



**ACTION PLAN 2023**

**DEPARTMENT OF TRADE AND INVESTMENT POLICY**

**MINISTRY OF FINANCE, ECONOMIC STABILIZATION AND NATIONAL POLICIES**

**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 - 2023

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	Q4			Designation	Contact No	
<b>1</b>	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"> <li>No.of RPO Issued to implement Tariff Liberalization Programme</li> <li>No. of meetings attended</li> <li>No.of Reports of Consultations</li> </ul>	Department of Trade and Investment Policy	D (V) AD (K)	Attached	
1.2	South Asia Free Trade Agreement (SAFTA)	ii Review of tariff structure	ii. Reviewing of Sensitive List	-	-	Jan	Dec	-	-	-	-	25	25	25	25			D (G) Acct		
1.3	Pakistan - Sri Lanka Free Trade Agreement (PSFTA)	iii Review of bilateral trade flows	iii. Trade impact analysis	-	-	Jan	Dec	-	-	-	-	25	25	25	25			D (G) DD (T)		
1.4	Asia Pacific Trade Agreement (APTA)	iv Addressing industry specific issues	iv.Addressing trade policy related issues under the agreements	-	-	Jan	Dec	-	-	-	-	25	25	25	25			D(G) AD (Ch)		
		v Rationalization of sensitive	v.Attending Bilateral / Plurilateral Consultations	-	-	Jan	Dec	-	-	-	-	25	25	25	25					

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			Designation	Contact No	
1.5	Sri Lanka - Singapore Free Trade Agreement (SLSFTA)	list for trade industry facilitation	vi. Analyzing Import and Export data under the agreements	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No.of reports prepared. Analyzing Import and Export data</li> </ul>		D(G) AD (Ch)		
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 ii Preparation of Tariff Liberalization Programme iii Carry out Revenue impact analysis	i. Analyzing trade related data of the participating countries ii. Participating in Trade in Goods Committee Meetings to prepare Tariff Liberalization Programme (TLP) iii. Conducting revenue impact analysis	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No.of reports prepared and analyzing trade related data</li> <li>No,of Initial reports prepared on Tariff Liberalization Programme</li> <li>No.of Revenue impact analysis reports</li> <li>Compiled Negative List</li> <li>Completed</li> </ul>	Department of Trade and Investment Policy	D(S) AD (Ch)		

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			Designation	Contact No	
2.2	Proposed China - Sri Lanka Free Trade Agreement	iv Attend Stakeholder consultation v Take part for negotiations	iv. Contributing compilation of Negative List v. Contributing Preparation of TLP vi. Contributing FTAs negotiations representing MoF	-	-	Jan	Dec	-	-	-	-	25	25	25	25	Tariff Liberalization Programme  • No.of Negotiations Contributed represent the MOF	Department of Trade and Investment Policy	D(G) DD(B)	Attached	
2.3	Proposed Thailand - Sri Lanka Free Trade Agreement	vi Other Policy related activities	vii. Reviewing and coordinating of Customs Procedures and Trade Facilitation Chapter of FTAs	-	-	Jan	Dec	-	-	-	-	25	25	25	25	• No.of Revisions made on Customs Procedures and Trade Facilitation Chapter of FTAs	Department of Trade and Investment Policy	D(G) DD(B)		

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			Designation	Contact No	
2.4	Proposed Economic and Technology Cooperation Agreement with India (ETCA)		viii. Analysis of Para – Tariff measures ix. Obtaining approvals for the finalized TLP from the MOF	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No.of Report prepared and analyzing Para – Tariff measures</li> <li>Approved TLP</li> </ul>	Department of Trade and Investment Policy	D(G) AD(K)		
2.5	Proposed Bangladesh - Sri Lanka Free Trade Agreement (BSFTA)		x. Participating in the FTA related meetings	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No.of meetings participated</li> </ul>	Department of Trade and Investment Policy	D(G) AD (K)		

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			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 vi. Issuing of Gazette Notifications	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No.of RPO Gazette Notifications issued</li> <li>No.of Cabinet Memorandum submitted</li> <li>No.of RPO Gazettes submitted to the Parliament</li> </ul>		ADG (PK)  TA (W)		



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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			Designation	Contact No	
3.2	Issuance of SCL Gazette Notifications	Protection of consumers and local farmers	vii. Compilation and submission of Cabinet Memorandum. viii. Submission of Gazette Notifications for Parliament Approval ix. Revision of tariff structure and issuance of Gazette Notifications	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No. of SCL Gazette Notifications issued</li> <li>No. of Cabinet Memorandum submitted</li> <li>No. of SCL Gazette submitted to the parliament</li> </ul>	Department of Trade and Investment Policy	ADG (PK) TA (W)	Attached	
3.3	Issuance of Gazette Notifications under the customs Ordinance (Surcharge)	Case analysis within the legal provisions to cope with the appeal	x. Compilation and submission of Cabinet Memorandum xi. Submission of Gazette Notifications for Parliament Approval	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No. of Gazette Notifications issued</li> </ul>			Attached	

