



Progress Report

2022

Prime Minister's Office
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(The report is based on information and data received up to 30.09.2022)

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1.0 Introduction

The Prime Minister's Office is the institution that carries out official duties of the Prime Minister of Democratic Socialist Republic of Sri Lanka. It provides the necessary leadership, guidance and coordination facilities to achieve economic and social development in the country. Furthermore, the Prime Minister's Office contributes to the formulation of policies necessary to achieve development challenges and it contributes to the sustainable achievement of the country's development goals through good government coordination and a people-centric approach.

Honorable Mahinda Rajapaksa served as the Prime Minister of the Democratic Socialist Republic of Sri Lanka from 09 August 2020 to 09 May 2022. Honorable Ranil Wickramasinghe served as the Prime Minister from 12th May 2022 to 20th July 2022 and Honorable Dinesh Gunawardena holds the office of Prime Minister of the Democratic Socialist Republic of Sri Lanka since then.

1.1 Vision

"An independent, sovereign and prosperous Sri Lanka"

1.2 Mission

"To provide the necessary leadership for an excellent government mechanism with good governance, maintaining good coordination between government, non-government institutions, foreign delegations and United nations, in order to realize the aspirations of Sri Lankans and improve their quality of life"

1.3 Priorities

- Providing necessary guidance to implement the policies and decisions of the government.
- Facilitating, coordinating and monitoring the progress of various committees and meetings chaired by Hon. Prime Minister.
- Preparing answers to questions asked from Hon. Prime Minister in Parliament
- Coordinating activities related to Bills referred to Parliament by Hon. Prime Minister
- Coordinating, leading, monitoring and follow-up of development programs and projects launched by various government institutions.
- Facilitate the Hon. Prime Minister to maintain and develop diplomatic relations.
- Coordinating and directing the activities related to Hon. Prime Minister's foreign tours.
- Organising religious festivals and social welfare services with state sponsorship.
- Making necessary arrangements to provide relief to the public complaints and grievances addressed to Hon. Prime Minister by forwarding them to the relevant institutions to take actions.
- Proper maintenance of the Prime Minister's Office, Temple Trees premises and the Prime Minister's residences.
- Carrying out the daily administrative and development activities of the Prime Minister's Office.
- Providing media coverage for state events and special occasions attended by Hon. Prime Minister.

2.0 Policy Formulation and Economic Development

The Prime Minister's Office contributes to the formulation of policies necessary to achieve the development challenges and contributes to the sustainable achievements of the country's development goals through good government coordination and a people-centric approach. Accordingly, various development programs and projects are led, monitored and followed up and also development strategic plans are formulated when necessary.

The Prime Minister's office organizes meetings/discussions headed by the Hon. Prime Minister and the Secretary to the Prime Minister and follows up on the decisions taken on those occasions while preparing and following up on letters sent diplomatically by the Hon. Prime Minister. Furthermore, coordination activities are carried out on behalf of the Hon. Prime Minister with foreign states and institutions when necessary for development activites. Especially, actions are being taken with regard to policy formulation and economic development on the following fields.

- Coordinating activities of the Cabinet Sub-Committee to recommend policies, targets and strategies to be adopted for the development of the energy sector.
- Coordinating activities of the Cabinet Sub-Committee on Maintaining a constant Gas Supply
- To coordinate the implementation of strategic development plans.
- Matters related to the committee on re-strategizing and expediting large-scale development projects.
- Coordinating with relevant agencies to analyze and implement domestic and foreign revenue generation proposals.
- Formation of special performance committees and necessary coordination activities.
- Coordination activities of other Cabinet Subcommittees.
- Coordination of Technical Advisory Committee on Food Security and Nutrition.
- Special activities related to National Animal and Livestock Committee of the National Food Security and Nutrition Programme

- Guidance and facilitation of livelihood and special economic programmes
- Intervention in solving professional issues in various disciplines
- China-Sri Lanka Free Trade Agreement and related activities.
- Matters related to the committee on providing recommendations to appointments for government statutory bodies, corporations and boards etc.

2.1 Organising of Programmes

The following functions are being carried out accordingly.

