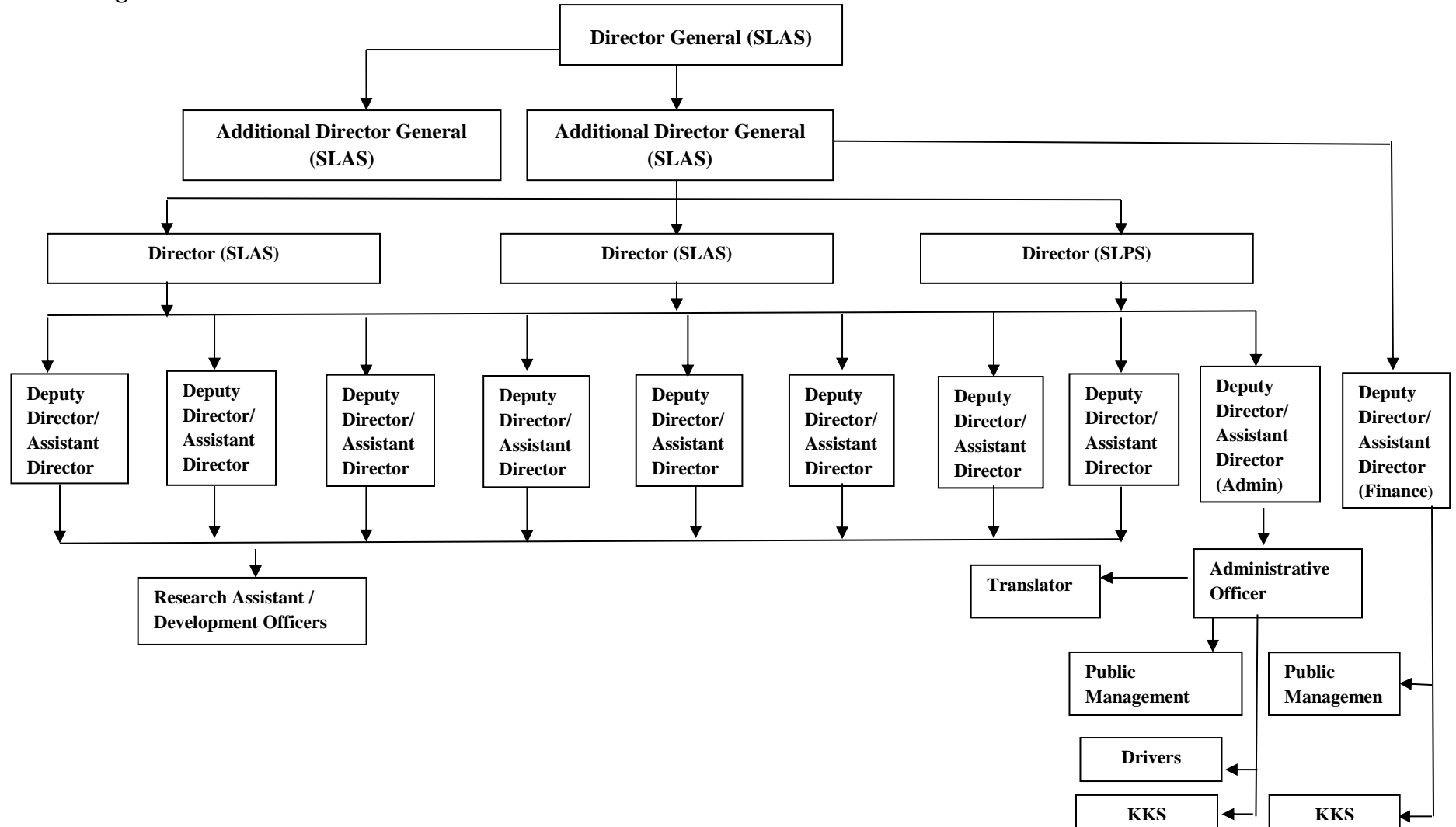
Formulation and implementation of fiscal policy within the broad development framework of the government

1.4 Scope and Function

- Formulation and implementation of fiscal policy and medium term fiscal strategy by coordinating public, private and international agencies.
- Formulation of tax policy and related statutes other than the Customs Duty and the Special Commodity Levy.
- Management and review of fiscal out-turn and fiscal performance including government revenue and receipts while maintaining a proper co-ordination with all departments engaged in revenue collection.
- Handling the work related to the amendments to the legislations as per the policy decisions taken by the government from time to time.
- Implementation of requirements under Fiscal Management (Responsibilities) Act, No. 03 of 2003 including reporting.
- Undertaking analysis/research on various fiscal and macroeconomic matters.