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			Designation	Contact No	
3.4	Issuance of CESS Gazette Notifications	Protection of local industries		-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No. of CESS Gazette Notifications issued</li> </ul>	Department of Trade and Investment	D (V) AD (K)		
4	Issuance of Export Tariff Guide	Publish the duties and tariffs on exports under HS codes	<ul style="list-style-type: none"> <li>i Conduct meetings with stakeholder</li> <li>ii Prepare export tariff guide</li> </ul>	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No. of meeting conducted</li> <li>No. of duties published</li> <li>Completion of Tariff guide</li> </ul>	Department of Trade and Investment Policy	D(V) (R) AD (K)	Attached	
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	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No. of document prepared</li> <li>No. of meeting conducted</li> <li>Completion of the transpositions</li> </ul>	Department of Trade and Investment Policy	D (V) AD (K)		

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			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"> <li>No.of Regulations / policy guidelines prepared</li> <li>No. of meetings organized / attended</li> <li>No. of Gazettes / letters / circulars issued</li> </ul>	Department of Trade and Investment Policy	ADG ( PK) DD (S)		

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			Designation	Contact No	
7	Assisting for implementation of WTO Trade Facilitation Agreement	<ul style="list-style-type: none"> <li>• National Trade Facilitation Committee (NTFC)</li> <li>• National Single Window (NSW)</li> <li>• Sri Lanka Trade Information Portal (SLTIP)</li> </ul> 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"> <li>• No. of Meetings Attended / organized</li> <li>• No. of NTFC recommendations implemented</li> <li>• No. of reports/articles /letters/documents prepared</li> <li>• No. of Regulations / Documents submitted to SLTIP</li> </ul>	Department of Trade and Investment Policy	ADG (K) AD (K)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			Designation	Contact No		
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"> <li>Ensure a proper mechanism to address such issues</li> </ul>	i. Study the matters submitted ii. Conduct stakeholder meetings, if necessary iii. Propose solutions for the issues. iv. Implementation of solutions	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No. of Issues received</li> <li>No. of meeting attended / organized</li> <li>No. of issues solved</li> </ul>	Department of Trade and Investment Policy	ADG (K) D(G) DD(B) AD(Ch)			
8.2	Addressing requests related to Imports and exports Control measures	Make sure a mechanism to address such issues as per the prevailing Import Control Regulations	i. Study the matters received and examine the possible provisions ii. Facilitate them as per the Regulations, if possible iii. Coordinate with IECD to impose new Regulations, if needed	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No. of matters received</li> <li>No. of requests resolved</li> <li>No. of Regulations imposed</li> </ul>			ADG (K) D(G) DD(B) AD (Ch)		
8.3	Regulation and facilitation of importation received as donation	Allowing relevant authorities to facilitate such importation for Customs clearance	i. Study the matters received ii. Forward the requests to relevant authorities Address the issues			Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No. of donations received</li> <li>Total Value of Goods received as donation</li> </ul>			D(S) DD(B)		

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			Designation	Contact No	
8.4	Addressing requests related to Board of Investment of Sri Lanka	Facilitating policy related matters and Industry requests related matters	i. Study the matters submitted ii. Conduct stakeholder meetings iii. Propose solutions for the issues. iv. Implementation of solutions	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No. of meeting attended / organized</li> <li>No. of reports / minutes / letters prepared</li> </ul>	Department of Trade and Investment Policy	D(G) DD(B)		
8.5	Hub Regulations	Facilitating the national interest and economic development	i Prepare the Cabinet Papers ii Issue the Regulations iii Study the matters submitted iv Stakeholders meeting v Implementation of solutions	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No of issue received</li> <li>No of meetings organized / attended</li> <li>No. of reports / minutes / letters prepared</li> <li>No of Cabinet Papers Prepared</li> <li>No of the Regulations Prepared</li> </ul>	Department of Trade and Investment Policy	D(V)		

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			Designation	Contact No	
8.6	Sustainable Energy	Policy related matters	i. Study the matters submitted ii. Stakeholders meeting iii. Implementation of solutions	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No of issue received</li> <li>No of meetings organized / attended</li> <li>No. of reports / minutes / letters prepared</li> </ul>		D(V) AD(K)		
8.7	Colombo Port City	Facilitating the national interest and economic development	i. Study the matters submitted ii. Stakeholders meeting iii. Implementation of solutions	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No of issue received</li> <li>No of meetings organized / attended</li> <li>No. of reports / minutes / letters prepared</li> </ul>		D(V)		

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			Designation	Contact No	
9	Revision of TIEP scheme	Implement revised policy on TIEP scheme	i. Requests received for policy approvals ii. Stake holders meeting iii. Preparation / revision of regulation iv. Published revised regulations under a gazette notifications	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>Number of requests received from policy approvals</li> <li>No.of meeting conducted</li> <li>No.of Reports/Letter s/Minutes prepared</li> </ul>		D (S)		
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"> <li>No. of meetings attended / organized</li> <li>No. of reports / minutes / letters prepared</li> </ul>	Department of Trade and Investment Policy	ADG (K) D(V)	Attached	



