



Action Plan - 2026

Ministry of Trade, Commerce, Food Security & Co-operative Development

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Colombo 03

Content

NO	CHAPTER	PAGE NO.
01	Ministry of Trade, Commerce, Food Security and Co-operative Development <ul style="list-style-type: none">• Introduction• Vision• Mission• Objectives• Key Function• Institutions which are coming under the purview of this Ministry• Cader Details• Organization Chart	1
02	Capital Activities	9
03	Operational Activities	21
04	Procurement Plan	53
05	Internal Audit Plan	59



Introduction

Ministry of Trade, Commerce, Food Security and Co-operative Development makes its contribution directly to provide consumer items required by consumers through a competitive local trade ensuring the right of consumer items required by Consumers through a competitive local trade network ensuring the rights of consumers, carrying out service as well as monitoring a activities providing leadership in the field of trade, establishing a National Trade Policy, and ensure the living standards of the Sri Lankans at a higher level by way of improving the quality of the consumer goods and services, whilst regulating the National Trade, Commerce and Food Security to ensure food security is also another main role of the Ministry. In the meantime, the Ministry operates as the pioneer for the enhancement of international trade and generation of foreign exchange by way of providing its contribution to the regulation of import and export activities. In addition to that, confirm the equality and trading right of traders, and service provider related to the metrology of other services and consumers.

Vision

"Sustainable Developed Sri Lanka "

Mission

"Establishing, maintaining, and monitoring a national trade policy in line with local as well as international standards, which ensures the equality and rights of manufacturers, traders, suppliers of measurement services or other services, whilst ensuring leadership in the trade sector, performing service and monitoring activities, obtaining new market opportunities entering in to bilateral, multilateral, and regional trade agreements, contributing to ensure a higher life standard enhancing the quality of consumer items and services of Sri Lankans."

Objectives

- i. Applying custom tariff policy as a tool for controlling the market behavior so as to secure the rights of local producers and consumers through a national trade policy and encouraging exports by way of granting tax concessions to local producers in order to induce productions.
- ii. Maintaining the cost of living at the minimum possible level maintaining the prices of essential items at such occasions where the prices of goods at the markets are escalating.
- iii. Providing necessary guidance to implement relief programmes for the benefit of consumers through the government institutions such as Lanka Sathosa, Co-operative Development Department, Co-operative Societies and Associations etc. at national level.
- iv. In an open market environment ensuring the application of measurement standards for the benefit of trading community as well as consumers.
- v. Enhancing legal framework with infrastructure facilities to maintain buffer stocks of essential items within the country to assure food security.
- vi. Providing guidance to the Consumer Affairs Authority for the legal activities relevant to safeguard consumer.
- vii. Preparing mechanism to maintain a data base relevant to the institutions under the Ministry, update such data bases, and make links with external information providers.
- viii. Providing guidance to implement the measures relevant to protect the proper standards of local products and export items.
- ix. Making contribution to maintain welfare processes to encourage children for higher education.
- x. Making directions to implement conservation process for the protection of national intellectual properties.
- xi. Guiding for accreditation services conforming to the national and international standards.
- xii. Establishment of the institutional background and encouragement of connected institutions in order to protect and promote the economic and commercial interests of Sri Lanka and encourage the exporters for opportunities in international market.
- xiii. Providing necessary facilities and coordination in signing multilateral and bilateral trade agreements with various countries.
- xiv. Providing necessary directions for legal coordination in relation to Generalized System of Preferences (GSP), NMTR, Free Trade Agreements (FTA) and Regional Trade Agreements (RTA) of Sri Lanka,

Function

- i. Formulation of policies in relation to the subject of trade in line with the national policies implemented by the Government.
- ii. Formulation, implementation of subjects, functions and related policies of the Departments, State Corporations and Statutory Institutions under the Ministry and carrying out follow up actions and evaluation in this regard.
- iii. Formulation of National Trade Policy and taking action to coordinate the institutes relevant to the implementation of such policy.
- iv. Creating competition in the market for ensuring the rights of consumers, formalizing internal trade and safeguarding consumers, supervising the market, conducting raids and raising awareness amongst traders and consumers.
- v. Performing the role of a mediator in order to contain fluctuation of prices in the local market.
- vi. Encouraging and facilitating institutions to identify new export opportunities in the world market and explore opportunities for new bilateral, multilateral and regional agreements.
- vii. Establishment of an intellectual property system, which promotes protection of the intellectual properties of Sri Lanka and economic sustainability.
- viii. Making legal base for companies, businesses and other institutes and formalizing their functions.

Institutions under the purview of the Ministry

- i. Department of Commerce
- ii. Lanka Sathosa Limited
- iii. Co-operative Wholesale Establishment (CWE)
- iv. Lalith Aihulathmudali Mahapola Higher Education Scholarship Trust Fund
- v. Sri Lanka Accreditation Board for Conformity Assessment
- vi. Department of Measurement Units, Standards and Services
- vii. Dedicated Economic Centers
- viii. National Intellectual Property Office of Sri Lanka
- ix. Consumer Affairs Authority
- x. Department of Co-operative Development
- xi. Co-operative Employees' Commission
- xii. National Institute of Co-operative Development
- xiii. State Trading (General) Corporation
- xiv. Food Commissioner's Department
- xv. Department of the Registrar of Companies
- xvi. Sri Lanka Thripasha Limited

Cader Details as at 2026.01.01

Designation	Service	Grade	Salary Code	Service Level	Approved Cadre	Existing Carder	Vacancy
Secretary	SLAS	Special	SL4	1	1	1	0
Additional Secretary	SLAS	Special	SL3	1	4	4	0
Director General	SLPS	Special	SL3	1	1	0	1
Chief Financial Officer	SLAcS	Special	SL3	1	1	1	0
Senior Assistant Secretary	SLAS	I	SL1	1	2	1	1
Chief Accountant	SLAcS	I	SL1	1	1	1	0
Director	SLAS	I	SL1	1	4	4	0
Director	SLPS	I	SL1	1	3	1	2
Chief Internal Auditor	SLAcS	I	SL1	1	1	1	0
Assistant Secretary	SLAS	III/II	SL1	1	2	2	0
Accountant	SLAcS	III/II	SL1	1	2	2	0
Internal Auditor	SLAcS	III/II	SL1	1	1	0	1
Deputy Director/Assistant Director	SLAS	III/II	SL1	1	4	2	2
Deputy Director/Assistant Director	SLPS	III/II	SL1	1	3	3	0
Legal Officer	Dept	III/II	SL1	1	1	1	0
Coordinate secretary for Secretary	Temporary	-	P.A.C. 03/2016 under phase V	-	1	1	0
Administrative Officer	MA	SUPRA	MN7	2	1	0	1
Translator	GTS	I/Special	MN6	2	2	1	1
Information & Communication Technological officer	SLTS	Class 2 II/I	MN6	2	2	1	1
Statistical officer	Dept	-	MN5	2	-	0	0
Development Officer	DO	III/II/I	MN4	3	116	77	39
Management Service Officer	MA	III/II/I	MN2	3	20	9	11
Information & Communication Technological Assistant	SLTS	Class 3 III/II/I	MT1	3	3	1	2
Driver	CDS	III/II/I Special	PL3	4	20	7	13
Office Employee Service	OES	III/II/I Special	PL1	4	10	17	7 (Excess)
Photographer	Temporary	-	-	-	1	1	0
Video Cameraman	Temporary	-	-	-	1	1	0
Camera Assistant	Temporary	-	-	-	1	1	0
Total					209	141	68

Institute	Approved Carder	Existing Cadre	Vacancies
Senior	31	24	7
Tertiary	5	2	3
Secondary	139	87	52
Primary	30	24	6
Temporary	4	4	0
Total	209	141	68

Capital Activities

Summary of Budget Allocation - 2026

No	Programme	Rs. Mn
1	Trade and Co-operative Development Programme	1,700.00
2	Food Security and Co-operative Sector Development Programme	450.00
3	Department of Commerce (Trade Promotion)	25.00
4	Operational Activities I (Minister's office)	19.00
5	Operational Activities II (Ministry)	41.00
Total		2,235.00

