



ACTION PLAN 2022
DEPARTMENT OF TRADE AND INVESTMENT POLICY

MINISTRY OF FINANCE
COLOMBO -01

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Strategic Direction

Vision

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

Mission

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

Goals

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

Objectives

- To achieve a vibrant tariff regime for trade promotion and industry friendly
- To eliminate tariff restrictions which discourages the investment
- To strengthen the Temporary Importation for Export Processing (TIEP) Scheme
- To strengthen the policy on Bonded Warehouses
- To organize dialogue with relevant stakeholders for preparing a policy for SME sector
- To assist the entrepreneurs providing necessary information through customer friendly database
- To streamline issuance of public officers' concessionary vehicle permits
- To promote free trade agreements based on reciprocal benefits within the asymmetrical nature of island trading economy
- To promote free trade agreements which provide access to the global value chain trading / industries

Action Plan - 2022

Serial No	Policy	Strategy	Proposed Activity	Allocation	Vote Particulars 1	Date of Commencement	Date of Completion	Financial Targets Rs'000				Physical Targets (%)				Key Performance Indicators	Implementing Agency	Responsible By		Remarks			
								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No				
1	Implementation of ongoing Bilateral, Plurilateral and Multilateral Trade Agreements																						
1.1	India - Sri Lanka Free Trade Agreement (ISFTA)	i Tariff Liberalization for market access	i.Implementation of Tariff Liberalization Program	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of RPO Issued to implement Tariff Liberalization Programme Reviewed Sensitive List No.of Trade policy issues Resolved No. of meetings attended 	Department of Trade and Investment Policy	ADG (R) AD (Ch)	Attached				
1.2	South Asia Free Trade Agreement (SAFTA)	ii Review of tariff structure iii Review of bilateral trade flows	ii. Reviewing of Sensitive List iii. Trade impact analysis iv.Addressing trade policy related issues under the agreements	-	-	Jan	Dec	-	-	-	-	25	25	25	25								
1.3	Pakistan - Sri Lanka Free Trade Agreement (PSFTA)	iv Addressing industry specific issues		-	-	Jan	Dec	-	-	-	-	25	25	25	25								

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
1.4	Asia Pacific Trade Agreement (APTA)	v Rationalization of sensitive list for trade industry facilitation	v.Attending Bilateral / Plurilateral Consultations vi. Analyzing Import and Export data under the agreements	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Reports of Consultations No.of reports prepared. Analyzing Import and Export data 				
1.5	Sri Lanka - Singapore Free Trade Agreement (SLSFTA)			-	-	Jan	Dec	-	-	-	-	25	25	25	25					
2	Facilitation of Proposed Free Trade Agreements																			
2.1	Bay of Bengal Initiative for Multi - Sectoral Technical & Economic Co-operation (BIMSTEC)	i Formulation of Sensitive list	i. Analyzing trade related data of the participating countries ii. Participating in Trade in Goods Committee Meetings to prepare Tariff Liberalization Programme (TLP)	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of reports prepared and analyzing trade related data No,of Initial reports prepared on Tariff Liberalization Programme 		ADG (R)	AD (CH)	

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
2.2	Proposed China - Sri Lanka Free Trade Agreement	ii Preparation of Tariff Liberalization Programme iii Carry out Revenue impact analysis	iii. Conducting revenue impact analysis iv. Contributing compilation of Negative List v. Contributing Preparation of TLP vi. Contributing FTAs negotiations representing MoF	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Revenue impact analysis reports Compiled Negative List Completed Tariff Liberalization Programme 	Department of Trade and Investment Policy	ADG (PK)	Attached	
2.3	Proposed Thailand - Sri Lanka Free Trade Agreement	iv Attend Stakeholder consultation	ii. Reviewing and coordinating of Customs Procedures and Trade Facilitation Chapter of FTAs viii. Analysis of Para – Tariff measures	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Negotiations Contributed represent the MOF No.of Revisions made on Customs Procedures and Trade Facilitation Chapter of FTAs 	Department of Trade and Investment Policy	ADG (R) AD (CH)		

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
2.4	Proposed Economic and Technology Cooperation Agreement with India (ETCA)	v Take part for negotiations vi Other Policy related activities	ix. Obtaining approvals for the finalized TLP from the MOF x. Participating in the FTA related meetings	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Report prepared and analyzing Para – Tariff measures Approved TLP 				
2.5	Proposed Bangladesh - Sri Lanka Free Trade Agreement (BSFTA)			-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of meetings participated 				

