

Activity Plan | 2018



Public Utilities Commission of Sri Lanka

Economic Technical & Safety Regulator of the Electricity Industry
& Shadow Regulator of the Lubricant Market

*"Power your Dreams,
Beyond Horizons"*



Sri Lanka is an island surrounded by opportunity, with its people yearning to reach out across the horizons towards the vistas of a brighter future, is a thriving nation woven together by ability and aspirations.

We strive to power the dreams of a nation to reach beyond the horizons with a commitment to a national cause of elevating and maintaining the infrastructure that the backbone of an efficient society, a breeding ground for success.

Contents

Introduction	001
Where we are heading	002
Our vision	002
Our mission	002
Core values	003
Long term goals	004
Organization result framework	005
Our drive towards sustainable future (outcomes)	006
Activity plan 2018	007
Road map of 2018 towards the improved productivity & convenience for electricity consumers	008
Road map of year 2018 towards affordable price for consumers and sustainable financial stability for licensees	017
Our plan for year 2018 towards improved safety of every living being and properties of general public, licensees & operators	024
Road map of year 2018 towards improved environmental conditions for humans, animals and plants	028
Petroleum sector	032
Water sector	034
Other activities	037
IT & MIS division	041
Human resource development plan	044
Human resources available on divisions of PUCSL as at end of November 2017	046
Organizational structure	047
Budget for the annual activity plan 2018	048
Detailed budget - year 2018	049
Activity plan 2018 (output and timeline)	054
Master procurement plan - year 2018	064
Internal audit plan - year 2018	070
Details of the activities	078

Introduction

The Public Utilities Commission of Sri Lanka (PUCSL) was established under the Public Utilities Commission Act no 35 of 2002 to regulate the public utility industries in the country. The electricity industry, downstream petroleum industry and the water service industry have been identified as utility industries to be regulated by the Commission.

With the enactment of Sri Lanka Electricity Act No.20 of 2009, the Commission was empowered to regulate the electricity industry, as the economic, technical and safety regulator. Since then, PUCSL intervened to transform the electricity industry into a more cost-effective, service oriented and safe industry.

At present, downstream petroleum industry and water service industry, are not within the regulatory purview of PUCSL as the relevant Acts are yet to be enacted. But, the Government of Sri Lanka showed a green light in budget 2016, saying that it will give legislative backing to PUCSL to regulate the petroleum sector.

This report presents the activities of PUCSL for the year 2018 and budgets in respect of those activities. The framework for the planning is based on the objectives and functions stipulated in the Public Utilities Commission Act No 35 of 2002 and the Sri Lanka Electricity Act No. 20 of 2009. Vision, Mission, Goals and Outcomes of the organization also guided the planning process and the activities based on the organizational result framework were reshaped through a public consultation held with all the stakeholders.

The activities for the year 2018 are presented under four outcomes identified by the Commission to achieve long-term goals. Activities for routine functions are based on the functions stipulated in the relevant Acts. The Plan also includes preliminary activities for water and petroleum industries with the expectation that those industries will come under PUCSL's preview in coming years.

The total budget for the Activity Plan 2018 is 289 million rupees. The budget includes 98 activities in achieving the outcomes, routine functions and activities of the Consumer Consultative Committee respectively. The execution of the plan is carried out by nine functional divisions of PUCSL. The Activity Plan also comprises annual budget estimate, annual procurement plan, human resource development plan and internal audit plan.

Where we are heading

The Vision, Mission and Outcomes of the PUCSL are presented herewith and based on this framework, activities are planned for the year 2018 for achieving the purpose of the organization. Budgets of those activities and the output/ outcome of those activities are given subsequently.

* Our Vision

To create an environment for all inhabitants of Sri Lanka, and the contributors to its development, to have access to essential infrastructure and utility services in the most economical manner, within the boundaries of the sustainable development agenda of the country.

* Our Mission

To Regulate all utilities within the purview of the Public Utilities Commission of Sri Lanka to ensure safe, reliable and reasonably-priced infrastructure services for existing as well as future consumers in the most equitable and sustainable manner.

Core Values

* Fairness

We will make decisions in a manner that conforms to generally accepted good practices and that takes account, as far as possible, of our objectives, duties and functions.

* Impartiality

We will treat all views, comments and complaints received and all issues considered by us in an unbiased manner, taking account of our legal obligations.

* Independence

Our decisions will be free from undue influence. As described elsewhere in this Manual, various mechanisms exist to protect our independence.

* Timeliness

We recognize that delays cost money and cause frustration. We will make an endeavour to respond to issues that arise as quickly as possible.

* Transparency

We will generally publish all evidence, decisions and related documents, unless prevented by confidential or legal constraints. We will inform all stakeholders of our procedures and issues that we are considering. We also publish, a report detailing our activities and their costs annually.

* Objectivity

We will weigh each argument based on its merits, evidence and guidance provided by Policy, law and judicial rulings.

* Consistency

We will develop decisions that are in keeping with our legal obligations under relevant legislation and we will try, where we believe it is helpful, to follow the same approach as used in earlier "similar fact" decisions.

Long Term Goals

The following SMART Goals have been set for the electricity sector for achieving by the respective target year through regulatory interventions.

Power Quality

Goal 1 - All electricity consumers receive the statutory quality levels, 230 V \pm 6% for voltage and 50 Hz \pm 0.5% for frequency by the year 2020

Supply Quality

Goal 2 - The total electricity outage time experienced by a consumer within a year is below 24 hours (on average basis) by the year 2025

Goal 3 - The total number of electricity interruptions experienced by a consumer within a year is below 30 (on average basis) by the year 2025

Goal 4 - The electricity breakdown restoration time for consumer service line faults is below 2 hours (on average basis) by the year 2025

Service Quality

Goal 5 - Average time spent by a consumer to know his/her Rights and obligations in connection with the electricity or supply of electricity is below 1 day by year the 2020

Goal 6 - The average time taken by an electricity service provider to serve consumer inquiry/request/complaint is below 14 days by the year 2020

Goal 7 - The average time taken by PUCSL to serve consumer is below 14 days by the year 2020

Electricity Tariff and Service Charges

Goal 8 - The total cost incurred in the supply of electricity in 2013 is reduced by 10% in real terms by the year 2020 (subjected to adjustment for the generation mix and fuel prices)

Goal 9 - Charges levied by service provider on services in 2013 is reduced by 10% in real terms by the year 2020

Electricity Safety

Goal 10 - Number of fatal electrical accidents is below 20 per annum by the year 2020

Electricity Demand

Goal 11 - Electricity generation capacity is installed to ensure that the electricity demands in the country are met all the time and under any circumstances by the year 2030 and thereafter

Efficient use and conservation

Goal 12 - 250 GWh of energy and 30 MW of capacity is saved by year 2025 through utility driven energy efficiency and conservation programs

Organization Result Framework

The Government's vision is to achieve sustainable economic growth, ensuring good governance and transparency. In this endeavour, state organizations play an important role in the socio economic development of the country as they hold and manage a considerable portion of the public investment. In this regard it is vital to develop a performance management strategy for the organization based upon their work on the logic model and the Organization Result Framework (ORF) which is critical meeting management information needs and ensuring accountability at the various levels of the organization.

Results-based management is a key tool for development effectiveness. Recent years have witnessed a trend in explicitly specifying the results (outcomes and impacts) of both broader country strategies and more specific programs and projects.

A results framework is an explicit articulation (graphic display, matrix, or summary) of the different levels, or chains, of results expected from a particular intervention-project, program, or development strategy. The results specified typically comprise the long-term objectives (often referred to as "outcomes" or "impact") and the intermediate outcomes and outputs that proceed, and lead to, those desired longer-term objectives.

Our Drive Towards Sustainable Future (Outcomes)

Outcome 01 - Improved productivity & convenience for electricity consumers

Outcome 02 – Affordable Price for consumers and sustainable financial stability for licensees

Outcome 03 – Improved safety of every living being and properties of general public, licensees & operators

Outcome 04 - Improved environmental conditions for humans, animals and plants

Activity Plan 2018

Activity Plan 2018 presents a wider range of activities targeting four key thrust areas that has been identified by the Commission as indicators to achieve long term goals. The Activities for the year 2018 are drafted in a bottom to top approach to deliver specific outcomes and outputs according to its purpose.

The plan comprises 98 activities that are required to be executed on an annual basis up to the target year.

Every year the gap between the present status and the aspired status of the goal is evaluated to prepare the annual activity plan. The identification of strategies to narrow the gap is considered as a key to formulate activity plans.

Accordingly, activities have been identified with the view of moving from the present status to the aspired status of the goals in a systematic manner.

The strategies and activities were formulated with the analysis of the present status and causes/issues/barriers in achieving the set goal. Some activities span over more than one year, while some activities have to be repeated over several years.

The implementation plan in respect of each activity has been prepared by the project manager. The responsibilities of each main/sub tasks have been assigned among the team members of the project.



Outcome 01

Improved productivity & convenience
for electricity consumers

Plan for 2018

Road map of 2018 towards the improved productivity & convenience for electricity consumers

Preparation, Review and Compliance with Supply Services Code – Connection and Supply of Electricity (AP18/RA/04)

In terms of Condition 33 of these Electricity Distribution & Supply Licenses, the PUCSL has approved the Supply Services Code (SSC). The SSC was approved by the PUCSL minus certain annexes, therefore following steps would be taken to fulfil the need of SSC.

- i) Standard tariff agreement (Annex 4 of the supply services code)
- ii) Standard application for connection and supply (Annex 3 of the supply services code)
- iii) Guidelines for connection and supply of electricity (Section 9 of the supply services code)

The legal framework (including the Act, Licenses and other relevant Rules and Regulations) will be reviewed and recommendations will be made on rationalization of these documents with the legal framework.

The outcome of this Activity is to improve productivity (electricity related) and convenience for electricity consumers through increasing empowerment of consumers on Consumer Rights and Obligations and Complaint Handling Procedures.

Guidelines for investigation of suspected alteration of the register of any meter (AP18/RA/06)

The consumer affairs division of PUCSL has been receiving a significant number of complaints related to investigations carried out by Distribution Licensees (DL's) on suspected alterations of the register of electricity meters.

The reasons identified are mainly the unavailability of a transparent procedure to conduct such investigation and inconsistency of conducting such investigations by DLs. Further, it is learnt that the actions of the staff of the DL during such investigations are not professional enough.

Therefore the need of a proper guideline to be followed by DLs during such investigation has become very important to safeguard the rights of consumers, whilst protecting the DLs rights to investigate on such cases. The Activity will be done through an External Consultancy (the team possessing expertise in law, electricity distribution and sociology).

It is expected to increase compliance with legislative requirements to protect consumer rights whilst protecting the DLs rights to investigate, take legal actions against alteration of the register of any meter through the activity.

By doing so, it is expected to bring convenience to electricity consumers through transparent and consistent procedure for investigation of suspected alteration of the register of any meter and also to reduce of commercial losses of DLs.

Metering and Energy Estimation code for Exempted Parties (AP18/RA/07)

Presently, the number of exempted distributors keeps (apartment complexes, condominium complexes) increasing in Sri Lanka. The disputes related to metering and energy estimation of the consumers within such exempted distributors are small in number presently. However, it is expected that the number of complaints will be increased due to the aging of meters and increase of number of such consumers in near future.

The objective of this Activity is to prepare a code to be applied by exempted distributors to handle cases related to metering and energy estimation. (For an electricity consumer within a DL, these aspects are covered by the Distribution Code and the Energy Estimation Methodology). The Activity will be carried out in-house.

The final target of this activity is to prepare a Metering and Energy Estimation code for Exempted Parties to increase the transparency in respective disputes and thereby bring convenience to Electricity Consumers (in electricity distribution systems of exempted parties) through transparent and consistent procedures for metering and energy estimation.

Guidelines on customer service processes (AP18/COA/01)

From the complaints received, PUCSL has observed that different licensees process their service activities differently and thereby consumers undergo inconveniences. In order to eliminate such situation and to get all the licensees to provide services uniformly and in accordance with the regulatory requirements, six (06) Guidelines have been identified for 2018.

Implementing the adaptation stage of Electricity Distribution Performance Based Standards Regulations of Commercial Quality (AP18/COA/02)

This is to implement the adaptation stage of the Commercial Quality Regulations published in the Gazette Notification No. 1975/44 of 13.07.2016. When the regulations are fully implemented, the licensees are compelled to perform their customer services according to the targets committed by them otherwise; they shall pay compensations to customers for under performances. Thus, implementation of the regulations will increase the productivity of the licensees and will increase the conveniences of the customers as well.

Obtaining the Supply Services Code amended by the licensees (AP18/COA/04)

With the introduction of a number of guidelines, rules and regulations by the Commission for electricity licensees for an improved customer service, the existing Supply Services Code (SSC) of all licensees needs amendments. Hence it is planned to get the prepared SSCs' amended after having discussions with the licensees.

Establishment of National Consumer Network (AP18/COA/06)

In order to obtain public participation for regulatory process and empower consumers on their rights and obligations, the Commission plan to complete the 1st stage of establishment of a national consumer network, covering 09 districts in the year 2018.

Policy advice on managing the safety clearances of transmission line corridors. (AP18/INS/01)

LECO had identified 120 numbers of unsafe dwellings within the spans of tower numbers 10-12, which had inadequate safety clearance with subjected to the 132kV transmission line from Kolonnawa to Pannipitiya, and in turn the existing safety clearances were measured within the above spans of towers by the CEB and identified 58 potentially highly critical premises out of 120.

The statistics obtained on electrocutions in the past few years showed that there were certain amounts of electrocutions have been occurred due to human activities of the people who are living in dwellings near power lines without safety clearance with subjected to the transmission and distribution lines in the country. Further, the transmission licensee is facing various difficulties in respect of their routine activities such as inspections, maintenance and attending of breakdowns in transmission lines with unauthorized and unsafe constructions along the line corridors.

Hence, the Commission has decided to make a Policy advice on managing the safety clearances of transmission line corridors to the government to improve the safety for lives and properties of General Public and system reliability of Licensees by assuring the stipulated minimum safety clearances between the power lines and buildings / structures.

Preparation of guideline for power failure investigations. (AP18/INS/09)

In case of major power failures, the Commission may assign the duty of investigation to PUCSL electrical inspectors and other PUCSL Officers, or a team comprising external experts. Also may direct licensee to submit an investigation report. In such cases to conduct systematic 'Power Failure Investigations' (PFI), the investigators have to be in line with an industry accepted procedures, so that the investigation become successful and complete. The PUCSL currently do not have any guiding document to streamline such major PFI. Therefore, this activity is formulated to prepare a guideline on power failure investigations. This guideline will,

- Provide guidance on systematic PFI process, providing necessary steps.
- Assist the PUCSL to carry out the review of PFI reports methodically.
- Provide framework for managing the PUCSL appointed PFI team.

Therefore, by complying with this guideline investigators will not miss out vital steps when conducting the PFI. In addition, whenever the Licensee submits its own PFI reports for PUCSL review (as directed by PUCSL) this guideline will assist the PUCSL to carry out the review process methodically.

The PFI team appointed by the Commission might consist of several experts, for example specialists covering each kind of assets involved, material specialist, legal specialists and O&M experts. This appointed PFI team has to be properly managed by the PUCSL during the course of the investigation. This guideline will provide a framework for managing the appointed PFI team. Hence PUCSL will be able to point out any lapses (in a high level way) in the investigation process and ask the PFI team to make corrective actions. Ultimately, the effective recommendations resulted by properly conducted PFIs will provide the initiative to minimize such failures in the future, contributing to achieving the goal - "The total electricity outage time experienced by a consumer within a year is below 24 hours (On average basis) by the year 2025".

Identification of short term energy security issues and taking actions to mitigate the issues (AP18/ LIC/ 01)

The objective of this activity is to identify short term risks to the continuity of power supply and taking initiatives to mitigate such risks. This is a continuous activity conducted throughout the year.

This is an analysis conducted each month to identify potential risks for the supply in next three months period. Under this analysis, generation plant availability, hydro reservoir availability, fuel availability for thermal plants and the variations in demand are taken into consideration, to identify the potential risks and mitigative actions. In addition to this, it is expected to consider the bottlenecks in the transmission system, which can affect the energy supply.