2.0 Functions of Administration Division and Finance Division

2.1 Organizational Structure



2.2 Approved

and Existing Cadre as at 24 January 2020

Designation	DMS Approved Cadre				Existing Cadre				Vacancies
	Service	Grade/ Class	Salary Code	DMS Approved Cadre	Service	Grade/ Class	Salary Code	Existing Cadre	
Senior Level									
Director General	SLAS	Special	SL3/2016	01	SLPS	1	SL1/2016	01	-
Addl. Director General	SLAS	Special	SL3/2016	01	SLAS	Special	SL3/2016	01	-
Addl. Director General	OPEN	Special	SL3/2016	01	SLAS	Special	SL3/2016	01	-
Director	SLAS	1	SL1/2016	02	SLAS	1	SL1/2016	02	-
Director	SLPS	1	SL1/2016	01	-	-	-	-	01
Dy. Director/ Asst. Director	SLAS	11/111	SL1/2016	09	SLAS	11/111	SL1/2016	05	04
Dy. Director/ Asst. Director	SLPS	11/111	SL1/2016	05	SLPS	11/111	SL1/2016	05	-
Accountant	SLAcS	11/111	SL1/2016	01	SLAcS	11/111	SL1/2016	01	-
Tertiary Level									
Administrative Officer	MSO	Supra	MN7/2016	01	MSO	Supra	MN7/2016	01	-
Translator (Eng/Sin)	TS	Special	MN6/2016	01	-	-	-	-	01
Translator (Eng/Tam)	TS	1	MN6/2016	01	TS	1	MN6/2016	01	-
Secondary Level									
Development Officer	DOS	111/11/1	MN4/2016	08	DOS	111/11/ 1	MN4/2016	08	-
Management Services Officer	MSO	111/11/1	MN2/2016	10	MSO	111/11/ 1	MN2/2016	10	-
Primary Level									
Driver	DS	111/11/1 /Sp	PL3/2016	07	DS	111/11/ 1/Sp	PL3/2016	06	01
K.K.S	OES	111/11/1 /Sp	PL1/2016	07	OES	111/11/ 1/Sp	PL1/2016	06	01
Total				56				48	

2.3.0 Financial Allocation (January- April) for the Implementation of the Annual Action Plan 2020 as per the Budget Estimate 2020

**2.3.1 Head - 238 Department of Fiscal Policy- 01- Operational Activities
1- Fiscal Management - Vote on Account**

		Rs' 000
Object Code	Category/Object Title	2020 Jan - Apr provision
	RECURRENT EXPENDITURE	27,248
	Personal Emoluments	15,750
1001	Salaries & Wages	10,500
1002	Overtime and Holiday Payments	450
1003	Other Allowances	4,800
	Travelling Expenses	2,450
1101	Domestic	50
1102	Foreign	2,400
	Supplies	1,170
1201	Stationery and Office Requisites	500
1202	Fuel	600
1203	Diets and Uniforms	70
	Maintenance Expenditure	900
1301	Vehicles	400
1302	Plant, Machinery	200
1303	Building and Structure	300
	Services	6,678
1401	Transport	700
1402	Postal and Communication	500

1408	Lease rental for Vehicle Procured Under Operational Leasing	1,100
1409	Other	4,378
	Transfer	300
1506	Property Loan Interest to Public Servants	300
	CAPITAL EXPENDITURE	100
	Acquisition of Capital Assets	50
2102	Furniture abd Office Equipment	50
	Human Resource Development	50
2401	Staff Training	50
	Total Expenditure	27,348