- Organising meetings and programmes held under the patronage of Hon. Prime Minister/Secretary to the Prime Minister
- Follow-up activities on the decisions taken in meetings and programmes
- Conducting feasibility studies required for meetings and programmes
- Taking actions with regard to letters received from different parties
- Organizing meetings and reviewing progress of Councils where the Honorable Prime Mnister is officially being appointed as the Chairman
- Organizing and coordinating various public outreach activities conducted by the Prime Minister's office and other Ministries

Meetings and discussions held under the patronage of former Prime Minister Hon. Mahinda Rajapaksha from the 1st of January to 31st April 2022

#	Meeting	Date	Decisions taken / followed-up
1.	Discussion held with Government Medical Officers Association	04.01.2022	05
2.	Discussion on restructuring of World Heritage - Sigiriya New Town	11.01.2022	07
3.	Discussion on issues related to positions of the Central Cultural Fund	12.01.2022	01
4.	Second Progress Review Discussion on restructuring World Heritage - Sigiriya New Town	27.01.2022	14
5.	Special discussion on providing foreign employment opportunities for the youth	31.01.2022	12
6.	Discussion held with officials of Public Service United Nurses Union	14.02.2022	07
7.	Discussion on the project for the Ministry of Urban Development and Housing Urban Regeneration Program and the Colombo Urban Regeneration Program	23.02.2022	09
8.	The progress discussion held with the Secretaries of the Ministries where Hon'ble Prime Minister holds the position of the Minister and the Heads of Institutions	08.03.2022	-
9.	Discussion on the implementation of the National Action Plan on Disability	09.03.2022	10
10.	Discussion held with the All Ceylon Telugu Artists Cultural Association	11.03.2022	11
11.	Discussion on the Mihinthale commercial city project	24.03.2022	08
12.	Progress review meeting of the Ministry of Economic Policies and Plan implementation	25.03.2022	-
13.	Preliminary Discussion on the Consecration Ceremony of the Seema Malaka with the newly built Dhathu Mandira of Sri Salavana Bodhi Maha Temple to Sambuddha Shasana.	29.03.2022	07
14.	Panel discussion on the current economic challenges	29.03.2022	-

#	Meeting	Date	Decisions taken / followed-up
15.	Second discussion with local parties on the proposed China-Sri Lanka Free Trade Agreement	26.04.2022	04

Meetings and discussions held under the patronage of former Prime Minister Hon. Ranil Wickramasinghe from 1st of May to 31st of July, 2022

#	Meeting	Date	Decisions taken/ followed up
1.	Discussion on the issues in the fields of agriculture, fertilizer and plantation	17.05.2022	05
2.	Discussion on the current economic situation of the country	14.05.2022	03
3.	Discussion on the issues of Sri Lankan food importers and sellers	14.05.2022	02
4.	Discussion on the supply of essential services	15.05.2022	05
5.	Discussion on the supply of essential services	16.05.2022	11
6.	Discussion on the supply of essential services	17.05.2022	04
7.	Discussion on the issues in the fields of agriculture, fertilizer and plantation	18.05.2022	03
8.	Discussion on the issues in the fields of agriculture, fertilizer and plantation	23.05.2022	13
9.	Discussion on economic revival and the budget	26.05.2022	04
10.	Discussion on the Indian loan scheme	30.05.2022	11
11.	Special discussion held with the Bankers	31.05.2022	09
12.	Discussion on crops cultivation and agricultural promotion	02.06.2022	-
13.	Discussion on issues in the field of agriculture	05.06.2022	02

#	Meeting	Date	Decisions taken/ followed up
14.	Meeting held under the sub-committee on urban agricultural promotion	05.06.2022	01
15.	Discussion held with the officials of the Finance Ministry	05.06.2022	01
16.	Discussion on availability of foreign exchange for fuel supply	14.06.2022	01
17.	Special discussion held with the joint Chambers of Commerce	02.06.2022	-
18.	Discussion on the issue of gas supply	05.06.2022	01
19.	Discussion on the expediting solutions for existing economic situation	05.06.2022	-
20.	Discussion on providing solutions for the issue of fuel supply	05.06.2022	05
21.	Discussion on the current problems found in agriculture field	06.06.2022	07
22.	Followup discussion held with the relevant officials on the Indian loan scheme	06.06.2022	-
23.	Followup discussion held with the relevant officials on the Indian loan scheme	08.06.2022	-
24.	Discussion on the issues related to loans of the owners of rice mills	15.06.2022	-
25.	Discussion on the issues of construction industry	14.06.2022	02
26.	Discussion on the issues of tourist industry	14.06.2022	-
27.	Discussion held with Ceylon confectionary Producers union	15.06.2022	01
28.	Discussion held with the relevant officials on the Indian loan scheme	14.06.2022	03
29.	Followup discussion held with the relevant officials on the Indian loan scheme	16.06.2022	06
30.	Discussion on food security	17.06.2022	28
31.	Followup discussion held with the Sri Lankan Airlines	17.06.2022	-