Based on the analysis, it is expected to take the required initiatives to mitigate any identified risks. Also based on the analysis, a report will be prepared each month and the report is updated every week to capture the most recent changes in demand, hydrology etc.

This activity is conducted internally, by the committee appointed to ensure security of supply.

Review and Approve CEB Long Term Transmission Plan and Monitoring Implementation (AP18/ LIC/ 02)

The objective of this activity is to review and approve the Long Term Transmission Expansion Plan prepared by the Transmission Licensee and monitoring implementation of main transmission proposals identified in the plan.

The latest Long Term Transmission Expansion Plan was approved in 2013. Hence it is crucial to have the updated Transmission Plan according to the changes in Generation Plan and to cater other proposed developments in the country etc. It is expected to obtain the Transmission Expansion Plan for 2018-2027, before January 31, 2018. Also, it is expected to review and grant the Commission approval before April 30, 2018. For the review of the plan, it is expected to obtain external expertise to review the plan, specially to verify the stability studies conducted for the proposed plan. It is also expected to obtain the implementation plans for the critical transmission proposals and quarterly monitoring the implementation of the transmission expansion proposals.

Monitoring implementation of approved generation plan (AP18/ LIC/ 03)

The objective of the activity is to monitor implementation of the Least Cost Long term Generation Expansion Plan, in order to take required actions if any delays in implementation of the plan are observed.

It is expected to obtain the implementation plans for the first 10 years of the approved generation plan within the year 2017. After obtaining the implementation plans, it is expected to obtain the progress of implementation on a quarterly basis. It is also expected to take the required initiatives, if any delays are observed.

Implementation of Transmission Performance regulations Quality of electricity (AP18/ LIC/ 04)

The objective of this activity is to implement the Transmission Performance Standards Regulations. The regulations require Transmission/generation Licensees and PUCSL to identify the present level of performance (through set of performance indices specified in the regulations) and gradual improvement of the performance through setting performance targets.

The regulations stipulate the activities that are required to be completed by the Transmission/ Generation Licensees as well as PUCSL, including the milestones to be achieved until first set of targets are identified and the first round of performance is measured against the targets.

Under this activity, it is expected to grant the commission approval for the resources required for the Licensees to implement the regulation (data collection/ calculating indices/ reporting etc.) by September 2017. It is expected to obtain the first set of performance indices from Licensees by June 2018. The initial set of performance targets are planned to be identified by September 2018. After this compensation/ revenue reduction levels are expected to be identified and agreed with CEB by June 2019.

Implementation of Electricity (Distribution) Performance Standards Regulation (AP18/ LIC/ 06)

In year 2016, PUCSL gazzeted the Electricity (Distribution) Performance Standards Regulation and accordingly it has three main stages of implementation. These three main stages consist of Preliminary stage, Adaptation stage and Hands On stage and specific tasks have been identified by the regulation itself respect to each stage. Mainly these tasks include setting up the required platform (infrastructure developments, IT and database systems, measuring equipment, monitoring mechanisms, etc.) on top on which the said regulation will be implemented.

As the regulator, PUCSL requires to drive the licensees to implement these tasks as specified in each stage. Therefore, this activity is proposed to drive the licensee to desired direction for the implementation of the regulation.

Under which, PUCSL conducts monthly meetings with all distribution licensees and review their progress of the implementation of the regulation and specific tasks will be discussed and agreed to be executed before the next meeting. Those tasks are derived from the regulation as it specified under its each implementation stage.

Prepare a standard guideline for Distribution Licensees on preparing the Business Plan of Distribution System (condition 29 of Distribution License) and establish a mechanism to monitor it (AP18/ LIC/ 07)

PUCSL plans to work with licensees in preparing the below mentioned documents to smoothen the monitoring process of the work of utilities. These documents are very important to the regulator to execute its regulatory functions.

Document/Regulatory tool	Description	Regulatory Provision
Business Plan	Annual load growth, investment plan for system expansion, projected performance levels, cost reduction plan and projected financial position	Condition 29 of Distribution License
System Capacity Statement	Circuit capacity, forecast power flows, expansion plans and loading on each part of the Distribution System and system losses for each distribution node	Condition 23 of Distribution License
System Study	Sales and demand forecasting studies, Load flow studies, Short circuit studies, Reliability and security studies, System loss studies, Power quality studies,	2.5 of Distribution Code

Regional Public Consultation (AP18/CCD/01)

Public consultation is a key element of regulatory decision-making and the accepted mechanism for ensuring transparent decision making process where all stakeholders are given opportunities to involve in the process. Public Utilities Commission of Sri Lanka plans to host public consultations covering all the 25 districts in Sri Lanka to identify the issues of the grassroots level in the electricity, water and petroleum sectors in Sri Lanka. With Oral and written public consultations, PUCSL will identify the specific issues faced by the consumers and remedial actions proposed by the different stakeholders. Finally,

the Commission will draft and effect the respective regulatory tools such as regulations, rules, guidelines and or policy advices to the government so that the respective organizations could be directed to address such issues by the government.

Public Consultation- Electricity Sector (AP18/CCD/02)

To facilitate the decision making of PUCSL, CCD plans to host 03 public consultations where PUCSL will be able to engage with the stakeholders to get their views, opinion and innovative ideas to draft the following;

- Public Consultation on Electric Vehicle Users' Rights and regulation of electric vehicle charging stations-Output: Formation and adaptation of regulatory tools for this sub sector
- Public Consultation for gathering proposals to draft national energy policy-Draft Policy for the energy sector in Sri Lanka
- Public Consultation on ensuring the generation licensee's compliance with applicable environmental laws-Draft Written policy setting out the manner in which licensees comply with its obligations under all applicable environmental laws

Enhancing Digital Engagement (AP18/CCD/04)

Social media has become an agile platform for effective interactive communication. In 2018 PUCSL intends to utilize the platform to communicate directly with the identified clusters of subscribers as listed below. Following sub activities are expected to complete in the coming year.

Establishing internal infrastructure to facilitate complains over social media, Clustering subscribers in PUCSL social media for effective communication, Content Marketing Campaign with popular digital newspapers, Enhancing communication with experts for decision making process, social media comment based consultations.

Master Communication (AP18/CCD/05)

Master Communication plan comprises key initiatives that Corporate Communication Division plan to execute in order to share knowledge with all the stakeholders on the activities and the projects that PUCSL undertake for the year 2018.

The Activity intends to build interaction with all the stakeholders, including public, professionals, experts and journalists etc. to convey the latest developments of the PUCSL in order to maintain higher transparency and to build a discussion within the stakeholders on the implementation and further developments on the activities.



Outcome 02

Affordable Price for consumers and
sustainable financial stability for licensees

Road map of year 2018 towards affordable price for consumers and sustainable financial stability for licensees

Development of Web based reports on renewable energy development and environmental performance of thermal power generation using LISS (AP18/EER/01)

This activity is dedicated to develop a web based flat form to disseminate the Information on Renewable Energy development progress and Environmental Performance of the power generation. The main phases of the activity are to make a suitable interface to get the utilities to enter data through the LISS and to generate automated periodic reports based on the data received over the LISS. PUCSL plan to generate renewable energy development progress reports on a monthly basis and environmental performance reports on a yearly basis. In addition to that online up to date progress can be seen through exclusive web pages in the PUCSL website. The activity will be executed with the cooperation of IT division.

Based on the above information various initiatives can be taken by the relevant authorities to streamline the development process. Achievement of government targets on renewable energy generation and increased compliance to environmental control regulations and standards by licensees are the outputs of the activity.

Research on make use of full potential of solar PV in Sri Lanka (AP18/EER/03)

Development of the renewable energy around the world has shown an enormous growth in the recent past. Limited deposits of fossil fuel, global warming and GHG emissions have significantly influenced the world to rethink on usage of fossil fuels for future use. At present, Sri Lanka is 100% depends on imported fossil fuel. Price and the continuous supply are highly volatile due to geopolitical changes and many other parameters. Considering the above Sri Lanka needs to set targets to move away from the fossil fuel sources.

As at now, Solar PV and Wind power are the most popular indigenous resources which can enhance the energy security and maintain the sustainability of the energy supply in addition to many other renewable sources. Hence the development of Solar PV and Wind power is given the priority for a comprehensive study under this activity.

With the discoveries of the study PUCSL plans to convey a policy advice to the government on energy.

Study on impact of tariffs during the period 2011-2015 and the formulation of advice to the Government on the use of electricity in Sri Lanka (AP18/RA/2)

In terms of Section 30 of the Sri Lanka Electricity Act, No. 20 of 2009, a five-year (variable revenue cap) cost-reflective tariff methodology was approved in 2010 and the (end-user) tariffs which were initially set in 2011 have been reviewed or adjusted from time to time thereafter. Therefore, in the context of, inter alia the National Energy Policy & Strategies of Sri Lanka published on 11th May 2008 by the Ministry of Power & Energy and General Policy Guidelines on the Electricity Industry issued to the Commission on 3rd of June 2009 by the Minister of Power & Energy, the Commission has undertaken a study to assess the impact of tariffs and formulate advice to the Government on the use of electricity in Sri Lanka. The specific objectives of the study are to:

- (a) Update the status regarding the use of electricity in Sri Lanka in relation to planned policy outputs and outcomes;
- (b) Assess the impact of electricity tariffs (both tariff levels and tariff adjustments over the period 2011-2015) in delivering such outputs and outcomes; and
- (c) Advise the Government on the use of electricity in Sri Lanka in relation to general policy guidelines.

Preparation of regulations on disadvantaged group of consumers and provision of life-line tariffs (AP18/RA/3)

In terms of Section 61 read together with Section 54 of the Sri Lanka Electricity Act, No. 20 of 2009 as amended, the Commission proposes to recommend to the Minister of Power & Renewable Energy to make regulations identifying disadvantaged group of consumers based on individual household income for purposes of providing life-line (concessionary) tariffs - the individual household income is an output of activity AP18/RA/02.

Revision of Electricity (Procurement) Rules – Incorporating timeline and Swiss challenge procedure in the Rules (AP18/RA/13)

The approved and published electricity procurement rules do not have a timeline for steps to be followed; therefore the procurement process can be delayed. This particular activity proposes to incorporate a timeline to the Electricity (Procurement) Rules to ensure unnecessary delays will not occur. Further, this activity proposes to revise the Rules to incorporate a Swiss challenge procurement method.

Procedure for review of LCLTGEP (AP18/RA/11)

At present the available document for generation planning is a guideline issued to the Transmission Licensee by the Commission. But the guideline lacks a procedure for timely preparation and approval of the plan.

Therefore, this activity is proposed to prepare a procedure to make each person responsible for a timeline and a scope in order to make sure timely approval and implementation of the plan.

Electricity Affordability Survey (AP18/ TEA /01)

The currently available data on electricity affordability are from as early as 2011 and do not adequately reflect the demographic and socio economic changes that have taken place over recent years. Reliability of data on electricity affordability plays a vital role in an end user tariff design and is essential for successful realization of policy objectives associated with the tariff design. Therefore a comprehensive survey on electricity affordability is required to analysis and review the existing electricity tariff structure.

The activity is planned to be carried out as an external consultancy and is expected to provide survey data that can be used to determine representative parameters on the electricity affordability of the population.

Policy advice on Tariff Structure (AP18/ TEA /02)

This activity will be based on the output data of the Affordability Survey carried out by external consultants, and will involve an analysis of present tariff structure with respect to new affordability data, the costs of subsidies for low consumption consumers with an assessment of the viability of new tariff structure that will better serve consumers and national policy objectives.

The activity is planned to be carried out as an internal study and is expected to be completed by the end of year. And will provide a policy advice document to the government on the electricity tariff structure.

Electric Vehicle Tariff Scheme (AP18/ TEA /03)

The exponential growth of electric vehicle imports has presented the electricity sector with a new set of technical and regulatory challenges. With the government policy of espousing the use of electric vehicles, the additional demand owing to electric vehicle fleet is set to become a significant component of overall electricity demand forecast. Emerging technologies such as micro grids Vehicle to Grid (V2G) schemes can make their way to Sri Lanka as soon as 2020 which will radically transform the cost structure of the entire electricity industry. The circumstances, therefore demand a forward looking end-user tariff that gives due consideration to these challenges.

The Cabinet of Ministers has empowered PUCSL to regulate the electric vehicle charging station operations and the commission is thereby officially mandated among other things to formulate an end use tariff for electric vehicle charging, with an appropriate tariff structure. This activity will produce a draft proposal on EV tariff structure that will go into a stakeholder consultation. A decision on Electric vehicle tariff will be the final output of the activity.

Policy advice on short term impact of generation mix and fuel prices on generation costs (AP18/ TEA /04)

The dispatch cost constitutes a major part of the overall electricity cost that goes into tariff and therefore any changes of fuel prices or short term changes of generation mix (owing to ad-hoc policy decisions) results in a significant variation of overall electricity costs.

The activity involves studying the forecast dispatch cost from 2018 to 2020 for different possible generation mixes, the fuel price pass through in dispatch costs, and carrying out a sensitivity analysis of dispatch cost to forecast/contract fuel prices, and other changes of generation mix.

Stakeholder Consultation on Tariff Methodology (AP18/ TEA /05)

The Tariff Methodology has been approved by Public Utilities Commission in December 2011 and it was amended in November 2015. There are some areas in the Tariff Methodology that are not fully functional/ effective and may need revisions. This activity has been proposed to create a consultative document assessing the current Tariff Methodology, identify the areas that need to be revised and conduct a stakeholder consultation.

The output of this activity is to review the Tariff Methodology and collect stakeholder consultation on the methodology. This assignment will be conducted by external Consultants and the total budget is LKR 5 Million (to provide the review report).

The activity will start in the month of February 2018 and go until the month of November 2018.

Policy advice on Time of Use (ToU) tariff model for domestic consumers (AP18/ TEA /06)

The night time peak demand drives the sector investments and hence has become a major target area for Demand Side Management programs aimed at energy conservation and efficiency improvement. Times of Use Tariffs (TOU) are perceived as major tool to curb peak demand.

Further, with the growth of the usage of electrical vehicles, there is a tendency of increasing the peak demand because of the charging load. In order to find a solution for this situation and to provide the domestic consumers the opportunity to charge their vehicles at a cheaper rate, TOU tariffs have been introduced as an optional tariff. The prevailing TOU tariff has not been derived after a load research and it is not attractive among the consumers. This activity has been proposed to give Policy advice on an optimum Time of Use tariff for domestic consumers.

The output of this activity is a policy advice on the TOU tariff that will improve the load profile of Sri Lanka while giving the opportunity for the consumers to reduce their electricity bill.

The activity will start in the first month 2018 and go until the end of October 2018.

Review of regulatory accounts for 2017 (AP18/RA/01)

The regulatory accounting guidelines are prepared and issued to the licensees, further the licensee staff has been trained on the preparation of regulatory accounts. The licensees have prepared 2015 regulatory accounts based on their statutory accounts of the year 2015. Licensees are now in the process of preparing interim accounts for the first half of 2017 and in 2018 the regulatory accounts for the year 2017 will be completed.

Once the accounts are submitted to the Commission, the accounts must be reviewed and the Commission staff must be trained on how to review the accounts and how to use the accounts. This particular activity proposes to review and train Commission staff on reviewing and using the accounts.

Formulation of guidelines and templates for tariff filing based on regulatory accounts (AP18/RA/10)

The 'Tariff Methodology' approved by the Commission is the base document on which the licensees do their tariff filing, and the templates prepared along with the Tariff Methodology is used by the licensees.

In the recent past it was observed that the licensee staff that was trained to do the tariff filings is no longer in the respective position thus making a gap in the knowledge and skill. Therefore, it is important to guide the licensees through a proper guideline on the tariff filing. Further templates are needed for them bridge the gap between regulatory accounts and original tariff filing templates, it is more important for the Commission to make sure that correct cost figures has been passed on to the tariff filing. Therefor preparation of the guideline and the template is timely important.



