

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
01	Formulation, Implementation and Monitoring of National Policies	Following up of decisions taken at the meetings chaired by the Hon. Prime Minister/ Secretary to the Prime Minister	501.90	Add.Sec (Dev. I)					No. of decisions followed up
		Facilitation of Inter-Ministerial/ Agencies development initiatives		Add.Sec (Dev. I)					No. of interventions
		Identify and analyze timely sensitive development issues and prepare study reports accordingly		Add.Sec (Dev. I)					No. of issues identified/ reports prepared
		Identifying and rectifying the practical issues in handling public grievances and forwarding them to policy makers when necessary		Add.Sec. (Pub.Rela.)					No. of issues attended

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
	Formulation, Implementation and Monitoring of National Policies	Preparation and submission of Cabinet Memoranda and Notes to the Cabinet	Cont.	Add. Sec. (Development II) Senior Assistant Secretary (Development II) Ass. Sec. (Development II)					No. of Cabinet Memoranda and Notes to the Cabinet submitted
		Preparation of answers for the Parliamentary questions asked from the Hon. Prime Minister		Do					No. of answers prepared for the parliamentary questions
		Preparation and submission of resolutions to the Parliament		Do					No. of resolutions prepared and presented to the Parliament

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
	Formulation, Implementation and Monitoring of National Policies	Submission of Annual Reports and Annual Performance Reports of the Institutions which come under the purview of the President to the Parliament] Cont. [Add. Sec. (Development II) Senior Assistant Secretary (Development II) Ass. Sec. (Development II)					No. of Annual Reports and Annual Performance Reports presented to the Parliament
		Updating the web-based database of Cabinet Memoranda and relevant decisions		Do					No. of updated records of Cabinet Memoranda & decisions in the web-based database
		Preparation of Brief Notes (summary) for Cabinet Memoranda prior to every Cabinet meeting		Do					No. of Brief Notes (summary) prepared

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
02	Legal Affairs and Consultation	Reviewing and making recommendations on draft legal amendments] Cont. [Director (Legal)					No. of recommendations drafted
		Coordinating with Attorney General’s Department in relation to court cases		Director (Legal)					No. of cases coordinated
		Providing observations and opinions on legal matters referred to the Prime Minister’s Office		Director (Legal)					No. of observations provided
		Coordinating with the Legal Draftsman’s Department in relation to draft legal amendments		Director (Legal)					No. of legal amendments coordinated
03	Public Opinion and Information sharing (Publicity)	Facilitation of the media coverage for State/ National Functions and special occasions <ul style="list-style-type: none"> • Event management - Indoor/Outdoor • “Dharma Deepani” - Poya day program • “Sankathana Mandapa” - monthly program 			Sec. (Media)				

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
04	Good Governance Practices	Preparation of the Financial and Physical Performance Report for the year 2022	Cont.	Add.Sec. (Dev. I) Dir. (Planning)	_____	_____			Submission of Performance Report for the year 2022 on time
		Preparation of the summary of the Annual Progress Report for the year 2023		Add.Sec. (Dev. I) Dir. (Planning)				_____	Submission of the summary of Annual Progress Report for the year 2023 on time
		Preparation of the Annual Financial and Physical Progress Report for the year 2023		Add.Sec. (Dev. I) Dir. (Planning)				_____	Submission of the Annual Progress Report for the year 2023 on time
		Preparation of Quarterly Progress Reports for the year 2023		Add.Sec. (Dev. I) Dir. (Planning)	_____	_____	_____	_____	Submission of Quarterly Progress Reports for the year 2023 on time
		Preparation of the Annual Action Plan for year 2024		Add.Sec. (Dev. I) Dir. (Planning)				_____	Submission of Annual Action Plan 2024 on time

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
	Good Governance Practices	Conducting Audit and Management Meetings] Cont. [C.I.A.	_____	_____	_____	_____	No. of Audit and Management meetings conducted
		Preparation of Internal Audit Reports		C.I.A	_____	_____	_____	_____	No. of Internal Audit Reports prepared
		Preparation of Internal Audit Plan for year 2024		C.I.A	_____	_____	_____	_____	Submission of Internal Audit Plan for the year 2024 On time
		Preparation of Risk Register for year 2024		C.I.A	_____	_____	_____	_____	Submission of Risk Register for year 2024 on time
		Submitting quarterly reports to the Department of Management Audit and National Audit Office		C.I.A	_____	_____	_____	_____	Submission of the reports on time
		Conducting special audits as per the direction of the Secretary to the Prime Minister		C.I.A	_____	_____	_____	_____	Submission of special audit reports before requested time