#	Meeting	Date	Decisions taken/ followed up
32.	Progress review meeting of the fuel and gas committee	18.06.2022	05
33.	Discussion on the activities for economic cooperation	23.06.2022	07
34.	Discussion held with representatives of the SME sector	23.06.2022	-
35.	Discussion on the issues of dairy producers	27.06.2022	12
36.	Discussion held with the officials of the World food Programme	27.06.2022	9
37.	Discussion held with the District Secretaries on food security	29.06.2022	4
38.	Discussion held with the unions of bankers and exporters	04.07.2022	-
39.	Discussion on the apparel industry	05.07.2022	-
40.	Discussion held with the bankers	06.07.2022	02
41.	Discussion on the current issues in fisheries industry	08.07.2022	10

Meetings/discussions and programmes held under the patronage of the Prime Minister Hon. Dinesh Gunawardena from 1st of August to 30th of September, 2022

#	Meeting/Discussion/Programme	Date
1.	Discussion held with the Ambassador of South Korea	17.08.2022
2.	Discussion held with the Ambassador of Iran	19.08.2022
3.	Discussion held with the Provincial Governors	19.08.2022

#	Meeting/Discussion/Programme	Date
4.	Programme for distributing essential equipments to the Dhamma Schools	21.08.2022
5.	Special discussion held with the Provincial Governors	23.08.2022
6.	Programme for distributing essential equipments to the Pre Schools	24.08.2022
7.	Discussion held with the Regional Directors of the UNICEF	26.08.2022
8.	Discussion held with the representatives of the Central Cultural Fund	26.08.2022
9.	Discussion held with the officers of the International Monitory Fund	28.08.2022
10	Meeting held with the officers of "Sanasa" organization	28.08.2022
11	Discussion held on the Expedited National Action on Food Security (National Committee of Fisheries and Livestock)	29.08.2022
12	Meeting with the Regional Directors of the World Food Programme	02.09.2022
13	Discussion held with the representatives of Sri Lanka Red Cross Society	03.09.2022
14	Meeting held with the representatives of the United Apparel Forum	11.09.2022
15	Discussion held with the Ambassador of Turkey	11.09.2022
16	Discussion held with the Directors of Asian Development Bank	13.09.2022
17	Discussion held with the Secretary of Inter- Parliamentary Union	13.09.2022
18	Cabinet Sub-Committee discussion to recommend policies and strategies to be followed for the development of energy sector-I	13.09.2022
19	Discussion on Re-Strategizing and Accelerating Mega Projects (RAMP -I)	13.09.2022
20	Discussion held with the Ambassador of Saudi Arabia	18.09.2022
21	Discussion held with the Director General of World Agro-forestry Organization	18.09.2022

#	Meeting/Discussion/Programme	Date
22	Discussion held with the Cambodian Buddhist Monks	18.09.2022
23	Meeting held with the Chairmen of Local Government Institutions in Anuradhapura District	21.09.2022
24	Meeting held with the Senior members of the Japanese Parliament	21.09.2022
25	Discussion on Re-Strategizing and Accelerating Mega Projects (RAMP –II)	21.09.2022
26	Discussion on the issues risen regarding paddy purchase	21.09.2022
27	Special discussion held with the Chinese Ambassador	22.09.2022
28	Cabinet sub- committee meeting on constant supply of gas	23.09.2022
29	Discussion held with the High Commissioner of India	23.09.2022
30	Technical Advisory Committee on food security and nutrition -I	26.09.2022
31	Discussion held with the Ambassador of France	28.09.2022
32	Programme for commemorating 73 rd National Day of China	29.09.2022
33	Discussion held with the High Commissioner of Canada	30.09.2022

2.2 Planning and reporting

2.2.1 Preparation of annual action plan of the Prime Minister's Office

The action plan for year 2022 was prepared and submitted before the due date and quarterly action plans for all the quarters of the year have been prepared and submitted accordingly.

2.2.2 Preparation of the Prime Minister's Office performance report on achieving Sustainable Development Goals (SDG).

As per the requirement of the Sustainable Development (SDG) Act No. 19 of 2017, the performance report of achieving sustainable development goals of the Prime Minister's Office for year 2021 was duly prepared and submitted to the Auditor General.

2.2.3 Preparation of the Draft and final Performance Reports

According to the provisions of paragraph 2.4 of Finance Circular No. 402 dated 12.09.2002, the draft of the performance report of the Prime Minister's Office for year 2021 has been duly submitted to the Auditor General and the final performance report has been submitted to the Parliament on time.