Outcome 03

Improved safety of every living being
and properties of general public,
licensees & operators

Our Plan for year 2018 towards improved safety of every living being and properties of general public, licensees & operators

Consultation with electricians on accreditation of electricians (AP18/INS/02)

Ultimate benefit to the society: Enhanced electrical safety of lives, properties, equipment and accessories, etc., in all levels of the society including licensees.

The statistics obtained showed 97 electrocutions occurred in the country in the year 2016. This is a very high value as far as the developed countries are concerned. The Commission is of the view that the number of electrocutions per annum should be brought down to 20 by the year 2020.

The comprehensive survey conducted in the year 2015 by the Commission showed that only 90% of the houses equipped with Residual Current Circuit Breakers (RCDs). This figure was more or less same for all consumers immaterial on their energy consumption level which reflects their income level. The high income level consumers could have RCDs installed without any hesitation if the electricians have instructed them accordingly. This indicates that the electricians who did the wiring were not aware the requirement of the availability of RCDs to protect human beings from any leakage current. It was further observed that most of the electrocutions were caused due to the incompetent workmanship of the electricians. It was revealed that there are about 24,000 electricians in the country and most of them are not qualified enough to carry out safe electrical wirings.

The Commission, therefore, decided to accredit the electricians in the country to enhance the quality and safety of domestic electrical wirings. For the implementation of the accreditation process smoothly and effectively the Commission intends to launch consultation programs for electricians in the Island to get their views and corporation.

Implementation of licensing of electrical technology workers (AP18/INS/03)

The ultimate benefit to the society: Provide practical safeguard enhancing electrical safety of lives, properties, equipment and accessories.

At present the electrification rate of the Sri Lanka is near 100% and therefore it is the good time focus on the reliability, power quality and electrical safety. Distribution Licensees require the services of accredited electricians by means of ensuring that all work related to any electrical equipment or electrical installation are undertaken by suitably qualified persons having requisite experience and competence. The Distribution Code specifically identifies the functions of such personnel and their services are hence essential for the Distribution Licensees to discharge their duties effectively and efficiently.

The Public Utilities Commission of Sri Lanka has initiated and facilitated to introduce licensing process through a Licensing Authority and monitor its implementation under this activity.

Preparation of a guideline to ensure safety and reliability of MV lines (AP18/INS/04)

Ultimate benefit to the society: Enhanced electrical safety of lives, properties, equipment and accessories by ensuring safety and reliability of MV lines.

Unforeseen mechanical failures of the medium voltage distribution network in Sri Lanka has become a key factor leading to power outages as well as electrical safety of lives, properties, equipment and accessories. Many circumstances might occur (e.g. weather conditions, installation problems or the faulty selection of protection schemes, etc.,) which can impair protective schemes ineffective, or even to endanger the operational safety of the network. Hence, it is grow into a prime requirement to establish a better long-term technical and economic balance from the aspect of protection of the network and economical solution for the protection of medium voltage overhead lines.

In this context, the Public Utilities Commission of Sri Lanka has appointed an expert committee to investigate and submit relevant proposals to address this issue. According to the findings and proposals received from the said Committee a guideline will be prepared to ensure safety and reliability of MV lines.

Electrocution Mitigation Program (AP18/INS/05)

In Sri Lanka, 193 electrocutions were reported due to either direct or remote contact of electricity during the last two years (2015 & 2016). Among the functions assigned to the Public Utilities Commission of Sri Lanka (PUCSL), the Commission has an objective to protect the public from danger arising from the generation, transmission, distribution, supply and use of electricity in accordance to the Section 4(1) (e) of the Sri Lanka Electricity Act No. 20 of 2009.

A large number of electrical accidents have occurred due to unawareness of the people about the danger of the electricity. Therefore, the Public Utilities Commission of Sri Lanka has launched various awareness programs to aware the public of safe use of electricity during the year 2018 as well, with the aim of ensuring the safety of lives through reducing electrical accidents.

The planned programs under the above activity are as follows;

- Organizing Safety Poster/Essay/Short Movies Competition
- Organizing an electricity safety day
- Conducted stalls at Exhibitions
- Distributing safety materials (Posters, Leaflets, DVDs)
- Conducting awareness programs in Schools
- Displaying electrical safety awareness advertisements on TV Screens at Public Places
- Conducting awareness programs in common forums

Formulation of a rule on Periodic Inspection on Domestic and Retail Customer Installations (AP18/INS/06)

In Sri Lanka, 193 people have got killed from contact with, or as a result of electricity during last two years (2015 & 2016) and more than 50% out of them have happened due to not proper maintenance/deficiencies of electrical installations.

Since all electrical installations deteriorate with age and use they can cause electrocutions, injuries and serious property damages if they are not properly maintained. Therefore, they should be inspected and tested at regular intervals to check whether they are safe and in a satisfactory condition for continued use. Such safety checks are commonly referred to as 'periodic inspection and testing'.

This rule aims to implement a suitable regime for periodic inspection and testing of electrical installations to reduce the possibility of harm/hazards arising from the electrical installations in Domestic and Retail Customers' Electrical Installations.

Outcome 04

Improved environmental conditions for
humans, animals and plants



Road map of year 2018 towards improved environmental conditions for humans, animals and plants

Estimation of external cost of electricity generation (AP18/EER/02)

This activity is designed to estimate the external cost related to the electricity generation. Several studies have been done in other countries to estimate the externality cost showing the minimum, median and maximum figures for their countries in most cases. Externality costs are one of the determining factors for selecting most economical technology for electricity generation.

Externality costs depend by and large on the fuel type, power generation technology, location specific factors such as wind patterns, agricultural yield, etc. Some scholar's claim that the externality cost has a strong correlation with the GDP and population density of the country.

Considering the above, it is expected to carry out a comprehensive study focusing selected locations in the Island. Based on the outcome figures, decision makers will be able to come to a sound conclusion on selecting suitable technology for power generation in Sri Lanka.

Preparation and Implementation of Safety and Technical Management Plan (AP18/INS/07)

Public Utilities Commission of Sri Lanka (PUCSL) has started regulating the electricity industry in April 2009, with the enactment of the Sri Lanka Electricity Act, No. 20 of 2009. PUCSL has already established the key regulatory mechanisms needed to effectively regulate the electricity industry in Sri Lanka.

In its role as the safety regulator of the electricity industry, the Commission intends to streamline the electricity safety as per provisions of Sri Lanka Electricity Act, No. 20 of 2009 and Conditions of Licenses issued to all generators, and distributors of electricity including CEB and LECO. All the licensees issued to industry operators includes condition about health and safety which requires such entities to prepare and update health and safety management plan, to carry out safety audits by independent experts, and to compile health and safety statistics and indices as specified by the commission. Public Utilities Commission of Sri Lanka intends to engage a qualified consultant to discuss with licensees, study their existing work practices, maintenance programmes and administrative procedures together with safety indices which are being prepared by PUCSL to assess the safety performance of the licensees, and prepare Safety and Technical Management programme together with Safety and Technical Management Plan template which can be followed by licensees. The scope of the expected activities is shown below.

- 1) Study the Safety Indices that are being prepared by PUCSL to assess the safety performance of licensees, and safety management programmes used in other countries by utilities, regulators or other institutions, and how those can be related to Sri Lankan context.
- 2) Develop a comprehensive Safety and Technical Management programme that fits for the Requirements stipulated in License conditions, Grid Code, Distribution Code, and other applicable documents studied under point 1 above, and recommendations on implementation and enforcement of the same.
- 3) Have a stakeholder consultation to the proposed programme and get feedback.
- 4) Have a stakeholder workshop to train licensee's officers about the proposed programme.
- 5) Finalize the Safety and technical management plan and templates after accommodating views of licensees, and in consultation with PUCSL. PUCSL will provide organizational assistance regarding obtaining approvals and dealing with CEB, LECO and other licensed parties.

Preparation of guideline on Safety of Rooftop Solar PV Installation (AP18/INS/08)

Solar photovoltaic (PV) installations have experienced significant growth in recent years. Due to technological innovations and cost reductions, solar energy is a viable option for an increasing number of residences and businesses across the Sri Lanka.

The Ministry of Power and Renewable Energy had launched a new community based power generation project titled 'Soorya Balaya Sangramaya' to promote the setting up of small solar power plants on the rooftops of households, religious places, hotels, commercial establishments and industries. It is expected to add 200MW of solar electricity to the national grid by 2020 and 100MW by 2025 through this intervention.

Under this program, the consumers will have options to generate and use electricity in their premises. Rooftop solar is considered safe – to date there has been no documented case of death from the electric shock, chemical burn or conventional fire caused by a solar panel; however, as more buildings install rooftop solar systems, the likelihood increases that fires will occur on buildings with solar, making it critical for electricians to receive comprehensive solar education and training. This activity will deliver brief overview of typical solar PV installations, addresses the major hazards and risks to electricians, discusses safety in Germany (the country with the most installed solar PV per capita), and suggests recommendations and resources to ensure that first responders are prepared to mitigate electrical accidents on homes and buildings with rooftop solar PV.

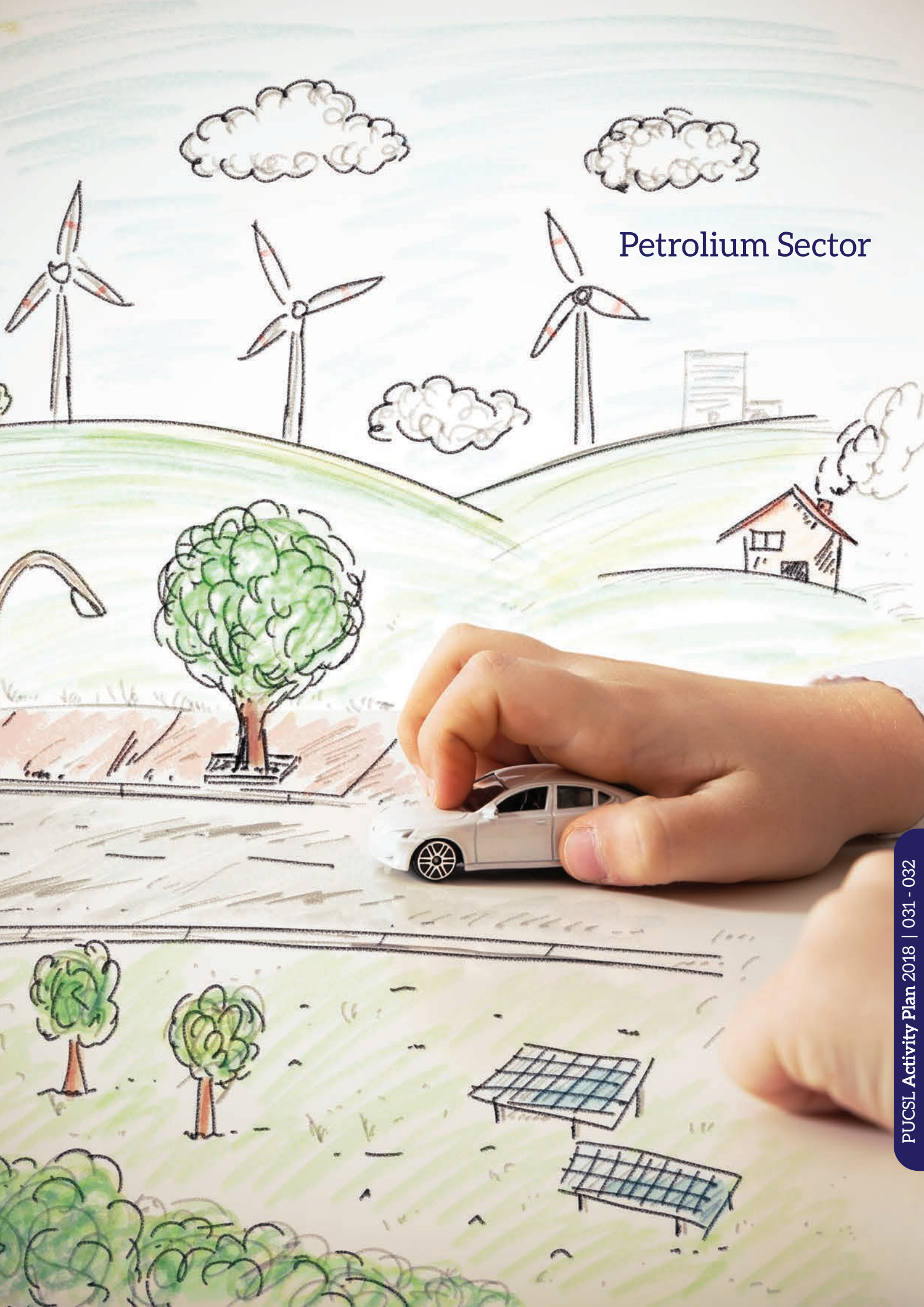
Thus, feat must be achieved in inculcating the 'Electricians' about this new set up of installations under the mandatory 'NVQ' course program conducted by the TVEC, whom are responsible for the tertiary education in Sri Lanka. While the 'Electricians' are being inducted into the licensing scheme, initiated by PUCSL; it is high-time for the regulators to assure that the safety is personified in the hasty-growing 'Solar Market' despite the market share has just started to pick up.

Policy advice on establishment of service corridors for roads which are newly constructed and being rehabilitated. (AP18/INS/10)

Overhead electrical power lines pose threat to life and properties, especially in urban and congested areas. The medium voltage and low voltage power lines are generally routed along the roadsides on poles. Therefore, buildings in these areas must maintain a safe distance for the safety of lives and properties, but this requirement cause loss of highly valuable land corridors for the public and also hinder the construction spaces and aesthetics. Underground service corridors provide a better way for these utilities to route there lines in a safe manner without disturbing the public as in the case of overhead lines especially in city areas.

To initiate such planning of service corridors and utilities a strong policy directive is imperative. This is essential as the process involves several stakeholders, including relevant authorities and utility service providers. The Objective of developing this policy advice is to initiate a nationally consistent process, on developing and managing utility service corridors in roadsides in congested areas such as cities. Within this policy advice the roles of stakeholders are identified and established. Further, recommendations are given on the active and positive cooperation between stakeholders. In overall this policy advice will provide a methodology for the establishment of service corridors for roads which are newly constructed and being rehabilitated and a framework to reduce inefficiencies arising from the poor coordination between authorities, inconsistencies, damages to roads and utilities, delays and disputes.

Petroleum Sector



Petroleum Sector

Preparation of Rules on applications and templates for licenses, exemptions and authorizations (AP17/RA/5)

This Activity is planned, expecting that PUCSL will be empowered to regulate the petroleum industry in near future. By the time PUCSL is empowered on this, rules on applications and the templates mentioned above should be in place. It is planned to prepare Rules on applications and templates for licenses, exemptions and authorizations through this activity.

The outcome of this Activity is to restrict entry where markets are not liberalized or partially liberalized and not to restrict entry where markets are liberalized.

Preparation of the draft rules specifying minimum standards for petroleum products (AP18/RA/14)

In anticipation of the enactment of the Draft Petroleum Products (Special Provisions) (Amendment) Bill, and in terms of Section 5AC (1) therein, the Commission proposes to draft rules specifying minimum standards for all petroleum products in order to standardize the quality of petroleum products in the market.

Rules for Dispute Resolution in Petroleum Industry (AP18/COA/07)

With the anticipation that the Commission will be empowered as the regulatory body for petroleum industry and in line with section 7A of the draft Petroleum Products (Special Provisions) Act, it is required to develop rules for resolution of disputes arise between a licensee, an authorized person or exempted person, consumer and any other affected party. To facilitate in resolution of disputes, the Commission plan to prepare rules for dispute resolution



Water Services Sector

Water Services Sector

Regulation of Water Service Industry (AP18/COA/08)

An Industry Act. Specifically designed for water service industry to be enacted to bring the water service industry under the purview of the Commission. At the beginning, the scope of the regulation may limit to the regulation of water services provided by National Water Supply and Drainage Board (NWSDB). However, water services provided by local authorities and Community Based Organizations will be excluded from the scope of PUCSL regulation. Cabinet and Parliament approval is the critical steps to be succeeded during the year 2018 under this activity

Advice on National Policy on Drinking Water and Sewerage (AP18/COA/09)

Equitable access to safe drinking water and sanitation for all has been recognized as a Sustainable Development Goal. In this regard pipe borne water supply and sewerage collection responsibilities are mainly vested with NWSDB. Policy advice will be developed to address all parties/citizens' water requirements. Develop the policy advices it requires to understand the status-quo of the industry. Industry data and stakeholder discussion provide a great opportunity for understanding the problems that encountered by the citizens at large. An extensive consultation with water sector stakeholders will take place in view of understating the problems relates to the supply of water and sewerage and develop solutions for such problems.