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
3	Reviewing of Tariff Policy for National Development																			
3.1	Issuance of RPO Gazette Notifications related to; - Requests on Customs Duty revisions - Requests on creation of National Sub Divisions - Obligations made under Free Trade Agreements - Other RPO related requests	Revising and publishing the tariff rates and exemptions	i. Analyzing requests ii. Obtaining necessary information. iii. Obtaining recommendations from Sri Lanka Customs where applicable. iv. Reviewing with current regulations applicable. v. Obtaining approval from Hon. Minister	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of RPO Gazette Notifications issued No.of Cabinet Memorandum submitted No.of RPO Gazettes submitted to the Parliament 		ADG (PK) TA (W)		

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
3.2	Issuance of SCL Gazette Notifications	Protection of consumers and local farmers	vi. Issuing of Gazette Notifications vii. Compilation and submission of Cabinet Memorandum.	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of SCL Gazette Notifications issued No.of Cabinet Memorandum submitted No.of SCL Gazette submitted to the parliament 	Department of Trade and Investment Policy		Attached	
3.3	Issuance of Gazette Notifications under the customs Ordinance (Surcharge)	Case analysis within the legal provisions to cope with the appeal	viii. Submission of Gazette Notifications for Parliament Approval ix. Revision of tariff structure and issuance of Gazette Notifications x. Compilation and submission of Cabinet Memorandum	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Gazette Notifications issued 				

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No		
3.4	Issuance of CESS Gazette Notifications	Protection of local industries	xi. Submission of Gazette Notifications for Parliament Approval	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of CESS Gazette Notifications issued 	Department of Trade and Investment Policy	ADG (R)	Attached		
4	Issuance of Export Tariff Guide	Publish the duties and tariffs on exports under HS codes	i Conduct meetings with stakeholder ii Prepare export tariff guide	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of meeting conducted No.of duties published Completion of Tariff guide 		ADG (R)		AD (K)	
5	HS code Transposition of 2022 version	Update for HS code schedule as per the World Customs organization guidelines	Prepare tables of HS codes by transpositions for existing HS schedule as per the WCO guidelines													<ul style="list-style-type: none"> No.of document prepared No.of meeting conducted Completion of the transpositions 		ADG (R)		AD (K)	

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
6	Formulation of policies for Boarder / Customs Management	i. Amending Customs Ordinance ii. Issuance of policy guidance under Customs Ordinance iii. Promulgation of rules and regulations iv. Mitigation of Revenue loss v. Facilitation of Customs Mutual Agreements	i. Reviewing issues /proposals relevant to policy gap ii. Obtaining observations from stakeholders iii. Preparation of Regulation/ Policy Guidelines iv. Publishing the regulation/ Policy Guidelines in the form of Gazette Notification/ Circular or other appropriate documents	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Regulations / policy guidelines prepared No. of meetings organized / attended No. of Gazettes / letters / circulars issued 		ADG (R) AD (Ch)		

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
7	Assisting for implementation of WTO Trade Facilitation Agreement	<ul style="list-style-type: none"> National Trade Facilitation Committee (NTFC) National Single Window (NSW) Sri Lanka Trade Information Portal (SLTIP) Other functions under WTO – TFA	i. Participate for the meetings of the NTFC ii. Establishment of NSW iii. Implementing activities of WTO Trade Facilitation Agreement recommended by NTFC. iv. Submitting the tariff related regulations and policies to (SLTIP) v. Implementation of SLTIP activities vi. Implementation of other functions of WTO TFA	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No. of Meetings Attended / organized No. of NTFC recommendations implemented No. of reports/articles /letters/documents prepared No. of Regulations / Documents submitted to SLTIP 	Department of Trade and Investment Policy	ADG (R) AD (K)	Attached	
8	Issues submitted by industries/ other organizations																			
8.1	Addressing trade and tariff related issues submitted by industries/ other organizations	<ul style="list-style-type: none"> Policy related matters 	i. Study the matters submitted ii. Conduct stakeholder meetings	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No. of Issues received 		ADG (R)		

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
8.2	Addressing requests related to Imports and exports Control measures	• Industry requests related matters	iii. Propose solutions for the issues.	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No. of meeting attended / organized No. of reports / minutes / letters prepared 		AD (Ch)		
8.3	Addressing requests related to Board of Investment of Sri Lanka		iv. Implementation of solutions	-	-	Jan	Dec	-	-	-	-	25	25	25	25					
9	Revision of TIEP scheme	Implement revised policy on TIEP scheme	i Stake holders meeting ii Preparation / revision of regulation iii Published revised regulations under a gazette notifications	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of meeting conducted No.of document prepared 		D (S)		