Trade and Co-operative Development Programme

No	Project/ Activity	Vote particulars	Funding Source	Estimated Cost for 2026 (Rs.Mn.)	Date of Commencement	Date of Completion	Financial Target (Rs.Mn.)				Physical Target (Cumulative) (%)				Output	Responsible Officer
							Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
1. To secure the right of local producers and consumers																
1.1	<p>Youth Entrepreneurs and Producer Co-operatives</p> <p>i). Entrepreneurs Providing Skill Development training programme</p> <p>ii). Provision equipment's for the selected Youth Entrepreneurs and Producer Co-operative Societies</p>	301-1-01-003	GOSL	100	2026.01.01	2026.12.15	20	15	35	30	25	50	75	100	<p>Improved skills of the youth in Entrepreneurs /productions. (No. of person Youth Trained).</p> <p>Access of training program for skill development. (No. of programme conducted).</p> <p>Equipment distributed to producers co-op Societies.</p>	<p>Add.Sec. (Development)</p> <p>Commissioner of Co-operative Development</p> <p>CFO</p>
2. Maintaining Cost of Living and Price Escalation																
2.1	<p>Providing facilities for mechanized paddy drying</p> <p>i) Procurement of Paddy dryers small – medium sales and</p> <p>ii) Distribution of paddy dryers to the selected producers co-operative societies</p> <p>iii) Providing Training programmes</p>	116-2-05-013-2509-107	GOSL	500	2026.01.01	2026.12.15	-	100	200	200	25	50	80	100	<p>Access of Paddy Dryers.</p> <p>MT of paddy dried.</p> <p>Improved skills of the youth in paddy dryers operation and maintenance.</p>	<p>Add.Sec. (Development)</p> <p>Commissioner of Co-operative Development</p> <p>CFO</p>

No	Project/ Activity	Vote particulars	Funding Source	Estimated Cost for 2026 (Rs.Mn.)	Date of Commencement	Date of Completion	Financial Target (Rs.Mn.)				Physical Target (Cumulative) (%)				Output	Responsible Officer
							Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
5. Ensure Food Security																
5.1	Food Security Initiatives i) Co-operative Wholesale Establishment - Matara & Kurumegala	116-2-05-013-2509	GOSL	100	2026.01.01	2026.12.15	25	25	25	25	25	60	90	100	Access of storage for essential goods. Availability of supply chain system.	Add.Sec. (Development) CFO Chairman (CWE)
5.2	Improving facilities to ensure food security i). To improve storage facilities to minimize price fluctuations in food crops including Onion, Potato, maize.	116-2-05-013-2509-108	GOSL	1000	2026.01.01	2026.12.15	250	300	250	200	30	50	80	100	Availability of Onion, Potato, and maize at reasonable price.	Add.Sec. (Development) Add.Sec. (Trade & Research) CFO Chairman (CWE)
	Sub Total			1700			295	440	510	455						

Food Security & Co-operative Sector Development Programme

No	Project/ Activity	Vote particulars	Funding Source	Estimated Cost for 2026 (Rs.Mn.)	Date of Commencement	Date of Completion	Financial Target (Rs.Mn.)				Physical Target (Cumulative) (%)				Output	Responsible Officer
							Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
1. To secure the right of local producers and consumers																
1.1	Renovation of Existing Paddy Stores	300-1-01-001-2001	GOSL	200	2026.01.01	2026.12.15	30	40	80	50	30	50	80	100	Access of renovated paddy stores.	Add.Sec. (Development) Food Commissioner CFO
1.To secure the right of local producers and consumers																
3. Relief benefits to the consumers																
5. Ensure Food Security																
1.2	Establishment of Temperature Controlled Ware House – Dambulla i) Settlement of bills ii) Installing Solar System	300-1-01-002-2104	GOSL	250	2026.01.01	2026.12.15	-	100	100	50	40	60	80	100	i) Operation able/ Access 5000 Mt TC ware house complex ii) Access of Solar energy at the 5000 MT Temperature Controlled Ware House	Add.Sec. (Development) Food Commissioner CFO
Sub Total				450			30	140	180	100						

Department of Commerce (Trade Promotion)

Se. No	Project/ Activity	Vote particulars	Funding Source	Estimated Cost for 2026 (Rs.Mn.)	Date of Commencement	Date of Completion	Financial Target (Rs.Mn.)				Physical Target (Cumulative) (%)				Output	Responsible Officer
							Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
12. Protect and promote international economic and commercial interest																
13. Trade Agreements																
14. Necessary directions legal coordination in Trade Agreements																
1	Exploration of Export Markets Organizing overseas market expansion activities/ programs for Sri Lankan products	295-1-01-2202	GOSL	25	2026.01.01	2026.12.15	5.00	7.50	7.50	5.00	20	55	80	100	Promotion of Sri Lanka's commercial interests in the areas of trade, investment, and tourism through overseas trade representation by organizing B2B meetings, business networking meetings, seminars, trade fair participation, business forums, single-country promotional events, outward and inward business delegations, and other related promotional activities	Director General (Department of Commerce) Add.Sec. (Trade & Research) CFO
Sub Total				25			5.00	7.50	7.50	5.00						

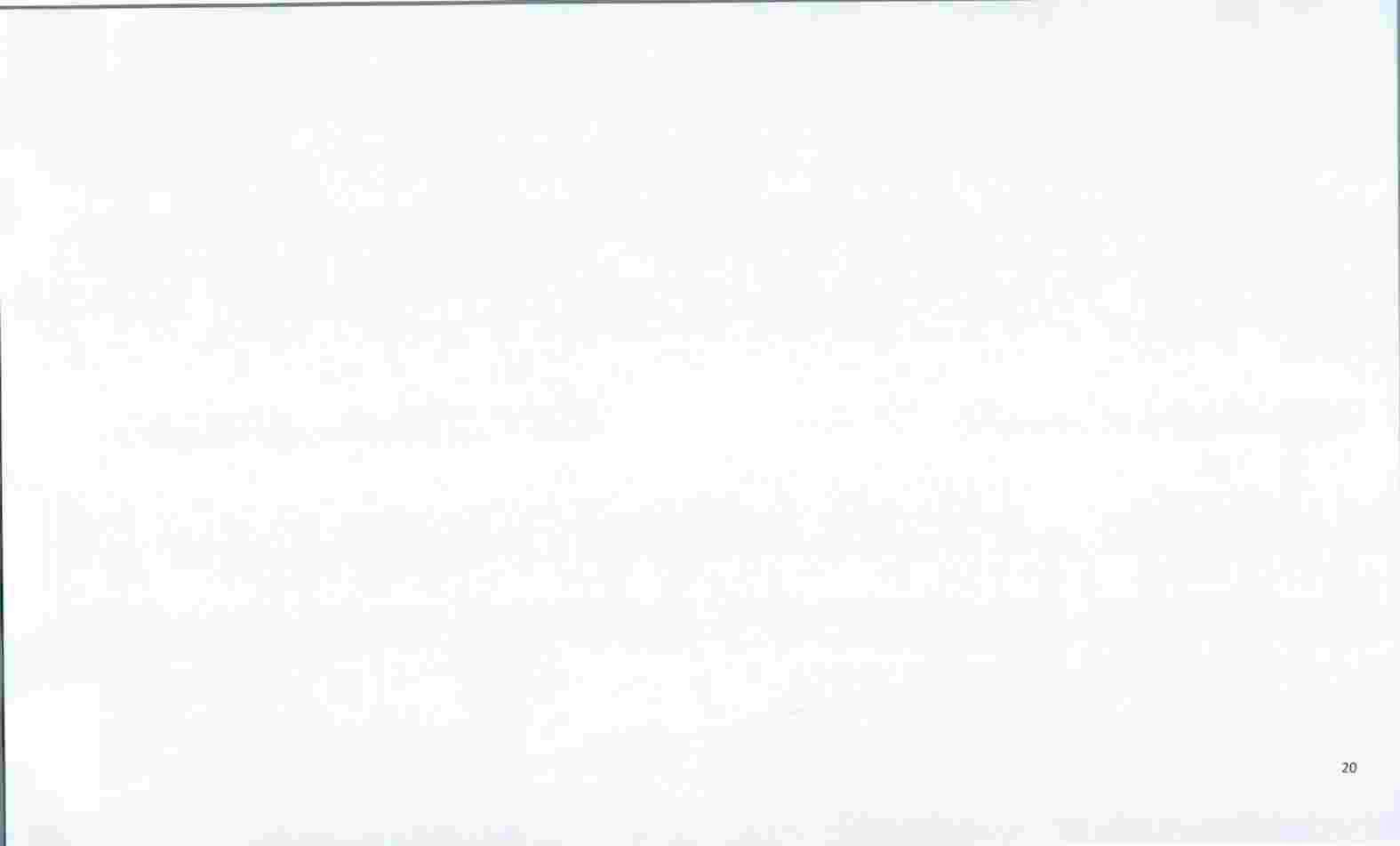
Operational Activities I (Minister's Office)

