

# Provincial Planning Committee - Eastern Provincial Council

## Minutes of the Meeting (No. 01/2017)

Venue : Conference Hall, EPC, Varothayanagar, Trincomalee.

Date : 18<sup>th</sup> July 2017

Time : 9.30 a.m.

Participants : List attached

The Chief Secretary chaired the meeting and welcomed all the participants. In his welcome address, Chief Secretary expressed the importance of the PPC meetings, highlighting the contents of information and productive decisions and directions for programming, approval, implementation and monitoring Capital budgeting and Annual Development Programme of EPC.

The Chief Secretary requested coordination and collaboration of all agencies for successful implementation of development programme and also valuable contribution at this forum. He further informed that the meeting is arranged very productive manner and tabled useful documents, which make convenient to all have clear overall picture of provincial development programme and current status. He, therefore, insisted all the secretaries & heads of provincial agencies to make use of these valid documents to take up appropriate decisions and follow-up actions.

At his keynote address, Chief Secretary informed further, the initiatives on streamlining provincial development process which will be the planning, finance and engineering together in a common framework at provincial level. Also he highlighted the volume of work and the necessity of coordination and monitoring the programme under other sources funds implemented by provincial agencies. Chief Secretary informed that a separate regular review meeting for the programme under other sources of funds will be arranged as part of PPC with the officials of relevant sectors.

### 1. Overview of Capital Budget and Development Programme (CAIP 2017)

The Deputy Chief Secretary-Planning initially stated that the implementation of this year AIP arranged & carried out tactically as fund allocation for this year was much limited as Rs.1544.1 mn, leading inability in settlement of huge amount of 'bills in hand' amounting Rs.1,319.0 mn from 2016 and to carry over Rs.326.8 mn worth of continuation works. This situation leads for delays in commencement of new works in this year programme.

He further informed that however, with many attempts by provincial high level authorities including political leaders, the General Treasury granted a supplementary allocation Rs.1,319.0 mn under PSDG for settlement of bills in hand. The Deputy Chief Secretary-Planning explained overall framework of Capital budget and the current situation of consolidated annual development programme of EPC.

He summarized the programme with presentation, informing the provincial capital budget Rs.4,061.7 including (i) PSDG - Rs.2,863.1 mn (*Regular- Rs.1,544.1 + Supplementary - Rs.1,319.1*), (ii) CBG - Rs.513.6 mn (*small sector prog.- Rs.114.5 + DCB- Rs.185.0 + Institutional infrastructure - Rs.214.1*) and (iii) Special Projects - Rs.685.0 mn (*SHSDP- Rs.360.0 + TSEP- Rs.325.0*). In addition, Rs. 5,593.8 mn is committed by few line ministries and other agencies to implement the development activities through the relevant provincial agencies this year.

He also insisted that 63 % of the time period has passed in this year, but the current progress situation is far behind, it is expected the serious efforts from all provincial agencies to complete whole programme in time.

**Decision 1:** Take appropriate action to expedite complete the process for bills in hand and continuation works and implement new works in time.

*Responsibility: All Secretaries & HODs*

### 2. Settlement of Bills in Hand

It was reported that total amount Rs. 1,319.0 mn as bills in hand at all agencies under PSDG as at 31.12.2016. General Treasury has granted same amount as supplementary allocation in 2017 to settle those bills. Current status of settlement of bills in hand was reviewed in detail by sectors and agencies. It was realized that certain amount has not yet settled and small amount are under servings. It was noticed that out of total unsettled amount, the big portions are under education & health sector and suggested detail discussion with them is required immediately to review by activities.

**Decision 1:** Requested all agencies to confirm the final actual amount of bills in hand as at 31.12.2016 and settle actual expenditure without delays and send final report on this to provincial treasury before 31<sup>st</sup> July 2017 with copy to provincial planning secretariat in order to finish the supplementary allocation subject.

*Responsibility: Relevant Secretaries & HODs*

**Decision 2:** Conduct meetings with relevant officials of health and education sectors on 26<sup>th</sup> July and review the situation of settlement of bills in hand by activities and finalize the actual amount for settlement

*Responsibility: DCS-Finance*

### 3. Completion of Continuation Works

It was noted that out of 233 continuation works worth of Rs.326.77 mn, only 111 works were completed up to now and much delays as targeted for completion of all the continuation works. (before end of June 2017). Observed many works are very small, particularly in education sector. These situation is not justifiable.