Develop a guideline on Minimum Quality of Service Standards for Water and Sewerage Services (AP18/COA/10)

The Regulatory schemes that incentivize the operator to decrease costs also lead the operator to lower service quality. The regulator may respond to these incentives by regulating service quality. Such regulations may take the form of minimum standards, rewards for improving quality and penalties for substandard quality. Regulating of service quality involves the steps of identifying the preferred level of service quality, designing a system for providing the operator with the incentive to offer this service quality and enforcing the standards. A guideline on minimum quality of Services Standards for Water and Sewerage Providers, Guidelines for disconnection of water and Sewage will also be developed. International Best Practices in water and sewerage industry will be examined and adopted for Sri Lanka in consultation with industry stakeholders.

Implementation of Licensing of Plumbers (AP18/INS/11)

Public Utilities Commission of Sri Lanka (PUCSL) is yet to regulate the Water Industry in Sri Lanka whereas a national policy on Water Industry had been formulated with a view to enabling country to meet the increasing demand and improved safety and quality service to assure sustainable supply of water for the nation. To fulfill the above objective, the PUCSL identified that, plumbing profession need to be established, and standard water fittings need to be available in the market. It is estimated that there exist a water loss approximately 44% in urban areas and 26% in rural areas, and these percentages do not include the losses occur beyond the end user meters. This huge loss can be minimized with quality workmanship.

A trained, competent and a skilled workforce is a requirement for ensuring safety, quality and reliability of a craftsmanship and such accredited personnel will cater the needs of the industry development in Sri Lanka. A large number of plumbers are practicing in the country without a proper technical training but with the practical experience gained through working with experienced plumbers. Therefore, it is important to implement a scheme to license/register plumbing technology workers to establish a proper plumbing practice in Sri Lanka.

Hence, in this activity relevant stakeholders are consulted, and public consultation will also be carried out in order to formulate an efficient and effective process to implement a scheme to license plumbing technology workers. Then PUCSL will be able to formulate a formal and legal process of defining the plumbing profession and authorizing only those who meet predetermined standards deemed to be necessary, to practice such professions.

Regulating the water fittings available in the Sri Lankan Market (AP18/INS/12)

Public Utilities Commission of Sri Lanka (PUCSL) is yet to regulate the Water Industry in Sri Lanka whereas a national policy on Water Industry had been formulated with a view to enabling country to meet the increasing demand and improved safety and quality service to assure sustainable supply of water for the nation.

It is estimated that there exist a water loss approximately 44% in urban areas and 26% in rural areas, and these percentages do not include the losses occur beyond the end user meters. This huge loss can be minimized with quality pipes and fittings. Further, installations done using inferior quality water fittings will not operate as intended and also will not last long. At present only the importation of float operated valves are being regulated, but there are other critical water fitting items need to be regulated to safeguard the quality. If these fittings are regulated, then it will contribute to minimize the wastage of water and minimize the excessive water bills caused due to water leakages. Hence, in this activity relevant stakeholders are consulted, and policy advice to the government will be formulated to initiate the regulation of water fittings.

Other Activities

Procedure for Conducting Public Consultations & Public Hearings (AP18/RA/08)

PUCSL conducts a number of public consultations and/or public hearings in all the major decision making events to engage the public and other stakeholders in the process. However, there is not any documented procedure to conduct the consultations.

The objective of this Activity is to prepare a procedure for Conducting Public Consultations & Public Hearings. After a review of the procedures followed by other prestigious regulatory bodies in the world, it is expected to incorporate the best practices related to Public Consultations & Public Hearings for PUCSL.

Format for Disseminating Commission's Decisions (AP18/RA/09)

Presently there is not any standard format to disseminate Commission Decisions related to regulatory activities which are directly linked to stakeholders. The objective of this Activity is to prepare a standard format to Disseminate Commission's Decisions to make it more transparent to all the parties.

The administrative decisions of the Commission will not be covered under this activity.

Procedure for processing applications for licenses and exemptions (AP18/RA/12)

Currently no party is bound by a procedure on processing applications for licenses and exemptions, including the application for license and exemptions. Therefore the application and approval process can take a longer time.

This activity proposes to prepare a procedure for processing applications for licenses and exemptions, making each institute/person responsible for timely application and issuance of licenses and exemptions.

Coordination of Consumer Consultative Committee Activities (AP18/COA/10)

The functions of the Consumer Consultative Committee (CCC) are advice the Commission on appropriate standards to be prescribed and monitor whether the needs of consumer are being satisfied and promote awareness of the standards prescribed. In this regard four activities have developed by the CCC members. One out of four has been developed as separate activity and three other activities are as follows:

(1) there are four associations represented in the CCC, Federation of Chambers of Commerce and Industry, National Chamber of Commerce and Sri Lanka Energy Managers' Association and Automobile Association. Two meetings with each association will be conducted with the objective of brainstorming of the problems faced by the small commercial and industrial consumers.

(2) Monthly Meetings of the CCC with the objective of collect data record and compile advice to the Commission.

(3) National Electricity Consumer Symposium with the objective of Consumer education, awareness and empowerment.

Study on emergency preparedness of the energy sector in Sri Lanka Security of supply (AP18/ LIC/ 12)

The objective this study is to identify the risks associated with energy sector in emergency situations and to prepare an advice to the government on the steps to be taken in advance to make sure continuity of adequate energy supply during such situations.

It has been planned to do this deliverable using the internal expertise with the assistance of Disaster Management Centre and energy sector utilities.

Licensing & Exemption (AP18/LIC/08)

Main task of the licensing division is to issue license or exemptions based on the applications. The licensing/ exemption process mainly consist of below steps.

- Initial scrutinization of the application
- Obtain commission approval to publish a newspaper notice on intention to grant license/exemption
- Publish paper notice for 28 days for public comments
- Inform minster of power and renewable energy about the paper notices
- Obtain final approval from the commission to issue the license/ exemption after 28 days of paper notice publication
- Obtain minister's concurrence (for license only) and print the license
- Gazette the exemption order (for exemptions only) and issue exemption certificate

LISS administration (AP18/LIC/09)

LISS (license information submission system) is a web based system that has set up by the PUCSL to obtain data from the licensees. Depending on various data requirement of the PUCSL, it is required to prepare templates to LISS through which each licensee can upload data to PUCSL. Therefore following activities are planned for year 2018.

- Preparation of templates to upload data with the assistance of LISS developer and IT division
- Testing and modification for those templates
- Validation the data submitted by the Licensees
- Error handling - related to data submission from licensee side

Implementation of Grid Code (AP 18/LIC/ 13)

The objective of this activity is to implement the Grid Code of the Transmission Licensee, which is planned to be finalized during 2017. Grid Code is implemented through the Grid Code Review and Enforcement Panel. Under this deliverable, it is expected to facilitate the panel meetings and also, depending on the requirement it is expected to hire and appoint external expert to present the Commission in the said panel meetings.

DCERP meeting and related work (AP18/LIC/10)

The Distribution Code of Sri Lanka (hereafter referred to as "Distribution Code") has been formulated in terms of the provisions of Clause 18 (c) and 3.1 (c) of the Sri Lanka Electricity Act, No 20 of 2009 (SLEA 2009), which require the licensees to develop, implement and maintain technical or operational codes. It specifies criteria, guidelines, basic rules, procedures, responsibilities, standards and obligations for the operation, maintenance and development of the Distribution System to ensure a safe, reliable and efficient operation of the Distribution System to provide a quality and secure electricity supply as reasonably as practicable.

Based on the provisions provided by the code, Distribution Code Enforcement and Review Panel (DCERP) have been established and it represents all licensees, embedded generators, exempted parties and consumers. Main objective of the DCERP is reviewing it and enforce it. PUCSL conducts monthly meeting with all representatives and execute the decisions taken at the meetings to operate, maintain and develop the Distribution System to ensure a safe, reliable and efficient operation of the Distribution System.

Lubricant Industry related activities (AP18/LIC/11)

Currently PUCSL act as the shadow regulator for the lubricant market and as the shadow regulator PUCSL execute various activities mentioned below, for the benefit of the industry and to help the industry to smoothly function.

- Preparation of annual lubricant market report
- Preparation and renewal the agreements of lubricant market players
- Conducting awareness programs on lubricant sector

Knowledge Catalyst (AP18/CCD/03)

Section 1(2) in the Public Utilities Commission of Sri Lanka Act No 35 of 2002 gives provision for the Commission to regulate public utilities industries which are electricity, water and petroleum. The Commission is the electrical, safety and technical regulator of the Electricity industry and the shadow regulator of the lubricant sector. The respective acts to regulate the water and petroleum are yet to be passed.

As proactive measures, the Commission plans to conduct public consultation with the participation of the experts of the water and petroleum industries to enable the both industries to identify grassroots level issues and develop tools to address the issues or modify the tools that are already exist to provide a quality and better service.

PUCSL plans to act as the knowledge catalysts – filtering, curating, thinking, and doing – in conjunction with water and petroleum industries.

- Public Consultation on Water Sector-To draft water sector policy advice
- Public Consultation on Rights of Water Consumers
- Public Consultation on Water service Standards
- A brainstorming session on Lubricant market Issues-to draft a policy advice
- Public Consultation on Rights of Petroleum Consumers
- Consumer Rights Forum (Water , Electricity and Petroleum)
- Energy Forum 2018 (Sri Lanka's drive towards world trends)

IT & MIS Division

The following are the planned deliverables designed in line with the corporate goals of PUCSL and as segments of the digital transformation strategy of PUCSL

Digitalization of PUCSL is multifaceted and consisting of components such as staff enablement (by providing applications to utilize, client side computing devices, training, etc.) process automation (by enabling licensees to submit electricity related accident reports via an online system), increasing stakeholder touch points (such as Dispute Resolution System, which allows members of general public to submit their complaints and grievances), IoT (which gathers voltage fluctuation data at remote locations,) energy analytics, (which monitors status quo and trends with respect to power generation, transmission, distribution, etc.).

The planned deliverables are expected to further enhance the ongoing effort to transform PUCSL into a complete digital organization.

Office Automation (AP/2018/IT/01)

Office Automation strategy is primarily consisting of providing an ICT based infrastructure to carry out day to day office work by means of computerized processes. This activity is mainly consisting of providing end user computing devices to staff, making productivity software such as office suite available for and accessible via client end devices by staff. As part of office automation, client end computing devices such as desktop computers, laptop computers, smart phones, etc., and printing services, file storage facilities, electronic mail, Internet browsing facilities, etc. are also provided to staff with necessary training. Office suite is consisting of software for word processing, spreadsheet, presentations, emailing, etc. and they cover most of the activities performed by staff during their daily routines. Staff need to be provided with client devices to consume the automated services and it is necessary to ensure that they are provided with mobile computing facilities too so that they can work from anywhere anytime. Printing service helps creating hard copies of electronic files.

With the evolution of technology, office suites are provided as cloud services, and therefore it has been planned to procure suitable facilities and make services pertaining office automation available for staff even outside the office premises. Therefore PUCSL is planning to invest for cloud based office services in addition to provide the same as a desktop service. Additionally it is also planned to introduce enterprise social media to PUCSL culture.

Infrastructure Development (AP/2018/IT/02)

Backup system is being enhanced so that instead of the present strategy of restoring failed services in the event of a breakdown, it is planned to replicate the services so that users can be directed to mirror service running remotely if the local service fail. Additionally, Domain server would be upgraded to Windows 2016 and Application server would be upgraded to CentOS 7.

The databases would be upgraded to MySQL 5.7 and MS SQL 2016. Email service would be upgraded so that email security is enhanced. The newly acquired 17th floor would be linked with the 6th floor so that the staff on the 17th floor also can enjoy the same services. Old air conditioners which are responsible for maintaining the proper temperature and humidity levels inside the data centre would be replaced as they have exhausted their lifetime.

Business Continuity Planning / Disaster Recovery + Security (AP/2018/IT/03)

Breakdown of services can occur due to numbers of reasons and this activity primarily aims to mitigate as many numbers of such circumstances as possible so that the services are hardly interrupted. Securing infrastructure is to be further strengthened in order to keep attackers at bay. Both external and internal threats are to be addressed and virus attacks, intrusions, service denials, risks of ransomware, etc. are to be countered. The aim of increasing redundancy is to enhance failover options. Efficient disaster recovery mechanisms are to ensure the systems can be restored in minimum time. Business Continuity Planning / Disaster Recovery BCP / DR strategy of PUCSL is multifaceted and consisting of several types of diverse but related technologies ranging from mirrored hard disks to tape backups kept off-site.

Business Applications (AP/2018/IT/04)

To automate various specific business processes of PUCSL, a range of software are being developed & deployed and in 2017, a Management Information System that provides a summary as well as detailed information in minimum time for the Senior Management of PUCSL. Using dashboards consisting of graphs, etc., Senior Management could be presented with significant information viewable in a single glance so that informed actions, quicker decisions, timely interventions, etc. would follow. Currently voltage data with respect to the quality of power are being gathered in various parts of the country and such data need to be fed into a central database and for this purpose an existing business application is to be modified. Similarly, it is required to gather service quality data from licensees such as Ceylon Electricity Board (CEB) & Lanka Electricity Company (LECO) with respect to attending to consumer requests, complaints, etc. and such data must be fed to a central system so that data can be centrally managed. It has been planned to create a database consisting of details of qualified electricians, which is accessible by the members

of the general public so that people can obtain services of qualified technicians. It has also been decided to implement an Incident Reporting System, which could be used by licensees such as CEB & LECO initially and other stakeholders such as Department of Police, Ministry of Health, Department of Labour, etc. subsequently to report electricity related accidents to PUCSL so that PUCSL can monitor and improve electrical safety in the country.

ICT Policies and Audit (AP/2018/IT/05)

ICT Policies & standards to be evolved, implemented and evaluated would ensure staff and the processes confirm to best practices on the one hand and give rise to a proper organizational culture on the other hand.

Human Resource Development Plan

PUCSL – An employee Champion
With people For people

Public Utilities Commission of Sri Lanka plans to initiate new programmes to develop the employees of the organisation while continuing the existing programmes to build employees of the organisation giving them the opportunity to enhance knowledge, skills and performance to provide a better service to the country.

Employees' Performance Management (AP18/HR/01)

This activity will be a Continuation of the Performance evaluation process through new HRIS instead of a manual system, by conducting biannual appraisals for all Executive and Non -executive staff.

PUCSL plans to develop the existing performance appraisal system to meet the criteria in Organizational Results Framework (ORF) aligned with Commission Activity plan and to evaluate critical activities under Part C of the Evaluation form through identifying all the critical activities under each individual deliverable along with the deadline and offer different weights in calculating the final achievement based on the criticality of the activity.

Capacity Building/Training & Development (Foreign and Local) (AP18/HR/02)

Aiming the development of innovative thinking and current competency levels of employees, HR division plans to create a path towards a learning organization with following key steps.

- Organize in house Local training related to Water and Petroleum sectors.
- Outbound professional development programme
- Soft skills development programmes

Employee Engagement and Welfare (AP18/HR/03)

Following activities will be organized to enrich employees' working relationships and to offer the opportunity of enjoying non remunerative other benefits through a collective effort.

- Employee welfare facility with employee contributions, including death donation and recreational provisions
- Employees' family get-together

HR Divisional Satisfaction Survey (AP18/HR/05)

Committing to continuous improvement in the services provided by HR division and valuing the comments and suggestions by employees, the division plans to implement a survey on HR effectiveness / divisional satisfaction.

Career Development Portal (AP18/HR/06)

Create an online platform that empowers all employees to successfully fulfil their individual roles in the career development plans. Employees will gain access to career development tools designed to motivate, develop, and support them in their career journey. This will be updated with career development related international and local articles, surveys, individual personal and motivational assessments etc.