Se. No	Project/ Activity	Vote particulars	Funding Source	Estimated Cost for 2026 (Rs.Mn.)	Date of Commencement	Date of Completion	Financial Target (Rs.Mn.)				Physical Target (Cumulative) (%)				Output	Responsible Officer
							Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Rehabilitation and Improvement of Capital Assets																
1	Building and Structures	116-1-01-2001	GOSL	10	2026.01.01	2026.12.15	3.00	4.00	2.00	1.00	20	50	75	100	Number of Building & structure repaired	Add.Sec (Admin) CA
2	Plant, Machinery and Equipment	116-1-01-2002	GOSL	0.90	2026.01.01	2026.12.15	0.30	0.10	0.30	0.20	20	40	75	100	Number of Plant, Machinery & Equipment repaired	Add.Sec (Admin) CA
3	Vehicles	116-1-01-2003	GOSL	2.50	2026.01.01	2026.12.15	0.50	0.50	1.00	0.50	20	50	75	100	Number of Vehicles improved/ repaired	Add.Sec (Admin) CA
Acquisition of Capital Assets																
4	Furniture and Office Equipment	116-1-01-2102	GOSL	1.10	2026.01.01	2026.12.15	0.50	0.10	0.30	0.20	20	40	75	100	Number of Furniture & office Equipment purchased / repaired	Add.Sec (Admin) CA
5	Plant, Machinery and Equipment	116-1-01-2103	GOSL	4.50	2026.01.01	2026.12.15	1.00	1.00	1.50	1.00	10	50	90	100	Number of Plant, Machinery & Equipment repaired	Add.Sec (Admin) CA
Sub Total				19			5.30	5.70	5.10	2.90						

Operational Activities II (Ministry)

Se. No	Project/ Activity	Vote particulars	Funding Source	Estimated Cost for 2026 (Rs.Mn.)	Date of Commencement	Date of Completion	Financial Target (Rs.Mn.)				Physical Target (Cumulative) (%)				Output	Responsible Officer
							Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Rehabilitation and Improvement of Capital Assets																
1	Building and Structures	116-1-02-2001	GOSL	30	2026.01.01	2026.12.15	10.00	6.00	6.00	8.00	20	60	80	100	Number of Building & structure repaired	Add.Sec (Admin) CA
2	Plant, Machinery and Equipment	116-1-02-2002	GOSL	1.50	2026.01.01	2026.12.15	0.50	0.50	0.20	0.30	20	50	75	100	Number of Plant, Machinery & Equipment repaired	Add.Sec (Admin) CA
3	Vehicles	116-1-02-2003	GOSL	4.80	2026.01.01	2026.12.15	1.00	1.80	1.00	1.00	20	50	80	100	Number of Vehicles improved/ repaired	Add.Sec(Admi) CA
Acquisition of Capital Assets																
4	Furniture and Office Equipment	116-1-02-2102	GOSL	0.70	2026.01.01	2026.12.15	0.20	0.25	0.15	0.10	20	50	80	100	Number of Furniture & office Equipment purchased / repaired	Add.Sec (Admin) CA
5	Plant, Machinery and Equipment	116-1-02-2103	GOSL	3	2026.01.01	2026.12.15	1.00	1.00	0.50	0.50	20	70	80	100	Number of Plant, Machinery & Equipment repaired	Add.Sec (Admin) CA

Se. No	Project/ Activity	Vote particulars	Funding Source	Estimated Cost for 2026 (Rs.Mn.)	Date of Commencement	Date of Completion	Financial Target (Rs.Mn.)				Physical Target (Cumulative) (%)				Output	Responsible Officer
							Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Capacity Building																
6	Staff Training	116-01-02-2401	GOSL	1	2026.01.01	2026.12.15	0.20	0.30	0.30	0.20	20	50	80	100	Number of officials Trained	Add.Sec. (Admi) CFO
	Sub Total			41			12.90	9.85	8.15	10.10						
	Grand Total			2235.00			348.20	603.05	710.75	573.00						



Operational Activities

Administrative Division

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
1	Maintaining Personal Files (Executive Staff, Middle Level Staff, Junior Staff & Minister's Staff)	Maintain Leaves of the office Staff	Additional Secretary (Admin)												Percentage of proper file management system was introduced	Providing an effective HR services to the Ministry staff	
		Approving Foreign Leaves of the Ministry Staff, Head of Departments and Head of Institutions															
		Confirmation of employees of Ministry Staff and Head of Departments															
		Appraising the performance Ministry Staff and Head of Departments															
		Approving Annual Increment Ministry Staff and Head of Departments															
		Disciplinary Matters of Ministry Staff and Head of Departments															
		Efficacy Bar Examination of Ministry Staff and Head of Departments															
		Annual Transfer Matters of Ministry Staff and Head of Departments															
		Carder Reports of Ministry Staff															
		Carder Reviews of Ministry Staff															
		W& OP of Ministry Staff and Head of Departments															

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
2	Maintaining Janitorial Services in the Ministry premises	Secretary Office	Additional Secretary (Admin)												Percentage of proper Janitorial service implemented within the Ministry	Implementing proper Janitorial service within the ministry	
		Minister Office															
		Branches															
		Daily Supervision															
3	Security Services in the Ministry premises	Secretary Office	Additional Secretary (Admin)												Percentage of proper security system introduced	Maintaining a proper security service to the Ministry	
		Minister Office															
		Branches															
		Daily Supervision process															
4	Parliament Affairs matters & other administration related matters	Preparing Ministry Notification	Additional Secretary (Admin)												Percentage of Completing daily assigned tasks/duties	Fully completion of tasks on Parliamentary related matters	
		Collect Details															
		Answering Parliament Questions															
		Forward it to Departments															
		Consultative Committee Meetings															
		Approving the Agenda															
		To the Audit Report payments of Auditor General Department															
		Approving the Meeting Minutes															
		Payments for Parliament catering services															
		Informing the Meeting Schedule															
		Preparations of reports/ Answers to the Motions															

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome	
				January	February	March	April	May	June	July	August	September	October	November	December			
		Preparing Board of Director's Appointment letters other Ministries																
5	Parliament Affairs & other Administration related matters	Preparing Board of Director's Appointment letters under the Ministry																
		Annual Reports submit to the Parliament																
		COPE Meeting																
		COPA Meeting																
		Letters from Leader of the House of Parliament submission of Annual Report																
		Forward it to the relevant members of Parliament																
6	Preparation of Cabinet Memorandums related matters	Preparations of observations	Additional Secretary (Admin)															
		Send to the Cabinet																
		Prepares Cabinet Memorandums & Notes and obtaining signature from the Minister send it to the office of the Cabinet of Ministers																
		Conveying cabinet decision to relevant officials																
7	Maintained of the Vehicles	Obtaining the Insurance and Revenue License	Additional Secretary (Admin)															
		Assign the Vehicles to Hon. Minister/State Minister and Officials																
		Service the assigned vehicles																

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome		
				January	February	March	April	May	June	July	August	September	October	November	December				
		Service the pool vehicles																	
		Obtain the Technical Reports																	
		Repair the Assigned vehicles																	
		Repair the pool vehicles																	
		Maintaining the Vehicle register and running Charts																	
7	Implement of staff Training Programmes	Inform it to the Institutions under the Ministry and divisions of the Ministry	Additional Secretary (Admin)													Number of coordinating trainings as per requests and needly for office	Proper staff skill development		
		Coordinating other Foreign Training Programs																	
		Coordinating Local Training Programs																	
		Appoint officers to the relevant training programs																	
8	Providing request information under the RTI 03 of 2016 the Right to Information Act	Acknowledge the Applicant by sending RTI 02 form	Additional Secretary (Admin)																
		Prepare the Answers and supply the relevant information within 14 days.																	
		If rejection information request submits the response for justify the rejection by RTI.05 form.																	
		Sending to summery report to the RTI commission by annually																	
		Acknowledge the Applicant by sending RTI 02 form																	