**Decision 1:** Requested relevant provincial agencies to expedite the implementation and complete all the continuation works early and update the progress and expenditure timely.

*Responsibility: Relevant Secretaries & HODs*

**Decision 2:** All the secretaries are instructed to hold regular sectoral review meetings within their clusters and take appropriate remedial actions as remaining period for implementation is short.

*Responsibility: All Secretaries & HODs*

### 4. Approval and Implementation of New Works

It was informed that approval is granted for the new activities on priority basis under PSDG and CBG as per the direction and instructions of the Finance Commission considering the availability of funds in systematic manner. The copy of the letter of Finance Commission was sent to all agencies early with approval letter.

All programmes under PSDG with the concurrence of Finance Commission have already been granted approval for implementation. Approval for few activities are awaited as FC concurrence after clarification and delay/not submission of appropriate activities, specially Health Programme under Kalmunai Region needs justification.

Under CBG programme, approval is already given for the development natured activities including provincial DCB, small sector development programme and vehicle leasing. And 50 % of the programmes under administrative facilities have been already approved, balance will be approved soon, considering the funds availability, needs on priority basis as most items are small supplies that can be completed in a short period.

**Decision 1:** Requested to expedite the implementation process of new works under PSDG & CBG and complete them before end of this year and lively update the progress in the CAIP database.

*Responsibility: All Secretaries & HODs*

### 5. Memoranda for Changes in Approve Activities in AIP

02 memoranda from Department of Industries proposed for changes in approved AIP were tabled at PPC and approval granted for implementation with changes in approved programme.

### 6. Streamlining Development Process and Practices of EPC

DCS-Planning informed a short-term consultant is now studying the existing process & practices and he will submit a comprehensive report for streamlining the development process and practices in EPC, incorporating views and suggestions from all relevant the provincial agencies in view with single effective framework includes provincial planning, finance and engineering services. He will submit the draft version in first week of August and it will be finalized after final discussion with secretaries and HODs by second week of August. The final report will be submitted to the BoM and Hon. Governor for their approval.

At the same time, It was discussed and insisted that the current process and practices of many special projects & line ministry programme are not in line with existing provincial planning system & process. It is violated at different levels and no proper information on them at provincial level. DCS-Planning explained with a flowchart which expected processing channel in line with provincial development process and the mandatory role of Chief Secretary, Deputy Chief Secretaries and Secretaries & HODs.

**Decision 1:** All agencies in EPC should follow strictly the appropriate process through proper channel, specially in connection with external agencies.

*Responsibility: All Secretaries & HODs*

**Decision 2:** As part of PPC, a separate meeting to be arrange early to review the programmes under other sources of funds and its progress with participation of relevant provincial agencies.

*Responsibility: DCS-Planning*

## **7. Implementation of Special Projects**

### **(i) ONUR (Reconciliation Programme)**

Office for National Unity & Reconciliation initiated development programmes in health & education sectors mainly targeting mostly affected areas in Northern and Eastern Provinces under reconciliation process in collaboration with provincial administrations. The approved programmes for this year are under implementation. However, it has brought to the notice that the delays in implementation. The Chief Secretary instructed to the relevant agencies to expedite the implementation process and complete the works in time as it is special programme expected quality output in given period. Now ONUR is extending its programme to next year, inviting proposal from the relevant sectors. And the proposals will be submitted for implementation in next year.

Officials from Health & Education sectors raised an issue at this meeting that they experienced a critical situation in project identification as central agencies are also implementing the similar programme, leading duplication /overlapping of works and they were compelled in changing activities later and it also delay the progress. Therefore, it was decided to have a pre-discussion with ONUR and relevant stakeholders before finalization of next year programme.

**Decision 1:** Complete all the activities as planned in this year, before 31<sup>st</sup> October 2017 and report the expenditure early, enable to make request for imprest from ONUR.

*Responsibility: Secretaries of M/Health & M/Education, PDHS and PDE*

**Decision 2:** Submit the quality comprehensive proposals for 2018 programme early, in alignment with the concept "reconciliation" and location "mostly affected areas".

