



Ministry of Power



Annual Action Plan for 2022





MINISTRY OF POWER

Vision

A sustainably Developed Sri Lanka

Mission

*Provide Quality, Reliable, Sustainable and Affordable Electricity for
Economic Prosperity of the Nation.*

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Ministry of Power
Action Plan 2022 /Capital Expenditure 2022

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															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	500	Rs.'000				40	60	100					150	100	50	Assets Maintained	Addl.Sec. (Ad.& Proc.) SAS (Ad) AS (Ad)
	ii. Plant,Machinery & Equipment	500					40	60	100					150	100	50		
		1000					80	120	200					300	200	100		
Human Resource Development	Knowledge enhancement & Institutional development	0															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	
	Leave report preparing	N/A															As(Ad)	
	Handling Foregin Leave																Addl.Sec. (Ad.& Proc.)	
	Vehecal accident report preparing																As(Ad)	
	Web Developemnt																New Website for Ministry	

**Ministry of Power
Action Plan 2022 /Capital Expenditure 2022**

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																	
	Furniture & Office Equipment	800	Rs.'000				100	140	160				160	140	100			
	Plant,Machinery & Equipment	1,200		80	70	50	50	70	80	150	200	250	100	65	35			
		2,000		80	70	50	150	210	240	150	200	250	260	205	135			

**Ministry of Power
Annual Action Plan 2022**

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	Collect quarterly progress & prepare reports	N/A														Updated progress reports	DG(Pl.), D. (Pl.)
	Conduct Progress Review meetings	N/A	Nos	1			1			1			1			4 meetings	DG(Pl.), D. (Pl.)
	Conduct Monitoring visit to the Project sites	N/A															
	Prepare and submit Progress reports to relevant Ministries & Departments	N/A														Progress reports	DG(Pl.), D. (Pl.)
Annual Development Budget 2022	Collect Estimates & Proposals	N/A														Budget proposal available	DG(Pl.)
	Review Budget Estimate & Prepare draft Estimate	N/A															DG(Pl.), D. (Pl.)
	Conduct Annual Budget meeting of the Ministry	N/A															DG(Pl.), D. (Pl.)
	Finalize the Capital Budget	N/A															DG(Pl.), D. (Pl.)
Preparation of Annual Action Plan 2022 & 2023	Prepare the Ministry Action Plan 2023	N/A														Annual Action Plan in place	DG(Pl.), D. (Pl.)
Annual Performance Report for the year 2021	Collect Information	N/A														Annual Performance Report 2021	DG(Pl.), D. (Pl.)
	Report writing	N/A															
	Translate to Sinhala & Tamil	N/A															
	Review, Design and Finalize the Annual Performance	N/A															
	Obtain Secretary's approval	N/A															
	Submit to the Parliament	N/A	Nos														
Preparation of Performance Report for Budget 2022 & 2023	Collect Information	N/A														Progress 2022 and Programmes 2023 report	DG(Pl.), D. (Pl.)
	Report writing	N/A															
	Translate to Sinhala & Tamil	N/A															
	Review and Finalize	N/A															
	Obtain Secretary's & Hon. Minister's approval	N/A															
	Submit to the Parliament	N/A	Nos														

**Ministry of Power
Annual Action Plan 2022**

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			
Submission of Annual Report of state owned Institutions	Prepere the Cabinet Memoradums	Nos														No of cabinet disitions and reports submitted	DG(Pl.), D. (Pl.)
	obtain Cabinet approval																
	Submit Annual Reports to the Parliament																
Climate Change activities	Implement of climate change activities and collaborate with CEB,SEA, & LECO															Project Progress Reports	DG(Pl.), D. (Pl.)
Facilitation & Implementaion of various Government programmes	Facilitate 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 Proposals 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 local point in the Ministry and coordinate gender related activities with the Treasury and Ministry of Woman Affairs	N/A														Reports	DG(Pl.), D. (Pl.)
Coordination of National Infrastructure Development programme	Coordinate with CEB, LECO and preparation of development programme															Progress reports	DG(Pl.), D. (Pl.)
	Monitor progress and report to the relevant Authority																
Preparation of relevant Answers to the Parliament Qusetions	Prepare answers for Parliament Questions															answered questions	DG(Pl.), D. (Pl.)
	Obtain Secretary's & Hon. Minister's approval																
	Submit to the Administration Division																
Coordination and Preparation of activites relavant to the Gender Budgeting	Coordinate with the Ministry of Women & Child Development and relevent Institutions															Programme and reports Prepared	DG(Pl.), D. (Pl.)
	Conduct programmes																
Implemetaion of Activities on Sustainable Development Goals	Coodinate with the Ministry of Finance and relevant line Ministries															Progress reports	DG(Pl.), D. (Pl.)
	Prepare Plan and Programmes																
	Monitoring the Electrification level of the Country																
	Monitoring the percentage of RE generation in the total energy mix																
	Monitoring the Energy Savings																