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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			Designation	Contact No	
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"> <li>No. of Duty waivers requests received</li> <li>No. of Duty waivers approved</li> <li>No. of policy decisions taken</li> </ul>	Department of Trade and Investment Policy	ADG (K) D(A)	Attached	
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	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. vi. Maintaining the records of Duty waivers granted.	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No. of Duty waiver requests received</li> <li>No. of Duty waivers approved</li> </ul>				D(A)

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			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 &amp; 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"> <li>No.of Duty waiver requests received</li> <li>No.of Full duty waivers granted</li> <li>No.of Partial Duty waivers granted</li> </ul>	Department of Trade and Investment Policy	D(A)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			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.	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"> <li>No. of Gazettes issued</li> </ul>	Department of Trade and Investment Policy	D(D) DD (T)		
12	Bilateral / Plurilateral Joint Trade Committees	Facilitate Bilateral / Plurilateral Joint Trade Committees	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"> <li>No. of Committees attended</li> <li>No. of reports prepared</li> <li>No. of Solutions Proposed for issues received</li> </ul>	Department of Trade and Investment Policy	D (G) DD(B) AD (Ch)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			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. iii. Establishing policy guidelines	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>Number of Stake holder meeting conducted</li> <li>Number of letters/minutes/reports prepared</li> <li>Revised guidelines established</li> </ul>	Department of Trade and Investment Policy	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"> <li>No.of requests received</li> <li>No.of Approvals granted for establishment/ re-location of Bonded Warehouses</li> <li>No of Policy Compliance approval granted by the ST for establish a Plant in Bond</li> </ul>	Department of Trade and Investment Policy	D (S)	Attached	

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								Q 1	Q 2	Q 3	Q 4	Q1	Q2	Q3	Q4			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"> <li>No. of meetings attended</li> <li>No. of reports prepared</li> <li>No. of Solutions Proposed for issues received</li> </ul>	Department of Trade and Investment Policy	ADG (PK)	ADG (R)	
14.2	Implementation of recommendations of President Commissions		ii. Obtain necessary approvals	-	-	Jan	Dec	-	-	-	-	25	25	25	25					
			iii. Submit reports																	
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"> <li>No. of Parliamentary questions received</li> <li>No. of Answers for parliamentary questions submitted.</li> </ul>		ADG (PK)	ADG (R)	

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	Q4			Designation	Contact No	
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"> <li>No. of Cabinet observations requested</li> <li>No. of Cabinet observations submitted</li> </ul>		ADG (PK) ADG (R)		
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"> <li>Obtaining necessary clarifications</li> <li>Preparation of Reports</li> <li>Obtaining the approval of Hon. Minister of Finance</li> <li>Make aware the relevant parties accordingly</li> </ul>	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>Amended Sections of Customs Ordinance</li> <li>No. of Appeals concluded</li> </ul>	Department of Trade and Investment Policy	ADG (PK) DD (S)	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	Q4			Designation	Contact No	
17	Matters related Foreign Exchange Act No 12 of 2017, Financial Intelligence Unit and other matters related to Central Bank of Sri Lanka	i Compliance to the Exchange Control Act penalty imposed by the CBSL ii Reviewing recommendations made by CBSL iii Pronation of financial fraud matters	i. Facilitation of amendments made to Foreign Exchange Act No. 12 of 2017 ii. Facilitation of new/ amendments made to Orders and Regulations issued under Foreign Exchange Act No. 12 of 2017 iii. Facilitation to get the approval of Hon. Minister of Finance for the new Directions issued under Foreign Exchange Act No. 12 of 2017 iv. Replying to the clarifications made by general public, Govt. & NGO's related to Foreign Exchange Act or any other matter relating to Central Bank of SL Lanka v. Coordination with Central Bank of Sri Lanka in respect of FIU including Anti-Money Laundering Act and Financial Transactions Reporting Act	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>Amended Sections of FEA</li> <li>No.of New/ Amended Orders &amp; Regulations under FEA</li> <li>No.of Directions issued under FEA</li> <li>Letters/ queries replied</li> <li>Issues facilitated</li> <li>Accomplishment of Ministerial support expected by CBSL regarding AMLA and FTRA.</li> </ul>	Department of Trade and Investment Policy	ADG (PK) DD (T)		

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	Q4			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"> <li>No. of meetings held</li> <li>No. of letters / reports prepared</li> </ul>	Department of Trade and Investment Policy	D ( ) Acct	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"> <li>No. of meetings held</li> <li>No. of letters / Minutes reports prepared</li> <li>No. of regulations prepared</li> </ul>			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"> <li>No. of requests received</li> <li>No. of approvals granted</li> </ul>			ADG (PK) TA (A)	