*Responsibility: DCS-Planning, Relevant Secretaries & HoDs*

**Decision 3:** Request for pre-discussion with ONUR with participation of implementing partners in provincial councils and central agencies, before finalizing next year programme.

*Responsibility: Chief Secretary & DCS-Planning*

### **(ii) Balance Regional Development Programme**

It was informed that BRD programme is special project with specific objectives and 03 years implementation period from 2014 to 2016 with total fund allocation from EPC Rs. 158.7 mn ( PSDG- 128.7 and CBG- 30.0. On request for additional works required for operation, additional Rs.40.0 mn has been allocated under CBG in 2017. Requested to finalize the expenditure for the allocation up to 2016, settling bills in hands under supplementary budget within a week. Director- Planning of M/Local Government informed that one factory is in operation already and balance works of other two factories will be completed and commence operation before end of September 2017 and other necessary arrangement are being done for operation.

**Decision 1:** Update the information on settlement of bills in hand and amount used under deposit accounts to Provincial Treasury and Provincial Planning Secretariat before 31<sup>st</sup> July.

*Responsibility: Secretary- LG & Rural Industry and PD/Rural Industries*

**Decision 2:** Submit a comprehensive report on completion of the projects as it is 3 years special project and update progress information. Necessary arrangements for the operation of 02 centres from October 2017.

*Responsibility: Secretary- LG & Rural Industry and PD/Rural Industries*

## **8. Implementation of Provincial DCB Programme -2017**

Chief Secretary briefed the implementation arrangement of this programme. The current status on Provincial DCB programme-2017 was discussed. Though there was delays in programme arrangement, the first patch of works was approved in May for implementation. It was observed slow progress in implementation and no proper arrangement to utilize available imprest for this prioritized programme.

**Decision 1:** Requested Council Secretariat to take action to release necessary imprest from Provincial Treasury for approved programmes under relevant sector agencies and coordinate relevant provincial agencies for effective implementation of this programme. It was decided to release initially 25% of the imprest to the relevant departments.

Responsibility: Secretary- Council Secretariat

**Decision 2:** Take quick action to release imprest initially 25% of approved programme to the relevant agencies.

Responsibility: DCS- Finance and Secretary- Council Secretariat

**Decision 3:** Expedite the implementation process enable to complete all approved activities before end of November and update the progress information in regular.

Responsibility: Relevant Secretaries and HoDs

## 9. Any Other Matters

### (i) Annual Capital Budget Needs -2018

It was informed that annual needs for 2018 (PSDG- Rs.13, 669.0 mn & CBG – 1,423.0 mn) was already submitted to the Finance Commission and now under their review for finalizing next year capital budget to the provinces. Chief Secretary directed all to give special attention in future programmes on dengue control, waste management, poverty reduction, lacking area development etc. on those are priority and important issue at national level.

### (ii) Construction of Common Office Complex & Mini Conventional Centre

In view to strengthen provincial administration and durable development intervention, necessary common administrative infrastructure to be improved by creating physical assets to the provincial council. Two proposals i.) Common Office Complex and ii.) Mini Conventional Centre for EPC were received and now consideration to construct under common infrastructure facilities in CBG programme. The appointed committee (DCS-P, DCS-F, DCS-ES and PD-Building) will study the proposals and plan in detail and facilitate to Chief Secretary to accomplish this task. It was decided to obtain architectural advisory input to design these building, engaging external architect in possible short method.

Deputy Chief Secretary-Planning informed that construction period of these two buildings will be more than a year and necessary portion of funds can be allocated in this year enable to commence the construction works and implement in remaining period in this year.

**Decision 1:** Department of building will prepare design and estimates in consultation with the committee and DCS-Engineering Services will provide overall technical advice and necessary arrangement to obtain architectural inputs for these 02 buildings.

Responsibility: The Committee and PD/Buildings

### (iii) Emergency Fund

It was informed that a provision Rs. 5.0 mn is reserved under CBG in (Common infrastructure facilities programme) emergency capital needs to meet any urgent/unexpected capital expenses due to natural disaster or urgent requirement for small scale community infrastructure in the province.

### (iv) Vehicle Repairs

It was instructed not to include any item for 'repairs of vehicle' or 'maintenance of office buildings' under capital budget as those expenditures can be under maintenance of assets in recurrent budget.