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
10	Facilitate for implementation of Trade Policy related Budget Proposals of the Budget Speech	Analyzing issues of Budget Proposals in line with relevant policies	i. Studying trade and tariff related Budget Proposals. ii. Conducting stakeholder meetings iii. Proposing solutions and preparing regulations/ policy guidelines iv. Implementation of solutions	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No. of meetings attended / organized No. of reports / minutes / letters prepared 	Department of Trade and Investment Policy	ADG (R) AD (Ch)	Attached	
11	Granting Duty Waivers under the provisions of the Customs Ordinance																			
11.1	Granting approval for importation of goods for Special Development projects under the Section 19A of the Customs Ordinance	Facilitating the national interest and economic development	i. Receiving project approval letter to waive of CID from the DG Department of Fiscal policy. ii. Receiving the request and recommendation from the Secretary to the relevant line Ministry with required documents iii. Checking all documents and if all required documents are available preparing the duty waiver letter.	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No. of Duty waivers requests received No. of Duty waivers approved No. of policy decisions taken 	Department of Trade and Investment Policy	D(A)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
			iv. Submitting the prepared letter online to the DG, Sri Lanka Customs.																	
			v. Issuing the CID waiver off letter to the consignee with a copy to the relevant authority.																	
11.2	Granting approval for importation of goods on re-export basis for Special Development projects under the Section 22 A of the Customs Ordinance	Rationalization of disposal of used project goods to avoid market distortions	vi. Maintaining the records of Duty waivers granted.	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Duty waiver requests received No.of Duty waivers approved 		D(A)		

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
11.3	Granting Duty Waivers under the Section 19A of the Customs Ordinance for the goods imported for public interest.	To grant duty exemption with public interest	<p>i Receiving request & recommendation letter of the CID waive off from the relevant line Ministry with required documents</p> <p>ii Checking the all documents</p> <p>iii Calculating the amount of CID applicable</p> <p>iv Preparing a minute to submit for Hon. Minister's approval .After receiving Hon. Minister's approval preparing the CID waive off letter to the consignee with a Copy to the relevant authority</p>	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Duty waiver requests received No.of Full duty waivers granted No.of Partial Duty waivers granted 	Department of Trade and Investment Policy	D(A)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
11.4	Issuance of Gazette Notifications on duty waivers granted under the Section 19(A) of Customs Ordinance	Reporting to the public through Parliament.	<ul style="list-style-type: none"> i. Obtaining the Data from the Sri Lanka customs ii. Preparation the data and translating in to the Sinhala and Tamil languages iii. Publish the Gazette Notification and Table in the Parliament 	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> • No.Of Gazettes issued 	Department of Trade and Investment Policy	D(D) DD (T)		
12	Bilateral / Plurilateral Joint Trade Committees	Facilitate Bilateral / Plurilateral Joint Trade Committees	<ul style="list-style-type: none"> i. Participate for the Bilateral / Plurilateral Joint Trade Committees ii. Study the proposals received from Bilateral / Plurilateral Joint Trade Committees iii. Provide Solutions for tariff policy related issues including customs matters with respective countries iv. Propose solutions for other relevant issues v. other relevant issues 	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> • No. of Committees attended • No. of reports prepared • No. of Solutions Proposed for issues received 		ADG (R) AD (Ch)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
13	Bonded Warehouses related matters																			
13.1	Reviewing of Policy guidelines related to Bonded Warehouses	Identify the types of bonded warehouse and policy guidelines for them	i. Studying policy requests. ii. Conducting stakeholder consultations. ii. Establishing policy guidelines	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> Revised guidelines established 		D (S)		
13.2	Establishment/ re-location / de-bond of Bonded Warehouses (B/W)	i Compliance to the customs ordinance ii Current laws issued regarding BWH's and consideration of the Government revenue	i. Studying requests ii. Obtaining necessary information. iii. Obtaining recommendations from Sri Lanka Customs. iv. Reviewing with current regulations applicable to B/W. v. Granting Approval.	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of requests received No.of Approvals granted for establishment/ re-location of Bonded Warehouses No of Policy Compliance approval granted by the ST for establish a Plant in Bond 	Department of Trade and Investment Policy	D (S)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
14	Oversight Committee of Parliament / Public Finance Committee of Parliament																			
14.1	Participation to the Parliament Committees	Participation and respond to the matters arising from the committees	i. Study the matters / directions forwarded by the parliament committees	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No. of meetings attended No. of reports prepared 		ADG (PK)		
14.2	Implementation of recommendations of President Commissions		ii. Obtain necessary approvals iii. Submit reports	-	-	Jan	Dec	-	-	-	-	25	25	25	25			<ul style="list-style-type: none"> No. of Solutions Proposed for issues received 		ADG (R)
15	Preparation of Answers for Parliamentary Questions / Cabinet Observations																			
15.1	Preparation of Answers for Parliamentary Questions	Answering without delay	i. Studying the Parliamentary Question received ii. Preparation of Answers for Parliamentary Questions	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No. of Parliamentary questions received No. of Answers for parliamentary questions submitted. 		ADG (PK)	ADG (R)	
15.2	Preparation of observations of the Cabinet Memorandum	Impact Analysis Policy Compliance	i. Studying the Cabinet Memorandum ii. Preparation of Observations for the Cabinet Memorandum	-	-	Jan	Dec	-	-	-	-	25	25	25	25			<ul style="list-style-type: none"> No. of Cabinet observations requested No. of Cabinet observations submitted 		ADG (PK)