Linking HRIS with Payroll System (AP18/HR/07)

Automation of manual recording system with newly implemented HRIS/payroll in order to reduce paperwork and improve reporting efficiency. Due to Employee Self Service (ESS) option available in HRIS and constant monitoring through HR division will generate more accurate data required for payroll processing.

Divisional Administrative Inspections (AP18/HR/08)

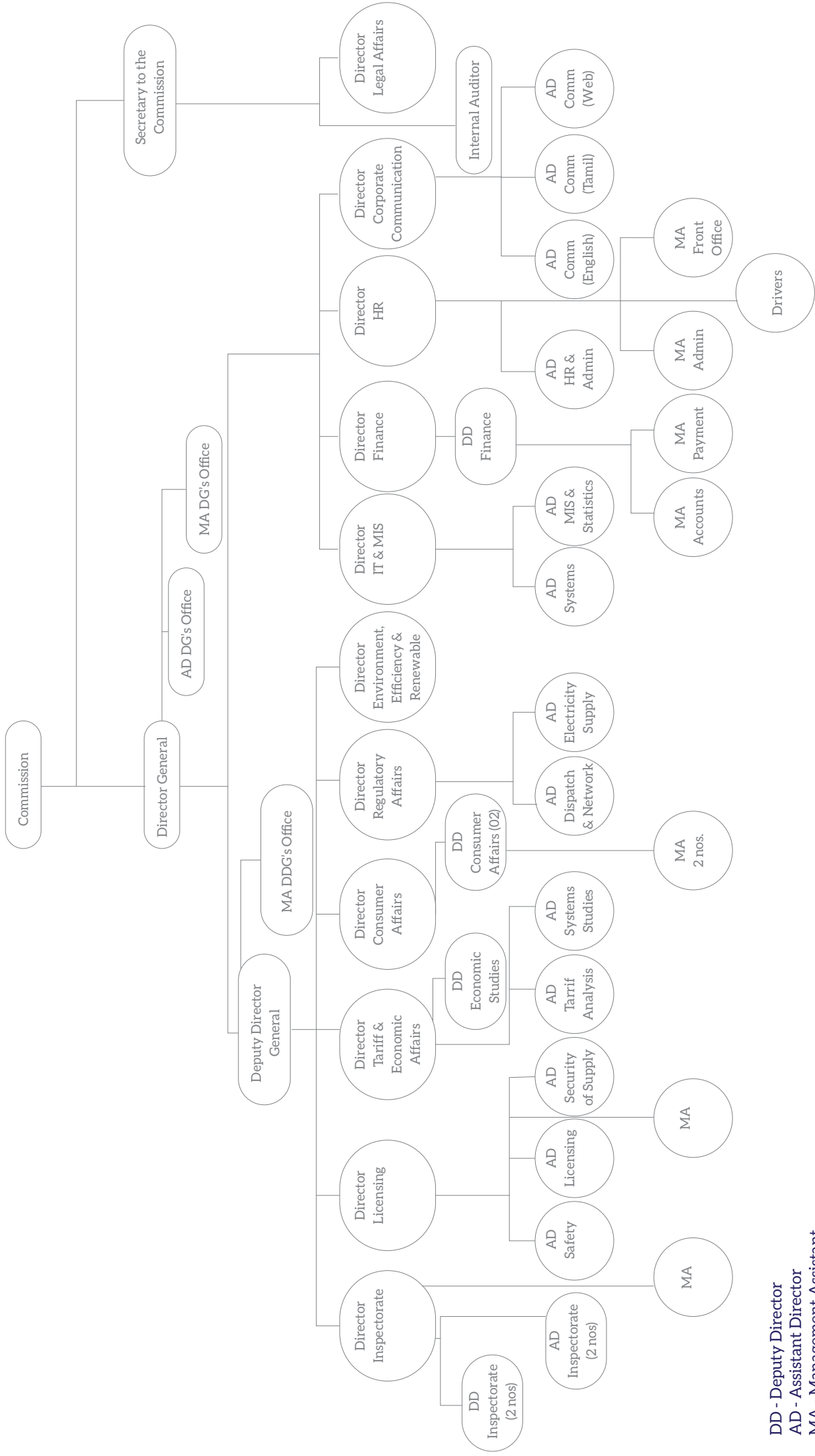
Administrative routine/surprise inspections of all divisions are planned to be carried out with the assistance of internal auditor & the Finance division in order to make ease for the year end asset verification process, Board of survey etc. Also it is expected that this process will streamline divisional reporting systems as well

Human resources available on divisions of PUCSL as at end of November 2017

Approved & Existing Cadre as at 30-11-2017

Division	Designation	Approved	Current
DG	Director General	1	1
	Assistant Director	1	-
	Management Assistant	1	-
DDG	Deputy Director General	1	1
	Management Assistant	1	-
Secretary	Secretary to the Commission	1	1
Licensing	Director	1	1
	Assistant Director	3	2
	Management Assistant	1	-
Tariff & Economic Affairs	Director	1	1
	Deputy Director	1	-
	Assistant Director	2	2
Regulatory Affairs	Director	1	1
	Assistant Director	2	2
Consumer Affairs	Director	1	1
	Deputy Director	2	2
	Management Assistant	2	3
Inspectorate	Director	1	1
	Deputy Director	2	2
	Assistant Director	2	3
	Management Assistant	1	-
Environment, Renewable & Efficiency	Director	1	1
Legal	Director	1	-
Finance	Director	1	1
	Deputy Director	1	1
	Management Assistant	2	2
Human Resources & Admin	Director	1	1
	Assistant Director	1	1
	Management Assistant	2	1
	Driver/Office Assistant	4	4
IT & MIS	Director	1	1
	Assistant Director	2	2
Corporate Communication	Director	1	1
	Assistant Director	3	3
Internal Audit	Deputy Director	1	1
		51	44

Organizational Structure



DD - Deputy Director
 AD - Assistant Director
 MA - Management Assistant

Budget for the Annual Activity Plan 2018

Key Areas of Activities	Budget (LKR)
Improved Productivity & convenience for electricity consumers	93,927,874
Affordable Price for consumers and sustainable financial stability for licensees	52,695,917
Improved Environmental conditions for humans, animals and plants	26,609,538
Improved safety of every living being and properties of General public, Licensees & operators	46,440,556
Water Sector	30,014,999
Petroleum Sector	5,985,826
System development-IT	34,307,790
Total Budget	289,982,500

Detailed Budget – Year 2018

Division	Activity No	Description	Direct Cost	Staff Cost	Other admin & Over Heads cost	Total Cost
INS	AP/2018/INS/01	Policy advice on managing the safety clearances of transmission line corridors.	1,224,000	1,079,441	416,320	2,719,762
	AP/2018/INS/02	Consultation on accreditation of Electricians	456,000	1,102,571	416,320	1,974,892
	AP/2018/INS/03	Implementation of Licensing of electrical technology workers	1,213,000	1,102,571	416,320	2,731,892
	AP/2018/INS/04	Preparation of a guideline to ensure safety and reliability of MV Lines	10,000	1,102,571	416,320	1,528,892
	AP/2018/INS/05	Electrocution Mitigation Program	4,656,000	1,200,534	416,320	6,272,854
	AP/2018/INS/06	Formulation of a rule on Periodic Inspection on Domestic and Retail Customer Installations	1,505,000	1,200,534	416,320	3,121,854
	AP/2018/INS/07	Preparation and Implementation of Safety and Technical Management Plan	4,060,000	1,014,750	416,320	5,491,070
	AP/2018/INS/08	Preparation of guideline on Safety of Rooftop Solar PV Installation	90,000	1,014,750	416,320	1,521,070
	AP/2018/INS/09	Preparation of guideline for power failure investigations.	80,000	1,026,810	416,320	1,523,130
	AP/2018/INS/10	Policy advice on establishment of service corridors for roads which are newly constructed and being rehabilitated.	20,000	1,026,810	416,320	1,463,130
	AP/2018/INS/11	Implementation of Licensing of plumbers	1,209,000	1,079,441	416,320	2,704,762
	AP/2018/INS/12	Regulating the water fittings available in the Sri Lankan Market.	16,000	1,026,810	416,320	1,459,130
	AP/2018/INS/13	Monitoring of Activities Related to Electrical Safety	-	4,594,793	416,320	5,011,113
	AP/2018/INS/14	Work comes from Consumer Affair division (disputes)	48,000	1,079,441	416,320	1,543,762
	AP/2018/INS/15	Recommendation of Sanctions	-	1,079,441	416,320	1,495,762
	AP/2018/INS/16	Works come from external parties (electrocutions, unsafe location inspections, etc.,)	48,000	1,102,571	416,320	1,566,892
COA	AP/2018/COA/01	Guidelines on customer service processes	80,000	1,681,989	416,320	2,178,309
	AP/2018/COA/02	Implementing the adaptation stage of Electricity Distribution Performance Based Standards Regulations of Commercial Quality	40,000	1,681,989	416,320	2,138,309

Detailed Budget – Year 2018 cont.

Division	Activity No	Description	Direct Cost	Staff Cost	Other admin & Over Heads cost	Total Cost
	AP/2018/COA/03	PUCSL to facilitate consumer complaints in accordance with CRO statement	-	1,681,989	416,320	2,098,309
	AP/2018/COA/04	Revision of Supply Services Code	50,000	1,681,989	416,320	2,148,309
	AP/2018/COA/05	Resolution of disputes in accordance with dispute resolution rules	480,000	1,259,372	416,320	2,155,692
	AP/2018/COA/06	Establishment of National Consumer Network	2,115,000	1,259,372	416,320	3,790,692
	AP/2018/COA/07	Rules for Dispute Resolution in Petroleum Industry	-	1,259,372	416,320	1,675,692
	AP/2018/COA/08	Regulation of NWSDB	3,900,000	1,376,303	416,320	5,692,623
	AP/2018/COA/09	Advice on National Policy on Drinking Water and Sewerage	500,000	1,376,303	416,320	2,292,623
	AP/2018/COA/10	Ensure the Water and Sewerage operators meet the Minimum Service Standards for water and sewerage services.	60,000	1,376,303	416,320	1,852,623
	AP/2018/COA/11	Coordination of Consumer Consultative Committee Activities	4,270,000	1,376,303	416,320	6,062,623
LIC	AP/2018/LIC/01	Identifying and advising on mitigating short term Energy Security issues	10,000	558,389	416,320	984,709
	AP/2018/LIC/02	Review and Approve CEB Long Term Transmission Plan and Monitoring Implementation	2,010,000	558,389	416,320	2,984,709
	AP/2018/LIC/03	Monitoring implementation of approved generation plan	-	558,389	416,320	974,709
	AP/2018/LIC/04	Implementation of Transmission Performance regulations	20,000	558,389	416,320	994,709
	AP/2018/LIC/05	Prepare Generation and Transmission Reports	-	558,389	416,320	974,709
	AP/2018/LIC/06	Implementation of Electricity (Distribution) Performance Standards Regulation (Power quality and Supply quality)	12,000	572,533	416,320	1,000,853
	AP/2018/LIC/07	Prepare a standard guideline for Distribution Licensees on preparing the Business Plan of Distribution System and establish a mechanism to monitor it.	5,000	572,533	416,320	993,853

Detailed Budget – Year 2018 cont.

Division	Activity No	Description	Direct Cost	Staff Cost	Other admin & Over Heads cost	Total Cost
	AP/2018/LIC/08	License Applications and Exemptions(new applications, modifications, extensions) evaluation and grant license and Invoicing	600,000	572,533	416,320	1,588,853
	AP/2018/LIC/09	LISS administration	-	572,533	416,320	988,853
	AP/2018/LIC/10	Execution of the decision taken at DCERP meetings	300,000	572,533	416,320	1,288,853
	AP/2018/LIC/11	Lubricant (Awareness programs/workshop/Market report)	1,100,000	572,533	416,320	2,088,853
	AP/2018/LIC/12	Study on emergency preparedness of the energy sector in Sri Lanka	600,000	5,060,290	416,320	6,076,610
	AP/2018/LIC/13	Implementation of grid code	1,500,000	558,389	416,320	2,474,709
REG	AP/2018/RA/01	Review of regulatory accounts for 2017	2,075,000	621,847	416,320	3,113,167
	AP/2018/RA/02	Study on impact of tariffs during the period 2011-2015 and formulation of advice to the Government on the use of electricity in Sri Lanka	8,886,620	2,063,614	416,320	11,366,555
	AP/2018/RA/03	Preparation of regulations on disadvantaged group of consumers for provision of life-line tariffs	-	2,063,614	416,320	2,479,935
	AP/2018/RA/04	Preparation, Review and Compliance with Supply Services Code - Connection and Supply of Electricity	2,607,500	584,947	416,320	3,608,767
	AP/2018/RA/05	Preparation of Rules on applications and templates for licenses, exemptions and authorizations	-	584,947	416,320	1,001,267
	AP/2018/RA/06	Guidelines for investigation of suspected alteration of the register of any meter	2,715,968	584,947	416,320	3,717,235
	AP/2018/RA/07	Metering and Energy Estimation code for Exempted Parties	12,000	584,947	416,320	1,013,267
	AP/2018/RA/08	Procedure for Conducting Public Consultations & Public Hearings	-	584,947	416,320	1,001,267
	AP/2018/RA/09	Format for Disseminating Commission's Decisions	-	584,947	416,320	1,001,267
	AP/2018/RA/10	Formulation of guidelines and templates for tariff filing based on regulatory accounts	15,000	621,847	416,320	1,053,167
	AP/2018/RA/11	Procedure for review of LCLITGEP	7,500	621,847	416,320	1,045,667

Detailed Budget – Year 2018 cont.

Division	Activity No	Description	Direct Cost	Staff Cost	Other admin & Over Heads cost	Total Cost
	AP/2018/RA/12	Procedure for processing applications for licenses and exemptions	7,500	621,847	416,320	1,045,667
	AP/2018/RA/13	Revision of Electricity (Procurement) Rules - Time Line for Implementing Provisions	4,500	621,847	416,320	1,042,667
	AP/2018/RA/14	Preparation of the draft rules specifying minimum standards for petroleum products	-	2,063,614	416,320	2,479,935
TEA	AP/2018/TEA/01	Survey on Electricity Affordability	3,000,000	547,815	416,320	3,964,135
	AP/2018/TEA/02	Policy advice on Tariff structure	-	547,815	416,320	964,135
	AP/2018/TEA/03	Electric vehicle tariff scheme	-	547,815	416,320	964,135
	AP/2018/TEA/04	Policy advice on the short term impact of 'generation mix', and 'fuel prices' on generation dispatch cost	-	547,815	416,320	964,135
	AP/2018/TEA/05	Stakeholder Consultation on Tariff Methodology	5,022,500	1,547,283	416,320	6,986,103
	AP/2018/TEA/06	Policy advice on Time of Use (ToU) tariff model for domestic consumers	42,000	547,815	416,320	1,006,135
	AP/2018/TEA/07	Power Plant Heat Rate Tests	50,000	547,815	416,320	1,014,135
	AP/2018/TEA/08	Review of Allowed chgs filed for 2019	-	1,743,227	416,320	2,159,547
	AP/2018/TEA/09	Bulk supply tariff,Uniform national Tariff and end user tariff review	-	1,743,227	416,320	2,159,547
	AP/2018/TEA/10	Small Distributor tariff review	-	1,743,227	416,320	2,159,547
EER	AP/2018/EER/01	Development of web based reports on renewable energy development and environmental performance of thermal power generation using LISS.	-	1,606,273	416,320	2,022,593
	AP/2018/EER/02	Estimation of external cost of electricity generation.	5,200,000	1,606,273	416,320	7,222,593
	AP/2018/EER/03	Research on make use of full potential of solar PV energy in Sri Lanka.	3,600,000	1,606,273	416,320	5,622,593
CCO	AP/2018/CCO/01	Regional Public Consultations	12,188,000	1,426,751	416,320	14,031,071
	AP/2018/CCO/02	Public Consultation Focusing the Electricity Sector	3,000,000	2,025,284	416,320	5,441,604
	AP/2018/CCO/03	Knowledge Catalyst	7,126,230	1,150,457	416,320	8,693,007
	AP/2018/CCO/04	Enhancing Digital Engagement	3,000,000	981,401	416,320	4,397,721
	AP/2018/CCO/05	Master Communication Plan	5,000,000	1,595,807	416,320	7,012,127
	AP/2018/CCO/06	Information Dissemination	3,200,000	2,025,284	416,320	5,641,604

Detailed Budget – Year 2018 cont.

