



Ministry of Power

Annual Action Plan for 2021





MINISTRY OF POWER

Vision

A sustainably Developed Sri Lanka

Mission

Providing leadership in the areas of Power through electricity generation, transmission and distribution, supply, procurement of coal for power plants and electricity related project execution.

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Ministry of Power
Action Plan /Capital Expenditure 2021

Division : Administration & Establishment Service

Programme/Activity		Budget Estimates (Rs.)'000	Units	Time Line												Output/ Outcome	Responsibility
				Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
Rehabilitation & Improvement of Capital Assets	Building & Structures	1000	Rs.'000	100	100	100	100	100	100	100	100	50	50	50	50	Improved Capital Assets	Addl.Sec. (Ad.& Proc.) SAS (Ad) AS (Ad)
	Plant,Machinery & Equipment																
	Vehicles																
	i. Purchasing																
	ii. Repairs																
	iii. Disposals of Vehicles & Vehicle parts	N/A															
Acquisition of Capital Assets	i. Furniture & Office Equipment	100	Rs.'000	10	10	10	10	10	10	10	10	5	5	5	5	Assets Maintained	Addl.Sec. (Ad.& Proc.) SAS (Ad) AS (Ad)
	ii. Plant,Machinery & Equipment	100		10	10	10	10	10	10	10	10	5	5	5	5		
		200		20	20	20	20	20	20	20	20	10	10	10	10		
Human Resource Development	Knowledge enhancement & Institutional development	100	Rs.'000	5	5	10	8	12	10	10	10	10	10	5	5		Addl.Sec. (Ad.& Proc.)
	i.Staff Training - Local																
	ii.Staff Training - Foreign																
	Conducting Staff meetings	N/A															
Other Activities	Issuing vehicle permits	N/A															Addl.Sec. (Ad.& Proc.)
	Sectoral Oversight Committee	N/A															SAS (Ad)
	Petitioners Committee meeting	N/A															
	Leave report prepareing	N/A														Leave report	As(Ad)
	Handling Foregin Leave																Addl.Sec. (Ad.& Proc.)
	Vehical accident report preparing																As(Ad)
	Web Developemnt															New Website for Ministry	Addl.Sec. (Ad.& Proc.) SAS (Ad) AS (Ad)

Ministry of Power
Action Plan 2021 /Capital Expenditure 2021

Division : Minister's Office

Programme/Activity		Budget Estimates (Rs.)'000	Units	Time Line												Output/ Outcome	Responsibility
				Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
Rehabilitation & Improvement of Capital Assets	Building & Structures		Rs.													Improved Capital Assets	Addl.Sec. (Ad.& Proc.) SAS (Ad) AS (Ad)
	Plant,Machinery & Equipment																
	Vehicles																
	i.Purchasing																
	ii.Repair																
Acquisition of Capital Assets	Vehicles		Rs.													Assets Maintained	Addl.Sec. (Ad.& Proc.) SAS (Ad)
	Furniture & Office Equipment	1,500		150	150	120	80	150	150	150	125	125	120	100	80		
	Plant,Machinery & Equipment	2,300		200	200	200	150	200	200	200	200	200	200	200	150		

Ministry of Power
Annual Action Plan 2021

Division : Planning

Programme/Activity		Budget Estimates (Rs.Mn.)	Unit	Time Line												Output/ outcome	Responsibility
				Q1			Q2			Q3			Q4				
				J	F	M	A	M	J	J	A	S	O	N	D		
Monitoring progress of Development Projects	Collecting quarterly progress & prepare reports	N/A														Updated progress reports 4 meetings	DG(Pl.), D. (Pl.)
	Conduct Progress Review meetings	Nos	1			1			1			1					DG(Pl.), D. (Pl.)
	Preparation and submit Progress reports for relevant Ministries & Departments															Progress reports	DG(Pl.), D. (Pl.)
Annual Development Budget 2021	Collecting Estimates & Proposals	N/A														Budget proposal available	DG(Pl.)
	Review Budget proposals & Prepare draft proposal														DG(Pl.), D. (Pl.)		
	Conduct Annual Budget meeting of the Ministry														DG(Pl.), D. (Pl.)		
	Finalizing the Capital Budget														DG(Pl.), D. (Pl.)		
Preparation of Annual Action Plan 2021 & 2022	Preparation of Ministry Action Plan 2021 & 2022 at year end															Annual Action Plan in place	DG(Pl.), D. (Pl.)
Annual Performance Report for thr year 2020	Information collection	N/A														Annual Performance Report 2020	DG(Pl.), D. (Pl.)
	Report writing																
	Translation to Sinhala & Tamil																
	Reviewing and Finalizing																
	Obtaining Secretary's approval																
	Calling quotations for printing report																
	Submission to Parliament	Nos															
Preparation of Performance report for Budget 2021 & 2022	Information collection	N/A														Performance 2021 and programmes 2022 report	DG(Pl.), D. (Pl.)
	Report writing																
	Translation to Sinhala & Tamil																
	Reviewing and Finalizing																
	Obtaining Secretary's & Hon. Minister's approval																
	Printing reports																
	Submission to Parliament	Nos															

