

Chief Secretary,  
All Secretaries,  
Deputy Chief Secretaries and  
Heads of Departments.

**Governor's Memorandum -2011/ 09**

**Quarterly Review Meetings for Monitoring Development Activities  
Under the Capital Budget - EPC**

Streamlining the capital budget process and implementation of development activities in more efficient and effective manner to help people getting the sustainable benefits of development is very important. Basically, this process in planning, budgeting and implementation should carefully ensure;

- i) appropriate intervention of investments in development sectors on prioritized need basis,
- ii) effective utilization of funds allocated to the Eastern Province and sectors by Provincial ministries and departments,
- iii) efficient and smooth implementation of development activities including procurement process by sector agencies,
- iv) practicing efficient monitoring system to ensure objective, financial and physical achievements on result basis at all levels in Provincial administration

In order to achieve the above purposes, regular Review Meetings will be conducted to ensure the available funds are effectively invested in programmes which are in conformity to the national sectoral policies and development directions. In addition, these meetings will facilitate monitoring the implementation process, progress of approved programmes and sector and institutional performance. The review meetings will also help the management and implementation team by providing proper guidance, sharing experience with best practices, remedial actions on administrative and implementation issues.

The meeting will be;

- under my chairmanship at my office.
- with the participation of Chief Secretary, Provincial Ministry Secretaries, Deputy Chief Secretaries, Heads of Departments and representative from Finance Commission.
- assisted by Deputy Chief Secretary-Planning functioning as secretary for this meeting.
- conducted quarterly in mid part of each quarter on a regular basis.
- having contents based on approved annual implementation plan of all sectors in EPC and the programmes implemented using provincial funds and with financial support from special projects and other line agencies.
- in addition to the Provincial Planning Committee meeting chaired by the Chief Secretary and Secretaries Meeting chaired by me in practice already.

The date for the meetings will be informed in advance and necessary updated information for review to be submitted to the Provincial Planning Secretariat one week before the date of the meeting. The review meetings will be conducted from first quarter of 2012.

Mohan Wijewickrama  
Governor  
Eastern Province