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
16	Facilitating Boarder /Customs Management	i Issuance of policy guidance ii Promulgation of rules and regulations iii Mitigation of revenue loss	i. Amending customs ordinance as required ii. Attending for appeals under the Sections 164 & 165 of the Customs Ordinance <ul style="list-style-type: none"> • Obtaining necessary clarifications • Preparation of Reports • Obtaining the approval of Hon. Minister of Finance • Make aware the relevant parties accordingly 	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> • Amended Sections of Customs Ordinance • No.of Appeals concluded 	Department of Trade and Investment Policy	ADG (PK) AD (A)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
18	Implementation of SAARC Development Fund (SDF) activities	i. Implementation of SDF Board recommendation ii. Implementation of counterpart agency activities	i. Facilitate SDF to approve funding for local projects ii. Provide information/ Observations/recommendations related to SDF projects iii. Conduct progress review meeting and forward relevant reports to SDF	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No. of meetings held No. of letters / reports prepared 	Department of Trade and Investment Policy	ADG (R)	Attached	
19	Miscellaneous	Preparation of Performance reports/ annual reports/ progress reports relevant to the Trade Division	Depend on the task	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No. of meetings held No. of letters / reports prepared 		ADG (R) D(S)		
20	Disposal of vehicles imported under the various duty concession schemes	To ensure expected use based on the concession granted	Granting approvals for disposal of vehicle under various duty concession schemes	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No. of requests received No. of approvals granted 		ADG (R) TA (A)		

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No			
21	Issuance of Vehicle Import Permits under Concessionary Terms for the eligible officers of Government Service, State Corporations , Statutory Institutions and Governors of Provinces	To enhance the service of Public officers more efficient and effective by providing opportunity to import/ purchase motor Vehicle under tax concession.	<p>i. Issuing vehicle permits under the various duty concession schemes</p> <p>ii. Amending relevant circulars</p> <p>(A) To amend the Trade and Investment Policy Circular including relevant clauses to make provisions to the officers who could not obtain the Motor Vehicle Permits on Concessionary Terms on the due date due to lapse of administrative decisions</p> <p>iii. Attending for complaints and appeals</p>	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> Amended Sections/ amended Circular No.of permits issued under the Circular No 01/2018 No.of Replied/ attended complaints and appeals No.of permits issued to Governors No.of permits issued under the Circular No 22/99 No.of Duty waving letters issued for the permits issued under the MIS 210 	Department of Trade and Investment Policy	ADG (PK)	AD (A)	TA (A)	Attached	23

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22	Right to Information Act No. 12 of 2016	Timely giving of accurate and complete information and answers	i. Replying to the requests received ii. Attending to the appeals received on rejection of giving information	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of requests received No.of Information requests replied No.of appeals attended 		DG TA (A)		
23	Human Resource Management	Filling the training gap of the employees, accelerate the Departmental efficiency	i. Acquiring HR ii. Developing Capacity of HR iii. Servicing of HR	43,925	1001 1002 1003 1101 1102 1203 1506 2401	Jan	Dec	10,190	10,590	11,255	11,890	23	24	26	27	<ul style="list-style-type: none"> No.of Trainings provided No.of salary increments/salary conversions/ performance appraisals done 		D (D) AD (Admin) AO	Attached	
24	Procurement	Purchasing goods and Services for the smooth functioning of the department works	i. Calling Quotations ii. Technical evaluation ii. Selection & Approval v. Awarding v. Signing Agreements vi. Payment for Procurement	3,350	1201 2001 2102 2103 2106	Jan	Dec	250	550	1,800	750	07	16	54	22	<ul style="list-style-type: none"> No.of procurement planned No of procurements completed 		D (D) AD (Admin) AO		

Serial No	Policy	Strategy	Proposed Activity	Allocation	Vote Particulars 1	Date of Commencement	Date of Completion	Financial Targets Rs'000				Physical Targets (%)				Key Performance Indicators	Implementing Agency	Responsible By		Remarks
								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
25	Court Cases	i Establish legality of the decision ii Develop logical answers to minimize the effect	Attending the Court Cases related to : ➤ Customs Ordinance ➤ Trade Policy matters ➤ Circular on Issuance of vehicle Permits <ul style="list-style-type: none"> • Compilation of averments • Legal consultation, etc. 	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> • Compiled Averments • Legal Consultations attended 	Department of Trade and Investment Policy	ADG (PK) AD (A)	Attached	

