

Ministry of Finance, Economic Stabilization and National Policies

DEPARTMENT OF NATIONAL PLANNING

Annual Action Plan 2024

Vision, Mission, and Core Responsibilities of the Department

Vision

To be the most competent development advisor and facilitator to the Nation.

Mission

Optimizing the use of country's limited resources through adopting a well-planned approach for development of policies, programmes and projects by maintaining the highest level of professionalism while continuous upgrading of the planning skills to the international standard.

Core Responsibilities

- 1. Assisting the formulation of National and sectoral policies and programmes
- 2. Review and submission of national policies for Cabinet approval
- 3. Prepare and update the medium term public investment programme (PIP)
- 4. Prioritization of projects of the PIP
- 5. Appraisal, and recommendation of development project proposals for financial assistance
- 6. Providing observations for the cabinet memoranda
- 7. Adopting new planning techniques whenever necessary
- 8. Facilitating to prepare national sub- national level development plans
- 9. Guiding the preparation of special/ regional development plans
- 10. Mainstreaming Sustainable Development Goals (SDG) into National Planning Process
- 11. Assisting to Decentralized capital budget (DCB) programme
- 12. Facilitation for identifying development needs with the development partners
- 13. Attending for special assignments
- 14. Preparation of issue papers whenever necessary
- 15. Capacity development of national and regional officers involved in planning and monitoring
- 16. Capacity development of NPD staff
- 17. General administration and finance

Divisions of the Department

• Development Division

Sectors

- ➢ Social Infrastructure
- > Agriculture
- Industry, Trade, Investment & Tourism
- > Commercial Infrastructure
- ➢ Governance
- Environmental Management
- > Social Protection
- Regional Development
- Administration Division
- Finance Division

Organization Structure – Department of National Planning



Department of National Planning

Cadre Details as at 01.12.2023

Designation	Service	Grade	Salary Code	DMS Approved Cadre	Existing Cadre
Director General	SLPS	Special	SL-3-2016	1	1
Additional Director General	SLPS	Special	SL-3-2016	4	5
Additional Director General	SLAS	Special	SL-3-2016	1	0
Director	SLPS	I	SL-I-2016	11	5
Deputy Director/Assistant Director	SLPS	11/111	SL-I-2016	31	27
Director	SLAS	I .	SL-I-2016	3	1
Deputy Director/Assistant	SLAS	11/111	SL-I-2016	5	2
Deputy Director/Assistant	SLAcS	11/111	SL-I-2016	1	0
Accountant	SLAcS	11/111	SL-I-2016	1	1
Civil Engineer	SLENS	11/111	SL-I-2016	Ĩ	0
Administrative Officer	MSO Sup		MN-7 -2016	1	1
Librarian	SLGLS	I/II/III	MN-3 -2016	1	0
Development Officer	DOS	I/II/III	MN-4-2016	15	13
IT Assistant	ITS	III	MT 1-2016	1	1
Management Service Officer	MSO	1/11/111	MN-2-2016	12	09
Management Assistant	Departmental	1/11/111	MN-1-2016	4	4
Driver	DS	1/11/11/Special	PL-3-2016	. 14	12
KKS	OES	1/11/11/Special	PL-1-2016	15	10
KKS	Departmental	1/11/11/Special	PL-1-2016	2	2
Total				124	94

	· · · · · · · · · · · · · · · · · · ·	Dep				1 – 202 ional		ning								
Area of responsibility	Activities	Responsible officer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Output	Outcome
1. Assisting the formulation of National and sectoral policies and programmes	A		~	>	>	~	~	*	•	~	~		•		Reviewed all policies received	New Policies formulated
2. Cabinet approval for national policies for Cabinet approval	 Review and Submit National Policies for Cabinet approval Social Infrastructure Agriculture Industry, Trade, Investment & Tourism Commercial Infrastructure Governance Environmental Management Social Protection Regional Development 		>	>	~	•		•	•	•	*	✓	•	•	Reviewed all policies received	New Policies formulated

• * .