Division	Activity No	Description	Direct Cost	Staff Cost	Other admin & Over Heads cost	Total Cost
FIN	AP/2018/FIN/01	Financial monitoring & regulatory compliances quarterly reports to line ministry and public awareness	-	909,093	416,320	1,325,413
	AP/2018/FIN/02	Responding to the internal and external audit queries	-	909,093	416,320	1,325,413
	AP/2018/FIN/03	preparation of 2019 budget	-	909,093	416,320	1,325,413
	AP/2018/FIN/04	Monitoring income Collection	-	909,093	416,320	1,325,413
	AP/2018/FIN/05	preparation of final accounts	-	909,093	416,320	1,325,413
	AP/2018/FIN/06	Procurement activities	-	1,153,365	416,320	1,569,686
	AP/2018/FIN/07	financial recording	300,000	1,153,365	416,320	1,869,686
	AP/2018/FIN/08	Provide financial information to management	-	1,153,365	416,320	1,569,686
	AP/2018/FIN/09	Employees' Performance Management	-	1,153,365	416,320	1,569,686
HR	AP/2018/HR/01	Capacity building , Training & Development (Foreign and Local)	-	1,100,629	416,320	1,516,950
	AP/2018/HR/02	Employee Engagement and Welfare	7,950,000	1,100,629	416,320	9,466,950
	AP/2018/HR/03	HR Divisional Satisfaction Survey	900,000	561,056	416,320	1,877,376
	AP/2018/HR/04	Career planning and Employee Development portal	-	561,056	416,320	977,376
	AP/2018/HR/05	Linking HRIS with Payroll System	-	561,056	416,320	977,376
	AP/2018/HR/06	Divisional Administrative Inspections	-	561,056	416,320	977,376
	AP/2018/HR/07	Routine Admin & HR Activities	-	1,100,629	416,320	1,516,950
	AP/2018/HR/08	Office Automation	-	1,100,629	416,320	1,516,950
IT	AP/2018/IT/01	Infrastructure Development	3,500,000	1,358,632	416,320	5,274,952
	AP/2018/IT/02	Business Continuity Planning and Disaster Recovery	2,800,000	1,358,632	416,320	4,574,952
	AP/2018/IT/03	(BCP/DR) + Security	1,500,000	1,358,632	416,320	3,274,952
	AP/2018/IT/04	Business Applications	5,900,000	1,358,632	416,320	7,674,952
	AP/2018/IT/05	ICT Policies and Audit	1,500,000	1,358,632	416,320	3,274,952
	AP/2018/IT/06	Maintenance & SLA	2,500,000	1,358,632	416,320	4,274,952
	AP/2018/IT/07	Licenses and Subscriptions	3,700,000	1,358,632	416,320	5,474,952
	Activity Plan	Preparation of 2019 Activity plan	-	8,681,352	416,320	9,097,672
		Total Cost	129,597,318.00	119,585,802.67	40,799,380	289,982,500

Activity Plan 2018 (Output and Timeline)

Consumer Affairs Division

Reference	Activity -2018	Output	Time Schedule															
			J	F	M	A	M	J	J	A	S	O	N	D				
01	AP18/COA/01	Guidelines on customer service processes																
02	AP18/COA/02	Implementing the adaptation stage of Electricity Distribution Performance Based Standards Regulations of Commercial Quality																
03	AP18/COA/03	Routine Activity - PUCSL to facilitate consumer complaints in accordance with CRO statement																
04	AP18/COA/04	Obtaining the Supply Services Code amended by the licensees																
05	AP18/COA/05	Routine Activity - Resolution of disputes in accordance with dispute resolution rules																
06	AP18/COA/06	Establishment of National Consumer Network																
07	AP18/COA/07	Rules for Dispute Resolution in Petroleum Industry																
08	AP18/COA/08	Regulation of Water Service Industry																
09	AP18/COA/09	Advice on National Policy on Drinking Water and Sewerage																
10	AP18/COA/10	Develop a guideline on Minimum Service Standards for Water and Sewerage Services.																

Activity Plan 2018 (Output and Timeline)

Regulatory Affairs

Reference	Activity -2018	Output	Time Schedule															
			J	F	M	A	M	J	J	A	S	O	N	D				
		<ul style="list-style-type: none"> Identification of “disadvantaged groups of consumers” by specifying the threshold level of individual household income for the provision of life-line tariffs; and Formulation of a set of recommendations for consideration and action by the Commission to advise the Government on the use of electricity																
39	AP18/RA/03	Preparation of regulations on disadvantaged group of consumers and provision of life-line tariffs																
40	AP18/RA/04	Preparation, Review and Compliance with Supply Services Code – Connection and Supply of Electricity																
41	AP18/RA/14	Preparation of the draft rules specifying minimum standards for petroleum products																
42	AP18/RA/05	Preparation of Rules on applications and templates for licenses, exemptions and authorizations																
43	AP18/RA/06	Guidelines for investigation of suspected alteration of the register of any meter																
44	AP18/RA/07	Metering and Energy Estimation code for Exempted Parties																

Master Procurement Plan – Year 2018

Division	Activity plan reference Number	Procurement Category (goods/Works/ Services/ Consultancy)	Description	Estimated cost (Rs)	Procurement Method (ICB,NCB,LNB, LIB, Shopping, Direct)	Level of Authority (MPC/DPC (minor/Major))	Scheduled date for activity/goods to be received	Scheduled date of commencement	Scheduled date of Completion
EER	AP/2018/EER/02	Consultancy	Research on estimation of external cost of electricity Generation	5,200,000	QCBS	DPC Major	Nov-18	Feb-18	Mar-18
EER	AP/2018/EER/03	Consultancy	Research on make use of full potential of solar PV	3,600,000	QCBS	DPC Major	Nov-18	Feb-18	Mar-18
RA	AP18/RA/06	Consultancy	Guidelines for investigation of suspected alteration of the register of any meter	2,647,500	NCB	DPC-Minor	Jul-18	Feb-18	Apr-18
TEA	AP18/TEA/05	Consultancy	Stakeholder Consultation on Tariff Methodology -	5,022,500	ICB	DPC-Minor	Nov-18	Feb-18	Jan-18
TEA	AP18/TEA/01	Consultancy	Survey on Electricity Affordability	3,006,750	NCB	DPC-Minor	Jul-18	Jan-18	Mar-18
Inspectorate	AP18/INS/05	Good & services	Procuring a location with refreshments for conducting Electrical Safety Day 2018	1,000,000.00	LNB	DPC-Minor	Nov-18	Oct-18	Nov-18
Inspectorate	AP18/INS/05	Goods	Procuring a supplier to provide the frames and stands to display the winning posters and essays at Safety Day 2018	30,000.00	LNB	DPC-Minor	Nov-18	Oct-18	Nov-18
Inspectorate	AP18/INS/05	Services	Procuring a drama team to prepare a suitable script and perform a stage drama on the theme of electrical safety at the Safety Day 2018	50,000.00	Direct	DPC-Minor	Nov-18	Oct-18	Nov-18
Inspectorate	AP18/INS/05	Services	Procuring a supplier for designing, printing and fixing a backdrop at Safety Day 2018	70,000.00	LNB	DPC-Minor	Nov-18	Oct-18	Nov-18
Inspectorate	AP18/INS/05	Services	Purchasing Stall at Techno Exhibition	300,000.00	Direct	DPC-Minor	Oct-18	Aug-18	Oct-18
Inspectorate	AP18/INS/05	Services	Designing and Preparing Stall at Techno Exhibition	200,000.00	LNB	DPC-Minor	Oct-18	Aug-18	Oct-18
Inspectorate	AP18/INS/05	Services	Procuring a supplier for designing and printing of leaflets on Socket Standardization	500,000.00	LNB	DPC-Minor	Mar-18	Jan-18	Mar-18
Inspectorate	AP18/INS/01	Goods & Services	Procuring a location with refreshments for conducting Public Hearing on managing the safety clearances of transmission line corridors	700,000.00	LNB	DPC-Minor	Nov-18	Oct-18	Nov-18

Master Procurement Plan – Year 2018

Division	Activity plan reference Number	Procurement Category (goods/Works/ Services/ Consultancy)	Description	Estimated cost (Rs)	Procurement Method (ICB,NCB,LNB, LJB, Shopping, Direct)	Level of Authority (MPC/DPC (minor/Major)	Scheduled date for activity/goods to be received	Scheduled date of commencement	Scheduled date of Completion
Inspectorate	AP18/INS/01	Services	Procuring a supplier for designing, printing and fixing a backdrop at Public Hearing on managing the safety clearances of transmission line corridors	70,000.00	LNB	DPC-Minor	Sep-18	Jul-18	Sep-18
Inspectorate	AP18/INS/11	Goods & Services	Procuring a location with refreshments for conducting Public Hearing on accrediting the plumbers	700,000.00	Shopping	DPC-Minor	Sep-18	Jul-18	Sep-18
Inspectorate	AP18/INS/11	Services	Procuring a supplier for designing, printing and fixing a backdrop at Public Hearing on accrediting the plumbers	70,000.00	Shopping	DPC-Minor	Sep-18	Jul-18	Sep-18
Inspectorate	AP18/INS/07	Consultancy	Procurement of consultant to formulate Safety and technical management plan	4,000,000.00	NCB	DPC Major	Mar-18	Jan-18	Mar-18
Inspectorate	AP18/INS/09	Services	Procurement of standards and guidelines.	80,000.00	Direct	DPC-Minor	Feb-18	Jan-18	Feb-18
CCO	AP18/CCO/01	Services	Selecting a Media Partner for island wide survey and regional consultations	20,000,000.00	NCB	DPC Major	Throughout the Year	Jan-18	Jan-18
	AP18/CCO/01	Services	Selection of the Venue (Per Consultation)	30,000.00	Shopping	DPC minor	Throughout the Year	Jan-18	Jan-18
	AP18/CCO/01	Services	Backdrop and banners (Per Consultation)	60,000.00	Shopping	DPC minor	Throughout the Year	Jan-18	Jan-18
	AP18/CCO/01	Services	Videography of Public Consultation (Per Consultation)	190,000.00	Shopping	DPC minor	Throughout the Year	Jan-18	Jan-18
	AP18/CCO/01	Services	Stenography for the Consultation (Per Consultation)	10,000.00	Shopping	DPC minor	Throughout the Year	Jan-18	Jan-18
	AP18/CCO/01	Goods & Services	Food and Refreshment for 200 participants (1000 per head) (Per Consultation)	200,000.00	Shopping	DPC minor	Throughout the Year	Jan-18	Jan-18
	AP18/CCO/02	Services	Designing Paper ads- Public Consultaion on Energy Sector	100,000.00	Shopping	DPC minor	Jan-18	Jan-18	Jan-18
	AP18/CCO/02	Services	Backdrop and Banner Printing Public Consultaion on Energy Policy	100,000.00	Shopping	DPC minor	Jan-18	Jan-18	Jan-18
	AP18/CCO/02	Services	Videography Public Consultaion on Energy Sector	190,000.00	Shopping	DPC minor	Jan-18	Jan-18	Jan-18

Master Procurement Plan – Year 2018

Division	Activity plan reference Number	Procurement Category (goods/Works/ Services/ Consultancy)	Description	Estimated cost (Rs)	Procurement Method (ICB,NCB,LNB, LIB, Shopping, Direct)	Level of Authority (MPC/DPC (minor)/Major)	Scheduled date for activity/goods to be received	Scheduled date of commencement	Scheduled date of Completion
	AP18/CCO/02	Services	Venue Selection Public Consultaion on Energy Sector	110,000.00	Shopping	DPC minor	Jan-18	Jan-18	Jan-18
	AP18/CCO/02	Services	Refreshment Public Consultaion on Energy Sector	300,000.00	Shopping	DPC minor	Jan-18	Jan-18	Jan-18
	AP18/CCO/03	Services	Backdrop and Banner Printing-Water Sector Public Consultation	100,000.00	Shopping	DPC minor	Mar-18	Jan-18	Mar-18
	AP18/CCO/03	Services	Venue Selection- Water Sector Public Consultation	110,000.00	Shopping	DPC minor	Mar-18	Jan-18	Mar-18
	AP18/CCO/03	Services	Refreshment - Water Sector Public Consultation	300,000.00	Shopping	DPC minor	Mar-18	Jan-18	Mar-18
	AP18/CCO/03	Services	Designing Paper Advertisement- Water Sector Public Consultation	100,000.00	Shopping	DPC minor	Mar-18	Jan-18	Mar-18
	AP18/CCO/03	Services	Backdrop and Banner Printing- Water Sector Public Consultation	60,000.00	Shopping	DPC minor	Mar-18	Jan-18	Mar-18
	AP18/CCO/03	Services	Videogrphay- Water Sector Public Consultation	190,000.00	Shopping	DPC minor	Mar-18	Jan-18	Mar-18
	AP18/CCO/03	Services	Venue Selection- Water Sector Public Consultation	110,000.00	Shopping	DPC minor	Mar-18	Jan-18	Mar-18
	AP18/CCO/03	Services	Refreshment -Water Sector Public Consultation	300,000.00	Shopping	DPC minor	Mar-18	Jan-18	Mar-18
	AP18/CCO/03	Services	Refreshment- Brain Storming Session Lubricant Market	300,000.00	Shopping	DPC minor	Feb-18	Feb-18	Feb-18
	AP18/CCO/03	Services	Backdrop and Banner Printing Brain Storming Session of Lubricant Market	100,000.00	Shopping	DPC minor	Mar-18	Jan-18	Mar-18
	AP18/CCO/03	Services	Videogrphay and Photography	200,000.00	Shopping	DPC minor	Apr-18	Feb-18	Apr-18
	AP18/CCO/03	Services	Venue and Refreshment	450,000.00	Shopping	DPC minor	May-18	Mar-18	May-18
	AP18/CCO/03	Services	Sound Equipment	50,000.00	Shopping	DPC minor	Jun-18	Apr-18	Jun-18
	AP18/CCO/03	Services	Backdrop and Banner Printing Energy Forum 2018	100,000.00	Shopping	DPC minor	Oct-18	Sep-18	Oct-18
	AP18/CCO/03	Services	Videogrphay and Photography	200,000.00	Shopping	DPC minor	Oct-18	Sep-18	Oct-18
	AP18/CCO/03	Services	Venue and Refreshment	450,000.00	Shopping	DPC minor	Oct-18	Sep-18	Oct-18