Serial No	Policy	Strategy	Proposed Activity	Allocation	Vote Particulars 1	Date of Commencement	Date of Completion	Financial Targets Rs'000				Physical Targets (%)				Key Performance Indicators	Implementing Agency	Responsible By		Remarks
								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
26	Financial Management																			
26.1	Planning financial resources	Real Budget Estimating Proper management of allocations & imprest Accurate Financial reporting	i. Preparation of budget ii. Planning monthly capital & recurrent expenditures iii. Setting the allocation & impress limits quarterly	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> Timely submission of budget estimate Monitoring expenditures according to the budget 	Department of Trade and Investment Policy	D (D) Acct	Attached	
26.2	Recording the transactions	Preparation of accounts according to the circulars and financial regulations on or before the given time period	i Preparing monthly accounting summaries and bank reconciliation ii Preparing control accounts and reconciliation reports iii Preparing Appropriation accounts	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of timely submitted monthly accounting summaries 				

Serial No	Policy	Strategy	Proposed Activity	Allocation	Vote Particulars 1	Date of Commencement	Date of Completion	Financial Targets Rs'000				Physical Targets (%)				Key Performance Indicators	Implementing Agency	Responsible By		Remarks
								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
27	Answering audit queries raised by the General Audit, Management Audit, Internal Audit	Compliance to the office procedures and guidelines	i. Collecting requested information from relevant divisions. ii. Preparing and submitting answers for the audit queries	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No. of Audit queries received No. of Audit queries answered 		D (D) Acct		
28	Assets and Inventory management	Minimizing the wastage and develop the system according to the existing laws and regulations	i. Recording and updating inventory and asset register ii. Maintaining and repairing the assets (Vehicles, Machinery etc.) iii. Payment for stationery & office requisites and maintenance of vehicles, plant and machinery iv. Conduct the Annual Board of Survey	2,300	1301 1302	Jan	Dec	342	532	640	786	15	23	28	34	<ul style="list-style-type: none"> Updated inventory and asset register Timely submitted Annual Board of Survey (ABS) report 		D (D) Acct AO		

Serial No	Policy	Strategy	Proposed Activity	Allocation	Vote Particulars 1	Date of Commencement	Date of Completion	Financial Targets Rs'000				Physical Targets (%)				Key Performance Indicators	Implementing Agency	Responsible By		Remarks
								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
29	Maintaining utility services (Telephone, Fuel, Cleaning, Postal)		i. Recording and supervising utility services ii. Payment for supplies and services	7,900	1202 1401 1402 1409	Jan	Dec	1,900	1,900	2000	2100	24	24	25	27	<ul style="list-style-type: none"> Availability of utility services for smooth functioning of the Department 	Department of Trade and Investment Policy	D (D) Acct AO		
30	Preparation of Monthly & Quarterly Progress Report	Reporting the progress of the implementation of Action Plan	i. Collecting data from relevant divisions ii. Preparing the Reports iii. Submitting to the Government audit and other required parties	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> No.of Timely submitted monthly & quarterly progress reports 	Department of Trade and Investment Policy	D (D) DD (T)	Attached	

Serial No	Policy	Strategy	Proposed Activity	Allocation	Vote Particulars 1	Date of Commencement	Date of Completion	Financial Targets Rs'000				Physical Targets (%)				Key Performance Indicators	Implementing Agency	Responsible By		Remarks
								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q 4			Designation	Contact No	
31	Preparing the Performance Report	Reporting the overall performance of the department.	i. Collecting data from relevant divisions ii. Preparing Performance Report iii. Submitting to the Parliament, Audit and Other Relevant Authorities	-	-	Jan	Dec	-	-	-	-	-	-	100	<ul style="list-style-type: none"> Timely submitted Performance report 		D (D)	AO		
Total				57,475																