2.2.4 Preparation of quarterly progress reports of the year based on annual action plan

As per the guidelines, reviewing of the progress of activities of the action plan is carried out in each quarter of the year. Accordingly, quarterly progress reports during the period

of 01.01.2022 to 30.09.2022 have been prepared and submitted to the audit division on time.

2.3 Matters related to Parliament and the Cabinet of Ministers

2.3.1 Matters related to Cabinet Memoranda and Notes to the Cabinet

Preparation and submission of drafts of the cabinet papers and Notes which should be submitted to the cabinet by the Prime Minister are performed by the Prime Minister's Office. Also the relevant coordination activities in submitting the draft papers and notes to the Cabinet are being carried out.

Accordingly, from 1st of January to 30th September 2022, 32 Cabinet Memoranda and 09 Notes to the Cabinet have been submitted to the Cabinet.

2.3.2 Preparation of Cabinet Paper Summary Notes

Before holding the Cabinet meetings, the Cabinet Office summarizes the matters included in the Cabinet Papers sent weekly for the attention of the Hon. Prime Minister and provides them to Hon. Prime Minister and the Secretary to the Prime Minister. Accordingly, 32 Cabinet Paper Summary Notes have been prepared from 01.01.2022 to 30.09.2022.

2.3.3 Keeping an updated database related to Cabinet papers

All the Cabinet Memoranda and Notes submitted to the Cabinet regarding the functions under the purview of each Ministry, related observations and decisions are scanned and entered into the data system and updated.

2.3.4 Submission of motions to Parliament

Preparation and submission of motions regarding the Bills published by the President in gazette to the Parliament is being carried out by the Prime Minister's Office. Accordingly, 10 motions have been submitted to the Parliament from 01.01.2022 to 30.09.2022.

2.3.5 Drafting of answers for oral questions

The Prime Minister's Office prepares draft answers for oral questions asked by the members of the Parliament regarding subjects which come under the purview of the President and the Hon. Prime Minister.

Draft Answers to Oral Questions from 01-01-2022 to 30-09-2022

Serial No.	Matter	No. of Answers
01	Oral questions asked from the Hon. Prime Minister on the subjects come under the President and the Hon. Prime Minister	69
02	Oral questions on the matters related to the Ministries that come under the President and the President's Office	50
03	Oral questions on the matters related to the Ministries that come under the Hon. Prime Minister and the Prime Minister's Office	19
04	Oral questions asked during Parliament sessions (Answers drafted)	08
05	Motions to Adjourn the House (Answers Drafted)	04

Serial No.	Matter	No. of Answers
06	Oral questions asked under Standing Order 27 (2) (answers drafted.)	05

2.3.6 Tabling of parliamentary reports

The Prime Minister's Office takes preliminary actions to table reports such as annual reports, performance reports and statements of accounts, etc in occasions where reports are to be tabled in the Parliament regarding the subjects that come under the purview of the President and the Hon. Prime Minister. 14 reports have been tabled in Parliament so far and the reports are as follows.

- **Performance Reports**

- i. Commission of Inquiry into Bribery or Corruption Allegations - 2020
- ii. Administrative Appellate Tribunal - 2020
- iii. Finance Commission - 2021
- iv. Public Services Commission - 2021
- v. Department of Registration of Persons - 2021
- vi. Ministry of Technology - 2021
- vii. Commission of Inquiry into Bribery or Corruption Allegations - 2021
- viii. Election Commission - 2021
- ix. Delimitation Commission - 2021
- x. President's Office - 2021

- **Annual Reports**

- i. Sri Lanka Human Rights Commission - 2016/2017/2018/2019
- ii. Sri Lanka Information and Communication Technology Agency - 2016/2017/2018

- **Other**

- i. Election Commission - Reports related to election held before the year 2020
- ii. Election Commission - Election Reports of the year 2020

3.0 Legal Affairs

Activities related to various legal functions under the purview of Hon. Prime Minister and legal activities related to other ministries held by the Hon. Prime Minister are coordinated by the Prime Minister's Office. Coordinating with the Attorney General's Department and other relevant parties in relation to the cases filed in the Supreme Court, Court of Appeal and other courts listing Hon. Prime Minister and/or the Secretary to the Prime Minister as respondents are also carried out.