Master Procurement Plan – Year 2018

Division	Activity plan reference Number	Procurement Category (goods/Works/ Services/ Consultancy	Description	Estimated cost (Rs)	Procurement Method (ICB,NCB,LNB, LJB, Shopping, Direct)	Level of Authority (MPC/DPC (minor/Major)	Scheduled date for activity/goods to be received	Scheduled date of commencement	Scheduled date of Completion
	AP18/CCO/03	Services	Sound Equipment	50,000.00	Shopping	DPC minor	Oct-18	Sep-18	Oct-18
	AP18/CCO/03	Services	Backdrop and Banner Printing Consumer Rights Forum 2018	60,000.00	Shopping	DPC minor	Mar-18	Feb-18	Mar-18
	AP18/CCO/03	Services	Videograpy and Photography	100,000.00	Shopping	DPC minor	Mar-18	Feb-18	Mar-18
	AP18/CCO/03	Services	Venue and Refreshment	100,000.00	Shopping	DPC minor	Mar-18	Feb-18	Mar-18
	AP18/CCO/03	Services	Invitation Printing	40,000.00	Shopping	DPC minor	Mar-18	Feb-18	Mar-18
	AP18/CCO/04	Services	Digital Marketing Campaign over News Websites	2,500,000.00	Shopping	DPC Major	Jan-18	Jan-18	Jan-18
	AP18/CCO/04	Services	Email Marketing Campaign	500,000.00	Shopping	DPC minor	Jan-18	Jan-18	Jan-18
	AP18/CCO/04	Services	Radio Awareness Campaign	3,000,000.00	Shopping	DPC Major	Jan-18	Jan-18	Jan-18
	AP18/CCO/05	Services	Awareness Campaign over Digital Screens at Public Places	1,000,000.00	Shopping	DPC minor	Jan-18	Jan-18	Jan-18
	AP18/CCO/05	Services	Video and Image Designing	1,000,000.00	Shopping	DPC minor	Jan-18	Jan-18	Jan-18
	AP18/CCO/06	Services	Designing, Printing Annual Report	600,000.00	Shopping	DPC minor	May-18	Apr-18	May-18
	AP18/CCO/06	Services	Designing, Printing Annual Activity Plan	600,000.00	Shopping	DPC minor	Aug-18	Jul-18	Jul-18
	AP18/CCO/06	Services	Designing, Printing Lubricant Report	400,000.00	Shopping	DPC minor	Feb-18	Mar-18	Jan-18
IT	AP/2018/IT/01	Goods	Replacing existing PCs & providing PCs for new staff	800,000.00	Shopping	DPC-Minor	Apr-18	Feb-18	Apr-18
IT	AP/2018/IT/01	Goods	Replacing existing phones & providing phones for new staff	1,100,000.00	Shopping	DPC-Minor	Apr-18	Feb-18	Apr-18
IT	AP/2018/IT/01	Goods	Replacing old printers and other hardware	1,000,000.00	Shopping	DPC-Minor	Mar-18	Jan-18	Mar-18
IT	AP/2018/IT/01	Services	Cloud based office and enterprise social media solution with Office365	600,000.00	Shopping	DPC-Minor	Jul-18	Apr-18	Jun-18
IT	AP/2018/IT/02	Goods	Performance enhancement of hardware infrastructure - incl. SAN	400,000.00	Shopping	DPC-Minor	Mar-18	Jan-18	Mar-18
IT	AP/2018/IT/02	Goods	Email service upgrade and facility enhancement	500,000.00	Shopping	DPC-Minor	Jul-18	Apr-18	Jun-18
IT	AP/2018/IT/02	Goods	Replacing the old Air Conditioners	500,000.00	Shopping	DPC-Minor	May-18	Mar-18	May-18
IT	AP/2018/IT/02	Goods	Other accessories + Miscellaneous	350,000.00	Shopping	DPC-Minor	Nov-18	Sep-18	Nov-18

Master Procurement Plan – Year 2018

Division	Activity plan reference Number	Procurement Category (goods/Works/ Services/ Consultancy)	Description	Estimated cost (Rs)	Procurement Method (ICB,NCB,LNB, LIB, Shopping, Direct)	Level of Authority (MPC/DPC (minor/Major))	Scheduled date for activity/goods to be received	Scheduled date of commencement	Scheduled date of Completion
IT	AP/2018/IT/02	Goods	Interactive whiteboard with projector & sound system - new floor	700,000.00	Shopping	DPC-Minor	Mar-18	Jan-18	Mar-18
IT	AP/2018/IT/02	Goods	CCTV infrastructure, cameras and TV + Fingerprint system	100,000.00	Shopping	DPC-Minor	Mar-18	Jan-18	Mar-18
IT	AP/2018/IT/02	Services	Streamlining server room infrastructure	250,000.00	Shopping	DPC-Minor	Oct-18	Jul-18	Sep-18
IT	AP/2018/IT/03	Services	Backup system enhancement (Cloud based backup solution)	400,000.00	Shopping	DPC-Minor	Oct-18	Aug-18	Oct-18
IT	AP/2018/IT/03	Services	Enhancing Web and application security with digital certificate	150,000.00	Shopping	DPC-Minor	May-18	Mar-18	May-18
IT	AP/2018/IT/03	Goods	Load balancer	400,000.00	Shopping	DPC-Minor	May-18	Mar-18	May-18
IT	AP/2018/IT/03	Services	Improving LAN Security including Wi-Fi security	100,000.00	Shopping	DPC-Minor	Jul-18	May-18	Jul-18
IT	AP/2018/IT/03	Services	Two – factor authentication & Data Leak Protection	250,000.00	Shopping	DPC-Minor	Jul-18	May-18	Jul-18
IT	AP/2018/IT/03	Goods	Backup storage enhancement + Backup for CCTV	200,000.00	Shopping	DPC-Minor	Aug-18	Jun-18	Aug-18
IT	AP/2018/IT/04	Services	Enhancement of HR and Finance Application	500,000.00	Shopping	DPC-Minor	Oct-18	Apr-18	Jun-18
IT	AP/2018/IT/04	Services	Modifications of LISS (Gen Plan, etc.)	250,000.00	Shopping	DPC-Minor	Jul-18	Jan-18	Mar-18
IT	AP/2018/IT/04	Services	Modification of DRS	100,000.00	Shopping	DPC-Minor	Nov-18	May-18	Jul-18
IT	AP/2018/IT/04	Services	Enhancement of Website with social media	400,000.00	Shopping	DPC-Minor	Sep-18	Mar-18	May-18
IT	AP/2018/IT/04	Services	Implementation of Sanction database	200,000.00	Shopping	DPC-Minor	Jul-18	Jan-18	Mar-18
IT	AP/2018/IT/04	Services	Renewable Energy Development and Environmental Performance + integrating with LISS	400,000.00	Shopping	DPC-Minor	Jul-18	Jan-18	Mar-18
IT	AP/2018/IT/04	Services	Mobile App for tariff & awareness	500,000.00	Shopping	DPC-Minor	Jul-18	Jan-18	Mar-18
IT	AP/2018/IT/04	Services	Management Information System (MIS)	2,400,000.00	Shopping	DPC-Minor	Jul-18	Jan-18	Mar-18
IT	AP/2018/IT/04	Services	Continuation of Document Management System of 2017	400,000.00	Shopping	DPC-Minor	Jul-18	Jan-18	Mar-18
IT	AP/2018/IT/04	Services	Workflow (Procurement) and Snail mail	400,000.00	Shopping	DPC-Minor	Jul-18	Jan-18	Mar-18

Master Procurement Plan – Year 2018

Division	Activity plan reference Number	Procurement Category (goods/Works/ Services/ Consultancy	Description	Estimated cost (Rs)	Procurement Method (ICB,NCB,LNB, LIB, Shopping, Direct)	Level of Authority (MPC/DPC (minor/Major)	Scheduled date for activity/goods to be received	Scheduled date of commencement	Scheduled date of Completion
IT	AP/2018/IT/04	Services	Enhancement of Intranet + Extranet	300,000.00	Shopping	DPC-Minor	Jul-18	Jan-18	Mar-18
IT	AP/2018/IT/04	Services	IVR system (Interactive voice response)	50,000.00	Shopping	DPC-Minor	Sep-18	Mar-18	May-18
IT	AP/2018/IT/05	Services	Carrying out the audit	1,000,000.00	Shopping	DPC-Minor	Sep-18	Mar-18	Apr-18
IT	AP/2018/IT/05	Services	Improving the standards	500,000.00	Shopping	DPC-Minor	Nov-18	Sep-18	Nov-18
IT	AP/2018/IT/06	services	SLAs for Hardware (throughout the year)	1,000,000.00	Direct	DPC-Minor	Nov-18	Sep-18	Nov-18
IT	AP/2018/IT/06	services	SLAs for Software (throughout the year)	1,000,000.00	Direct	DPC-Minor	Nov-18	Sep-18	Nov-18
IT	AP/2018/IT/06	Services	Consumables and repairs	500,000.00	Direct	DPC-Minor	Nov-18	Sep-18	Nov-18
IT	AP/2018/IT/07	Services	Adobe Creative Suite	150,000.00	Direct	DPC-Minor	Nov-18	Sep-18	Nov-18
IT	AP/2018/IT/07	Services	Office 365	300,000.00	Direct	DPC-Minor	Nov-18	Sep-18	Nov-18
IT	AP/2018/IT/07	Services	Finance & HR Application (SAP, Sage, Asset Mgt, Payroll, etc.) + QuickBook	250,000.00	Direct	DPC-Minor	Apr-18	Feb-18	Apr-18
IT	AP/2018/IT/07	Services	Firewall Subscription	850,000.00	Direct	DPC-Minor	Mar-18	Jan-18	Mar-18
IT	AP/2018/IT/07	Services	Symantec Endpoint Security (Anti virus)	150,000.00	Direct	DPC-Minor	Mar-18	Jan-18	Mar-18
IT	AP/2018/IT/07	Services	Veeam Backup	100,000.00	Direct	DPC-Minor	Nov-18	Sep-18	Nov-18
IT	AP/2018/IT/07	Services	VMware ESXi	100,000.00	Direct	DPC-Minor	Nov-18	Sep-18	Nov-18
IT	AP/2018/IT/07	Services	Project Management Server	500,000.00	Direct	DPC-Minor	Sep-18	Mar-18	May-18
IT	AP/2018/IT/07	Services	Other Solutions, licenses & subscriptions	1,300,000.00	Direct	DPC-Minor	Sep-18	Mar-18	May-18

ICB - International competitive Bidding
 NCB - National Competitive bidding
 LNB - Limited National Competitive Bidding
 LIB - Limited International Competitive bidding

MPC - Ministry Procurement Committee
 DPC - Departmental Procurement Committee

Internal Audit Plan | Year 2018

1) Objectives of Internal Audit

- A) To participate in the system internal control of the financial and management of the Commission and carry out a continuous survey and an independent appraisal of such operation and the soundness and adequacy of the internal checks adopted in the prevention and detection of frauds and errors.
- B) To assist the accounting officer/Public Utilities Commission (PUCSL) and monitoring committee in ascertaining the progress made on development works, programs of works and schemes and fulfillments of plans and deliverables setup by the commission.
- C) To act where appropriate as a liaison between those engaged in these tasks.
- D) Providing necessary instructions and guidance for protection of assets.

* Functions and the scope of the Internal Auditor

- A) Ascertaining whether the systems of internal checks and control for the prevention of errors and frauds are effectively designed.
- B) Ascertaining the reliability of accounting and other records for preparation of reliable and correct financial statements.
- C) Appraising the quality of performance of staff in carrying out the responsibilities assign to them.
- D) Ascertaining the extent to assets of the commission is safeguard from loser or damaged.
- E) Ascertaining the effectiveness of the system of the internal control adopted in preventing and detecting of wasting or idling assets and human resources,
- F) Examine the effectiveness of the accounting procedure of the commission which has any financial implications safety and proper usage of assets. Assisting to the accounting officer to ascertain the progress of the works and achievement of the expected deliverables.
- G) Inspecting and reporting of the operational functions whether they are being followed rules regulations and the decisions of PUCSL.
- H) Appraise the progress of the works done and works to the extent which are scheduled to be achieved.
- I) Appraise and review of the controls adopted in the supervision of such operations and activities.
- J) Ascertaining the fulfillment of requirement laid down in Financial Manual adopted by the commission with the Rules and Regulations made time to time.

2) Office address

06th Floor, B.O.C.Merchant Tower,
No: 28, St.Michels Road, Colombo 03.

3) Line Ministry

Ministry of National Policies and Economic Affairs

4) Establishment Act

Public Utilities Commission of Sri Lanka Act No.35 of 2002
(Certified on 20th December 2002)

Other Acts relevant to the PUCSL Activities

Sri Lanka Electricity Act No.20 of 2009
Sri Lanka Electricity amendment Act No.31 of 2013

Reference and supporting document for conducting audit

- A) Annual estimates for the year 2018 approved by the PUCSL
- B) Activity plan for the year and the future plan
- C) Budget proposals approved by the PUCSL
- D) If there are any kind of proposals of foreign aid projects
- E) Reference Circulars, Parliamentary orders, Treasury Guidelines, Commission decisions and other directives given by the authorized institution

5) Steps for conducting of internal audit activities

- A) Collecting and arranging the data for preparing the available man power budget.
- B) Evaluation and identification of risky areas of safeguard of assets/and identification of weaknesses.
- C) Collection of data for identification the short comes of revenue /income and expenditure incurring.
- D) Identification the targeted to be achieved and finding reason for the stagnation.
- E) Identification and verifying the effectiveness of management systems causing to delay-ing or omitting the essential reports submission:
 - Auditor General
 - Ministry of Finance & Planning
 - Department of Inland Revenue
 - Department of Labour
 - Parliament/Cabinet/COPA
 - Any other request made by the PUCSL

6) To ensure that there is an effective management system for the following areas of activities to be done

- Ascertaining the Economy Efficiency and Effectiveness of the year for 2017/18.
- Delegations of Authority for the year 2017/18.
- Preparation of budget and performance evaluation achievement, 2017/18.
- Identification of postponed activities with reason to postponement.
- Systems introduced to controlling expenditure .
- Systems introduced to controlling expenditure and expediting the revenue collection.
- Identification and verification of assets custody preservation of money and stores.
- Collection and recording of fees, charge levies and other receipts and dues.
- Effective management of finance and banking.
- Relevancy levels of approved manual of procedure and financial manual.
- Human resource management and recruitment procedure.
- Audit of assets recording and inventorying.
- Acquisition and disposal of vehicles and office equipment.
- Hired vehicles and equipment.
- Maintenance of equipment's and vehicles.
- Systems of reordering and recording receipts.
- Systems for issuing inventoried items.
- Supervising Verification/stock taking of inventories and assets.
- Follow up action to be taken for the board of survey decision.
- Examination of disposal of assets and systems followed.

7) Mechanism made which accountability exercised and reporting

- To the commission
- To the parliament
- Cabinet of Minister
- Ministry of Finance and Planning/Treasury

8) Reference document and activities to be carried out

Activity plan with vision, mission and objectives, Availability of man power and Resources, Annual budget, Commission decisions/tender boards/board of survey, Revenue and investments, Payment of staff loan and recoveries, Publicity expenditure, Allowances and fees payable, Payment for communication, Transport charges and allowances, Insurance facilities, Human resource and recruitments, Training and budgeting, Pay structure and salaries etc., Traveling and overtime, welfare expenses, Conducting the audit committee meeting, Coordinating with Auditor General Department,

9) Identified main objectives of the PUCSL

- Protect the interest of all consumers,
- Promote competition,
- Promote efficiency in both the operations and capital investment in Public Utilities Industries, to promote an efficient allocation of resources in Public Utilities Industries,
- Promote safety and service quality in Public Utilities Industries,
- Benchmark, where feasible, the utilities services as against international standards
- Ensure that price controlled entities acting efficiently; do not find it unduly difficult in financing their public utilities industries.

10) Audit plan for the period 01-01-2018 to 31-12-2018

Assuming 05 days of work for a week

	Month	Working Days
Available working days for the above period	JAN	21
	FEB	21
	MAR	23
	APR	21
	MAY	21
	JUNE	22
	JULY	21
	AUG	23
	SEP	22
	OCT	21
	NOV	22
	DEC	22
		<hr/> 260
Allow for public holidays		(12)
		<hr/> 248
Allow for leave (sick or any other requirement)		(48)
Expected total working days and hours can be spend		<hr/> 200
Total hours can be employ (200 x 8)		1,600

Distribution of the working days and hours to conduct the under mention audit activities during the year 2018.