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome	
				January	February	March	April	May	June	July	August	September	October	November	December			
9	Coordination of Information/ Humanitarian Issues	Coordinating issues received Presidential Secretariat office and Prime Minister's office																
		Forward it to institutions under the Ministry if any related to above issues																
		Replying to the letters related to Presidential Secretariat Office and Prime Minister's Office																
		Coordinating Humanitarian Issues under the institutions of the Ministry																
		Replying public complaints which come under this Ministry and institutions under this Ministry from Presidential Secretariat & Prime Minister's Office																
10	Maintain of postal matters in the ministry	Entering the letters come under the Secretary of this Ministry	Additional Secretary (Admin)															
		Delivering it to the relevant divisions														Percentage of Updating & processing postal on time	Maintaining proper manual postal system	

Finance Division

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
1	Maintain & update Advance B Account	Advance B Account	Chief Financial Officer												Percentage of Annual Advance B Acc. Maintained	To achieve short term and long term goals of the Ministry, safeguarding and managing limited resource of the government in a productive and transparent way	
2	Prepare FR 135 delegation of authority	FR 135 Delegation of Authority	Chief Financial Officer												FR 135 delegation of authority		
3	Prepare Annual Budget Estimate	Budget Estimate	Chief Financial Officer												Maintained Percentage of expenses within the budget		
4	Performance Activities of shroff	Shroff Activity	Chief Financial Officer												Amount of Cash payments released		
5	All activities with relative institutes	Coordination of Budget Activities /Funds Annual Financial Accounts Procurement Plans Coordination of Procurement Activities	Chief Financial Officer												Number of various repots preparing		
6	Maintain & update P Ledgers	Update & maintain P Ledgers	Chief Financial Officer												Amount of Monthly Salary paid		
7	Maintain & update Vote Ledgers	Update & maintain Vote Ledgers Not exceeding the Annual Budget Allocation	Chief Financial Officer												Percentage of Check the month end allocations		
8	Maintain cash book & issue payments	Handling cash book / Writing cheques All other activities related the cash book	Chief Financial Officer												Amount of payment balance		
9	Record all transaction with ITMIS	Data entering to ITMIS / Generating reports	Chief Financial Officer												Percentage of daily summery		To achieve short term and long-term goals of the Ministry, safeguarding and
10	Payment of salary through GPS	All activities related to salary	Chief Financial Officer												Amount of monthly Salary paid		

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
11	Record all transaction using CIGAS software	Data entering to CIGAS / Generating reports	Chief Financial Officer												Monthly Summary percentage of balance final Report	managing limited resource of the government in a productive and transparent way	
12	Perform annual board of survey	Appointing Board of Survey Committee Reporting to the Auditor General Auction, disposal, transfers inventory items	Chief Financial Officer												Percentage of board of Survey completed		
13	Maintain Ministry stores	Maintain stationery items as per require the amount / Ordering goods / Receiving goods / Safe guard of the stationery	Chief Financial Officer												Percentage of maintenance level		
14	Maintain record for inventory items of the Ministry	Maintain inventory items as per require the amount / Ordering goods / Receiving goods / Safe guard of the inventory	Chief Financial Officer												Number of prepared Monthly, Quarterly reports		
15	Imprest Related works	Preparation of Annual Imprest requirement, Monthly Imprest and obtaining Imprest Preparing bills in hands	Chief Financial Officer												* Amount of received imprest monthly * Amount of bills in hands		
16	Checking the vouchers	Checked Voucher	Chief Financial Officer												Number of vouchers completed		
17	Expenditure reports	Generating expenditure report Controlling the expenses	Chief Financial Officer												Percentage of expenditure report completed		
18	Bank Reconciliation	Bank Reconciliation activities Identifying unrealized receipt	Chief Financial Officer												Amount of unrealized receipt	To achieve short term and long-term goals of the Ministry.	

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
19	Government Procurement	Stationery, Toner and office equipment procurement / Water bottle procurement Purchasing news papers	Chief Financial Officer												Number of procurements completed	safeguarding and managing limited resource of the government in a productive and transparent way	
20	Government Procurement	Procurement of cleaning service Procurement of Security Services	Chief Financial Officer												Number of procurements completed		
21	Government Procurement	All staff foreign travelling Office equipment repair and service Procurement of printing items Appointing MPC & TEC	Chief Financial Officer												Number of procurements completed		

Planning Division

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
1	Preparation of Planning Activities	1. Preparation of the Action plan and Activity Plan – 2026 of this Ministry.	Director General/ Director (Planning)												Availability of Action Plan and Activity plan.	Improvement of proper Monitoring System.	
		2. Obtain action plan and activity plan for 2026 from the entities come under this Ministry.													Availability of Action Plans and Activity plans.		
		3. Obtain new projects proposals from the entities come under this Ministry.														Availability Project Proposal	Improved selection of project proposal to include in the pipeline for the budgetary allocation of 2027 by the NBD.
		4. Preparation of Project proposals.														Availability of prioritized Project Proposals approved for pipeline by NPD.	
		5. Submission of selected project proposals to the Department of National Planning to obtain pipeline approval.														Availability of progress report to submitted to the Parliament.	Table the progress report 2026 at the Parliament for the Budget Discussion.
		6. Preparation of the Annual Progress Report of the Ministry 2026.														Availability of Audit Report - 2025	Timely availability of printed performance report 2025
		7. Preparation of Performance Report to submit Auditor General to obtain Audit Report														Availability of performance report 2025 to submitted to the Parliament.	Table the performance report 2025 at the Parliament.
		8. Preparation of Performance report for the Year 2025 of this Ministry.															

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
		9. Preparation of Strategic plan according to s “Thriving Nation A Beautiful Life”.													Access of Strategic plan at the Website of the Presidential Secretariat.	Improved transparency of the Strategic plan of the Ministry	
2	Regular Monitoring Process	1.Preparation Progress Reports (Monthly, Quarterly and Annually)	Director General/ Director (Planning)												Availability of progress reports.	Maintaining proper monitoring system	
		2.Obtain progress reports from the entities come under this ministry.													Availability of progress reports		
		3. Summon Progress Review Meetings & follow up progress of implementation of development project.															Number of Progress review Meetings conducted
		4.Co-ordinating mechanism with Government channel to provide required data and information															Availability of no of prepared reports
		5.Preparation of Cabinet Memorandums for the Annual Reports of the SOEs.														Availability of Cabinet Decisions	Tabled Annual Reports of the SOEs
		6.Submission of Annual Reports & Performance Reports of the Institutions coming under this ministry														Availability of Annual Reports & performance reports to submitted to the Parliament.	Tabled Annual Reports /Performance Reports

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4		Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November		
3.	Evaluation	Coordination of Evaluation process of ongoing evaluation of Dambulla Temperature Controlled warehouse.	Director General/ Director (Planning)												Completion of the Evaluation Report	Finding of the Evaluation for future decision making on formulation of new project proposals.

Development

No	Area of Responsibility	Project/Activity	Responsible Office	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
1	Food Security	National Agri Market Services Ltd (NAMS)	Additional secretary (Development)												Monitoring & Supervision of the NAMS and supporting to make the new carder of the company	Ensure consumer satisfaction on food availability	
2	Enhance the Cooperative Sector facilities	Tharapurem project	Additional secretary (Development)												In order to carry forward this project, as per the discussion on cabinet meeting which is held on January 20, 2025 a policy directive has been given to obtain a project proposal from the manna district coordinating committee to ensure The effective utilization of the Auditorium and Multipurpose convention center forwarded to get the cabinet to decide approval to decide a future activities of this project.	Effective utilization and fulfil the needs of the local community of cooperative sector	
3	Cooperative Development Sector	1000 Production Cooperative	Additional secretary (Development)												Give priority to establish 1000 production cooperatives. Create a database to ensure the efficiency	Strengthenin g farmers and local producers and ensure an uninterrupted supply in the market	

Trade & Research Division

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
1	Intergraded Document Management and Analytical System (IDMAS)	1. Proposal Submission / Approval	Additional Secretary (Trade & Research)												Recruitment of a Consultant	<ul style="list-style-type: none"> • Increase Data Accuracy • Increase transparency • Increase Trade Privacy • Increase Creditability 	
		1.1 Selection of Consultant															
		1.2 Establishment of IDMAS															
2	Food Security	1. Food Policy and Food Security Committee - Coordinating Implementation Following-up	Additional Secretary (Trade & Research)												<ul style="list-style-type: none"> • Cabinet Memorandums based on Committee decisions • Concept Papers • Submission of Food Security related proposals 	<ul style="list-style-type: none"> • Enhanced well-being of the People • Faire Trade Practice in taken place 	
		2. Providing facilities for Paddy Drying - Coordinating Following-up													Number of Paddy Drying Machine & Equipment Provided	Farmer credibility on CWE	
		3. Providing facilities for Big Onion / Potato / Red Onion and Maize - Coordinating Following-up													Purchased Quantities of Commodities	<ul style="list-style-type: none"> • Improve the Competition with Pvt sector • Consumer Protection • Food affordability 	