Ministry of Power
Annual Action Plan 2021

Division : Planning

Division V Planning

Programme/Activity		Budget Estimates (Rs.Mn.)	Unit	Time Line												Output/ outcome	Responsibility
				Q1			Q2			Q3			Q4				
				J	F	M	A	M	J	J	A	S	O	N	D		
Submission of Annual report of state owned Institutions	Preperation of Cabinet Memoradum		Nos												No of cabinet disitions reports submitted	DG(Pl.), D. (Pl.)	
	Submission to the Cabinet for approval																
	Submission of Annual reports to the procurement																
Climate Change activities	Implementation of projects activity requested to the Climate change														Project Progress Reports	DG(Pl.), D. (Pl.)	
Facilitaion & Implementaion of various Government programmes	Facilitaion of Special Government Programme & Related Environment Programmes	N/A													Prepared programmes in Action	DG(Pl.), D. (Pl.)	
Submission of Project Proposal for approval for funding	Appraise and forward the Project Proposal to NPD for approval and ERD for Funding	N/A													Projects in pipe line funds committed project	DG(Pl.), D. (Pl.)	
Gender related activities	Function as a gender lcal point in te Ministry and coordinte gender related activities with Teasuary and Ministry woman affairs	N/A													Reports	DG(Pl.), D. (Pl.)	
Coordination of Ruler Infrastructure Development programme	Coordination with CEB,SEA,LECO and preparation of development programe														implemented Power distribution projects for each Districs	DG(Pl.), D. (Pl.)	
	Monitoring and reporting																
Preparation of relevant Answers to Parliament Qusetions	Preparation of Parliament Questions														answered questions	DG(Pl.), D. (Pl.)	
	Obtaining Secretary's & Hon. Minister's approval																
	Submission to the Administration Division																
Coordination and Preparation of activites relavant to the Gender Budgeting	Coordination with Ministry of woman & Child Development and relevent Institutions														Programme and reports Prepared	DG(Pl.), D. (Pl.)	
	Conducting programmes															DG(Pl.), D. (Pl.)	

Ministry of Power
Action Plan 2021 / Capital Expenditure 2021

Division: Thermal, Transmission & Distribution

Programme /Activity		Estimates (Rs.000)	Units	Time Line												Output/ Outcome	Responsibility		
				Q1			Q2			Q3			Q4						
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec				
Implement of all Power Projects	Thermal Power Plants	N/A														implemetation of projects	Under the Supervision of Addl. Secretary (TP, T & D), Director (TP, T & D)		
	LNG Power Plants																		
	Fuel Power Plants																		
	Transmission Line Projects																		
	Distribution Projects																		
	Land Acquisition activities related to the Power Plants		N/A																
Liaise the above Projects with the Department of External Resources & Department of National Planning and donor agencies.		N/A																	
Internal Administration of the Division		N/A																	
Duties assigned by the Minister of Power, State Minister of Power and the Secretary from time to time in the field of Power and Energy		N/A																	