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	Q4			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"> <li>Amended Sections/ amended Circular</li> <li>No.of permits issued under the Circular No 01/2018</li> <li>No.of Replied/ attended complaints and appeals</li> <li>No.of permits issued to Governors</li> <li>No.of permits issued under the Circular No 22/99</li> <li>No.of Duty waving letters issued for the permits issued under the MIS 210</li> </ul>	Department of Trade and Investment Policy	ADG (PK) DD (S) TA (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	Q4			Designation	Contact No	
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	-	-	-	-					<ul style="list-style-type: none"> <li>No. of Request received</li> <li>No. of Information requests replied</li> <li>No. of appeals attended</li> </ul>	Department of Trade and Investment Policy	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	56,370	1001 1002 1003 1101 1102 1203 1506 2401	Jan	Dec	12,965	13,529	14,656	15,220	23	24	26	27	<ul style="list-style-type: none"> <li>No. of Trainings provided</li> <li>No. of salary increments/salary conversions/</li> <li>performance appraisal completed</li> </ul>	Department of Trade and Investment Policy	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	Q4			Designation	Contact No	
24.	Maintaining personal files of Departmental staff up to date	Maintaining personal files of staff according to the Establishment code & relevant Circulars	i. Complete performance appraisal of the staff ii. Providing Salary increment up to date	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>No.of Performance appraisal completed</li> <li>No.of salary increment provided</li> </ul>	Department of Trade and Investment Policy	D(D) AD(Admin) AO		
25	Procurement	Purchasing goods and Services for the smooth functioning of the department works	i. Calling Quotations ii. Technical evaluation iii. Selection & Approval iv. Awarding v. Signing Agreements vi. Payment for Procurement	3,500	1201 2001 2102 2103 2106 2509	Jan	Dec	280	560	1,890	770	8	16	54	22	<ul style="list-style-type: none"> <li>No.of procurement planned</li> <li>No of procurements completed</li> </ul>	Department of Trade and Investment Policy	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	Q4			Designation	Contact No	
26	Fleet Management	Providing transport facilities and vehicle repairs for the proper functioning of the department works	<ul style="list-style-type: none"> <li>i. Taking revenue licenses and insurance for office vehicles</li> <li>ii. Doing vehicle repairs and services</li> <li>iii. Providing response to Audit quarries in respect of vehicle related matters.</li> </ul>	3000	1301	Jan	Dec	750	750	750	750	25	25	25	25	<ul style="list-style-type: none"> <li>• No. of vehicle repairs during the year</li> <li>• No. of Audit quarries received</li> </ul>	Department of Trade and Investment Policy	D(D) AD(Admin) AO		
27	Court Cases	<ul style="list-style-type: none"> <li>i Establish legality of the decision</li> <li>ii Develop logical answers to minimize the effect</li> </ul>	<p>Attending the Court Cases related to :</p> <ul style="list-style-type: none"> <li>➤ Customs Ordinance</li> <li>➤ Trade Policy matters</li> <li>➤ Circular on Issuance of vehicle Permits</li> </ul> <ul style="list-style-type: none"> <li>• Compilation of averments</li> <li>• Legal consultation, etc.</li> </ul>	-	-	Jan	Dec									<ul style="list-style-type: none"> <li>• Compiled Averments</li> <li>• Legal Consultations attended</li> </ul>	Department of Trade and Investment Policy	ADG (PK)  DD (S)	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	Q4			Designation	Contact No	
28	Financial Management																			
28.1	Planning financial resources	Real Budget Estimating Proper management of allocations & imprest Accurate Financial reporting  Utilization of budgetary allocation in the effective and accountable system through the implementation of rules and regulation for public	i. Preparation of budget estimate ii. Planning monthly capital & recurrent expenditures iii. Setting the allocation & imprest limits quarterly iv. Forecast the future fund requirement	73,670	-	Jan	Dec	16,944	17,681	19,154	19,891	30	20	20	30	<ul style="list-style-type: none"> <li>Timely submission of budget estimate</li> <li>Monitoring expenditures according to the budget</li> </ul>	Department of Trade and Investment Policy	D (D)  Acct		

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	Q4			Designation	Contact No	
28.2	Recording the transactions	Preparation of accounts according to the circulars and financial regulations on or before the given time period	<ul style="list-style-type: none"> <li>i Preparing monthly accounting summaries and bank reconciliation</li> <li>ii Preparing control accounts and reconciliation reports</li> <li>iii Preparing Appropriation accounts</li> <li>iv Preparing advance "B" account and Deposit</li> </ul>	-	-	Jan	Dec	-	-	-	-	30	20	20	30	<ul style="list-style-type: none"> <li>• No.of timely submitted monthly accounting summaries</li> <li>• No.of Control Accounts and reconciliation</li> <li>• Report prepared</li> <li>• Audit quarries receive in respect of submit final Accounting</li> </ul>	Department of Trade and Investment Policy	D (D) Acct	Attached	
29	Answering audit queries raised by the General Audit, Management Audit and Internal Audit	Compliance to the rules, regulation, office procedures and guidelines	<ul style="list-style-type: none"> <li>i. Collecting requested information from relevant divisions.</li> <li>ii. Preparing and submitting answers for the audit queries</li> <li>iii. Taking proaction to minimize the audit quarries</li> </ul>	-	-	Jan	Dec	-	-	-	-	25	25	25	25	<ul style="list-style-type: none"> <li>• No.of Audit queries received</li> <li>• No.of Audit queries answered</li> </ul>				D (D) Acct