()

ĺ

`-`.

•

Area of responsibility	Activities	Responsible officer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Output	Outcome
3. Pu investment programme(I	olic Prepare Medium Term Public Investment Programme IP)		~	~	~	•	•	•	~	*	>		~	•	Complete the preparation of Public Investment Programme	Medium tern Public Investment Programme
4. Prioritization projects of the l	of Identify priority order of the projects in the IP PIP using a proper criteria		~	· · · · · · · · · · · · · · · · · · ·	~	~	~	•	•	~	~	~	~	~	Complete the prioritization of Public Investment Programme	Public
5. Project Proposals	 Appraise, Evaluate, Recommend and submit project proposals and programmes to ERD/ NBD/ PPP (Relevant Ministry or Agency) Social Infrastructure Agriculture Industry, Trade, Investment & Tourism Commercial Infrastructure Governance Environmental Management Social Protection Regional Development 		~			✓	~	•	~		•		~	•	Received proposals appraised	Recommended for implementation

.

Area of responsibility	Activities	Responsible officer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Output	Outcome
6 Cabinet Memoranda	 Prepare the observations for Cabinet Memoranda and submit to the Ministry of Finance, Economic Stabilization and national Policies Social Infrastructure Agriculture Industry, Trade, Investment & Tourism Commercial Infrastructure Governance Environmental Management Social Protection Regional Development 														Observations submitted	Cabinet decisions taken, based on the observations
7 Planning Techniques	Adopting new Planning Techniques whenever necessary		•		•	~	~	*	>	~	•	~	•	*	Updated Planning Techniques	new Planning Techniques

•

Ì.~

(

Area of responsibility	Activities	Responsible officer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Ňov	Dec	Output	Outcome
8. Sub- national level Development Plans	Provide guidance to prepare the Sub- National Development Plans		•	~	>	•	~	•	~	•	~	•	~	•	Provide guidance to prepare Sub National Development plans	Formulated Sub-National Development Plans
9.Special/Region al Development Plans	 Guide the preparation of Special/ Regional Development Plans 		•	~	•	~	~	•	~	~		•	~	~	No. of Plans completed	Formulated Special /Regional Development Plans
10. Mainstreaming SDG into National Planning Process	• Through activity 2 and 3		•	~	•	. •	-	v .	•	•	•	~	~	•	Report of localized SDG strategy	Formulated SDG strategy included Planning process
11. Decentralized capital budget (DCB) programme	Assist/ facilitate DCB programme whenever necessary		•	•	*	,	~	~	~	•	v .	~	~	¥ .	No of assistance given	Implementation of DCB
12. Facilitation for identifying development needs with the development Partners	Review Country Partnership Strategy/ Assistance Strategies and undertake kick-off meetings of Mission		~	•	*	~	~	•	~	•	~	~	~	~	kick-off meetings conducted	Reviewed Country Partnership Strategies
	Attend to special assignments	-	•	•	•	*	•	~	•	*	•	•	~	•	No of Special assignments completed	Overall outcomes of special assignments achieved

· · .

\bigcirc

Area of responsibility	Activities	Responsible officer	Јап	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Output	Outcome
14. Preparation of Issue Papers	• Preparation of issue papers		~	~	~	~	~	~	~	~	~	~	~		Issue papers prepared	Identify solutions issues
15. Capacity Development of National and Regional Officers in Planning & Monitoring	• Conduct awareness / training programmes		v	~	~	~	~	•	~	~		~	•		Training programmes conducted	Regional a National lev officer's Capacity developed
16. Capacity Development of NPD staff	 Assist to obtain the Foreign exposures/ Trainings (long term/ Short term) Assist to obtain the Local trainings/ Workshops (long term/Short term) 		~	~	· · · · · · · · · · · · · · · · · · ·	~	>	•	•	•	~	√	~	~	officers obtained required training	Capacity developed NI Staff
	• Assist to participate the Workshops/ Trainings organized by the Department of National Planning			-												
17. Administrative	• Field visits on projects for monitoring Carry out day to day general administration and finance functions of NPD		•	•	~			v	~	~	•	~	~	~	No of administration and Finance matters handled	provided

Annual Imprest Plan (Cash) Year 2024

a Name of the Ministry/ Department/ District Secretariat : Department of National Planning

Expenditure Head : 237

. **.** . .