**Ministry of Power
Annual Action Plan 2022**

Division: Generation, Transmission & Distribution

Programme /Activity		Budget Estimate	Units	Time Line												Output	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																
	Renewable Energy 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.	N/A																

**MINISTRY OF POWER
ANNUAL ACTION PLAN - 2022**

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										x	x	x	x	x	x	Maintain systematically functioning the activities of the branch	Chief Financial Officer / Accountant
	Forwarding the draft Estimate													x	x	x		
	Preparation of Supplementary Estimate										x	x	x	x	x	x		
	Preparation of F/R 66 and F/R 69					x	x	x	x	x	x	x	x	x	x	x		
	Preparation of draft limit of Advance B Account										x	x	x					
Imprest Account	Preparation of Annual cash flow Statement				x												Maintenance of smooth cash transaction throuh out the year	Chief Financial Officer / Accountant
	Collection of monthly Imprest				x	x	x	x	x	x	x	x	x	x	x	x		
	Collection of revenue				x	x	x	x	x	x	x	x	x	x	x	x		
	Disbursement of Expenditure				x	x	x	x	x	x	x	x	x	x	x	x		
	Payment of sub Imprest /Settlement of cash Imprest				x	x	x	x	x	x	x	x	x	x	x	x		
	Balancing of Unexpended Cash and sub Imprest				x	x	x	x	x	x	x	x	x	x	x	x		
Appropriation Vote Ledger (Voted Accounts)	Comply with the Allocation Limit Imposed by the Annual Appropriation Act				x												Systematically maintain the payments within the budgetary allocation	Chief Financial Officer / Accountant
	Maintain of Vote Ledger for each & Every Object code under Capital & Recurrent Expenditure for the separate Projects of the other institutions.				x	x	x	x	x	x	x	x	x	x	x	x		
Final Account	Preparation of Final Account				x	x								x	x	x	Final Account	Chief Financial Officer / Accountant
	Submission of Final Account					x												
	Monitoring of activities with the General Treasury				x	x	x	x	x	x	x	x	x	x	x	x		
Advance B Account	Comply with the Advance B Account Limits				x	x	x	x	x	x	x	x	x	x	x	x	systematically maintain the payments within the budgetary allocation / Preparation of Advanced B Account	Chief Financial Officer / Accountant
	Maintain of Ledger for the following activities																	
	01. Payment of loans				x	x	x	x	x	x	x	x	x	x	x	x		
	02. Recoveries of loans				x	x	x	x	x	x	x	x	x	x	x	x		
	03. Settlement of Loan balances of the offices transferred out				x	x	x	x	x	x	x	x	x	x	x	x		
	04 Taking over loan balances of the offices transferred in				x	x	x	x	x	x	x	x	x	x	x	x		
	Maintained of loan registers																	
	01. CC 10				x	x	x	x	x	x	x	x	x	x	x	x		
	02. Festival Advance				x	x	x	x	x	x	x	x	x	x	x	x		
	03. Special Advance				x	x	x	x	x	x	x	x	x	x	x	x		
	Maintain of debtor's register for loan & Advances				x	x	x	x	x	x	x	x	x	x	x	x		
	Maintain of Creditor's register for loan & Advances				x	x	x	x	x	x	x	x	x	x	x	x		
	Maintain of Following Control Accounts																	
	119011				x	x	x	x	x	x	x	x	x	x	x	x		
	119012				x	x	x	x	x	x	x	x	x	x	x	x		
Main Account(11901)				x	x	x	x	x	x	x	x	x	x	x	x			
Preparation of Annual Advance Account				x	x													