- The number of notices related to the prosecutions received by the Legal Division in the year 2022 (up to 30.09.2022) are as follows.
 1. Supreme Court Case Files - 22
 2. Appellate Court Case Files - 12
- All the work related to the case files indicated above have been completed and the relevant cases have been forwarded to the Attorney General's Department. Further, observations and replies have been given to the Attorney General where necessary.
- Relevant legal contributions have been made related to the meetings and special meetings attended by the Hon. Prime Minister.
- Actions have been taken as required regarding the Cabinet Papers presented by Hon. Prime Minister.
- Drafts of lease agreements and other drafts of the building premises proposed to be leased in the Prime Minister's Office have been analyzed and recommendations have been made.

- Legal advice has been given to those who have submitted public complaints to the legal division and the relevant institutions have been notified to investigate and take action.
- Actions have been taken to monitor various files submitted to the legal division and provided related notes and recommendations to the relevant parties.
- Joint actions were taken with Attorney General's Department, Law Drafting Department and relevant Ministries regarding the amendment of the following Bills and drafting of Laws.
 - i. Draft to amend the Slaughter Act and Animal Act
 - ii. 22nd Constitutional Amendment
 - iii. Amendments to Local Government Polls Ordinance (including Provincial Council Act, Municipal Council Act, Municipal Council Ordinance and Local Council Act)

4.0 Religious Affairs

The Prime Minister's Office deals with the religious programmes and religious events organized at national level under the patronage of Hon. Prime Minister. Also it attends on the requests forwarded to the Hon. Prime Minister regarding religious matters, and felicitation and condolence messages which should be issued on behalf of the Honorable Prime Minister.

4.1 Carrying out activities related to requests forwarded to Hon. Prime Minister on religious affairs

The Prime Minister's Office coordinates and follows up on the religious programmes and religious events organized at national level under the patronage of Hon. Prime Minister and the requests sent to the Hon. Prime Minister by venerable Buddhist Thera and other religious leaders and various parties on religious affairs. Accordingly, necessary coordination activities have been carried out regarding 366 requests the so far from the beginning of this year.

4.2 Conducting Poya Day Dhamma sermons

Arrangements were made to hold Poya day Dhamma sermons in every month from 01.01.2022 to 30.09.2022 with the aim of sharing the supreme bliss of Buddhism in order to make a wise and a righteous society. Meanwhile, arrangements were made to hold special Dhamma sermons on the occasion of Vesak and Poson Full Moon days in the year 2022 at Sirimatipaya premises.

4.3 Felicitations and condolences

Felicitations are issued when it is requested from Hon. Prime Minister in occasions where commemorative portfolios are issued to mark various events in Sri Lanka as well as abroad. The Prime Minister's office also issues congratulatory messages based on requests made to the Hon. Prime Minister on the basis of special occasions such as conferment of credentials, anniversary celebrations of temples, etc.

4.4 Organising special religious programmes and facilitation

The Prime Minister's Office took actions to organize special religious programmes at national level with the participation and leadership of the Hon. Prime Minister and provided facilitations. Accordingly, the Prime Minister's Office provided facilities for the 43rd Navam Maha Perahera of Gangarama temple on 15-16th February, 2022 and on the occasion of Dan Sala organized in commemorating Vesak Full Moon on 15-17th May and Poson Full Moon on 14-16th June, 2022.

5.0 Redressing Public Complaints and Grievances

The Prime Minister's Office manages public requests and grievances forwarded to the Hon. Prime Minister very efficiently and effectively. Following activities are held under this category.

- Providing necessary coordination for prompt address of public requests and grievances
- Progress review activities on the completion of addressing public requests and needs
- Empowerment and coordination of constitutional rights of the public
- Presentation of the information and suggestions received by the public relations division to the institutions where the policies are formulated.
- Establishment of a strong coordination with Public institutions to solve issues faced by the public
- Forwarding the requests received to the public relations division more efficiently and promptly to the relevant departments through the data management system, managing and monitoring the mechanism properly and analyzing the relevant data and preparing reports.

5.1 Document Management System of the Public Relations division

- The data management system has been established to direct public requests and grievances more efficiently and promptly to the relevant agencies and to properly manage and monitor the activities.

- It is a unique task of this system to communicate in person through a text message along with the office reference number on the complaint that he/she has submitted



Public requests and grievances received from 01st of January to 30th September 2022

Number of public issues/grievances/requests forwarded to Hon. Prime Minister	21,812
Number of public issues/grievances/requests received via e-mail	937
Number of public issues/grievances/requests received via fax	338
Direct meetings with the clients	696
Number of Telephone calls received	8,120
Total	31,309

6.0 Institutional Management and Good Governance

6.1 Administrative and operational management

With the objective of maintaining better performance in all aspects, the Administrative procedures, functions and coordination are performed and maintained at a greater level. Taking into account the current economic situation in the country, and as per the instructions given by the Prime Minister Hon.Dinesh Gunawardena, special action have been taken to maintain a minimum staff in all divisions and therefore, necessary actions were taken to revise the organizational structure.