Categories of Imprest	Exp: Code	Annual Budget Estimate	FR 66 / Suppli mentary	January	February	March	April	May	June	July	August	September	October	November	December	Total Expenditure
(i)	(ii)	(iii)	(iv)							/	_					
Personal Emoluments-Sub Total(a+b)		115,270,000	0	9,640,268	9,640,268	9,640,268	9,640,268	9,640,268	9,640,268	9,640,268	9,640,268	9,640,268	9,502,750	9,440,268	9,564,568	115,270,000
Salary-a	÷.	95,000,000	, sina Q	7,951,102	7,951,102	7,951,102	7,951,102	7,951,102	7,951,102	7,951,102	7,951,102	7,951,102	7,813,584	7,751,102	7,875,402	95,000,000
Salaries & Wages	1001	59,000,000		4,906,975	4,906,975	4,906,975	4,906,975	4,906,975	4,906,975	4,906,975	4,906,975	4,906,975	4,906,975	4,906,975	5,023,275	59,000,000
Over the Webliday Payments	1002	2,000,000	-	166,000	166,000	166,000	166,000	166,000	166,000	166,000	166,000	166,000	166,000	166,000	174,000	2,000,000
Other Allowances	1003	24,460,000	-	2,083,127	2,083,127	2,083,127	2,083,127	2,083,127	2,083,127	2,083,127	2,083,127	2,083,127	1,945,609	1,883,127	1,883,127	24,460,000
Treasury special Allowance	1003	9,540,000	-	795,000	795,000	795,000	795,000	795,000	795,000	795,000	795,000	795,000	795,000	795,000	795,000	9,540,000
Other Allowances paid with Salary-b		20,270,000	0	1,689,167	1,689,167	1,689,167	1,689,167	1,689,167	1,689,167	1,689,167	1,689,167	1,689,167	1,689,167	1,689,167	1,689,167	20,270,000
Fuel Allowance	1202	10,800,000	_	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	10,800,000
Transport	1401	6,600,000	· -	550,000	550,000	550,000	550,000	550,000	550,000	550,000	550,000	550,000	550,000	550,000	550,000	6,600,000
Telephone Allowance	1402	1,670,000	-	139,167	139,167	139,167	139,167	139,167	1 39,167	139,167	139,167	139,167	139,167	139,167	139,167	1,670,000
Housing /Property Loan Interest	1506	1,200,000	_	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,200,000
Other Recurrent - Sub Total(a+b+c+d)		133,331,000	0	11,227,182	11,151,367	11,164,244	11,139,564	11,135,058	11,149,257	11,115,705	11,121,268	11,140,018	10,983,750	10,921,268	11,082,318	133,331,000
other Recurrent - c	n de la companya de l La companya de la comp	18,061,000	0	1,586,914	1,511,099	1,523,976	1,499,295	1,494,790	1,508,989	1,475,437	1,481,000	1,499,750	1,481,000	1,481,000	1,517,750	18,061,000
Travelling Expenses	1101/110 2	3,400,000	-	283,333	283,333	283,333	283,333	283,333	283,333	283,333	283,333	283,333	283,333	283,333	283,333	3,400,000
Stationary & Office Requisites	1201	2,000,000	-	166,667	166,667	166,667	166,667	166,667	166,667	166,667	166,667	166,667	166,667	166,667	166,667	2,000,000
Fupi	1202	1,200,000	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,200,000
Die & Uniforms	1203	70,000	-	70,000	-	-	-	-	-	-	-	-		-	-	70,000
Vehicles	1301	4,000,000	-	333,000	333,000	333,000	333,000	333,000	333,000	333,000	333,000	333,000	333,000	333,000	337,000	4,000,000
Plant & Machinery	1302	2,500,000		208,000	208,000	208,000	208,000	208,000	208,000	208,000	208,000	208,000	208,000	208,000	212,000	2,500,000
Building & Structures	1303	0	-													0
Transport	1401	0	-							· · · · ·						0
Postal & Communication	1402	1,330,000	-	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	120,000	1,330,000
Electricity & Water	1403	0														0
Rent, Local Taxes	1404	75,000	· -			18,750	-		18,750	<u> </u>		18,750			18,750	75,000
Cleaning & Janitorial Services	1405	1,320,000		110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	1,320,000
Interest payment for leased vehicle	1406	136,000		35,914	30,099	24,226	18,295	13,790	9,239	4,437	-	-			-	136,000