**MINISTRY OF POWER
ANNUAL ACTION PLAN - 2022**

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
Deposit Account	Maintain of Deposit Register for receipts & Payments			x	x	x	x	x	x	x	x	x	x	x	x	Preparation of Deposit Account	Chief Financial Officer / Accountant
	Preparation of Monthly Statement			x	x	x	x	x	x	x	x	x	x	x	x		
	Preparation of Annual Statement														x		
Cash Book	Maintain of Bank Account for Collection of receipts & making of payment			x	x	x	x	x	x	x	x	x	x	x	x	Maintenance of smooth cash flow throu out the year	Chief Financial Officer / Accountant
	Maintain of Cash Book			x	x	x	x	x	x	x	x	x	x	x	x		
	Cash Payment by Shroff			x	x	x	x	x	x	x	x	x	x	x	x		
Running GPS	Preparation of Salaries			x	x	x	x	x	x	x	x	x	x	x	x	Payment of staff salary & maintain relevant document	Chief Financial Officer / Accountant
	Maintain of Pay Ledger			x	x	x	x	x	x	x	x	x	x	x	x		
	Maintain of abatement register			x	x	x	x	x	x	x	x	x	x	x	x		
	maintain of Pay Control Account			x	x	x	x	x	x	x	x	x	x	x	x		
	Remittance of Salaries to Sri Lanka Inter-Banking Payment System			x	x	x	x	x	x	x	x	x	x	x	x		
Running of CIGAS	Recording of Payments & Receipts			x	x	x	x	x	x	x	x	x	x	x	x	Preparation of Monthly accounts using the Cigas	Chief Financial Officer / Accountant
	Drawing Cheques			x	x	x	x	x	x	x	x	x	x	x	x		
	maintain of Accounting limits			x	x	x	x	x	x	x	x	x	x	x	x		
	maintain of other Accounts			x	x	x	x	x	x	x	x	x	x	x	x		
Running of ITMIS	Enter the all certified vouchers to the ITMIS			x	x	x	x	x	x	x	x	x	x	x	x	Maintenance of smooth cash flow throu out the year	Chief Financial Officer / Accountant
	Enter the all payments to the ITMIS			x	x	x	x	x	x	x	x	x	x	x	x		
	Daily tally of the Cash book balance			x	x	x	x	x	x	x	x	x	x	x	x		
	Maintaining the other sub ledger accounts			x	x	x	x	x	x	x	x	x	x	x	x		
Reconciliation	Preparation of Bank Reconciliation Statement			x	x	x	x	x	x	x	x	x	x	x	x	Preparation of Bank Reconciliation	Chief Financial Officer / Accountant
	ITMIS balance reconciliation with Cigas balance			x	x	x	x	x	x	x	x	x	x	x	x	Reconcile the ITMS & Cigas balances	
	Reconciliation of Ministry Transaction with Treasury Accounts															Reconcile the Ministry transaction with Treasury accounts	
	Imprest Account			x	x	x	x	x	x	x	x	x	x	x	x		
	Advance B Account			x	x	x	x	x	x	x	x	x	x	x	x		
	Vote Ledger			x	x	x	x	x	x	x	x	x	x	x	x		
	Reconciliation the Transactions of Individual Accounts with the following Control Account															Reconcile the accuracy of Individual accounts	
	Advance B Account			x	x	x	x	x	x	x	x	x	x	x	x		
	Salary			x	x	x	x	x	x	x	x	x	x	x	x		
	Deposit Account			x	x	x	x	x	x	x	x	x	x	x	x		

**MINISTRY OF POWER
ANNUAL ACTION PLAN - 2022**

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
Accounting Guildlines & Systems	Coordination & Supervision			x	x	x	x	x	x	x	x	x	x	x	x	Maintain systematically functioning the activities of the branch	Chief Financial Officer / Accountant
	Coordinate Audit queries (Internals & External)			x	x	x	x	x	x	x	x	x	x	x	x		
	Maintaining Payments & Receipts			x	x	x	x	x	x	x	x	x	x	x	x		
	Maintain & monitor Stores			x	x	x	x	x	x	x	x	x	x	x	x		
	Annual Board of Survey			x	x	x								x	x		
	Coordination with Auditor General & Internal Audit branch			x	x	x	x	x	x	x	x	x	x	x	x		
	Preparation & Maintenance of Fixed Asset Register			x	x	x	x	x	x	x	x	x	x	x	x		
	Preparation of Reports to Comptroller General's			x	x	x											
	Preparation of Quarterly VAT Report			x			x			x			x				
Activities with other institution	Accounting Activities Related to CEB, SEA, Atomic Energy Authority, Atomic Energy Regulatory Council			x	x	x	x	x	x	x	x	x	x	x	Maintain systematically functioning the activities of the branch	Chief Financial Officer / Accountant	
	Temporary Illumination & Special Occasions in CEB			x	x	x	x	x	x	x	x	x	x	x			
COPE & COPA	Duties related on COPE & COPA			x	x	x	x	x	x	x	x	x	x	x	Maintain systematically functioning the activities of the branch	Chief Financial Officer / Accountant	