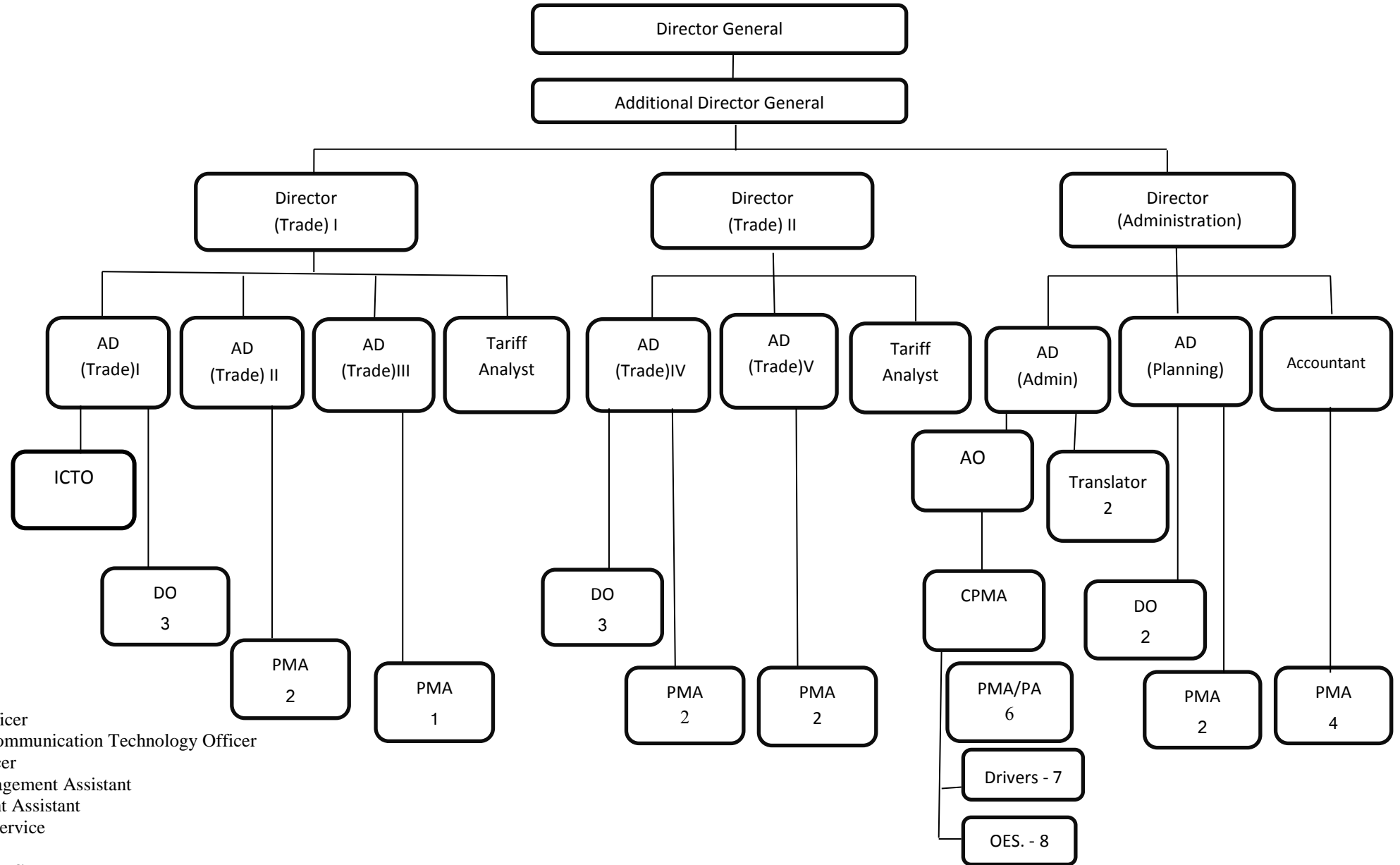
Relevant Sustainable Development Goals (SDGs) of The Department

No	Strategy	Goal No	Sustainable Development Goals (SDGs)
01	Implementation of ongoing Bilateral, Plurilateral and Multilateral Trade Agreements	Goal 17	Strengthen the means of implementation and revitalize the global partnership for sustainable development
02	Facilitation of Proposed Free Trade Agreements		
03	Assisting for implementation of WTO Trade Facilitation Agreement		
04	Bilateral / Plurilateral Joint Trade Committees		
05	Implementation of SAARC Development Fund (SDF) activities		
06	Formulation of policies for Boarder / Customs Management		
07	Oversight Committee of Parliament / Public Finance Committee of Parliament	Goal 16	Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
08	Preparation of Answers for Parliamentary Questions / Cabinet Observations		
09	Facilitating Boarder / Customs Management		
10	Facilitate for implementation of Trade Policy related Budget Proposals of the Budget Speech		
11	Matters related Foreign Exchange Act No 12 of 2017, Financial Intelligence Unit and other matters related to Central Bank of Sri Lanka		
12	Right to Information Act No. 12 of 2016		
13	Human Resource Management		
14	Procurement		
15	Court Cases		
16	Financial Management		
17	Answering audit queries related to the Department (General Audit, Management Audit, Internal Audit)		
18	Assets and Inventory management		
19	Maintaining utility services (Telephone, Fuel, Cleaning, Postal)		