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
		4. Mandate the labeling Requirement - Coordinating Following-up	Additional Secretary (Trade & Research)												<ul style="list-style-type: none"> Number of Regulation issued Number of Gazette Notification issued 	<ul style="list-style-type: none"> Well-being of the People. Consumers Protection Consumers Awareness 	
		4.1 Consumer Affairs Regulations													Number of Regulations issued		
		4.2 CAA Gazette Notification													Number of Gazettes issued		
		4.3 Food Control Regulations													Number of Regulations issued		
3	Consumers Protection & Competition Policy	1. Establishment of Committee on Strengthening Consumer Protection, Competition Promotion & Regulation of Internal Trade	Additional Secretary (Trade & Research)												<ul style="list-style-type: none"> Proposal on CAA restructuring and Competition Policy Number of meetings 	<ul style="list-style-type: none"> Well-being of the People Improved Consumers Protection Fair Trade 	
		2. Conduct meetings / discussions													Number of meetings		
4	National Quality Council (NQC)	1. Stakeholder meetings / discussions	Additional Secretary (Trade & Research)												Number of meetings/ discussions	Improved Global Quality Index	
		2. Cabinet Memorandum (CM) on NQC												Number of CM's			
		3. Working Committee (WC)												Establishment of W.C			
		4. Report on NQC												Establishment of the NQC			

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
5	NTP/ Tariff Sub Committee	1. Conduct Meeting 2. Submit Interim Reports 3. Submit Final Report	Additional Secretary (Trade & Research)												<ul style="list-style-type: none"> Number of Meetings/ discussions Number of Interim reports Final Report 	<ul style="list-style-type: none"> Improved Predictability & Transparency Phased out Para-Tariff environment Enhanced the competitiveness 	
6	Internal Trade	1. Updating Trade Profiles & Trade Summaries	Additional Secretary (Trade & Research)												Number of Profiles Updated (Soft copies)	<ul style="list-style-type: none"> Easy access to decision making process Updating the existence Trends Maintenance of accurate data 	
7	International Trade	A. Review on Trade Relationships 1. Cabinet Appointed Committee to review existing FTA's and provide recommendation for future FTA's	Additional Secretary (Trade & Research)												<ul style="list-style-type: none"> Number of Meetings Number of Interim Reports Number of training sessions Final Report 	<ul style="list-style-type: none"> Gain Comparative advantages Gain Welfare Benefits International Recognition. 	

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
		2. Facilitate the process of Accession to RCEP, and way forward	Additional Secretary (Trade & Research)												<ul style="list-style-type: none"> Number of Committee Meetings Working Groups Recommendation letters to the Department of Immigration & Emigration 	<ul style="list-style-type: none"> Flexibility of Trade facilitation Improve Multilateral & Bilateral trade relations Enhance Investment and Trade Cooperation 	
		3. Facilitation of issuing Residence Visa Process														Number of issued Visa Recommendation letters	
		4. Facilitate Trade activities under free Trade Agreements <ul style="list-style-type: none"> Import Basmathi Rice under PSFT Garment Quota facility under the ISFTA 														<ul style="list-style-type: none"> Resolved Traders dispute Number of Meetings / Communication 	
		5. Facilitate Trade & Investment Frameworks / Trade Related Agreements / Joint Commission's <ul style="list-style-type: none"> TIFA with New Zealand EU GSP Scheme 														<ul style="list-style-type: none"> Number of Meetings Number of Agreements Number of Reports. 	
		B. Review Country Profiles														Number of Reports	<ul style="list-style-type: none"> Easy access to decision making process Updating the existence Trends Maintenance of accurate data

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
		C. Restructuring of the NIPO *Coordinating Following-up D. Formulate the National Intellectual Property Policy	Additional Secretary (Trade & Research)												<ul style="list-style-type: none"> • New Human Resource Arrangements • New Structural Adjustments • Number of Meetings • Number of Reports 	<ul style="list-style-type: none"> • Increase the credibility of counterparts • Updated country's IP framework to meet modern economic and innovation needs 	
8	Special Projects / Programs	I. Best Practices for Agri-Food Sector Development (BFSPA)	Additional Secretary (Trade & Research)												<ul style="list-style-type: none"> • To increase food safety and quality compliance through the adoption of sustainable agriculture and hygienic practices by food producers and processors • Establishment an updated risk-based and well-coordinated food control system. 	<ul style="list-style-type: none"> • To contribute to a more productive, sustainable, diversified, climate-resilient, market-oriented and inclusive agriculture and agri-food production 	

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
		2. Sun Project - Country Focal Point	Additional Secretary (Trade & Research)												<ul style="list-style-type: none"> • Functional multisector nutrition coordination mechanisms established and operational at national, provincial, and district levels, led by existing administrative structure of Sri Lanka. • Clear roles, responsibilities, and accountability frameworks defined across different sectors such as health, education, agriculture, social protection, WASH 	<ul style="list-style-type: none"> • Improved nutritional status of women, children, and adolescents through coordinated, multispectral actions that address both immediate and underlying determinants of malnutrition. • Increased level of Nutrition of people • Reduce the rate of NCD's • Reduce the expenditure on Health Sector. 	
9	Administration Matters	Maintain Register / Inventory/ Record Books / Files	Additional Secretary (Trade & Research)												<p>Number of maintained registers / Completeness of the documents / relevant approvals</p>	<ul style="list-style-type: none"> • Good Documentation • Improve section credibility 	

Internal Audit Division

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
1	Admin	Vehicle Management (i) Vehicle Repairs (ii) Vehicle maintenance (iii) Vehicle Accidents (iv) Vehicle Insurance (v) Vehicle disposal	Chief Internal Auditor												Check the Compliance & will be issued Audit Report/Query	Action taken by the division for Cost reduction, improved operational efficiency, enhanced safety and compliance, and better asset management	
		Preparation of Cabinet Memorandums (i) Timely preparation (ii) Compliance													Check the Compliance & will be issued Audit Report/Query	Corrective action Taken by the division	
		Training Programs (i) Equal opportunity given (ii) Relevance (iii) Adherence to the circular requirements (iv) Assess Training Plan														Fair opportunity given & will be issued Audit Report/Query	Corrective action Taken by the division
2	Finance	Cash Book, Vot ledgers and maintenance of books, CIGAS and ITMIS program Cash Management. (Cash receipts, Banking, Safe Management and Cheque book controls, Shroft activities, bank reconciliation, petty cash and advance settlements)	Chief Internal Auditor												Check the Compliance & will be issued Audit Report/Query	Corrective action Taken by the division	
		Asset management Inventory Management, Inventory registers management, Annual Board of Survey, Preparation of Final report, disposal activities, maintenance of Fixed Asset Register														Check the Compliance & will be issued Audit Report/Query	Corrective action Taken by the division

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
		Payroll Management (i) Backups and Password protection (ii) Salary Sheet maintenance (iii) Salary deductions (iv) Payment of Increments	Chief Internal Auditor												Check the accuracy & compliance. will be issued Audit Report/Query	Corrective action Taken by the division	
		Management of Procurement Activities i. Preparation of Procurement Plan ii. Procurement of Development projects iii. Procurement of Fixed Assets iv. Procurement of Office Equipment v. Procurement of Inventory Items vi. Procurement of Contractual Services vii. Review Procurement Plans of the Institutes under the Ministry viii. Preparation of Master Procurement Plan	Chief Internal Auditor												Check the Compliance & will be issued Audit Report/Query	Corrective action Taken by the division	

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
4	Trade and Research	Develop Competition policy framework required for the facilitation of activities through trade agreements and taking action to expand market accessibility to Sri Lankan products.	Chief Internal Auditor												Check the action taken on Trade development. will be issued Audit Report/Query	Follow - up on action taken by the division	
5	Development	Developing a new legal framework for co-operative development in Sri Lanka including producer co-operative societies and Co-operative bank.	Chief Internal Auditor												Check the Compliance, Check the action taken on developing a new legal framework for co-operative development & will be issued Audit Report/Query	Follow - up on action taken by the division	
		Operations of Dedicated Economic Centers as planned and implemented properly under the legal framework of the newly established "national Agri market Services Limited" which was specifically created to manage these centers.															
6	Internal Audit Branch	Special Investigations	Chief Internal Auditor												Special Audit Reports		
		Other special duties															