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	Q4			Designation	Contact No	
30	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	6,500	1201 1301 1302	Jan	Dec	975	1,495	1,820	2,210	15	23	28	34	<ul style="list-style-type: none"> <li>Updated inventory and asset register</li> <li>Timely submitted Annual Board of Survey (ABS) report</li> <li>No. of items disposal per the recommendation Annual board of survey.</li> </ul>	Department of Trade and Investment Policy	D (D) Acct AO		
31	Maintaining utility services (Telephone, Fuel, Cleaning, Postal)	Maintain proper payment system through transparent and effective payment procedures	i. Recording and supervising utility services  ii. Payment for supplies and services	13,800	1202 1401 1402 1409	Jan	Dec	3,312	3,312	3,450	3,726	24	24	25	27	<ul style="list-style-type: none"> <li>Availability of utility services for smooth functioning of the Department</li> </ul>	Department of Trade and Investment Policy	D (D) Acct AO	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	Q4			Designation	Contact No	
32	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"> <li>No.of Timely submitted monthly &amp; quarterly progress reports</li> </ul>	Department of Trade and Investment Policy	D (D) DD (T)		
33	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					25	25	25	25	<ul style="list-style-type: none"> <li>Timely submitted Performance report</li> </ul>	Department of Trade and Investment Policy	D (D) AO		
<b>Total</b>				<b>156,840</b>																



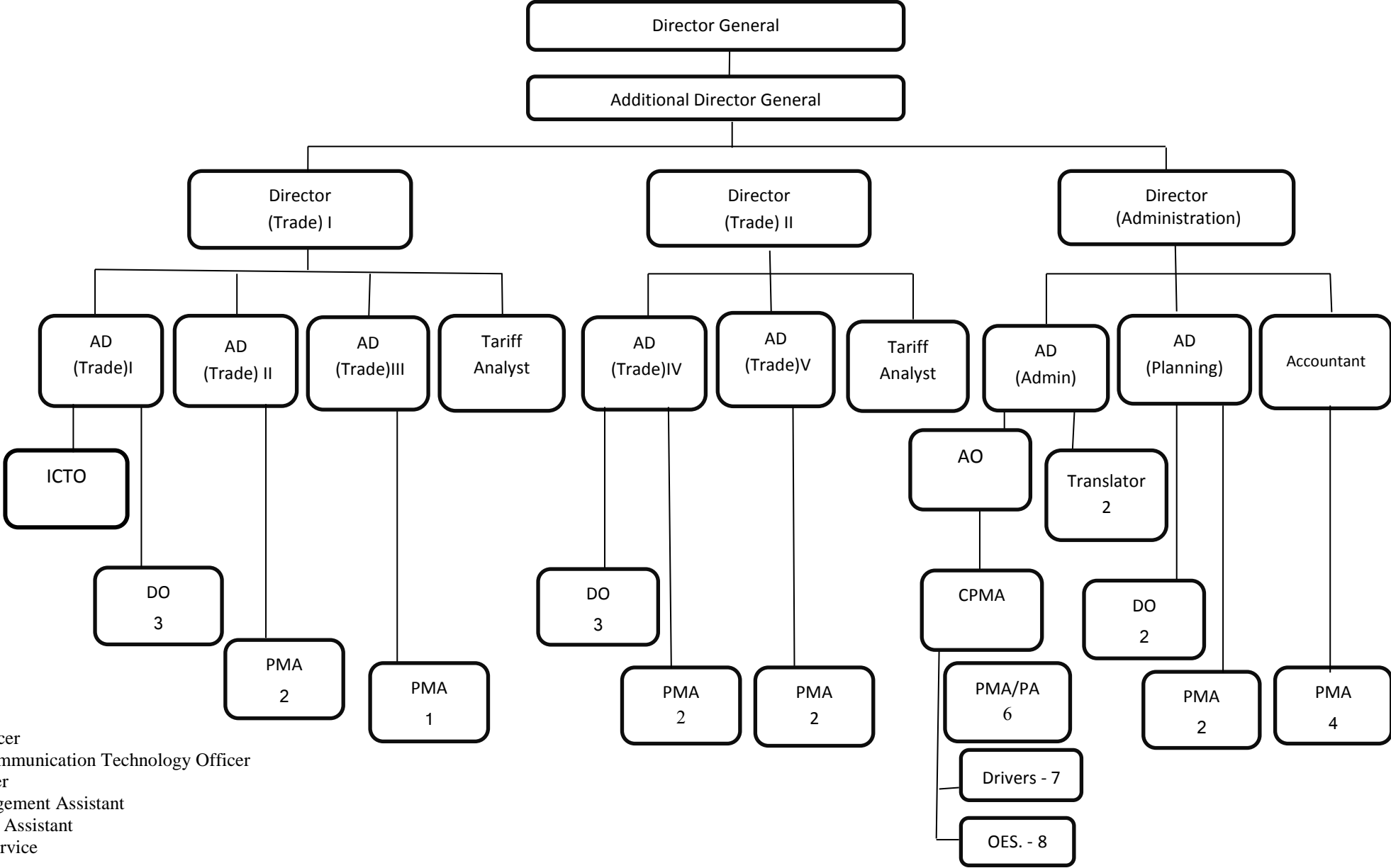
### Relevant Sustainable Development Goals (SDGs) of The Department (2023)