1

:

Pa \																A line of the set of the set of the set
Lease Rental for Vehicles																
Procured under Operational	1408	, c	-	-	-	-	.	-	-	-	-	-	-	-	-	0
Leasing																
Other	1409	2,030,000	-	170,000	170,000	170,000	170,000	170,000	170,000	160,000	170,000	170,000	170,000	170,000	170,000	2,030,000
Capital Expenditure-Sub		75,280,000	c	1,815,797	2,171,611	17,036,484	2,658,958	1,413,463	15,993,014	834,673	590,000	15,915,000	42,0,000	620,000	15,811,000	75,280,000
Total(a+b+c+d+e+f+g)																
other capital-a		10,900,000	C	A REAL PROPERTY AND A REAL	\$1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,	142204.8200000000000000000000000000000000				834,673	Annual Protocol and a second sec		CONTRACTOR STREET, STR	a charlendary you are carding of the second second	360,000	10,900,000
Building & Structures	2001	800,000	-	100,000	100,000	110,000				50,000	50,000	50,000		20,000	20,000	800,000
Plant and Machinary	2002	800,000		100,000		100,000			50,000	50,000		50,000		50,000	40,000	800,000
Vehicles	2003	2,000,000	-	500,000	300,000	50,000	50,000	200,000	100,000	50,000	250,000	200,000	100,000	100,000	100,000	2,000,000
Furniture & Office	2102	500,000	-	20,000	30,000	25,000	30,000	250,000	45,000	20,000	40,000	20,000	20,000			500,000
Equipment Plant and Machinary	2103	1,200,000		100,000	500,000			200,000	· · · · ·					· · · · ·	·	1,200,000
C I payment for Lease	2105	1,200,000		100,000	500,000	300,000						· · · · · · · · · · · · · · · · · · ·				
Venicle	2108	3,600,000	-	585,797	591,611	597,484	448,958	453,463	458,014	464,673						3,600,000
Staff Training	2401	2,000,000	-	160,000	160,000	160,000	160,000	160,000	-	200,000	200,000	200,000	200,000	200,000	200,000	2,000,000
Foreign Finance Associated																
Cost (Finance code -17) -c		60,580,000	0	0	0	15,145,000	0	0	15,145,000	0	0	15,145,000	0	0	15,145,000	60,580,000
Governance for Growth																
Programme (Australian			-													0
Grant)													-			
	237-1-1-	70 000 000				40 500 000			13 500 000			13 500 000			12,500,000	50,000,000
Other	23-2509- 17	50,000,000	-			12,500,000			12,500,000			12,500,000			12,500,000	30,000,000
	<u> </u>		-						· · · ·							0
Capacity Development for																
Effective Public Investment	· ·		-													0
Management																
C-fturne D-malanmant	237-1-1-	5 500 000				1 305 000			1,395,000			1,395,000			1,395,000	5,580,000
Software Development	21-2106 (17)	5,580,000	-			1,395,000			1,395,000			1,595,000			1,333,000	3,580,000
	<u>(17]</u>		-												· · ·	0
Pé ership for																
Accelerating Result in																
Trade, National			-													0
Expenditure and Revenue																
Activity (PARTNER)	22744													·		
Other Recurrent	237-1-1- 2202-17	5,000,000	-			1,250,000			1,250,000			1,250,000			1,250,000	5,000,000
Other Recurrent	0	0	-													0
Forien Loan (Finance code -1	2)-g	0	astruation de		i an											0
Contingent Emergency	net di Mattan (CHINESE)			-												
Response				-												0
Components(CERCs)															Sector and the sector of the s	
Capital		0	socoporciur-		AND AND AN ADDRESS OF								A STATE OF A			
Deposit Account	anali minin	0	ABUSE NITES													0