Relevant Sustainable Development Goals (SDGs) of The Department

No	Strategy	Goal No	Sustainable Development Goals (SDGs)
20	Preparation of Monthly & Quarterly Progress Report	Goal 16	Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
21	Preparing the Performance Report		
22	Miscellaneous		
23	Bonded Warehouses related matters	Goal 12	Ensure sustainable consumption and production patterns
24	Disposal of vehicles imported under the various duty concession schemes		
25	Issuance of Vehicle Import Permits under Concessionary Terms for the eligible officers of Government Service, State Corporations , Statutory Institutions and Governors of Provinces		
26	Revision of TIEP scheme		
27	Reviewing of Tariff Policy for National Development	Goal 12	Ensure sustainable consumption and production patterns
28		Goal 08	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
29			
30	Issues submitted by industries/ other organizations	Goal 08	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
31	Granting Duty Waivers under the provisions of the Customs Ordinance		

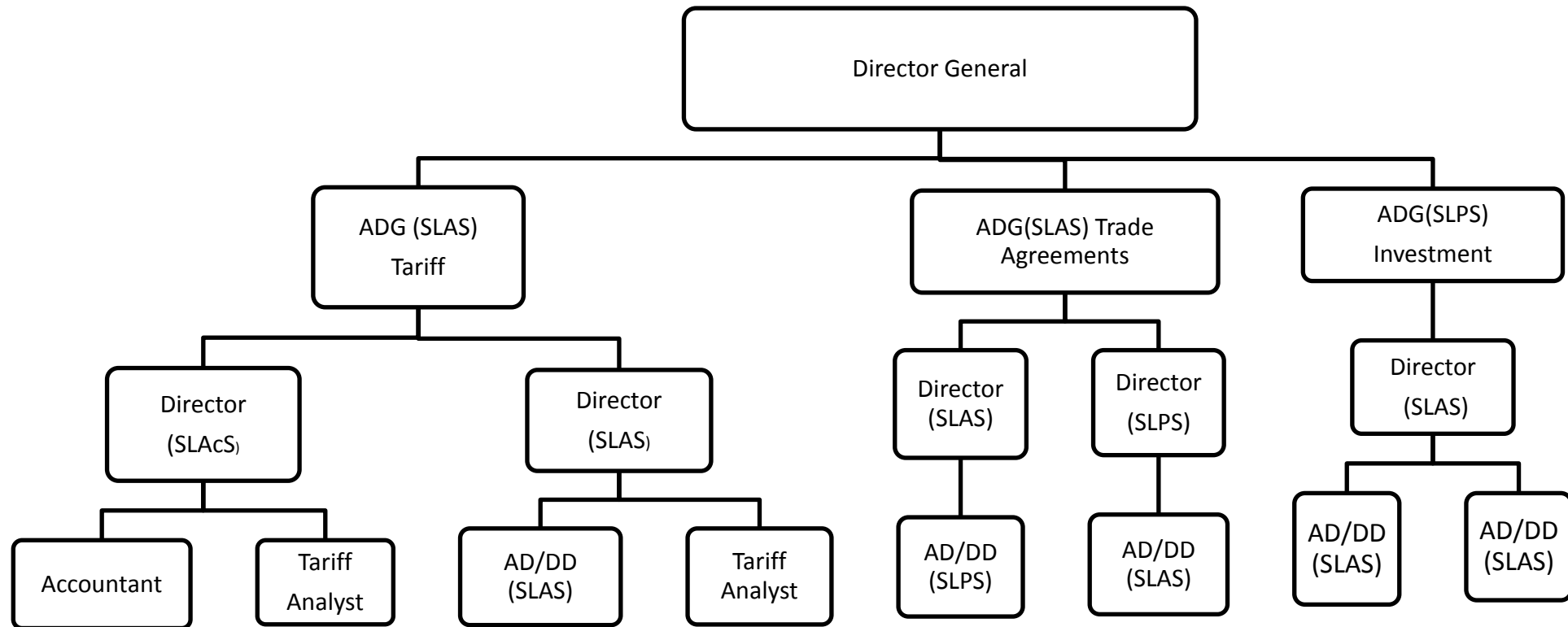
Organizational Structure



- AD : Assistant Director
- AO : Administrative Officer
- ICTO : Information and Communication Technology Officer
- DO : Development Officer
- CPMA : Chief Public Management Assistant
- PMA : Public Management Assistant
- OES : Office Employee Service

****As approved by the DG, MSD**

Organizational Structure



** As per the letter No. DMS/ CM02 / NTS dated 11. 01. 2021 sent by DST

Cadre Information - 2022

No	Department of Trade and Investment Policy - Cadre Information – 2022										
	Designation	Service	Grade/Class	Salary Code	Service Level	Approved Cadre			Existing Cadre		
						Permanent	Contract	Casual	Permanent	Contract	Casual
1	Director General	SLAS	Special	SL3	1	1	-	-	1	0	0
2	Additional Director General	SLAS	Special	SL3	1	2	0	0	2	0	0
	Additional Director General	SLPS	Special	SL3	1	1	0	0	0	0	0
3	Director	SLAS	I	SL1	3	3	0	0	2	0	0
	Director	SLPS	I	SL1	1	1	0	0	1	0	0
	Director	SLACS	I	SL1	I	1	0	0	1	0	0
4	Assistant Director	SLAS	II/III	SL1	4	4	0	0	3	0	0
5	Assistant Director	SLPS	II/III	SL1	1	1	0	0	1	0	0
6	Accountant	SLAcS	II/III	SL1	1	1	0	0	1	0	0
7	Tariff Analyst	Department	II/III	SL1	1	2	0	0	2	0	0
8	Administrative Officer	PMAS	Supra	MN7	2	1	0	0	1	0	0