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	Maintaining personal files of Departmental staff up to date		
15	Procurement		
16	Fleet Management		
17	Court Cases		
18	Financial Management		
19	Answering audit queries related to the Department (General Audit, Management Audit, Internal Audit)		
20	Assets and Inventory management		
21	Maintaining utility services (Telephone, Fuel, Cleaning, Postal)		

### Relevant Sustainable Development Goals (SDGs) of The Department (2023)

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

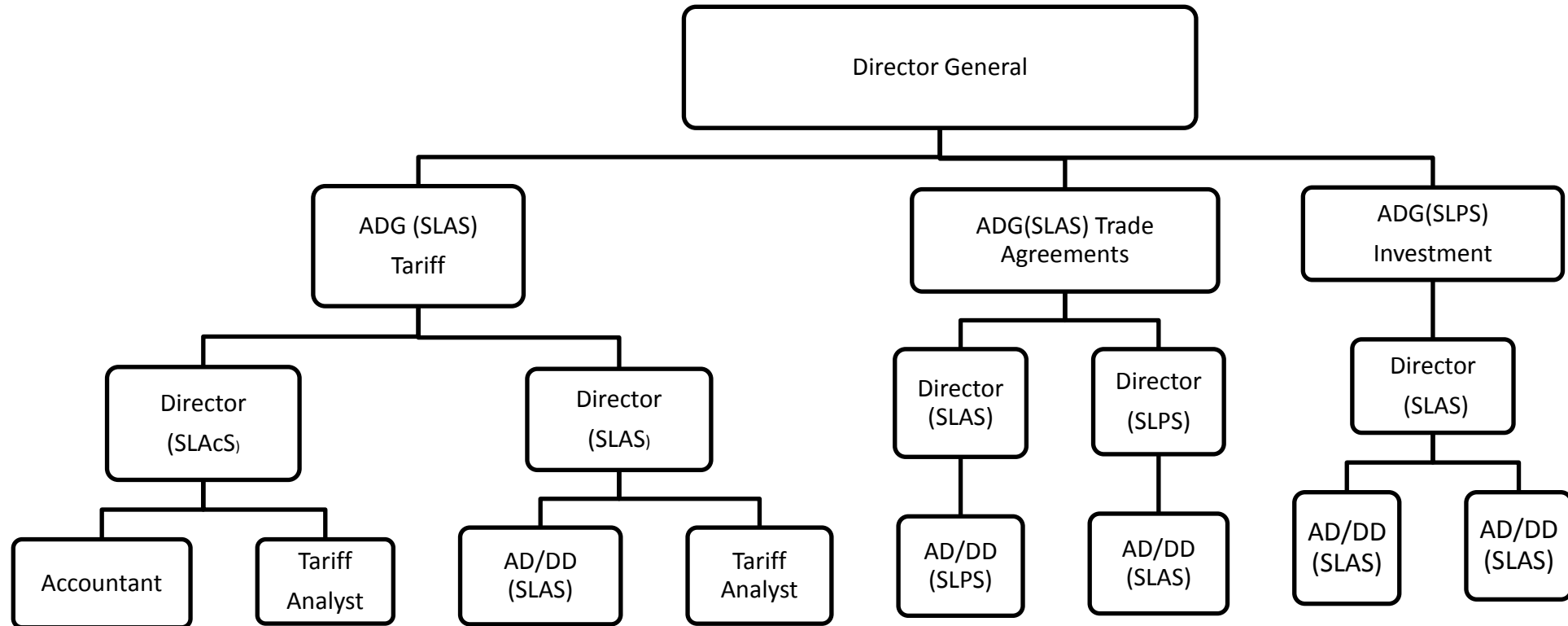
# Organizational Structure



- 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 - 2023

No	Department of Trade and Investment Policy - Cadre Information – 2023										
	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		
F r o m	2	Additional Director General	SLAS	Special	SL3	1	2	0	0	2	
		Additional Director General	SLPS	Special	SL3	1	1	0	0	1	
	3	Director	SLAS	I	SL1	3	3	0	0	3	
N o .		Director	SLPS	I	SL1	1	1	0	0	1	
		Director	SLACS	I	SL1	I	1	0	0	1	
	4	Assistant Director	SLAS	II/III	SL1	4	4	0	0	4	
1 t o 6 C a r d e r	5	Assistant Director	SLPS	II/III	SL1	1	1	0	0	1	
	6	Accountant	SLAcS	II/III	SL1	1	1	0	0	1	
	7	Tariff Analyst	Department	II/III	SL1	1	2	0	0	2	
	8	Administrative Officer	PMAS	Supra	MN7	2	1	0	0	0	
	9	Information and Communication Technology Officer	SLITS	II/I	MN6	2	1	0	0	1	
	10	Translator		I	MN6	2	2	0	0	1	
	11	Research Assistant/ Development Officer	DOS	I/II/III	MN4	3	8	0	0	8	
	12	Public Management Assistant	PMAS	I/II/III	MN2	3	20	0	0	18	
	13	Driver	DS	I/II/III	PL3	4	7	0	0	6	
	14	Office Employee Service	OES	I/II/III	PL1	4	8	0	0	6	