MINISTRY OF POWER
ANNUAL ACTION PLAN 2021

DIVISION - FINANCE

Programme / Activity		Time Line																Output/ Outcome	Responsibility
		Budget Estimate	Unit	Q1			Q2			Q3			Q4						
				J	F	M	A	M	J	J	A	S	O	N	D				
Estimates	Supporting to Prepare the draft Estimate																Manage of financial resource	Chief Finance Officer / Accountant	
	Forwarding the draft Estimate																		
	Preparation of Supplementary Estimate																		
	Preparation of F/R 66 and F/R 69																		
	Preparation of draft limits of Advance B Account																		
Imprest Account	Preparation of Annual cash flow Statement																Maintenance of smooth cash transaction through out the year	Chief Finance Officer / Accountant	
	Collection of monthly Imprest																		
	Collection of revenue																		
	Disbursement of Expenditure																		
	Payment of sub Imprest /Settlement of cash Imprest																		
	Balancing of Unexpended Cash and sub Imprest																		
Appropriation Vote Ledger (Voted Accounts)	Comply with the Allocation Limit Imposed by the Annual Appropriation Act																Systematically maintain the payment within the budgetary allocation	Chief Finance Officer / Accountant	
	Maintain of Vote Ledger for each & Every Object																		
	code under Capital & Recurrent Expenditure for the																		
	separate Projects of the other institutions.																		
Final Account	Preparation of Final Account																Appropriation Account	Chief Finance Officer / Accountant	
	Submission of Final Account																		
	Monitoring of activities with the General Treasury																		

MINISTRY OF POWER
ANNUAL ACTION PLAN 2021

DIVISION - FINANCE

Programme / Activity		Time Line												Output/ Outcome	Responsibility			
		Budget Estimate	Unit	Q1			Q2			Q3			Q4					
				J	F	M	A	M	J	J	A	S	O	N		D		
Advance B Account	Comply with the Advance B Account Limits																Systematically maintain the payment within the budgetary allocation	Chief Finance Officer / Accountant
	Maintain of Ledger for the following activities																Preparation of Advance B Account	Chief Finance Officer / Accountant
	01. Payment of loans																	
	02. Recoveries of loans																	
	03. Settlement of Loan balances of the offices transferred out																	
	04 Taking over loan balances of the offices transferred in																	
	Maintained of loan registers																	
	01. CC 10																	
	02. Festival Advance																	
	03. Special Advance																	
	Maintain of debtor's register for loan & Advances																	
	Maintain of Creditor's register for loan & Advances																	
	Maintain of Following Control Accounts																	
	119011																	
	119012																	
	Main Account(11901)																	
	Preparation of Annual Advance Account																	
Deposit Account	Maintain of Deposit Register for receipts & Payments																Preparation of Deposit Account	Chief Finance Officer / Accountant
	Preparation of Monthly Statement																	
	Preparation of Annual Statement																	

MINISTRY OF POWER
ANNUAL ACTION PLAN 2021

DIVISION - FINANCE

Programme / Activity		Time Line														Output/ Outcome	Responsibility
		Budget Estimate	Unit	Q1			Q2			Q3			Q4				
				J	F	M	A	M	J	J	A	S	O	N	D		
Cash Book	Maintain of Bank Account for Collection of receipts & making of payment															Maintenance of smooth cash flow operations throughout the year	Chief Finance Officer / Accountant
	Maintain of Cash Book																
	Cash Payment by Shroff																
Running of GPS	Preparation of Salaries															Payment of staff Salary & maintain relevant document	Chief Finance Officer / Accountant
	Maintain of Pay Ledger																
	Maintain of abatement register																
	maintain of Pay Control Account																
	Remittance of Salaries to Sri Lanka Inter-Banking Payment System																
Running of CIGAS	Recording of Payments & Receipts															Preparation of monthly Account using the CIGAS	Chief Finance Officer / Accountant
	Drawing Cheques																
	maintain of Accounting limits																
	maintain of other Accounts																
Reconciliation	Preparation of Bank Reconciliation Statement															Preparation of Bank reconciliation	Chief Finance Officer / Accountant
	Reconciliation of Ministry Transaction with Treasury Accounts															Reconcile the Ministry transaction with Treasury accounts	Chief Finance Officer / Accountant
	Imprest Account																
	Advance B Account																
	Vote Ledger																
	Reconciliation the Transactions of Individual Accounts with the following Control Account															Reconcile the accuracy of individual accounts	Chief Finance Officer / Accountant
	Advance B Account																
	Salary																
Deposit Account																	

MINISTRY OF POWER
ANNUAL ACTION PLAN 2021

DIVISION - FINANCE

Programme / Activity		Time Line														Output/ Outcome	Responsibility
		Budget Estimate	Unit	Q1			Q2			Q3			Q4				
				J	F	M	A	M	J	J	A	S	O	N	D		
Accenting Guidelines & Systems	Coordination & Supervision															Maintain systematically functioning the activities of the branch	Chief Finance Officer / Accountant
	Coordinate Audit queries (Internals & External)																
	Maintaining Payments & Receipts																
	Maintain & monitor Stores																
	Annual Board of Survey																
	Coordination with Auditor General & Internal Audit branch																
	Prepararion & Maintanance of Fixed Asset Register																
Activities with Other institutions	Accounting Activities Related to CEB														Maintain systematically functioning the activities of the branch	Chief Finance Officer / Accountant	
	Temporary Illumination & Special Occasions in CEB																
COPE & COPA	Duties related on COPE & COPA															Maintain systematically functioning the activities of the branch	Chief Finance Officer / Accountant