### (v) Small Roads improvement with Gravelling

Few agencies brought to the notice that improvement of small rural roads has to be undertaken with small amount of allocation unavoidably under small-scale rural/community infrastructure programme (eg. limited allocation under provincial DCB). There is a general restriction in FC guideline for gravelling roads. It has decided to undertake improvement of small roads with small amount of investment by gravelling where tarring / concreting is not possible.

Chief Secretary concluded the meeting, thanked all for their participation & contribution at the meeting. He reiterates the importance of the PPC meeting as it is with informative forum and productive decision & directions.

The meeting ended at 11.15 a.m.



D.M.S. Abayagunawardana  
Chief Secretary, EPC.

Distributions:

Hon. Governor, Eastern Province  
Hon. Chief Minister, Eastern Province  
Secretary, Finance Commission  
All Secretaries & HoDs, Eastern Province  
Assistant Auditor General, Eastern Province

**List of Participants:**

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|-------------------------------------|--|
| 1. Mr. D.M.S. Abayagunawardana      | Chief Secretary & Chairman of PPC                            |
| 2. Mr. V. Mahendrarajah             | Deputy Chief Secretary- Planning & Secretary of PPC          |
| 3. Mrs. J.J. Muraleetharan          | Secretary to the Governor                                    |
| 4. Mr. K. Karunaharan               | Secretary, Ministry of Health & Social Services              |
| 5. Mr. J.S.D.M. Asanka Abeyawardana | Secretary, Ministry of Education, Sports, & Cultural Affairs |
| 6. Mr. I.K.G. Muthubanda            | Secretary, Ministry of Road & Land Development               |
| 7. Mr. N. Meenadchi Sundaram        | Deputy Chief Secretary- Finance                              |
| 8. Eng. A. Velmanickam              | Deputy Chief Secretary- Engineering Services                 |
| 9. Mrs. K. Pathmarajah              | Deputy Chief Secretary- Personnel & Training                 |
| 10. Mr. H.M.M. Rasheed              | Chief Internal Auditor                                       |
| 11. Mr. S. Abeywickrama             | Chairman, Transport Authority                                |
| 12. Mrs. K. Vijayathanan            | Asst. Director- Planning, District Secretariat, Trincomalee  |
| 13. Mr. P. Rajakulendran            | Asst. Director- Planning, District Secretariat, Ampara       |
| 14. Dr. K. Muruganandan             | Provincial Director, Health Services                         |
| 15. Mr. M. Y. Saleem                | Provincial Commissioner, Local Government                    |
| 16. Eng. S. Mahinthan               | Provincial Director, Road Development.                       |
| 17. Eng. K. Chandramohan            | Provincial Director, Buildings                               |
| 18. Mr. S.M. Hussain                | Provincial Director, Agriculture                             |
| 19. Dr. M.A.M. Fazi                 | Provincial Director, AP&H                                    |
| 20. Mrs. U. Kavitha                 | Provincial Director, Rural Development                       |
| 21. Mr. N. Mathivannan              | Provincial Director, Sports                                  |
| 22. Dr. R. Srithar                  | Provincial Commissioner, Indigenous Medicine                 |
| 23. Mr. V.T. Sharma                 | Provincial Commissioner, Co-Operative Development            |
| 24. Mrs. V. Raveendran              | Provincial Commissioner, Motor Traffic                       |
| 25. Mrs. V. Shivapiriya             | Provincial Director, Cultural Affairs                        |
| 26. Mr. A.S.M. Fayis                | General Manager, Housing Authority                           |
| 27. Ms. M.M. Halida                 | Director, MDTU   |
| 28. Mr. S. Suthaharan               | Director, Fisheries  |
| 29. Mr. M.I.M. Mahir                | Deputy Commissioner, Revenue                                 |
| 30. Eng.V. Rajakopalasingam         | Deputy Director, Irrigation                                  |
| 31. Mr. N. Thamilchelvan            | Director - Planning, M/ Local Government                     |
| 32. Mr. V. Gowritharan              | Director - Planning, M/Education & Sports                    |
| 33. Dr. R. Gnanasegar               | Director - Planning, M/Agriculture                           |
| 34. Mrs. S. Punniyamoorthy          | Director - Planning, PPS                                     |
| 35. Mrs. I. Mohan                   | Chief Accountant, Finance                                    |
| 36. Mr. S. Parameswaran             | Chief Accountant, Chief Minister's Secretariat               |
| 37. Mrs. R. Gayathiri               | Chief Accountant, M/Education                                |
| 38. Mr. S. Varathaseelan            | Working Director, Pre School Education Bureau                |
| 39. Eng. P. Perasiriyana            | Engineer, M/Education & Cultural Affairs                     |
| 40. Dr. V. Premananth               | MO Planning, Dept. of Health Services                        |
| 41. Dr. M. Niranjana                | MO Planning, Dept. of Indigenous Medicine                    |