Information mention here as per the letter No. DMS/ CM02 / NTS dated 11. 01. 2021 sent by DST

**Statement of Cash Flow as per approved Expenditure Plans -2023 (January – December)**

Name of the Department: Department of Trade and Investment Policy

Head No: 244

Expenditure items (with Expenditure Codes)	Cash Requirement for the approved expenditure plans																
	Jan.	Feb.	March	Ist Qtr Total	April	May	June	2nd Qtr Total	July	Aug.	Sep.	3rd Qtr Total	Oct.	Nov.	Dec.	4th Qtr Total	Grand Total
Salaries and allowance (1001 and 1003 )	4,190	4,190	4,195	<b>12,575</b>	4,190	4,190	4,195	<b>12,575</b>	4,190	4,190	4,195	<b>12,575</b>	4,190	4,190	4,195	<b>12,575</b>	<b>50,300</b>
Other Allowances paid with salary(Except object code 1003)	772	722	722	<b>2,216</b>	722	722	722	<b>2,166</b>	722	722	722	<b>2,166</b>	702	702	712	<b>2,116</b>	<b>8,664</b>
Overtime and Holiday pay (1002)	50	50	50	<b>150</b>	50	50	50	<b>150</b>	50	50	50	<b>150</b>	50	50	50	<b>150</b>	<b>600</b>
All other Recurrent Expenditure	1,083	1,083	1,085	<b>3,251</b>	1,083	1,083	1,085	<b>3,251</b>	1,083	1,083	1,085	<b>3,251</b>	1,084	1,084	1,085	<b>3,253</b>	<b>13,006</b>
<b>Total Recurrent</b>	<b>6,095</b>	<b>6,045</b>	<b>6,052</b>	<b>18,192</b>	<b>6,045</b>	<b>6,045</b>	<b>6,052</b>	<b>18,142</b>	<b>6,045</b>	<b>6,045</b>	<b>6,052</b>	<b>18,142</b>	<b>6,026</b>	<b>6,026</b>	<b>6,042</b>	<b>18,094</b>	<b>72,570</b>
Other all Capital Expenses	90	90	95	<b>275</b>	90	90	95	<b>275</b>	90	90	95	<b>275</b>	90	90	95	<b>275</b>	<b>1,100</b>
Public Officers Advance Account	333	333	334	<b>1,000</b>	333	333	334	<b>1,000</b>	333	333	334	<b>1,000</b>	333	333	334	<b>1,000</b>	<b>4,000</b>
<b>Grand Total</b>	<b>6,518</b>	<b>6,468</b>	<b>6,481</b>	<b>19,467</b>	<b>6,468</b>	<b>6,468</b>	<b>6,481</b>	<b>19,417</b>	<b>6,468</b>	<b>6,468</b>	<b>6,481</b>	<b>19,417</b>	<b>6,449</b>	<b>6,449</b>	<b>6,471</b>	<b>19,369</b>	<b>77,670</b>

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

Prepared By...

Chief Financial Officer/Chief accountant / Director (Finance) - Signature.....

Checked By:

- Name: W.A. Dimuthu Wijesinghe

- Date.....

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

## 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	Mrs. K. Parameswaran	Additional Director General	ADG (K)	0112034506	0771894182
4.	Mr.R.K.R.R.Ranaweera	Additional Director General	ADG (R)	0112484940	0714466418
5.	Mrs.J.K.N.Samanmalee	Director	D(S)	0112484660	0714346547
6.	Mrs. D.C. Jayadewa	Director	D(D)	0112484939	0714346547
7	Mr.D.A.S.Gunasekera	Director	D(G)	0112484655	0714090286
8	Mrs. Visaka W. Elapatha	Director	D(V)	0112034507	0777275189
9.	Mrs.D.A.S. Dahanayaka	Director (Acting)	D(A)	0112034441	0777863400
10.	Mrs. D.T. Sutharshan	Deputy Director	DD(P)	0112151468	0718609173
11.	Miss.R.A.S.A,Rajapakse	Deputy Director	DD(S)	0112484785	0712923481
12	Mrs.N.A.B.M.Nilawaka Arachchi	Deputy Director	DD(B)	0112484905	0772247126
14.	Mr. P.Kuruparan	Asst. Director	AD(K)	0112484599	0776003909
11	Mrs. A.P.D.D.Chandurangi	Asst. Director	AD(Ch)	0112484940	0773309424
	Mr. W.A. Dimuthu Wijesingha	Accountant	Acct.	0112484759	0716378254
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