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
7	Planning	Preparation of Annual Action Plan, Activity Plan and Capital project co-ordination for Annual Budget by the institutions under the purview of the Ministry	Chief Internal Auditor												Availability & Plan, will be issued Audit Report/Query	Follow - up on action taken by the division	
		Quarterly Progress Review Meetings of the Institutions to follow-up progress of Development Projects													Number of meeting Conducted & will be issued Audit Report/Query	Action taken by the division	
		Monitoring the construction of proposed Co-operative square building													Reviewing the progress & will be issued Audit Report/Query	Action taken by the division	

Legal division

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
1	Coordination with Attorney General's Department	1. Obtain Legal Opinion for the	Legal Officer												Preparing observations. Forwarding Proxies to Attorney General's Department.	Following the instructions given by the Attorney General's Department with regard to the court cases	
		1.1 Submission of Observation for the Cases which are relevant to this Ministry													Draft observations with the assistance of the Ministry's officials - on behalf of Ministry. Maintaining case records	Observations submitted	
		1.2 Attend the Consultation at Attorney General's Department													Forwarding proxies to Attorney General's Department	Consultation schedules coordination's	
2	Representation/ Coordination of the Ministry for the cases	1. Supreme Court Cases 2. Appeal Court Cases 3 High Court Cases 4. District Court Cases 5 Other													Draft observations with the assistance of the Ministry's officials - on behalf of Ministry.	Cases representation Receive order/ Judgment or Dismiss	
3	complaint Handling - Human Rights Commission of Sri Lanka	1. Attend for the Inquiry 2. Submission of Reports 3 Other related work													Case files, Summons, Inquiry notices Inquiry findings Correspondence files	Cases handling attending inquiries	

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4		Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November		
4	Performance Evaluation	1 Plan (Office work/ Human Resources) 2. Organize - (Human Resources, Equipment and Stationery) 3. Directions (Assign Duty on priority base) 4. Control (completion of Pending work/ Monitoring current issues , monitor staff leave)	Legal Officer											Correspondence files Staff data, work plans Work schedules Progress reports	Work efficacy submit the Reports preparing Action plan Maintain Resource (Asset) inventories Assigned Duties monitoring Work Completion of Cases database	

Trade Division

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
1	Department of the Registrar of Company	Coordinating inter Activities between the Department of Registrar of Company and the ministry	Director (International Trade & Agency Coordination)														
2	Lalith Athulathmudali Mahapola Higher Education Scholarship Trust Fund	Coordination of Lalith Athulathmudali Mahapola Higher Education Scholarship Trust Fund and duties as the board secretary of MTF	Director (International Trade & Agency Coordination)														
3	Trade Policy Diagnosis: A baseline study/ situational analysis and benchmarking:	1.1. Conduct a SWOT analysis and / or any other methods of analyses, in terms of the current situation of the internal and external trade of Sri Lanka, with the view to identify policy gaps .	Working committee for the formulation & he Trade Policy (Chaired by the secretary, Ministry of Trade Commerce, Food security & Co-operative Development) – Overall supervision and adversary Director (International Trade & Agency Coordination)												Report on the Trade Policy Diagnosis and Needs Analysis.		
		1.2. Evaluate the trade policies of countries which could be selected as role models, with the view to benchmark their best practices .															

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
		1.3. Identify the problems related to the internal and external trade in Sri Lanka, which should be resolved by trade policy reforms, in order to bridge the gaps identified, and to achieve the benchmarked level identified under 1.2 above.													Report on the Trade Policy Diagnosis and Needs Analysis.		
		Needs analysis by way of a stakeholder consultation and community perception (a sample survey by way of a questionnaire, face-to-face consultations of large groups such as associations, online submission of inputs by the public etc.)	Director (International Trade & Agency Coordination) & Working Committee													Report on the Trade Policy Diagnosis and Needs Analysis.	
		Agenda setting to identify the policy intervention areas and to formulate goals, objectives, strategies and activities, which are related to the policy intervention areas identified.															

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
		Mechanism for continuous monitoring, verification and evaluation of performance	Director (International Trade & Agency Coordination)	2026 - 2028												<p>ii. Two short / medium term Strategic Implementation Plans for the phases of, 2027 to 2032 & 2033 to 2037 (which may be revised, as and when necessary, for the best interest of Sri Lanka, in line with the emerging trends).</p> <p>The Strategic Implementation Plan consisting of the following sections:</p>	

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
		Methodology to carry-out periodic reviews of the policy.	Director (International Trade & Agency Coordination)	2026 - 2028												i. The Implementation Framework outlining the policy intervention areas, goals, objectives, strategies, activities, time frame, outputs, outcomes, impacts, key performance indicators and the responsibilities.	
		Obtaining the approval of the Department of National Planning for the NTP														ii. The mechanism for monitoring and evaluation.	
		Obtaining the approval of the Cabinet of Ministers for the NTP														iii. The methodology to conduct periodic reviews of the policy.	
														Revised National Trade Policy document			
														Finalized NTP ready to be implemented			

Agency Coordination Division

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
01	Establishment matters of institutes under the ministry	Getting approval for cadre/ Recruitments from DMS/ PSC	Additional Secretary (Agency Coordination)												Assisting and Coordinating the Institutes regarding establishment matters	Providing an efficient service to the institutes which gazette under the ministry	
		Confirmations of the relevant posts															
		Promotions of the relevant posts															
		Getting approval for posting from PSC															
		Retirements															
		Getting Approval for the Scheme of Recruitments from PSC/ DMS															
		Giving Approval for Local leave (Except Head of Department)															
		Getting Approval for the Cover-up Duties from PSC.															
		Approving the Performance Appraisal of the Staff Officers of the institute (MUSSD)															
		Approval for Trainees according to P.Ad circular 04/2017.															
		Submitting to get Secretary's approval for relevant Cabinet Papers															
		Maintain carder details of the institutions.															
		Providing approval for language allowances, vehicle allowances, Overtime allowances, combined allowances, weekend and holiday pay etc.															

No	Area of Responsibility	Project/Activity	Responsible Officer	Q1			Q2			Q3			Q4			Output	Outcome
				January	February	March	April	May	June	July	August	September	October	November	December		
		Activities related to preliminary investigations (Except Head of Department)	Additional Secretary (Agency Coordination)												Assisting and Coordinating the Institutes regarding establishment matters	Providing an efficient service to the institutes which gazette under the ministry	
		Dealing with complaints and appeals of the staff of the institutions															
		Activities related to Audit Reports															
		Appointments to interview panels of institutions															
		Collecting information from institutes according to the request by other divisions.															
		Fee revision activities of institutions															
		Any other duties assign by the Secretary															


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Procurement Plan

**The Format for Annual Proposed Procurement Plan
(Relevant Reference to the Procurement Guidelines - 4.1.2)**

**Annual Proposed Procurement Plan for year -2026
Ministry of Trade, Commerce, Food Security and Co-operative Development**

