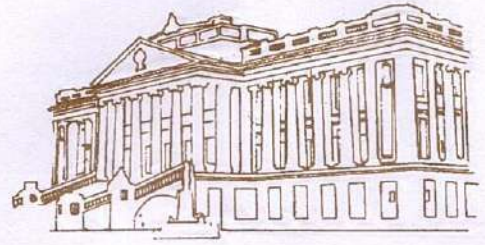




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சனாதிபதி அலுவலகம்
PRESIDENTIAL SECRETARIAT



Circular No. PS/SB/Circular/03/2025

March 24, 2025

To: All Secretaries to Ministries

Monitoring the Performance of the Government Manifesto *A Thriving Nation - A Beautiful Life*

1.0 I wish to seek your attention to the following:

- a) Cabinet decision No. 25/0389/804/046 dated March 03, 2025 directing Ministry Secretaries to: 1) accept the Manifesto *A Thriving Nation - A Beautiful Life* as the National Policy Framework by the Government; and 2) Direct all Secretaries to Ministries to take necessary action without delay to formally plan and implement the duties and functions falling under the purview of their Ministries, Departments and other institutions complying with the National Policy Framework.
- b) Letter No. PS/SB/M&E dated February 05, 2025 by Secretary to the President on the subject "Guidelines for Ministry Progress Reporting and Monitoring of Government Policy Initiatives" addressed to Ministry Secretaries.

2.0 In terms of the Cabinet decision above, Secretary to the President has been authorized to provide necessary instructions and guidance to all Secretaries to Ministries regarding the next steps. In this regard, you are requested to refer to the above letter at 1.0 (b) issuing instructions and guidelines for this purpose (see Annex 1).

3.0 Pursuant to the instructions issued by the above letter, all Ministries have now reviewed the Commitments identified for them and conveyed proposed amendments to this Office. You are requested to peruse Annex 2 which details the finalized Commitments relevant to your Ministry (a soft version of the Commitments in Annex 2 is also forwarded to you by email).

4.0 All Secretaries to Ministries are required to submit their Action Plan for 2025 and the Strategic Plan for the period 2025-2029 incorporating the Commitments assigned to the respective ministry in accordance with the Performance Monitoring Framework at Annex 3. Accordingly, all Ministry Secretaries are instructed to submit the following plans prepared as in Annex 3 by the dates specified below:

- a. Action Plan for 2025 prepared as in Annex 3 = April 11, 2025
- b. Strategic Plan for 2025 – 2029 = June 30, 2025

5.0 For inquiries / clarifications regarding the preparation of these Action Plans, and any other related information, you may please contact Ms Chandima Wickramasinghe, Additional Secretary to the President (Contact: 011-2354436; 077-3466871/Email: chandi@presidentsoffice.lk).

- 6.0** The progress of fulfilling the Commitments in the Action Plan shall be reported on a quarterly basis by each ministry to the Presidential Secretariat via the digital platform "Ministry Performance Monitoring System" which will be introduced to all Ministries once the Action Plans for 2025 are submitted to this Office by the due date.
- 7.0** The first quarterly progress for each Ministry for this year shall be reported by May 30, 2025. The progress for next quarters shall be reported during the 2nd week of the month following the end of such quarter as follows:
- 2nd quarterly progress – July 11, 2025
 - 3rd quarterly progress – October 10, 2025
 - 4th quarterly progress – January 9, 2026
- 8.0** All Points of Contact (POCs) who have been appointed by the Ministries will be invited to a training session on the use of this digital platform for progress reporting and to enable own ministry monitoring.
- 9.0** The fulfillment of Commitments in the Government Policy Manifesto seeks to achieve the economic, social, environmental and political aspirations of the people. Hence, you are urged to render your active participation, cooperation and contribution in this process.

Sgd/ **Dr N S Kumanayake**
Secretary to the President

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Email: prsec@presidentsoffice.lk

CC: **Secretary to the Prime Minister**
Secretary to the Cabinet of Ministers
Director General, National Planning Department
Director General, Department of Project Management and Monitoring