2.3.3 Procurement Plan for the Year 2020

Department	Procurement Category	Estimated Cost (Rs.)	Source of Financing	Procurement Method	Level of Authority	Priority Status	Current status of Procurement Preparedness activities	Schedule Date of Commencement	Schedule Date of Completion	Remarks
Fiscal Policy Department	Goods(03 No. of Laptop Computers)	390,000	Department Allocations	Shopping Method	DPC	Urgent		Early February	Within one month	
	Goods (02 No. of Printers)	50,000	Department Allocations	Shopping Method	DPC	Normal		April end	Within one month	
	Goods (01 No. of Desktop Computers)	120,000	Department Allocations	Shopping Method	DPC	Normal		September	Within one month	
	Goods (01 No. of Photocopy Machine)	550,000	Department Allocations	Shopping Method	DPC	Normal		End November	Within one month	
	Goods (01 No. of Paper Shredder)	2,000	Department Allocations	Shopping Method	ADG	Normal		December	Within two weeks	

3.0 Activity Plan - 2020

Goal	Objectives	Activities	Time Period				Responsibility	Supervision
			1 st Qur.	2 nd Qur.	3 rd Qur.	4 th Qur.		
Formulation and Implementation of Fiscal Policy within the Broad Development Framework of the Government	To Formulate and Implement of the Fiscal Policy and Medium term Fiscal Strategy	i. Monitoring the implementation of policies and performance of revenue and expenditure	—————				All ADs	DG , Ds
		ii. Reviewing macro fiscal condition of the country	—————					
		iii. Collaborating with the relevant agencies which have an impact on economic policy direction	—————					
Iv. Taking measures to adjust the situation where a reaction is needed.		—————						
	To Prepare the Revenue Estimate 2021	i. Requesting the estimate for each revenue agencies			———		AD/K	DG, D
		ii. Evaluating of the revenue estimates			———			
		ii. Finalizing of the estimate				———		
	To Review Fiscal Policy	i. Attending the review meeting of revenue performance on cash flow in the every month under the chairman ship of Secretary to the Treasury	—————				AD/K DO/K	DG

	<p>To Monitor the Revenue Performance - 2020</p>	<p>i. Attending to the meeting on review revenue performance at the cash flow</p> <p>ii. Monitoring Performance of revenue estimates of 2020</p> <p>iii. Monitoring progress of policy and administrative changes introduced in the budget 2020</p> <p>iv. Revision of tax policies as required</p>					<p>All ADs</p>	<p>DG, Ds</p>
	<p>To Prepare the Budget Speech 2021 to the Parliament</p>	<p>i. Moulding necessary and requisite policy direction into the budgetary Framework</p> <p>ii. Request for budget proposal from general public, private sector and government agencies</p> <p>iii. Analyzing the revenue proposals for the budget 2021</p> <p>iv. Preparing and publishing Gazette Notifications relating to the revenue proposals</p> <p>v. Preparing of relevant Act amendments, if any</p>					<p>All ADs</p>	<p>DG, ADG/N, Ds</p>
	<p>To Implement the Revenue Proposals of the Budget 2020/2021</p>	<p>I. Drafting acts and make amendments to the relevant acts</p> <p>ii. Obtaining the certification from the legal Draftsman and Attorney General</p> <p>iii. Obtaining the Cabinet approval</p> <p>iv. Publishing the Acts and Bills</p> <p>v. Submission to Parliament to approval.</p>					<p>All ADs</p>	<p>DG,Ds</p>

	To Grant Various Tax Concessions and Exemptions in Terms of the Applicable Laws	<p>i. Making necessary revisions on taxes</p> <p>ii. Attending the representations made by public, government organizations and international organizations on tax matters.</p>					AD/K, AD/C	D/S, D/K
	To Develop Skills of Human Resources (Staff Training)	<p>i. Local Training</p> <p>ii. Foreign Training</p>					AD/L	ADG/J
	To Carry out the Administrative and Financial Matters of the Department						AD/L	ADG/J
	To Prepare of the Reports Under the Fiscal Management (Responsibility) Act, No.3 of 2003 and Tabled them in the Parliament	<p>i. Annual Report</p> <p>ii. Midyear Fiscal Position Report</p> <p>iii. Fiscal Management Report</p> <p>iv. Records on Right to Information</p> <p>v. Pre-election Budgetary Position Report</p>					All ADs	DG, ADG/N
	To Observe the Parliament Questions						All ADs , D	DG, ADG/N