S/N	Description	Quantity/ Scope	Vote particulars	Procurement category	Estimated Cost (LKR.) 000	Procurement	Tentative Date of Specific Procurement Notice	Date of Contract Award Determinati on	Reference to Action Plan	Reference to MPP
						Method Priority Status U= Urgent P= Priority N= Normal				
1			2		3					
				GOODS						
1	Procurement of Stationery	LOT 1	116-1-1201		1,100	Normal	12.01.2026	25.02.2026		S/N 01
		LOT 2	116-2-1201		1,100		07.04.2026	18.05.2026		S/N 01
		LOT 3			1,100		06.07.2026	18.08.2026		S/N 01
		LOT 4			1,100		05.10.2026	16.11.2026		S/N 01
2	Procurement of Toner	LOT 1	116-1-1201		2,000	Normal	23.01.2026	26.02.2026		S/N 01
		LOT 2	116-2-1201		2,000		27.04.2026	01.06.2026		S/N 01
		LOT 3			2,000		14.07.2026	10.09.2026		S/N 01
		LOT 4			2,000		08.10.2026	27.11.2026		S/N 01
3	Printing Letter Heads/Name Board	2000	116-1-1201		40	Normal	05.03.2026	27.03.2026		S/N 01
4	Visiting Card	2000	116-2-1201		50	Normal	10.02.2026	04.03.2026		S/N 01
5	Rubber Stamp	5			10	Normal	21.01.2026	02.02.2026		S/N 01
Procurement of Furniture and Office Equipment										
6	Procurement of Large size office Cupboard -Steel	5	116-1-2101		225	Normal	16.02.2026	26.03.2026		S/N 02
7	Procurement of Small size office Cupboard -Steel and 4 drawers steel cupboard	3	116-2-2101		135	Normal	16.02.2026	26.03.2026		S/N 02
8	Procurement of Table (Dining 1)	1			85	Normal	16.02.2026	26.03.2026		S/N 02
9	Procurement of Chairs (office 6, Dining- 8, Board Room 10, Lobby Chair 8)	32			664	Normal	16.02.2026	26.03.2026		S/N 02
10	Procurement of Waterfilter	1			42	Normal	19.02.2026	27.03.2027		S/N 02
11	Procurement of Heater Jug	1			30	Normal	10.02.2026	27.02.2026		S/N 02
12	Procurement of Wooden Cupboard 01 and Sofa 01	2			610	Normal	12.01.2026	02.02.2026		S/N 02
13	Purchase of Dusters	2			9	Normal	10.02.2026	27.02.2026		S/N 02
Procurement of Plant Machinery and Equipment										
12	Procurement of Desktop Computers	12	116-1-2103		1,800	Normal	27.02.2026	11.05.2026		S/N 03
	Procurement of Laptops	9	116-2-2103		2,000					

S/N	Description	Quantity/ Scope	Vote particulars	Procurement category	Estimated Cost (LKR.) 000	Procurement	Tentative Date of Specific Procurement Notice	Date of Contract Award Determination	Reference to Action Plan	Reference to MPP
						Method				
	1		2				3	4	5	6
13	Procurement of Printers- Black and White	2	116-1-2103		140	Normal	27.02.2026	11.05.2026		S/N 03
	Colour Printer	2	116-2-2103		300					S/N 03
14	Procurement of Photocopy Machine	1			150	Normal	09.06.2026	21.07.2026		S/N 03
	Procurement of Fax Machine	1		32	S/N 03					
15	Procurement of other computer related items	LOT 01		293	Normal	19.03.2026	03.07.2026		S/N 03	
		LOT 02		250	Normal				S/N 03	
16	Procurement of Voice Recorders	1		35	Normal	10.02.2026	06.03.2026		S/N 05	
17	Procurement of Camera Equipment related to the Media unit	LOT 01		1,500	Normal	17.08.2026	22.10.2026		S/N 03	
		LOT 02		1,000	Normal	10.06.2026	05.08.2026		S/N 03	
SERVICE										
18	Software Maintenance		116-1-2-1304		600	Normal	03.03.2026	26.03.2026		S/N 04
19	Procurement of Office Space		116-1-1/2-1404		121,200	Urgent	03.02.2026	08.05.2026		S/N 05
20	Procurement of Janitorial Service		116-1-2-1405		3,600	Normal	07.01.2026	12.02.2026		S/N 06
21	Procurement of Security Service		116-1-2-1407		4,000	Normal	05.10.2026	14.12.2026		S/N 07
22	Procurement of Drinking Water Bottles		116-1-1/2-1403		600	Normal	19.02.2026	27.03.2026		S/N 08
Machinery Service Agreement										
25	Renewal of Service Agreement of Photocopy Machine	2	116-1/2-1409-138		300	Normal	25.04.2026	15.05.2026		S/N 09
		5		20.07.2026			30.07.2026			
		2		14.09.2026			30.09.2026			
26	Renewal of Service Agreement of Fax Machine	10			200	Normal	20.07.2026	30.07.2026		S/N 09
27	Renewal of Service Agreement of Printers	72			1,400	Normal	13.06.2026	10.07.2026		S/N 09
28	Vehicle Insurance		116-1-1/2-1409-139		1,800	Normal	30.01.2026	23.03.2026		S/N 10
29	Foreign (Air Tickets & Insurance)		116-1-1/2-1102		2,500	Normal				S/N 11
WORKS										
Plant, Machinery and Equipment Repair (Recurrent Exp.)										
30	Repair of Camera Equipment related to the Media unit	LOT 01			310	Normal	06.02.2026	08.04.2026		S/N 13
31	Repair of Desktop Computers	38			1,729	Normal	12.03.2026	20.05.2026		S/N 13
32	Repair of Laptops	30			1,400	Normal	12.03.2026	20.05.2026		S/N 13
33	Repair of Printers and Scanners	11	116-1-1/2-1302		165	Normal	28.04.2026	10.06.2026		S/N 13

S/N	Description	Quantity/ Scope	Vote particulars	Procurement category	Estimated Cost (LKR.) 000	Procurement	Tentative Date of Specific Procurement Notice	Date of Contract Award Determinati on	Reference to Action Plan	Reference to MPP
						Method Priority Status U= Urgent P= Priority N= Normal				
	1		2				3	4	5	6
34	Repair of Photocopy Machine	1			325	Normal	28.04.2026	10.06.2026		S/N 13
35	Repair of other Computer related Items	14			333	Normal	06.02.2026	18.03.2026		S/N 13
36	Repair of Coffee Machine	1			10	Normal	03.06.2026	26.06.2026		S/N 13
37	Repair of Projectors	3			170	Normal	28.04.2026	10.06.2026		S/N 13
38	Building and Structure Repairs		116-1-1/2-1303		700	Normal				S/N 14
39	Building and Structure- Partition Work New Building		116-1-1/2-2001		40,000	Priority	04.05.2026	03.07.2026		S/N 15
40	Vehicle Maintenance		116-1-1/2-1301		27,100	Normal	12.01.2026	18.11.2026		S/N 12
	Plant, Machinery and Equipment Rehabilitation									S/N 16
41	Desktop Computers	15			580	Normal	26.05.2026	02.07.2026		S/N 16
42	Laptops	9			270	Normal	08.07.2026	28.08.2026		S/N 16
43	Printers and Scanners	9	116-1-1/2-2002		720	Normal				S/N 16
44	Projectors	3			110	Normal	10.08.2026	17.09.2026		S/N 16
45	Photocopy Machine	5			720	Normal	17.06.2026	16.07.2026		S/N 16
46	Other-Providing facilities for mechanised paddy drying	Stage 01	116-1-2-2509-107		600,000		06.07.2026	30.04.2026		S/N 17
		Stage 02				04.05.2026	30.06.2026			
		Stage 03				08.07.2026	10.09.2026			
		Stage 04				28.09.2026	20.11.2026			
47	Improving facilities to ensure food security	Stage 01	116-1-3-2509-108		1,000,000		19.02.2026	10.04.2026		S/N 18
		Stage 02				12.05.2026	06.07.2026			
		Stage 03				28.07.2026	28.09.2026			
		Stage 04				05.10.2026	27.11.2026			

1,832,500


Prepared by


Neluka M. P. L.
Chief Recommendation
Ministry of Trade, Commerce & Co-operative Development
No:492, R.A. De Mel Mawatha,
Colombo 03.


Approval Officer Secretary to the Attorney/CAO

K.A. Vimalenthirajah
Secretary
Ministry of Trade, Commerce,
Security and Co-operative Development
No. 492, R.A. De Mel Mawatha, Date
Colombo 03.

Sl. No.	Description	Quantity/ Scope	Vote particulars	Procurement category	Estimated Cost (LKR.) 000	Procurement	Tentative Date of Specific Procurement Notice	Date of Contract Award Determinati on	Reference to Action Plan	Reference to MPP
						Method				
						Priority				
						Status				
						U= Urgent				
						P= Priority				
						N= Normal	3	4	5	6

1 Indicate each procurement separately.

2 Indicate the Vote Particulars (Fund-Program-Project-Sub-Project-Object Item-Finance Code) pertaining to each procurement.

3 Indicate proposed date of Completion of preparation of draft Bidding Document, PQ Invitation, EOI etc.

4 Indicate proposed date of Contract Award.

5 Indicate the serial number of the corresponding activity in the Action Plan.

6 Indicate the serial number of the corresponding activity in the Master Procurement Plan.

Note: Procuring Entity is responsible to include all procurements proposed to get the budgetary allocations for the particular year.

