

ANNUAL REPORT TO THE RIGHT TO INFORMATION COMMISSION
YEAR ENDING 31ST DECEMBER - 2019

1. Details of Public Authority:

1.1 Name:

Ministry of Finance, Planning & Local Government - NP

1.2 Address:

A9 Road, Kaithady

1.3 Web-link:

www.np.gov.lk

1.4 Name of line Ministry / Provincial Ministry

(if the Public Authority is not a Ministry or a Provincial Ministry)

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2. Briefly describe the mandate and the nature of services offered by the Public Authority.

- ❖ Preparation draft statue according to the ministry's portfolio.
- ❖ Coordinating the matters of Local Authorities referred by Hon.Minister / Hon.Governor.
- ❖ Ensure the establishment matters such as appointment, confirmation and promotion etc.
- ❖ Guide to prepare the annual implementation plan for all source of funds under institution of ministry.
- ❖ Preparation and implementation of PSDG, CBG and Line Agencies of the ministry.

3. Name and contact details of the Information Officer and the Designated Officer.

Information Officer	Mr. J.Lawrence, Administrative Officer	Tel: 021 205 7113 Email: cmininp@gmail.com
Designated Officer	Mrs. S.Mohanathan, Secretary	Tel: 021 205 7110 Email: cmininp@gmail.com

4. Compliance Review:

<u>Please provide details</u>	
(S7, S8 and S9 of the Act read together with Rules and Regulations of the Commission)	
1	Provide details of how records are maintained, catalogued and indexed?
	A record has comprised with data, files, and other official documents and categorized regularly.
2	Provide details of records maintained in electronic format?
	Information not stored digitally. (It is stored in MS Word format)
3	Provide details of how the following information is made known to the citizens.
	Information on powers, duties and functions of officers and employees of the Public Authority and the procedures followed in decision making.
	<ul style="list-style-type: none"> ❖ By citizen charter. ❖ By circulars, Standing Orders. ❖ By media sources publications. ❖ By organization chart ❖ By other official publications
	Norms set for the discharge of the functions, performance of the duties and exercise of the powers of officers and employees of the Public Authority.
	it is expressed by the Establishment Code, Financial Regulations, Provincial statutes, other Regulations and Circulars.
	Rules regulations, instructions, manuals and other categories of records used by the officers and employees of the Public Authority in the discharge of their functions, performance of their duties and exercise of their powers.
	it is expressed by the Establishment Code, Financial Regulations, Provincial Statutes Other Regulations and Circulars.
	Details of facilities available to the citizens for obtaining information under the Right to Information Act.
	it has been provided on NPC website and our Official Notice Board
	Details of budgets allocated indicating the particular of plans proposed expenditure and reports on disbursements made.
	This information has been published on the Provincial Website
4	Is information made available in all three languages?
	No. (available only two languages - Tamil & English)
5	If the Public Authority is a Ministry, how many urgent and other project's details were made known during the year? Not relevant
	Foreign Funded Projects (3 months prior to commencement)
	Nil
	Locally Funded Projects (3 months prior to commencement)
	Nil
	Foreign Funded urgent Projects (7 days prior to commencement)
	Nil
	Local Funded urgent Projects (7 days prior to commencement)
	Nil

5. Details of information requests during the year:

		Number
1	Number of information requests for the year	18
2	Number of requests for which information has been provided fully	16
3	Number of requests for which information has been provided partially	02
4	Number of information requests refused or denied in terms of Section 5 of the Act	01
5	Number of information requests denied, other than for reasons contained in Section 5 of the Act (e.g. non availability of information)	01
6	What is the average time (number of working days) taken to respond to an information request?	10
7	How many information requests were received by post?	18
8	How many information requests were received by e-mail?	-
9	How many information requests were received by any other means other than by post or e-mail?	-

6. Type of information requests

With regard to what type of information were the highest and second highest numbers of information requests were received.	
Highest – Establishment Matters	
2 nd Highest – Financial Matters	
How many information requests were received in respect of the following categories	
<u>Category</u>	<u>No.</u>
Procurement related	00
Establishment matters	11
Political victimization	01
Financial (including budgets and projects)	04
Environment	02
Policy	00
Others (Inquiry Report etc.)	00