6.2 Human Resources Development

Employees in the Prime Minister's Office are directed to follow local and foreign training programs with the aim of providing opportunities to carry out work efficiently and effectively and to increase the quality of service by developing the knowledge, skills and attitudes of the employees.

Local and foreign training programmes held during 01.01.2022- 30.09.2022

Serial No.	Training programme	Local/Foreign	Duration
01	Diploma in English for Junior Executives	Local	2022
02	Web Development Program	Local	2022
03	Training on capacity building	Local	21-22/03/2022
04	Tamil language course as per the Public Administration circular 18/2020	Local	150 hrs

Serial No.	Training programme	Local/Foreign	Duration
05	Certificate Course on fundamental Productivity models (Batch II) - 2022	Local	From 15/09/2022 to 20/10/2022 (06 days)
06	Certificate Course on fundamental Productivity models (Batch III) - 2022	Local	From 15/09/2022 to 20/10/2022 (06 days)
07	Training on Managing Evaluations for Public Officials	Local	From 26/09/2022 to 30/09/2022
08	Australia Awards Scholarship - 2022	Foreign	2022 - 2023
09	Short Course on Promoting Value Chain Improvements, Market Integration and Trade in Agribusiness – Australia	Foreign	From 08/08/2022 to 19/08/2022
10	Study on implementing sustainable development goals- Pakistan	Foreign	From 21/02/2022 to 28/02/2022
11	Executive Training Program for Sri Lankan Special Grade Officers – Pakistan	Foreign	From 21/03/2022 to 03/04/2022
12	Seminar on Internet of Things (IOT) Technology for countries under belt and road initiative (online)	Foreign	From 15/07/2022 to 04/08/2022

6.3 Implementing Productivity models in the Prime Minister's Office

A productivity enhancement program has been implemented with the objectives of utilizing resources efficiently and effectively and providing efficient service to internal and external clients. Accordingly, arrangements were made to hold a basic certificate course on productivity models for the employees through 03 groups. The first group completed the course successfully, and the courses for the remaining two groups have been started. Accordingly, it is expected that the entire staff of the Prime Minister's Office

will be given theoretical and practical knowledge about productivity concepts and through that collective approach; they will participate in the productivity award competition in the coming year.

6.4 Use of information and communication technology (digitalization)

With the aim of providing an efficient service, along with new technology and as a response to the current economic crisis, the Prime Minister's Office has started creating a digital public service provision. It would result in providing a modern service in a people centric and efficient way with controlled public expenditure on huge documentation. The official website containing information of the Prime Minister's Office is constantly being updated and the internal software systems are constantly being improved to run the activities without interruption. Accordingly, cyber security procedures are also implemented for all data systems of the Prime Minister's Office and they are constantly monitored in order to be able to transmit accurate information and face modern cyber threats.

6.5 Audit Management

The Audit Division of the Prime Minister's Office provides audit reports ordered to be submitted by the Secretary to the Prime Minister, forwards the quarterly evaluation reports of the Chief Internal Auditor to the National Audit Office and the Department of Management Audit, and conducts audit and management committee meetings in accordance with the guidelines of that institution.

**Audit and Management activities carried out from 01.01.2022 to
30.09.2022**

Number	Date of the meeting	Meeting/ Programme
1	09.03.2022	Conducting the first audit and management committee meetings in accordance with the guidelines of the department of management audit
2	02.09.2022	Conducting the second audit and management committee meetings in accordance with the guidelines of the Department of Management Audit
3	11.01.2022 27.04.2022 25.07.2022	<p>Sending the evaluation report of the Chief Internal Auditor to the Department of Management Audit on a quarterly basis</p> <ul style="list-style-type: none"> • Evaluation report for the fourth quarter of 2021 sent • Report for the first quarter of 2022 sent • The assessment report for the first quarter of 2022 sent
4	29.04.2022 10.08.2022	Sending Quarterly Reports to National Audit Office as per Audit and Management Circular No: DMA/2009(1) dated 09.06.2009
5	14.03.2022 29.09.2022	<p>Sending quarterly internal audit reports to Department of Management Audit (Form 6)</p> <ul style="list-style-type: none"> • Submission of Quarterly Reports - First Quarter • Submission of quarterly reports - 2nd quarter
6	02.03.2022 29.04.2022 18.05.2022 17.06.2022 20.06.2022	Conduct internal audits and report to the Secretary to the Prime Minister with recommendations on audit observations.