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
	Good Governance Practices	Preparation of the Procurement Plan for the year 2024	Cont.	CFO & Acc. (Pro.)					Submission of Procurement Plan for the year 2024 on time
		Preparation of the Financial Statements for year 2022		CFO/CA & Acc. (Exp.)					Submission of Financial Statements for the year 2022 on time
		Preparation of the Budget Estimates for year 2024		CFO/CA & Acc. (Exp.)					Submission of Budget Estimates for the year 2024 on time
		Providing answers to audit queries raised by the Internal Audit and the Government Audit		CFO & Add.Sec. (Admin)					No. of audit queries received and answered
05	Public welfare and grievance handling	Taking necessary steps to appoint responsible officers from State Ministries, Departments, District Secretariats and other relevant Government Institutions in order to make quick responses for the public grievances forwarded to the Hon. Prime Minister		Add.Sec. (Pub.Rela)					No. of decisions followed up

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
	Public welfare and grievance handling	Introducing an integrated approach to bring solutions to public grievances and complaints which need priority attention and immediate actions	Cont.	Add.Sec. (Pub.Rela)					Integrated approach introduced
		Taking necessary steps to improve the existing data management system for an expedited and efficient service of the Public Relations Division		Add.Sec (Pub.Rel) & Dep.Dir (ICT)					No. of public grievances attended
		Further developing of a dedicated web page of Public Relation Division for a quick and efficient coordination in redressing public grievances		Add.Sec (Pub.Rel) & Dep.Dir (ICT)					

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
	Public welfare and grievance handling	Responds to the requests made by the members of the Parliament, Provincial Councils and Local Government Institutions	Cont.	Add. Sec. (Development II) Senior Assistant Secretary (Development II) Ass. Sec. (Development II)					Number of requests responded
		Attending to special requests personally forwarded to the Hon. Prime Minister & Secretary to the Prime Minister		Do					Number of requests attended
		Attending to the issues related to the Political Victimization		Do					Number of issues attended

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
06	Capacity Development	Co-ordination and facilitation of Local and Foreign Training Programs	423.80	Add.Sec. (Admin I)					-No. of Local and Foreign Training Programs concluded -No. of officers participated
		Productivity enhancement of the Prime Minister’s Office		Add.Sec. (Admin I)					No. of processes enhanced the productivity
07	Digitalization of Prime Minister’s Office	Managing of the Office web server and designing, developing and updating of the office website		Add.Sec. (Admin) & Dep.Dir. (ICT)					Updated Office Website
		Maintaining the ICT equipments, Computer networks, E-mail Server and Application Server		Add.Sec. (Admin) & Dep.Dir. (ICT)					-No. of repairs done and managed -Secured and user-friendly data communication system -No. of E-mail accounts managed -No. of troubleshoots attended

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
	Digitalization of Prime Minister’s Office	Developing, upgrading and maintaining Internal Information Systems] Cont.	Add.Sec. (Admin) & Dep.Dir. (ICT)					-No. of information systems developed, upgraded and maintained
		Introducing a new hot line number and a dedicated WhatsApp number to respond public grievances quickly and efficiently. This would minimize the usage of printing materials		Add.Sec (Pub.Rel) & Dep.Dir. (ICT)					-No. of public grievances attended
		Taking necessary steps to store data in the Data Management System of the Public Relation Division (Server, Backup) to make convenient data access and ensure timely information share to the public adhere to the Information Act		Add.Sec (Pub.Rel) & Dep.Dir (ICT)					- No. of solutions taken

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
	Digitalization of Prime Minister’s Office	Expediting the document scanning procedures to reduce printing materials in Public Relation Division] Cont.]	Add.Sec (Pub.Rel) & Dep.Dir (ICT)					Established scanning procedure
		Expansion of existing short message service.		Add.Sec (Pub.Rel) & Dep.Dir(ICT)					Expanded short message service
		Improving use of IT for office activities and office administration procedures		Add.Sec (Admin)					No. of improved activities
08	Facilitation of special meetings	Facilitate meetings held under the Chairmanship of the Hon. Prime Minister			Add. Sec. (Development II) Senior Assistant Secretary (Development II) Ass. Sec. (Development II)				