		 													and a faith of the second se
Stamp	ą		-					in and station							
P.O.Ad.	A/C -Sub Total	3,800,000	0	250,000	380,000	549,000	1,690,000	Ć	125,000)	0	250,000	C .	250,000	306,000 3,800,00
Special /	Advance	384,000	-		380,000	4,000									384,00
Festival	Ad.	940,000	-;				940,000		_						940,00
Distress	Loan	2,476,000	-	250,000		545,000	750,000		125,000			250,000		250,000	306,000 2,476,00
	Grand Total	208,611,000		13,042,979.17	13,322,978	28,200,728	13,798,521	12,548,521	27,142,271.17	11,950,378.17	11,711,268.17	27,055,018.17	11,403,750.17	11,541,268.17	26,893,318.17 208,611,00

It is certified that the above information are comply with approved Budget Estimates, Imprest Authority & other Ledger balances.

Prepared By :- Checked By :- Email :-npdaccounts@yahoo.com

Te/___hone:- 0112484610

1-Sume Signature of Accountant Name of Accountant - W.S.P.De Mel

Official Stamp

Date:-11 /12/2023

W.S.P. De Mel Accountant Department of Multional Planning The Secretariat, First Floor, Colombo - 01

Master Procurement Planfor the Year -2024 Department of National Planning

\bigcirc	Ser. No.	Department/ Line Agency/ Ministry	Procurement Categary (Goods/Works Services etc)	Title of the Procureme nt	Estimated Cost (Rs.'000)	Source of Financing / Name of The Donor	Procurement Method	Level of Authority SSCAP,SCAP, CAP,MPC,DP C,PPC,RPC			Scheduled date of commencement	Scheduled date of completion	Remarks
:	1	Lipenariment of	Works Building and Stractures		0.00	DF	ICM	DPC	N	Planning	01/01/2024	31.12.2024	
		Department of	Services Vechicles		4,000	DF	Shopping	DPC	N	Planning	01/01/2024	31.12.2024	25% in Q1 25% in Q2 25% in Q3 25% in Q4
Ċ	2	National Planning	Retailed Service Cleaning		2,030	DF	ICM	DPC	N	Planning	01/01/2024	31.12.2024	25% in Q1 25% in Q2 25% in Q3 25% in Q4
			Goods Stationery and Office Requisites		2,000	DF	NS	DPC	N	Planning	01/01/2024	31.12.2024	10% in Q1 30% in Q2 30% in Q3 30% in Q4
	4	i Jedartment of 1	Furniture and Office Equipment		500	DF	NS	DPC	N	Planning	01/01/2024	31.12.2024	0% in Q1 25% in Q2 50% in O3

Prepared By : Checked By:

۵ م^۰ ۲۰

Recommened By-Accountant Date: 04.12.23 Official Stamp:

W.S.P. De Mei Accountant Department of National Planning The Secretariat, First Floor, Colombo - 01

Approved By Secretary Date: Official Stamp:

Summi avand 2/12/mg

K.M.M. Siriwardana Secretary to the Treasury and Secretary to the Ministry of Finance, Economic Stabilization and National Policies The Secretariat Colombo 01.