42. Mr. S.P. Jayasena	Director (Administration ), Transport Authority
43. Mr. R.Hariharan	Deputy Director, Dept. of Agriculture
44. Mr. M.A.M. Unais	Deputy Director, Dept. of Education
45. Eng. S. Subaharan	Engineer, Irrigation
46. Mr. U. Sivaraja	Asst. Secretary, Council Secretariat
47. Mr. J. Husaindeen	Asst. Secretary, M/Health
48. Mr. S. Pragash	Asst. Secretary, PPA
49. Mr. M.A. Munazir	Asst. Director- Planning, PPS
50. Mr. V.I.G. Johnpillai	Asst. Director- Planning, PPS
51. Mr. K. Kantheepan	Asst. Director, Dept. of Social Services
52. Mrs. S. Sutharsan	Asst. Commissioner, Dept. of Probation
53. Ms. J. Fahima	Asst. Commissioner, Dept. of Land Administration
54. Mr. A. Uthayarajan	Accountant, Dept. of Local government
55. Mr. T. Sivasenthinathan	Accountant, Dept. of Agriculture
56. Mr. N. Balanathan	Accountant, Dept. of Indigenous Medicine
57. Mr. S. Antanidas	Accountant, Dept. of Land Administration
58. Mrs. A. Kanchanadevi	Accountant, AP&H
59. Mr. B. Konesh	Accountant, PPA
60. Mr. S. Jeevithan	Accountant, Rural Industries
61. Mr. G. Parthipan	Accountant, Co-operative Development
62. Mr. S. Shaheetharan	Accountant, Co-op. Employees Commission
63. Dr. (Mrs). G. Saththiyaseelan	Veterinary Surgeon, Dept. of AP & H
64. Mrs. J. Joseph	Administrative Officer, PPSC
65. Mrs. B. Anantharany	Development Officer, PPS
66. Mrs. T. Pratheepa	Development Officer, PPS
67. Ms. V. Thadshayini	Development Officer, PPS
68. Mrs. M.M. Murshidha	Development Officer, PPS
69. Mr. S. Sajeeshankar	Development Officer, PPS
70. Mr. S. Subas	Development Officer, PPS
71. Ms. K.B.C. Erangika	Development Officer, PPS
72. Mr. T.M. Rifan	Development Officer, PPS
73. Mr. F.M. Marintran	Development Officer, PPS
74. Ms. A. Kavitha	Development Officer, PPS
75. Ms. M.M. Raasidha	Development Officer, PPS
76. Mrs. U. Jamuna	Development Officer, Dept. of Building
77. Mr. E. Thileepan	Development Officer, Dept. of Sports
78. Mr. V. Chandrebawan	Development Officer, Co-op. Employee Commission
79. Mr. V. Muraleetharan	Development Officer, M/Road
80. Mr. S. Devaraj	Development Officer, Dept. of Probation
81. Mr. S. Suthaharan	Development Officer, Dept. of Local Government
82. Mr. A.W.M.K.S. Chamara	Development Officer, Chief Secretary Secretariat
83. Mr. L. Priyatharsan	Development Officer, Personnel & Training
84. Mr. A. Shifan	Development Officer, Legal Unit
85. Mr. T. Suresh	Development Officer, Co-operative Development
86. Mr. S. Kajapathy	Chief Management Assistant, Legal Unit
87. Mr. R. Sathianathan	Senior Technical Officer, Dept. of Local Government
88. Mr. A. Ramanatharshanan	ICT Assistant, PPS
89. Ms. A.L. Naseeha	Management Assistant, PPS
90. Mr. M.K. Siraj	Management Assistant, Transport Authority