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
	Facilitation of special meetings	Facilitate meetings held under the Chairmanship of Secretary to the Prime Minister] Cont.]	Add. Sec. (Development II) Senior Assistant Secretary (Development II) Ass. Sec. (Development II)					Number of meetings facilitated
		Following up the implementation of decisions taken at meetings with the Hon. Prime Minister and Secretary to the Prime Minister							Number of progress reports prepared
		Preparation of feasibility reports on the meetings, requests and programs							Number of feasibility reports
09	Strategic Intervention on development initiatives	Facilitation of Special Cabinet Sub Committees, Committees chaired by the Hon. Prime Minister and committees chaired by the Secretary to the Prime Minister							

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
	Strategic Intervention on development initiatives	Monitoring the progress of committee decisions] Cont. [Add. Sec. (Development II) Senior Assistant Secretary (Development II) Ass. Sec. (Development II)					Number of progress reports prepared and percentage achievement of the desired out-put
		Required coordination with different bilateral and multilateral development partners							
		Coordinating with different Local and International private sector agencies on current issues							Percentage achievement of the desired out-put
		Taking necessary steps to motivate international assistance for the development process of Sri Lanka							

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
	Strategic Intervention on development initiatives	Preparing of Action Plans and way forward along with different decisions taken by the Hon. Prime Minister or Secretary to the Prime Minister at the committee meetings	Cont.	Add. Sec. (Development II) Senior Assistant Secretary (Development II) Ass. Sec. (Development II)					Percentage achievement of the desired out-put
		Making necessary recommendations to the President, Cabinet of Ministers and other National Level Committees							Number of recommendations were submitted
		Facilitating of project proposals on Finance and Energy supply through Committee appointed by H.E. the President							Number proposals were granted approval by the committee
		Facilitating novel inventors to commercialize their products and services							Number of inventions were supported for commercialization

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
10	Facilitation and Coordination of Special Development programs	Design, Establish and Coordination of Entrepreneurship program (1,000,000 entrepreneurs in different sectors at a different capacity in 5years) with all other relevant agencies	} Cont.	Additional Secretary (Development II) Senior Assistant Secretary (Development II) Assistant Secretary (Development II)					140, 000 entrepreneurs in different sectors at different capacity • Micro • Small • Medium
		Coordination of Tea small holders development program with all other agencies							Enhance the harvest by 20 % per Acre (1,000,000 farmers)
		Facilitating Export oriented Goods and Services							Number of companies /Individual supported and their export income in US\$
		Facilitation for investors foreign / Local							Number and volume of investment in terms of finance as well employment

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
11	Institutional Management and Development	Maintaining of machineries, equipments and vehicles	86.30	Add.Sec (Admin)					-No. of procurement activities handled -No. of machineries, equipment and vehicles purchased value of procurement
		Managing of the office facilities		Add.Sec (Admin)					-Maintained office environment -No. of service agreements signed
		Taking necessary steps to repair the existing solar power unit to enhance sustainable electricity consumption of the Prime Minister’s Office		Add.Sec (Admin)					-No. of reduced electric meter units -No. of electric meter units exported to National Grid
		Taking necessary steps to install a rain water harvesting unit to enhance sustainable water consumption of the Prime Minister’s Office		Add.Sec (Admin)					No. of reduced water units

Annual Action Plan – 2023
Prime Minister’s Office

# (1)	Thrust Area (2)	Activity (3)	Allocation (Rs.Mn.) (4)	Responsibility (5)	Duration (6)				Output Indicator (7)
					Q-1	Q-2	Q-3	Q-4	
	Institutional Management and Development	Garden Maintenance and landscaping	} Cont.	Add.Sec (Admin)					Properly maintained garden
		Purchasing of office furniture and equipment		CFO/CA & Acc. (Pro.)					-No. of procurement activities handled -No. of furniture and equipment purchased Value of procurement
		Construction, renovation and maintenance of buildings		CFO/CA & Acc. (Pro.)					-No. of procurement activities handled No. of buildings constructed, renovated and maintained -Value of procurement