7. Requester Profile

	Number of requests	% of the total
Number of information requests by individual citizens	15	83.33
Number of information requests by institutions	03	16.67
Specify the number requests from each of the following provinces		
Central Province	00	00
Eastern Province	00	00
North – Central Province	00	00
Northern Province	18	100
North – Western Province	00	00
Sabaragamuwa Province	00	00
Southern Province	00	00
Uva Province	00	00
Western Province	00	00

8. Were any sanctions / disciplinary action imposed on any person for refusing to provide information? (Please provide details)

No

9. Appeals and Commission Directions

	Number
APPEALS TO THE DESIGNATED OFFICER	
Number of appeals made to the Designated Officer	02
Number of times the information was provided at the direction of the Designated Officer	02
APPEALS TO THE RIGHT TO INFORMATION COMMISSION	
Total No. of appeals, of which the Public Authority has notice of, lodged with the Commission against refusal to communicate information	02
Total number of times the Commission ordered / directed that information be provided (No of successful appeals in favor of the appellant)	02

10. Information Management and storage of records.

10.1 Please provide details of the information management and storage system?
The official documents records maintained properly & classified with the index in record room.
10.2 Was the system updated during the year? If yes, please provide details
Yes. Our ministry updates and maintains the record system to meet the public requirements and deliver the information.
10.3 Provide details of the way in which records are stored? (e.g. record room, electronic data bank with / without documentary back-up, on site / off site
Periodically, records are regularized in record room.
10.4 Are the records in storage referenced, indexed and stored in an easily retrievable manner?
Yes. All the records are indexed and easily searchable.
10.5 Provide details of improvements or changes were carried out during the year to the indexing and referencing system referred to above
Generally, it would be computerized.
10.6 On average how much time is required to search and produce a record that is in storage?
Generally, records can be made document within 3 hours.
10.7 In case of physical storage, are the records on-site, off-site or both?
Both sites.
10.8 Have you provided for maintaining of existing records (up to 4th August 2016) for 10 years and new records (after 5th August 2016) for 12 years?
Yes. There is a continuous procedure to maintain record room. In addition, the record keeper takes custody of all files and other documents periodically discharged from various divisions in keeping with the guidelines and practices. The records are available in the record room and disposed from time to time according to the relevant regulations.
10.9 Have you made budgetary provision for information storage and management?
Not at present, but the action would be taken in future.
10.10 If records are not digitally maintained, please indicate what steps have been taken during the year or proposed to be taken to migrate records to a digital format?
The official documents records maintained properly & classified with the index. Migration of records to a digital format would be taken in future.
10.11 If information is stored digitally, is it done by the Public Authority or an external entity?
Information is not yet stored digitally.
10.12 Are digitally stored data / records accessible via the internet?
No
10.13 If yes, is network security updated at least once a month?
Yes, Network security is updated continuously.

11. What suggestions do you have to remove constraints and improve the practices relating to the maintenance, management and destruction of records?

It would be implemented island wide as a general recording data system.

12. What facilities are available to the citizens for obtaining information? Please give details, including any improvements carried out during the year

All information about the RTI Act, have been published in our website and our secretariat notice board to the public for understanding easily.

13. How much fees were collected by the Public Authority during the year through information requests?

Rs. 20.00 (Rupees twenty only)

14. What suggestions do you have for improving the effectiveness of the regime of transparency?

Improvements within your Public Authority

Trainings should be provided to all the officials that how the records/data to be maintained to facilitate the RTI process, which eventually will improve the effectiveness of the daily works.

Improvements in general

More awareness programmes would be conducted to the rural public and it might be enhancing the expectation of RTI Act is to be much better.

15. Any other information you wish to provide or comments you wish to make?

In order ascertain that the information is requested by a citizen of Sri Lanka, it is suggested that the relevant forms be updated to obtain the NIC number or relevant identification information of the requestor.

Signature :

Name : Mrs. S.Mohanathan

Designation : Secretary

Date : 26.02.2020