Ministry of Power
Annual Action Plan 2021

Division : Tender

Programme/Activity		Budget Estimates (Rs.Mn.)	Unit	Time Line												Output/ outcome	Responsibility		
				Q1			Q2			Q3			Q4						
				J	F	M	A	M	J	J	A	S	O	N	D				
Carry out procuments of MPC,SCAPC,CANC, SSCAPC,CPCM,CPCC for the institutes coming under the purview of Ministry of Power and State Ministry of Solar power, Wind & Hydro Power Generation Projects Development according to their procurement plan for year 2021. The institutions are 1.CEB 2.LECO 3.SLSEA 4.SLAEB 5.SLAERC 6.LCC	As per the procuremnt plan of respective institutions	N/A															SAS (Procurement) & AD (Procurement & Eng)		
	Conducting Appeal process																		

Ministry of Power
Action Plan 2021 / Capital Expenditure 2021

Division : Technical, Research & Technical

Division : Technical, Research & Technical

Programme/Activity		Budget Estimates (Rs.Mn.)	Unit	Time Line												Output/ Outcome	Responsibility
				Q1			Q2			Q3			Q4				
				J	F	M	A	M	J	J	A	S	O	N	D		
Power Sector Reforms / PUCSL	Sri Lanka Electricity Act															Effective Implementation of the Act	Addl. Secretary (Technical, Reserch & Policy) Director (Tech.)
	Electriciy Regulations																
	General Policy Guide Lines																
	Coordination with PUCSL																
	Hon. Ministers Concurrence to issue Transmission / Distribution / Generation Licences														Tariff Changes		
	Tariff Policy Guidelines																
	Tariff Revisions																
	Tariff Interventions / Reviews																
CEB	Generation and Dispatch Scheduling Procedure															Smooth operation of the CEB	
	Power Demand Growth																
	Monthly Generation Data /Performance Report																
	Negotiations with IPPS on PPAS																
	Analysis of Power Failures																
	Water Management of Reservations and Coordination with other Ministries																
	Generation Planning Studies and Feasibility of other Options such as LNG / Nuclear etc.																
	India Sri Lanka Establishment of Joint Working Group on Power Sector Issues																
	LED Lamp for Domestic Usage																
	Energy Savings LED Light Products																

Ministry of Power
Action Plan 2021 / Capital Expenditure 2021

Division : Technical, Research & Technical

Division : Technical, Research & Technical

Programme/Activity		Budget Estimates (Rs.Mn.)	Unit	Time Line												Output/ Outcome	Responsibility
				Q1			Q2			Q3			Q4				
				J	F	M	A	M	J	J	A	S	O	N	D		
SAARC	Energy Ministers Meetings															Number of Meetings	Addl. Secretary (Technical, Reserch & Policy) Director (Tech.)
	Working Group on Energy																
	Expert Group on Energy																
	Intergovernmental Meetings																
	SARRC Energy Center (SEC)																
	SEC Governing Board Meetings																
	SARRC Workshops																
BIMSTEC	Energy Ministers Meeting																
	Intergovernmental Meeting																
	Workshops																
International Energy Forum	Ministerial Meetings																
	Intergovernmental Meetings																
Ministry of Foreign Relations	Asia Cooperation Dialogue (ACD)																
	Drafting of MOU's																
	Visiting Delegations																
	Briefing Notes for Bilateral / Multilateral discussions																
Consumer Complaints / Requests															Solutions to grievances		
Energy Policy																	
Cabinet Observations																	
Energy Efficiency	Street Lighting																
DSM Interventions	Steering Committee																
World Energy Council																	
MoU and Agreements																	

Ministry of Power
Procurement Plan 2021

Division : Administration & Establishment Service

Rs "000

Programme/Activity		Budget Estimates Rs "000	Units	Q1			Q2			Q3			Q4		
				J	F	M	A	M	J	J	A	S	O	N	D
Supplies	Stationery and Office Requisites	7,600	Rs	1900			1900			1900			1900		
Acquisition of Capital Assets	Furniture & Office equipment	100	Rs	25			25			25			25		
	Plant, Machinery & Equipment	100		25			25			25			25		