Internal Audit Plan



Internal Audit Plan – 2026

Ministry of Trade Commerce Food Security and Co-operative Development

01. Vision, Mission , Objectives and Functions

1.1. Vision

“Sustainably Developed Sri Lanka”

1.2. Mission

“Establishing, maintaining, and monitoring a national trade policy in line with local as well as international standards, which ensures the equality and rights of manufacturers, traders, suppliers of measurement services or other services, whilst ensuring leadership in the trade sector, performing service and monitoring activities, obtaining new market opportunities entering in to bilateral, multilateral, and regional trade agreements, contributing to ensure a higher life standard enhancing the quality of consumer items and services of Sri Lankans.”

1.3. Objectives

- i. Applying custom tariff policy as a tool for controlling the market behaviour so as to secure the rights of local producers and consumers through a National Trade Policy and encouraging exports by way of granting tax concessions to local producers in order to induce productions.
- ii. Maintaining the cost of living at the minimum possible level maintaining the prices of essential items at such occasions where the prices of goods at the markets are escalating
- iii. Providing necessary guidance to implement relief programmes for the benefit of consumers through the government institutions such as Lanka Sathosa, Co-operative Development Department, Co-operative Societies and Associations etc. at national level in an open market environment
- iv. In an open market environment ensuring the application of measurement standards for the benefit of trading community as well as consumers.
- v. Enhancing legal framework with infrastructure facilities to maintain buffer stocks of essential items within the country to assure food security.
- vi. Providing guidance to the Consumer Affairs Authority for the legal activities relevant to safeguard consumer.

- vii. Preparing mechanism to maintain a data base relevant to the institutions under the Ministry, update such data bases, and make links with external information providers.
- viii. Providing guidance to implement the measures relevant to protect the proper standards of local products and export items.
- ix. Making contribution to maintain welfare processes to encourage children for higher education.
- x. Making directions to implement conservation process for the protection of national intellectual properties.
- xi. Guiding for accreditation services conforming to the national and international standards
- xii. Establishment of the institutional background and encouragement of connected institutions in order to protect and promote the economic and commercial interests of Sri Lanka and encourage the exporters for opportunities in international market.
- xiii. Providing necessary facilities and coordination in signing multilateral and bilateral trade agreements with various countries
- xiv. Providing necessary directions for legal coordination in relation to Generalized System of Preferences (GSP), Non Mutual Trade Agreements (NMTA), Free Trade Agreements (FTA) and Regional Trade Agreements (RTA) of Sri Lanka.

1.4 Functions

- i. Formulation of policies in relation to the subject of trade in line with the policy manifesto 'Vistas of prosperity and splendor' and based on other national policies to be implemented by the government.
- ii. Formulation, implementation of subjects, functions and related policies of the Departments, State Corporations and Statutory Institutions under the Ministry and carrying out follow up actions and evaluation in this regard.
- iii. Formulation of National Trade Policy and taking action to coordinate the institutes relevant to the implementation of such policy.
- iv. Creating competition in the market for ensuring the rights of consumers, formalizing internal trade and safeguarding consumers, supervising the market, conducting raids and raising awareness amongst traders and consumers.
- v. Performing the role of mediator in order to control the escalation of prices in the local market.
- vi. Encouraging and facilitating institutions to identify new export opportunities in the world market and explore opportunities for new bilateral, multilateral and regional agreements
- vii. Establishment of an intellectual property system, which promotes protection of the intellectual properties of Sri Lanka and economic sustainability
- viii. Making legal base for companies, businesses and other institutes and formalizing their functions

Time Allocation

Number of Officers in the Internal Audit Branch

Chief Internal auditor	01
Development Officers	02
Management Assistants	02
Total Number	<u>05</u>

Total Man Days

Total number of working days per year	245
Number of Officers in the division	<u>05</u>
Total Man days	<u>1225</u>

Allocation of Days for Internal audit Division Functions

Function	Man Days	Frequency	Total Man Days
Ministerial AMC Meetings pre and post activities	15	04	60
Attending Institutional AMCs	09	04	36
Preparation of Audit Plan	20	01	20
Revised Audit Plan	06	01	06
Follow up Action Reports of AMCs	15	04	60
Preparation of statutory reports as per Mgt audit circular 1/2025			15
Administration activities of Internal Audit Division			8
Total Man Days			205

Time allocation for Internal Audit Activities

Serial no	Division	Expected Weightage	Expected man Days
01	Administration	20	250
02	Finance	33	281
03	Planning	10	106
04	Development	16	171
05	Agency Coordination	10	106
06	Trade and Research	10	106
	Total	100	1020

2. Internal Audit Plan 2025

(01) Serial No	(02) Respective Division	(03) Activities for audit identified by internal audit on Risk evaluation	Type of Audit	(05) Period of perform Internal audit work				(06) Number of audit reports expected to be submitted
				1 Quarter	2 Quarter	3 Quarter	4 Quarter	
1.	Admin	Vehicle Management (i) Vehicle Repairs (ii) Vehicle maintenance (iii) Vehicle Accidents (iv) Vehicle Insurance (v) Vehicle disposal	System Audit		√			01
2.		Preparation of Cabinet Memorandums (i) Timely preparation (ii) Compliance	Compliance Audit	√				01
3.		Training Programs (i) Equal opportunity given (ii) Relevance (iii) Adherence to the circular requirements (iv) Assess Training Plan	Performance Audit				√	01
4.	Finance	Cash Book, Vote ledgers and maintenance of books, CIGAS and ITMIS program Cash Management, (Cash receipts, Banking, Safe Management and Cheque book controls, Shroff activities, bank reconciliation, petty	System Audit	√	√	√	√	01

		cash and advance settlements)						
5.		Asset management Inventory Management, Inventory registers management, Annual Board of Survey, Preparation of Final report, disposal activities, maintenance of Fixed Asset Register	System Audit		√		√	01
6.		Payroll Management (i) Backups and Password protection (ii) Salary Sheet maintenance (iii) Salary deductions (iv) Payment of Increments	System Audit		√	√		01
7.		Management of Procurement Activities i. Preparation of Procurement Plan ii. Procurement of Development projects iii. Procurement of Fixed Assets iv. Procurement of Office Equipments v. Procurement of Inventory Items vi. Procurement of Contractual Services vii. Review Procurement Plans of the Institutes under the Ministry viii. Preparation of Master Procurement Plan	Performance Audit	√	√			01

8.								
9.	Agency Cordination	Progress of cadre review requests /SOR requests/FR 71 Requests made by institutes under the Ministry supervision	System Audit	√				01
10.		Timely handling of special requests made by the institutions / Directives given by the secretary	Performance Audit		√	√	√	01
11.	Trade and Research	Develop Competition policy framework required for the facilitation of activities through trade agreements and taking action to expand market accessibility to Sri Lankan products.				√		01
12.		Developing a new legal framework for co-operative development in Sri Lanka including producer co-operative societies and Co-operative bank.	Performance Audit			√	√	
13.	Development	Operations of Dedicated Economic Centres as planned and implemented properly under the legal framework of the newly established "national Agri market Services Limited" which was specifically created to manage these centres.	Performance Audit	√	√	√	√	01
14.	Planning	Preparation of Annual Action Plan, Activity Plan and Capital project co-ordination for Annual Budget by the institutions under the purview	Compliance Audit	√				01

		of the Ministry						
15.		Quarterly Progress Review Meetings of the Institutions to follow-up progress of Development Projects	Compliance Audit	√	√	√	√	01
16.		Monitoring the construction of proposed Co-operative square building	Performance Audit	√	√	√	√	01
17.	Internal Audit Branch	Special Investigations	Finance Audit Forensic Audit Special Audit	√	√	√	√	•
18.		Other special duties		√	√	√	√	•

*Vary depending on the duties assigned by the Secretary

The time periods of the above audit plan were calculated based on the working days of chief internal auditor and existing support staff of the Internal audit Branch. This Plan is subject to change based on actual resource availability, unplanned investigations and limitations occurred.

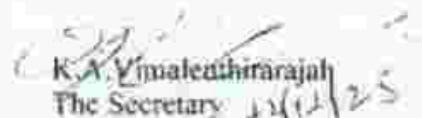
Recommend 2026 internal audit plan



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Chief Internal Auditor
Ministry of Trade, Commerce, Food Security and Co-operative
Development

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Ministry of Trade, Commerce and
Food Security
No. 482, R. A. De Mel Mawatha,
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Approved 2026 Internal Audit Plan



K.A. Vimalenthirarajah
The Secretary
Ministry of Trade, Commerce, Food Security and Co-operative
Development

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