9	Information and Communication Technology	SLITS	II/I	MN6	2	1	0	0	1	0	0
10	Translator		I	MN6	2	2	0	0	1	0	0
11	Research Assistant/ Development Officer	DOS	I/II/III	MN4	3	8	0	0	6	0	0
12	Public Management Assistant	PMAS	I/II/III	MN2	3	20	0	0	19	0	0
13	Driver	DS	I/II/III	PL3	4	7	0	0	5	0	0
14	Office Employee Service	OES	I/II/III	PL1	4	8	0	0	4	0	0

**** From No. 1 to 6 Carder Information mention here as per the letter No. DMS/ CM02 / NTS dated 11. 01. 2021 sent by DST**

Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2022 (January – December)

Expenditure items (with Expenditure Codes)	Cash Requirement for the approved expenditure plans																Rs. '000
	Jan.	Feb.	March	Ist Qtr Total	April	May	June	2nd Qtr Total	July	Aug.	Sep.	3rdn Qtr Total	Oct.	Nov.	Dec.	4th Qtr Total	Grand Total
Salaries and allowance (1001 and 1003)	3,200	3,200	3,200	9,600	3,333	3,333	3,334	10,000	3,500	3,500	3,500	10,500	3,633	3,633	3,634	10,900	41,000
Other Allowances paid with salary(Except object code 1003)	331	331	332	994	331	332	332	995	348	349	349	1046	381	382	382	1,145	4,180
Overtime and Holiday pay (1002)	40	40	40	120	50	50	50	150	53	53	54	160	90	90	90	270	700
All other Recurrent Expenditure	715	713	712	2,140	756	754	753	2,263	887	886	884	2,567	967	965	964	2,896	9,956
Total Recurrent	4,286	4,284	4,284	12,854	4,470	4,469	4,469	13,408	4,788	4,788	4,787	14,363	5,071	5,070	5,070	15,211	55,836
Other all Capital Expenses	183	185	187	555	295	298	300	893	685	687	689	2,061	346	348	350	1,044	4,553
Public Officers Advance Account	333	333	334	1,000	233	233	234	700	266	267	267	800	333	333	334	1,000	3,500
Grand Total	4,802	4,802	4,805	14,409	4,998	5,000	5,003	15,001	5,739	5,742	5,743	17,224	5,750	5,751	5,754	17,255	63,889

Name of the Department: Department of Trade and Investment Policy

All the information given in the above table is certified as correct.

Prepared By...

Checked By:

Date.....

*This amount should be tallied with grand total in column no.11 of the Form No: TOD/IMP/01

Accountant - Signature.....

Name: G.D.M.Mudutha Gunarathne

- Official Stamp

Contact Details

Order	Name	Post	Cord	Office	Mobile
1	Mr. K.A. Vimalenthirarajah	Director General	DG	0112484930	0777860982
2	Mr. M.K.P. Kumara	Additional Director General	ADG (PK)	0112484664	0718320679
3	Mr. J.R.C. Jayatilake	Additional Director General	ADG (R)	0112484655	0714899590
4.	Mrs.J.K.N.Samanmalee	Director	D(S)	0112484660	0714346547
5.	Mrs. D.C. Jayadewa	Director	D(D)	0112484939	0714346547
6.	Mrs.D.A.S. Dahanayaka	Director (Acting)	D(A)	Ext. 1725	0777863400
7.	Mrs. D.T. Sutharshan	Deputy Director	DD(P)	0112151468	0718609173
8.	Mrs. G.D.M.Mudutha Gunarathne	Accountant(Acting)	Acct.	0112484759	0713261728
9.	Mr. H.G.N. Asiri	Asst. Director	AD(A)	0112484785	0717665305
10.	Mr. P.Kuruparan	Asst. Director	AD(K)	0112484905	0776003909
11	Mrs. A.P.D.D.Chandurangi	Asst. Director	AD(Ch)	0112484940	0773309424
12	Mr. K.D.J.Wasantha	Tariff Analyst	TA(W)	Ext.1119	0714397658
13	Mr. D.M.A. Dasanayaka	Tariff Analyst	TA(A)	Ext.1403	0773088756