**Ministry of Power
Annual Action Plan 2022**

Division : Procurement

Carrying out following responsibilities for ongoing procurements of MPC,SCAPC,CANC,SSCAPC,CPCM

- 1.Facilitating Meeting between Procurement Committees and Technical Evaluation Committee
- 2.Circulation of the minutes of the meetings of TECs and PCs
- 3.Provision of any requisite assistance to TECs and PCs on any request made by them to facilitate the procurement process and all other matters
- 4.Preparation for appeal process
- 5.Coordination with Procurement Appeal board during the appeal process
- 6.Preparation of Cabinet Memorandum for the approval of Cabinet of Ministers for Cabinet Level Procurement

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 system Reliability Strengthening Project- Package 02 lot B	N/A		■	■											70%	SAS (Procurement) & AD (Procurement & Eng)
Mannar Nadukadu Embilipitiya Grid Substation Augmentation Project (MNEGSA) Package 1 Lot A: Lot B ADB Loan No: 3585-SRI & 3147-SRI			■	■	■	■									50%	
Implementation of an Enterprise Resource Planning System for Ceylon Electricity Board			■	■	■	■	■								20%	
Implementation of Dehiwala Smart Metering Project of Ceylon Electricity Board			■	■											80%	
Package 4 of Power System Reliability Strengthening Project (PSRSP) Financed by ADB			■	■											80%	
Green Power Development & Energy Efficiency Improvement Investment Programme – Tranch II Package 8 – Lot A Lot A: Augmentation of Nadukuda 220/33kV Grid Substation Augmentation of Chunnakam 132/33kV Grid Substation Augmentation of Aniyakanda 132/33kV Grid Substation			■	■											70%	
Design, Manufacture, Testing, Supervision of Installation and Commissioning of two (02) Nos. of Generator Stators for the replacement of Generator Stators in Unit 01 & Unit 02 Machines at Victoria Power Station, Sri Lanka			■	■	■										70%	

Ministry of Power
Annual Action Plan 2022

Division : Procurement

Programme/Activity	Budget Estimates (Rs.Min.)	Unit	Time Line											Output/ outcome	Responsibility		
			Q1			Q2			Q3			Q4					
			J	F	M	A	M	J	J	A	S	O	N			D	
Establishment of 100MW, On Shore Wind Park at Poonaryn on Build, Own and Operate Basis with 20 year operational period and Construction of associated Transmission network from Poonaryn collector substation up to Kilinochchi Grid Substation.																20%	
CPCC																	
Project Implementation Consultants of Distribution System Reliability Strengthening Projects																20%	SAS (Procurement) & AD (Procurement & Eng)
Pre- Feasibility Pump Storage Hydro Power Plant (PSHPP)																40%	
Appointing TECs and relevant Procurement Committees for the institutes coming under the purview of Ministry of Power & State ministry of Solar Power, Wind & Hydro Power Generation Projects Development according to their procurement plan for year 2022.																	

Ministry of Power
Annual Action Plan 2022

Division : Technical, Research & Policy

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.)
	Electricity 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
Annual Action Plan 2022**

Division : Technical, Research & Policy

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 2022**

Division : Administration & Establishment Service

Rs "000

Programme/Activity		Budget Estimate s Rs "000	Units	Q1			Q2			Q3			Q4		
				J	F	M	A	M	J	J	A	S	O	N	D
Supplies	Stationery and Office Requisites	7,000	Rs	900			1350			2250			2500		
Acquisition of Capital Assets	Furniture & Office equipment	500	Rs				200						200		
	Plant, Machinery & Equipment	500					200						300		