**Procurement Plan for Year 2023**  
**Department of Trade & Investment Policy**

Serial No	Procuring Entity (Department/ Line Agency/Ministry etc)	Description	Vote Particulars	Procurement Category (Goods, Services, Works, Information Systems, Consultancy Services etc.)	Estimated Cost (Rs)	Source of Financing /Name of the Donor	Procurement Method (ICB, LIB, LNB, NCB, National shopping etc.)	Level of Authority (CAPC, SCAPC, MPC, DPC, etc.)	Priority Status U=Urgent P=Priority N=Normal	Current status of procurement preparedness activities	sheduled date of commencement	sheduled date of completion	Reference to Action Plan	Remarks
1	Department of Trade and Investment Policy		National Single Window Project (NSWP) Other Vote -2509	Service	100000.00	CF	NS	DG	P		2023.01.01	2023.12.31	Order 25	NSWP is a US\$ 20 Mn Project approximately and the budget line was created expecting external assistance. However, if any external funding is agreed, budgetary provisions can be made to meet initial disbursements and counterpart contribution.
2			Software Development Vote - 2106	Services	900000.00	CF	NS	DPC	P		2023.01.01	2023.12.31	Order 25	
3			Supplies											
			Stationery and Office Requisites Vote - 1201	Goods	2500000.00	CF	NS	DPC/ DG/ ADG/D	P		2023.01.01	2023.12.31	Order 25	
			Services Maintenance											
4		Vehicles	Vehicles Vote-1301	Services	3000000.00	CF	NS	DPC/DG/ ADG/D	P		2023.01.01	2023.12.31	Order 25	
5		Photocopy Machine	Plant Machinery and Equipment Vote - 1302	Services	200000.00	CF	NS	DG/ADG	p		2023.01.01	2023.12.31	Order 25	
6		Printers	Plant Machinery and Equipment Vote - 1302	Services	120000.00	CF	NS	DG/ADG	p		2023.01.01	2023.12.31	Order 25	
7		Air Conditioners	Plant Machinery and Equipment Vote - 1302	Services	30000.00	CF	NS	ADG/D	p		2023.01.01	2023.12.31	Order 25	
8		Finger print machine	Plant Machinery and Equipment Vote - 1302	Services	10000.00	CF	NS	ADG/D	p		2023.01.01	2023.12.31	Order 25	



9	Laptop Computers	Plant Machinery and Equipment Vote - 1302	Services	78000.00	CF	NS	ADG/D	p		2023.01.01	2023.12.31	Order 25
10	Project Screen	Plant Machinery and Equipment Vote - 1302	Services	15000.00	CF	NS	ADG/D	p		2023.01.01	2023.12.31	Order 25
	Service Agreement	Maintenance										
11	Photocopy Machines - 02	Plant Machinery and Equipment Vote - 1302	Services	45000.00	CF	NS	ADG/D	p		2023.03.20	2023.04.20	Order 25
12	Printers - 11 Lexmark	Plant Machinery and Equipment Vote - 1302	Services	160000.00	CF	NS	ADG/D	p		2023.12.01	2023.12.31	Order 25
13	Printers - 05 Brother	Plant Machinery and Equipment Vote - 1302	Services	75000.00	CF	NS	ADG/D	p		2023.12.01	2023.12.31	Order 25
14	Printer - 01 Iolimar	Plant Machinery and Equipment Vote - 1302	Services	15000.00	CF	NS	ADG/D	p		2023.12.01	2023.12.31	Order 25
15	Fax machine-02	Plant Machinery and Equipment Vote - 1302	Services	32000.00	CF	NS	ADG/D	p		2023.07.01	2023.07.31	Order 25
16	Air Conditioner - 10	Plant Machinery and Equipment Vote - 1302	Services	200000.00	CF	NS	DG	p		2023.01.01	2023.02.28	Order 25
17	Finger Print Machine - 01	Plant Machinery and Equipment Vote - 1302	Services	20000.00	CF	NS	ADG/D	p		2023.04.01	2023.04.30	Order 25
	Capacity Building											
18	Staff Training	Staff Training Vote - 2401	Consultancy Service	100000.00	CF	NS	DG	p		2023.01.01	2023.12.31	Order 25

prepared by *(W.R.N. Fernando)*

checked by *(H.M.B.P. Weerasinghe)*

Approved by the Director General to the Department

Date -2022.12.12

K. A. Vimalenthirarajah  
Director General  
Department of Trade and Investment Policy  
General Treasury  
Colombo 01.



## Internal Audit plan - 2023

**Name of the Institute - Trade and Investment Policy**

**Mission :-** Fostering a trade and investment policy environment to facilitate international economic integration for inclusive development.

- 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 withing the asymmetrical nature of island trading economy
  - To promote free trade agreements which provide access to the global value chain trading industries

1	2	3	4				5	6
Serial Number	Activities for Audit Identified by internal Audit on Risk evaluation	Risk Assessment (Reference number)	Period for perform internal audit work				Number of Audit Reports expected to be submitted	Manpower that can be used for internal audit (Number of days)
			1 Quarter	2 Quarter	3 Quarter	4 Quarter		
1	Preparation of Preliminary Report		√				1	2
2	Chief Internal Auditors Quarterly Assessment Report		√	√	√	√	4	10
3	Conduct the Audit Management Committee (AMC) meeting		√	√	√	√	4	8
4	Bonded Warehouses related matters	13		√			1	10
5	Fleet Management	26				√	1	10
6	Special Assignments							