Division :Ministers' Office

Rs "000

Programme/Activity		Budget Estimates Rs "000	Units	Q1			Q2			Q3			Q4		
				J	F	M	A	M	J	J	A	S	O	N	D
Supplies	Stationery and office requisites	1,500	Rs	375			375			375			375		
Acquisition of Capital Assets	Furniture & Office equipment	1,500	Rs	375			375			375			375		
	Plant, Machinery & Equipment	2,300	Rs	575			575			575			575		

Ministry of Power
Cadre Information as at 31th December 2020

Designation	Service	Grade	Salary Code	Service Level	DMS Approved Cadre			Existing Cadre			
					Permanent	Contract	Casual	Permanent	Contract	Casual	Other (Acting)
Secretary			SL-4-2016	Senior Level	1			1			
Addl.Sec (Admin)	SLAS	Special	SL-3-2016	Senior Level	1			1			
Addl.Sec (Power & Energy)	SLAS	Special	SL-3-2016	Senior Level	1			0	1		
Addl.Sec	Contract	Open	SL-3-2016	Senior Level	1			0			1*
Director General (Eng)	SLPS	Special	SL-3-2016	Senior Level	1			0			
Director General (Planning)	SLPS	Special	SL-3-2016	Senior Level	1			1			
Chief Finance Officer	SLAcS	Special	SL-3-2016	Senior Level	1			1**			
Chief Internal Auditor	SLAcS	I	SL-1-2016	Senior Level	1			1			
Senior Asst. Secretary(Admin)	SLAS	I	SL-1-2016	Senior Level	1			1			
Senior Asst. Secretary (Tender)	SLAS	I	SL-1-2016	Senior Level	1			1			
Director (Power & Energy)	SLAS	I	SL-1-2016	Senior Level	1			1			
Director (Plannig)	SLPS	I	SL-1-2016	Senior Level	1			0			1*
Director (Technical)	SLES	I	SL-1-2016	Senior Level	1			1			
Chief Accountant	SLAcS	III/II	SL-1-2016	Senior Level	1			0			
Assistant Secretary (Admin)	SLAS	III/II	SL-1-2016	Senior Level	1			1			
Dy./Asst.Director (Planning)	SLPS	III/II	SL-1-2016	Senior Level	1			1			
Dy./Asst.Director	SLAS	III/II	SL-1-2016	Senior Level	1			0			
Accountant	SLAcS	III/II	SL-1-2016	Senior Level	1			1			
Engineer	SLES	III/II	SL-1-2016	Senior Level	1			1			
Internal Auditor	SLAcS	III/II	SL-1-2016	Senior Level	1			0			
Legal Officer	Department	III/II	SL-1-2016	Senior Level	1			1			
Administrative Officer	PMAS(Sp.Grade)	Supra	MN7-2016	Tertiary Level	1			0			
Translator	TS	II/I	MN6-2016	Tertiary Level	2			0			
Information and Communication Technology Officer	SLICTS	2-II/I	MN6-2016	Tertiary Level	1			0			1***
Cordinating Secretary to the Secretary	Temporary				1			1			
Development Officer	DOS	III/II/I	MN4-2016	Secondary Level	24			24*****			
Development Assistant	DAS	III/II/I	MN4-2016	Secondary Level	1			1			
Public Management Assistant	PMAS	III/II/I	MN2-2016	Secondary Level	23			23			
Information and Communication Technology Assistant	SLICTS	3-III/II/I	MT6-2016	Secondary Level	1			0			
Still Photographer	Temporary		MT1-2016	Secondary Level	1			1			
Videographer	Temporary		MT1-2016	Secondary Level	1			1			
Drivers	DS	III/II/I/ Special	PL-3-2016	Primary Level	12			10			2****
Office Employee Assistants	KKS	III/II/I /Special	PL-1-2016	Primary Level	14			14			
Assistant Video Cameraman	Temporary		PL-1-2016	Primary Level	1			0			
Total					104			89	1	2	3

* Cover up Duties

** Mr.S.K.Malavisooriya Has been appointed as the Chief Financial Officer-Acting, with effect from 18.01.2019 subjected to the approval of PSC

*** Acting Arrangement

**** Appointed on casual basis with the approval of the secretary, Ministry of Power, Energy & Business Development according to the DMS circular No.03/2014.

***** Total No of Development officers including 7 Garduate Trainees.