Number	Date of the meeting	Meeting/ Programme
	06.07.2022	
	28.07.2022	
	29.08.2022	
	30.08.2022	
7	02.03.2022 04.05.2022 20.06.2022 12.08.2022	Conducting special audits as directed by the Secretary to the Prime Minister

6.6 Transport affairs

High service productivity is expected by providing the necessary transport facilities for the staff of the Prime Minister's Office, and steps have also been taken to introduce the paperless concept through the online method to create a more efficient and cost-effective transport management system. Accordingly, from 01.01.2022 to 30.09.2022, the following tasks have been carried out under the field of transport.

- As the space in the transport division was limited, it was moved to the service building at the Sirimatipaya premises for creating an efficient working environment.
- “WhatsApp” based forum was introduced instead of the existing written request system for reservation of Vehicles to ensure paperless concept in place.
- When obtaining approval for leave applications a “WhatsApp” form is being experimented in the Division and depending on the progress, it will be expected to introduce to the entire office

- With the aim of developing the knowledge of the staff and the drivers, training was given on how to drive safely on the road and how to get insurance benefits in connection with the Sri Lanka Insurance Corporation.
- It is planned to organize a training workshop in future on the use of modern vehicles and the facts that a driver should know in general, which is intended to improve the knowledge of the drivers as well as increase their efficiency.

7.0 International Affairs

The Prime Minister's Office carries out activities related to diplomatic and consular affairs and international programmes related to diplomatic relations on behalf of the Hon. Prime Minister.

Official visits of foreign delegates from 01.01.2022 to 30.09.2022 to the Prime Minister's office

Month	Number of delegates
January	04
February	02
March	05
April	00
May	
June	34
July	
August	10
September	07

Diplomatic meetings held from 01.01.2022 to 30.09.2022

Month	Number of Diplomatic meetings
January	03
February	08
March	02
April	00
May	
June	
July	
August	13
September	13
	6

**Printed greetings, felicitations and condolence messages issued from
01.01.2022 to 30.09.2022 (local and foreign)**

Month	Number of messages (local/foreign)
January	02
February	01
March	01
April	02
May	
June	
July	
August	10
September	01
	03

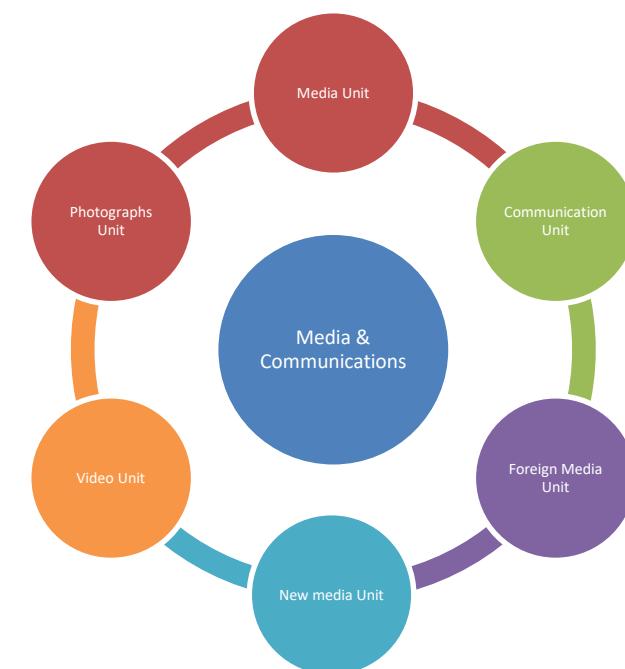
8.0 Media and Communication

It is necessary to use formal, systematic and effective media to inform about the development and social work carried out by the Hon. Prime Minister, the Prime Minister's Office and the ministries under the purview of Hon. Prime Minister. Moreover, it is necessary to preserve the past and present missions of the Prime Minister and the Prime Minister's Office as well as the ministries under the Prime Minister for the future.