Division :Ministers' Office

Rs "000

Programme/Activity		Budget Estimate Rs "000	Units	Q1			Q2			Q3			Q4		
				J	F	M	A	M	J	J	A	S	O	N	D
Supplies	Stationery and office requisites	750	Rs	100			150			250			250		
Acquisition of Capital Assets	Furniture & Office equipment	800	Rs				400						400		
	Plant, Machinery & Equipment	1,200	Rs	200			200			600			600		

**Ministry of Power
Cadre Information as at 14th December 2021**

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 (GTD)	SLAS	Special	SL-3-2016	Senior Level	1			1				
Addl.Sec (TRP)	Contract	Open	SL-3-2016	Senior Level	1			0	1			
Director General (Eng)	SLES	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 (GTD)	SLAS	I	SL-1-2016	Senior Level	1			1				
Director (Planning)	SLPS	I	SL-1-2016	Senior Level	1			0			1**	
Director (TRP)	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			23				
Development Assistant	DAS	III/II/I	MN4-2016	Secondary Level	1			1				
Management Service Officers	MSO	III/II/I	MN2-2016	Secondary Level	23			22				
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			7			3***	
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	

* Mr.S.K.Malavisooriya Has been appointed as the Chief Financial Officer-Acting, with effect from 09.08.2020 subjected to the approval of PSC

** Attend to duties

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

Internal Audit Plan – 2022

Ministry of Power

(01) Serial number	(02) Activities for audit identified by internal audit on Risk evaluation	(03) Risk Assessment (Reference number)	(4) Period of perform Internal audit work				(5) Number of audit reports expected to be submitted (index)	(6) Manpower that can be used for internal audit (days)
			1 Quarter	2 Quarter	3 Quarter	4 Quarter		
01.	Audit of Vehicle maintenance / Vehicle repair	1.4.i			√		01	55
02.	Audit of the maintenance of books and records of vehicles of the ministry	1.4.ii	√				01	60
03.	Audit of Land acquisition activities related to the power plant projects	4.2				√	01	65
04.	Audit of disposal of vehicles / parts	1.4.v				√	01	60

05.	Audit of the maintenance of computers	1.7.ii	√				01	50
06.	Audit of the maintenance of personal files	1.1			√		01	70
07.	Audit of IT related activities	1.14	√				01	40
08.	Activities of public officers Advance account • Audit of payment of distress loan for the ministry staff	1.6 2.6.i 2.6.v 2.6.ii 9.ii			√		01	25
09.	Audit of vacation / local leave	1.8	√				01	60
10.	Audit of Annual board of survey procedure in 2021	2.5.iii 2.5.iv		√			01	45

11.	Audit of cash management system of the ministry	2.2.i 2.2.ii 2.2.iii 2.2.iv 2.2.vi 2.2.vii 2.6.i 2.6.iii 2.6.vi		√			01	45
12.	Audit of settlement of sub imprest	2.2.v 2.6.i 2.6.iii		√			01	10
13.	Audit of receipts & payment vouchers	2.8		√		√	02	50
14.	Preparation of preliminary internal audit report	-	√				01	03
15.	Conducting Audit and Management Committee meetings	-	√	√	√	√	04	65
16.	Preparation of quarterly CIA assessment report	-	√	√	√	√	04	12

17.	Carrying out special investigation / Audits	-	√	√	√	√	-	60
18.	Internal administration functions of the division	-	√	√	√	√	-	22
19.	Preparation of ministry internal audit plan for 2023	-	-	-	-	√	01	06
20.	Monitoring the preparing the answers for the audit queries and COPA minutes	-	√	√	√	√	-	03
21.	Follow up the remedial actions taken on Auditor General audit reports, internal audit reports and COPA directions	-	√	√	√	√	◆	25
22.	Taking measures to participate for the CIA of the ministry for AMC meetings of statutory bodies as an observer	-	√	√	√	√	-	10

23.	Other special duties	-	√	√	√	√	-	10
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- ◆ Reports will be depend on the Auditor General queries / reports received.

The Internal Audit Plan may change according to the restrictions such as, duration & scope of the Audits/ investigations, the limited human resources and follow – up work in emergency and special investigations and review meetings.

2022 Internal Audit Programme is submitted for your approval.

Date: .12.2021

B.A,D.A.Abeywardena
Chief Internal Auditor
Ministry of Power

I approve the 2022 Internal Audit Programme.

Date: .12.2021

Wasantha Perera
Secretary
Ministry of Power