Department of National Planning -Procurement Time Shedule (Goods, Works, Services and Contracts)-2024

Tital of Procurement	Estimate in Rs	Price Method	January	February	March	April	May	June	July	August	September	Octomber	November	December
Works Building & Construction	0.00	ICB				Rei	novation	of Office	Quart	ers whe	n need a	rises		
Repair of the Quarters	0.00	/Shopping							Quan					
Vehcles	4000	Shopping												
Goods Stationery requirement	2,000	Shopping		\checkmark			\checkmark						√	
Furniture & Office Equipment	500	Shopping									\checkmark			
Cleaning Service	2,030	ICB /Shopping												
01.Appoinment of Procurement Committee/TEC												\checkmark		
02.Preparation of Bid Documents												\checkmark		
03.Approve Biding Documents by TEC												\checkmark		
04.Recive Bids													\checkmark	
05.Bid Evaluation													\checkmark	
06.Contact Award Determination													\checkmark	

Prepared by:

Checked By.....

(

The Format for Detailed Procurement Plan

Procurement Plan for the Year-2024

Department of National Planing

													Dep	partm	ent c	и мат	ional P	anın	5										<u> </u>				
>	Se.No	Ref.No	Description	Estimate Cost (SL RM)	Proc.Method		App CATB & TEC	Pre.Budding Documents App.Building Documents by CATB	NOL from FFA	Pre PQ Applications	Scrutning PQ Applications	App:Building Documents by CATB	NOL from FFA	Advet: PQ Application	Issue :PQ Application	Select Pre Qualified Bidders	App:Pre Qualified Bidders by CATB	NOL FFA	Invive Bids	Clarifiie /Pre -Bid Conffere	Respond of Clarifica	Bid Recived /Bid Openning	Tech.Eva	Fin .Eva.	Final Eva.	Recomm by CATB	NOL from FFA	Cab: Approval	Con:Award	Con:Signed	Complete Works / Service Dvliverd	Contract No:Amount Name of the Contractor	Remarks
F							1	2 3	4	5	6	7	8	9	10	-	1	2 13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Ī	IVIL WOR	KS I																							· · · · · ·				1919.99				
-			dharar ar gh			Schedule			1									Ì															
ſ						Actual																											
						Schedule																											·
Γ						Actual																											
						Schedule																								\bot			
. L	-					Actual																		1, 10									100 Aug 1944
· (OODS																										<u></u>	<u></u>	<u> </u>	<u> </u>			
L						Schedule																								+			
L						Actual																							\rightarrow	\rightarrow			
Ļ						Schedule																							\rightarrow				
						Actual										<u> </u>							<u> </u>						-+	+			
+						Schedule																								+		ł	
						Actual		inter the state		0.2 18 19	Notesia da	en Classe		0.0.000		ub (124).	<u>.</u> 1980 - 2						Ugiuniaj	7111			15.00				e da ya		
	THER SER	VICE				Schedule					5.55		F		dige ins		ajibela Si.	i hadet		n de la companya I		196534		<u> </u>	a hidiai	<u></u>	s 12 din i		T	<u></u>		I	id det die tijf
⊢						Actual	<u> </u>																		1				\rightarrow	+			
\vdash				\rightarrow		Schedule			┼──┤														-+							+			
⊢				-		Actual		<u> </u>															$\neg \uparrow$	·					+	+		\rightarrow	
┢				+	_	Schedule			╏──┤									1												+			
						Actual															<u> </u>				-					\top			
			t				<u> </u>	any Cabi	· · · ·			_			• • •						<u>-</u> -	C N 1 - 43		Diani		:	174				_		

There is no any Cabinet Appointed Procurement Actuvities Scheduled to the Department of National Planining in -2024