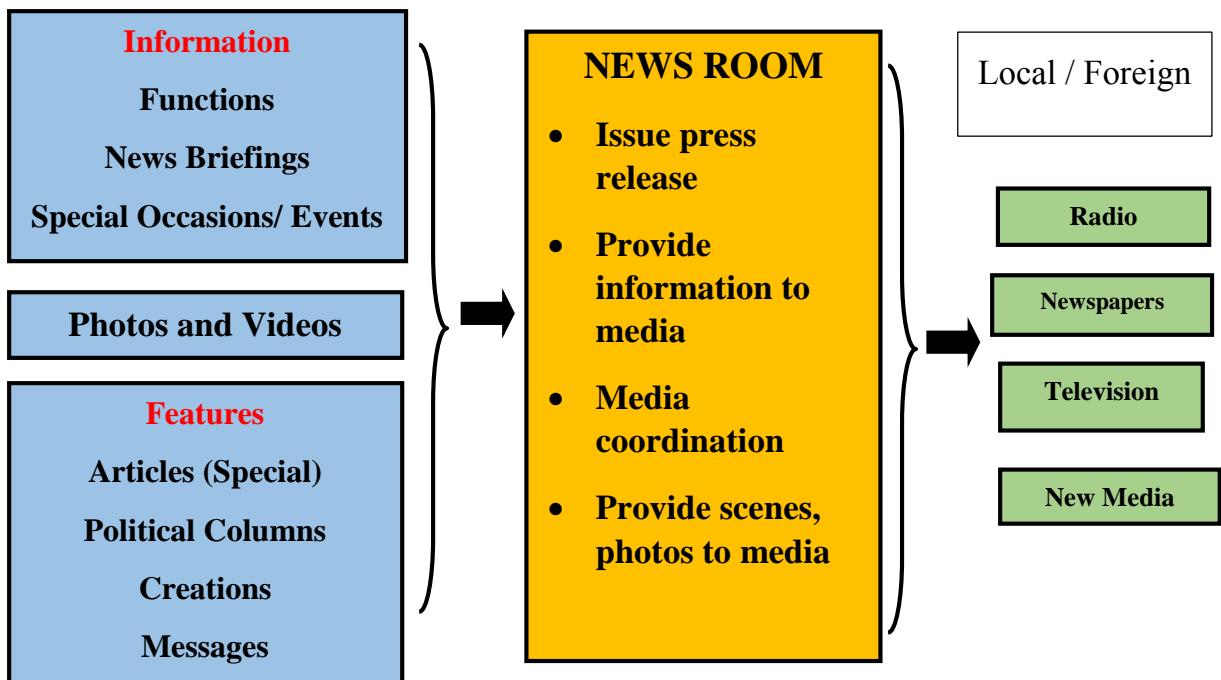
Accordingly, the following actions are being carried out to provide an efficient and effective service by the Prime Minister's Office.

- ❖ Informing the people through the media about the economic and social development activities implemented by the Prime Minister's Office as per the instructions of the Hon. Prime Minister.
- ❖ Preservation of footage/photographs/records related to political and social activities of Hon. Prime Minister.
- ❖ Contribution and coordination in the implementation of the media policy mentioned in the government manifesto.

Media and Communication activities are carried out in the following units



8.1 Media and Communication procedure



Under this section, media coordination for events, discussions, conferences and releasing of news announcements are carried out and messages of the Hon. Prime Minister are also released to the media while organizing press conferences, maintaining the news room and providing information for political columns in newspapers etc.

9.0 Financial Progress

Financial allocations for the annual expenditure of the Prime Minister's Office are made under Head No. 02 of the Annual Budget Estimates.

Accordingly, the total allocation of 1,442.75 million Rupees has been received as 1,213.45 million Rupees for recurring expenses and 229.3 million Rupees for capital expenses in the year 2022. A summary of the financial progress of project allocations as at 30 September 2022 is as follows.

Project / sub project	Total allocation (Rs. Million)		Financial Progress up to 30.09.2022 (Rs. Million)			
	Recurrent	Capital	Recurrent		Capital	
Prime Minister's Office	760.0	214.5	408.3	53.7%	70.0	34.2%
General Adminsitration and Establishment	453.5	14.8	295.7	65.2%	6.5	43.9%
Total	1,213.45	229.3	704.0	58.0%	76.5	33.4%

At the beginning of the year 2022, the staff of the Prime Minister's Office was numbered to 552 and by August 2022, the staff was reduced to 280 as per guidance of the National Budget Circular issued on "Controlling Public Expenditure".

Although the electrical maintenance work of the Prime Minister's Office and the Temple Trees premises was carried out by the Ceylon Electricity Board during the past, due to the requirement of reducing costs, the mentioned task was assigned to Sri Lanka Navy from the second quarter of 2022. As a result, 27 million Rupees savings were recorded.