Activities to be perform during the period	Allocated man days
a) Studying the systems of internal control and identifying the Weakness of the systems as risky areas	10
b) Conducting Audit Committee Quarterly	18
c) Checking casting, posting and taking over vouchers (2 days per month)	24
d) Examination of revenue collection by annually (30th March and 30th August)	06
e) Checking of reimbursement of telephone bills, insurance claims for medical bill Settlement	05
f) Examination of monthly reconciliations of banks transactions	30
g) Examine and checking of remunerations payment of allowances and overtime Payment	24
h) Checking and examination of expenses incurred for training and knowledge Enhancements	05
i) Assisting to drafting replies to auditor general/s audit quarries raised to the PUCSL	15
j) Checking and examine the running charts and vehicle log books with fuel and Maintenance expenses occurred during the year	05
k) Examine the assets recording and verifying periodically	08
l) Checking the welfare or refreshment expenses made during the year (quarterly)	20
m) Preparation of internal instruction circulars after discussing with relevant head of Section for preventing the unauthorized payment, transactions and questionable Performance occurred (for remedial actions)	10
n) Checking, comparing, posting and casting of ledger accounts and financial statements	20
Total man days available for auditing activities	<u>200</u>

11) Expected goals after completing the internal audit activities

- Ensure the collection of fees/ charges/ levies regularly and accurately
- Safe guarding of assets and prevention wasting and idling of assets,
- Adhering to the government policy/development requirement,(minimize non compliances)
- Prevention of uneconomical / wasteful transactions and frauds,
- Ensuring the fulfillment of legislative requirements to the government
- Getting unconditional and good opinion on Audit Report,

12) Dates expected for submission reports and conducting of main audit activities are as follows:

Auditing and Reporting Time Table for the Year 2018

Main Function / Activity	Audit Period	Type of Report	Date Expected to be Submit
Half yearly report of Audit carried out	01.01.2018-30.06.2018	First half year observation -2018	23-07-18 or third week of July
Second half year Audit carried out	01.07.2018-31.12.2018	Second half year observation-2018	24-01-2019 or third week of January-2019
Anticipated date of conducting Audit Committee Meeting	1-1-18/31-3-18	First quarter	24 April 2018 or convenient day of the Month
	1-4-18/30-6-18	Second quarter	19 June 2018 or other convenient of the June
	1-7-18/31-12-18	Third quarter	24 September 2018 or other convenient date of the month
	1-10-18/31-12-18	Fourth quarter	24 December 2018 or other convenient date of the month
Auditing Activities: Comparing the ledger accounts with the financial statements	01.01-2018 to 30-01-2018	Deficiency observation	10th February of the year 2018
Asset Verification	01st to 30th December	Observation and recommendation report	20th January of the year 2018
Comparing the ledger accounts with the draft financial statements	15 Jan to 30th Jan 2018	Rectification Report	10th Feb of the year 2018
Vouching Paid Documents	Two month after the payments made	Deficiency observation report to the Director General	Quarterly (after three months)

Auditing and Reporting Time Table for the Year 2018 cont.

Main Function / Activity	Audit Period	Type of Report	Date Expected to be Submit
Examine bank transactions	When the bank reconciliation statements submit	Observation report of dilapidated and unrealized cheques	Third week of the end of quarter
Examine collection of fees charges etc.	Month of July and month of January	Under charge and omissions report Accrued revenue/debtors	31 of August 2018 and 28 of February 2019 End of the year (20th December)

K.G.Keerthisena
(Internal Auditor)
Public Utilities Commission of Sri Lanka
28.06.2017

Appendix A

Details of the Activities

Activity 2018	Ref No AP18/COA/01	Activity Manager: Farook
Thrust Area:	Quality of Electricity Supply and use of Electricity	
Key Result Area:	Power Quality, Supply Quality and Commercial Quality for the users	

Outcome	OC	Improved productivity (electricity related) and conveniences to electricity consumers					
Output	OP	Increased compliance with legislative requirements on service (commercial) quality					
	KPI	Number of guidelines approved by the Commission for implementation by licensees					
	KPI Units	Number of guidelines	N/A	07(up to July)	06	N/A	N/A
	Year	A - Actual, T - Target	2016(A)	2017 (A)	2018 (T)	2019 (T)	2020 (T)

Activity	Name:	Guidelines on customer service processes										
	Resources used / Required:											
	Division:	Prior 2018	2018		2019	2020						
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)					
		N/A	80,000	90 (D-50, DD-30, MA-10)	N/A	N/A	N/A					
	Total	N/A		90	N/A	N/A	N/A					
	Milestone					Date	Disburs. (Rs)					
	Prepared and published guidelines on Delivering Disconnection Notices					28.02.2018	13,300					
	Amended version of Wayleave Guidelines issued					30.04.2018	13,300					
	Prepared and published guidelines on Payments that cannot be included in Electricity Bills					30.06.2018	13,300					
	Prepared and published guidelines on Shifting/removing of poles/lines erected on public roads/places					31.08.2018	13,300					
	Prepared and published Code of practices for Electric Vehicle charging centers					31.10.2018	13,300					
	Prepared and published guidelines on Electricity Supply to premises situated beyond fifty (50) meters of Distribution lines					31.12.2018	13,500					
Time Schedule	Start Date: Jan 2018 End Date: Dec 2018 Duration: 12 months											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/COA/02	Activity Manager: Farook
Thrust Area:	Quality of Electricity Supply and use of Electricity	
Key Result Area:	Power Quality, Supply Quality and Commercial Quality for the users	

Outcome	OC	Improved productivity (electricity related) and conveniences to electricity consumers					
	OP	Increased compliance with legislative requirements on service (commercial) quality					
Output	KPI	Completion of adaptation stage-Electricity Distribution Performance Based Standards Regulations (Commercial Quality)					
	KPI Units	Percentage (%)	N/A	N/A	100%	N/A	N/A
	Year	A - Actual, T - Target	2016(A)	2017 (A)	2018 (T)	2019 (T)	2020 (T)

Activity	Name:	Implementing the adaptation stage of Electricity Distribution Performance Based Standards Regulations of Commercial Quality										
	Resources used / Required:											
	Division:	Prior 2018	2018		2019	2020						
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)					
		N/A	40,000	20 (D-5, DD-10, MA-5)	N/A	N/A	N/A					
	Total	N/A		20	N/A	N/A	N/A					
	Milestone					Date	Disburs. (Rs)					
		Information system to calculate the indices in Table-1 by the Distribution Licensees is established				31.03.2018	6,000					
		Distribution Licensees completed Table-1 and submitted to PUCSL for approval				31.03.2018	6,000					
		Discussed with Distribution Licensees on performance targets submitted in Table-1				31.05.2018	7,000					
		Distribution Licensees resubmitted Table-1 with mutually agreed changes				30.06.2018	7,000					
		Commission approved the performance targets in Table-1 submitted by Distribution Licensees				31.08.2018	7,000					
		Distribution Licensees commenced submitting results of commercial quality assessment to PUCSL				31.10.2018	7,000					
	Time Schedule											
	Start Date:	Jan 2018	End Date:	Oct 2018	Duration:	10 months						
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/COA/03	Activity Manager: Farook
Thrust Area:	Quality of Electricity Supply and use of Electricity	
Key Result Area:	Power Quality, Supply Quality and Commercial Quality for the users	

Outcome	OC	Improved productivity (electricity related) and convenience for electricity consumers					
	OP	Increased compliance with legislative requirements on service (commercial) quality					
Output	KPI	Compliance by licensees and consumers in accordance with CRO statement					
	KPI Units	Complaints	1661	655(up to June)	1300	1200	1100
	Year	A - Actual, T - Target	2016(A)	2017 (A)	2018 (T)	2019 (T)	2020 (T)

Activity	Name:	PUCSL to facilitate consumer complaints in accordance with CRO statement											
	Resources used / Required:												
	Division:	Prior 2018	2018		2019	2020							
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)						
		N/A	N/A	823(D-119, DD-140,MA-544,Ins-20)	N/A	N/A	N/A						
				823									
	Total	N/A	N/A		N/A	N/A	N/A						
	Milestone					Date	Disburs. (Rs)						
	Reviewed complaints of January and Informed for compliance					10.02.2018							
	Reviewed complaints of February and Informed for compliance					10.03.2018							
	Reviewed complaints of March and Informed for compliance					10.04.2018							
	Reviewed complaints of April and Informed for compliance					10.05.2018							
	Reviewed complaints of May and Informed for compliance					10.06.2018							
	Reviewed complaints of June and Informed for compliance					10.07.2018							
	Reviewed complaints of July and Informed for compliance					10.08.2018							
	Reviewed complaints of August and Informed for compliance					10.09.2018							
	Reviewed complaints of September and Informed for compliance					10.10.2018							
	Reviewed complaints of October and Informed for compliance					10.11.2018							
	Reviewed complaints of November and Informed for compliance					10.12.2018							
	Reviewed complaints of December and Informed for compliance					31.12.2018							
	Time Schedule												
	Start Date:	Jan 2018	End Date:	Dec 2018	Duration:	12 months							
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/COA/05	Activity Manager: Yasantha Rathuvithana
Thrust Area:	Quality of Electricity	
Key Result Area:	Power Quality. Supply quality and commercial quality for the users	

Outcome	OC	Improved productivity (electricity related) and convenience for electricity consumers					
	OP	Increased compliance with legislative requirements on service (Commercial) quality					
Output	KPI	1. Days to mediate a dispute 2. Number of disputes mediated					
	KPI Units	1.! Days	60	32 (up to June)	45	40	38
		2.! Mediated Disputes	4	2 (up to June)	12	12	12
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (T)	2019 (T)	2020 (T)

Activity	Name:	Resolution of disputes in accordance with dispute resolution rules											
	Resources used / Required:												
	Division:	Prior 2018	2018		2019	2020							
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-	Funds (Rs.)	Funds (Rs.)						
		600,000	480,000	D -3 DD - 6 DD - 3 MA - 12	N/A	500,000	550,000						
	Total	600,000	480,000	24	N/A	500,000	550,000						
	Milestone					Date	Disburs. (Rs)						
	1 st mediation completed					Feb 2018	40,000						
	2 nd mediation completed					Feb 2018	40,000						
	3 rd mediation completed					Mar 2018	40,000						
	4 th mediation completed					Apr 2018	40,000						
	5 th mediation completed					May 2018	40,000						
	6 th mediation completed					June 2018	40,000						
	7 th mediation completed					July 2018	40,000						
	8 th mediation completed					Aug 2018	40,000						
	9 th mediation completed					Sep 2018	40,000						
	10 th mediation completed					Oct 2018	40,000						
	11 th mediation completed					Nov 2018	40,000						
	12 th mediation completed					Dec 2018	40,000						
	Time Schedule	Start Date: Jan 2018		End Date: Dec 2018	Duration: 12 months								
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/COA/06	Activity Manager: Yasantha Rathuvithana
Thrust Area:	Quality of Electricity	
Key Result Area:	Power Quality. Supply quality and commercial quality for the users	

Outcome	OC	Improved productivity (electricity related) and convenience for electricity consumers					
	OP	Increased empowerment of electricity consumers on rights and obligations					
Output	KPI	No. of consumer societies established					
	KPI Units	No. of consumer societies	20	N/A	27	27	27
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (T)	2019 (T)	2020 (T)

Activity	Name:	Establishment of National Consumer Network											
	Resources used / Required:												
	Division:	Prior 2018	2018		2019	2020							
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)						
		N/A	2,115,000	D - 03 DD - 27 MA - 27	45	2,326,000	2,559,000						
	Total		2,115,000	57	45	2,326,000	2,559,000						
	Milestone					Date	Disburs. (Rs)						
	Establishment of first 3 Consumer societies					Mar 2018	235,000						
	Establishment of first 6 Consumer societies					Apr 2018	235,000						
	Establishment of first 9 Consumer societies					May 2018	235,000						
	Establishment of first 12 Consumer societies					June 2018	235,000						
	Establishment of first 15 Consumer societies					July 2018	235,000						
	Establishment of first 18 Consumer societies					Aug 2018	235,000						
	Establishment of first 21 Consumer societies					Sep 2018	235,000						
	Establishment of first 24 Consumer societies					Oct 2018	235,000						
	Establishment of final 3 Consumer societies					Nov 2018	235,000						
	Time Schedule	Start Date: Jan 2018		End Date: Nov 2018		Duration: 11 months							
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/COA/08	Activity Manager: Shantha Jayasinghe
Thrust Area:		
Key Result Area:		

Outcome	OC	!" Equitable access to safe drinking water for all at a fair price !" Access to adequate and equitable sanitation for all					
	OP	NWSDB regulated by PUCSL (Economic and Technical Regulation)					
Output	KPI	NA					
	KPI Units						
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (t)	2019 (T)	2020 (T)

Activity	Name:	Regulation of Water Service Industry										
	Resources used / Required:											
	Division:	Prior 2018	2018				2019	2020				
		Funds (Rs.)	Funds	Man days		Vehicle-	Funds (Rs.)	Funds (Rs.)				
	COA	1.68 m	3.9 m	Dir.(RA)	10							
				DD	35							
				Consultant.	80	25						
	Total		3.9 m	MA	10	25						
							Date	Disburs. (Rs)				
		Completed Consultation on draft concept on Water Service Industry bill (NWSDB internal)					15 st Jan	160,000				
		Completed Consultation on draft concept on Water Service Industry bill (All water sector stakeholders)					31 st Jan	445,000				
		Completed the draft Bill of Water Services Industry					28 Feb	245,000				
		Completed Draft Regulatory Manual for Water Sector Regulation					31 Mar	245,000				
		Complete preparation of License Template					30 Apr	245,000				
		Completed the enactment of Water Services Industry Act.					31 May	545,000				
		Completed preparation of Tariff Methodology (TM)					30 Jun	245,000-				
		Completed preparation of Dispute Resolution Rules (DRS)					31 Jul	245,000				
		Completed preparation of Consumer Rights and Obligations (CR&O)					30 Aug	245,000				
		Completed the Public Consultation on TM, DRS CR&O and Minimum Service Standards					30 Sep	545,000				
		Finalization of the TM, DRS CR&O					20 Dec	735,000				
	Time Schedule											
	Start Date: Jan 2018			End Date: Dec 2018			Duration: 12 months					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/COA/10	Activity Manager: Shantha Jayasinghe
Thrust Area:		
Key Result Area:		

Outcome	OC	!" Equitable access to safe drinking water for all at a fair price !" Access to adequate and equitable sanitation for all					
	OP	Ensure the Water and Sewerage operators meet the Minimum Service Standards for water and sewerage services.					
Output	KPI						
	KPI Units						
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (t)	2019 (T)	2020 (T)

Activity	↑	Name:	Develop guideline on Minimum Service Standards for Water and Sewerage Services.								
	Resources used / Required:										
	Division:	Prior 2018	2018		2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)				
				Dir 05							
				DD 20							
				AD 18							
			60,000	Cont. 30							
				MA 05							
	Total										
	Milestone					Date	Disburs. (Rs)				
	Completed First Draft of the Minimum Service Standards					31 May	15,000				
	Completed Guidelines for Disconnection					30 July	15,000				
	Completed Stakeholder discussion on above drafts					30 Sep.	15,000				
	Finalized the Draft Documents					30 Oct.	15,000				
Time Schedule											
Start Date: Jan 2018		End Date: Apr 2018		Duration: 04 months							
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/COA/11	Activity Manager: Shantha Jayasinghe
Thrust Area:		
Key Result Area:		

Outcome	OC	Active Consumer Consultative Committee					
↑	OP	Implement Action Plan Submitted by CCC					
Output	KPI						
	KPI Units						
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (t)	2019 (T)	2020 (T)

↑	Name:	Coordination of Consumer Consultative Committee Activities										
Activity	Resources used / Required:											
	Division:	Prior 2018	2018		2019	2020						
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)					
			4.27m	DD 12								
				MA 12								
	Total											
	Milestone ¹					Date	Disburs. (Rs)					
	Monthly Meeting					Jan 2018	185,000					
	Monthly Meeting					Feb 2018	185,000					
	Monthly Meeting and Consultation with Member Associations					Mar 2018	385,000					
	Monthly Meeting and Consultation with Member Associations					Apr. 2018	385,000					
	Monthly Meeting					May 2018	185,000					
	Monthly Meeting					June 2018	185,000					
	Monthly Meeting					July 2018	185,000					
	Monthly meeting and Consultation with Member Associations					Aug 2018	385,000					
	Monthly Meeting and Consultation with Member Associations					Sep 2018	385,000					
	Monthly Meeting					Oct 2018	185,000					
	Monthly Meeting					Nov 2018	185,000					
	Monthly Meeting and National Electricity Consumer Symposium					Dec 2018	1,435,000					
Time Schedule												
Start Date:	Jan 2018	End Date: Dec 2018		Duration: 12 months								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

¹ Publication of a Quarterly Newsletter has not been approved.

Activity 2018	Ref No AP18/INS/01	Activity Manager: L.W. Chandrasekara
Thrust Area:	Quality of electricity	
Key Result Area:	Supply Quality	

Outcome	O	Improved safety for lives and properties of General Public and system reliability of Licensees by assuring the minimum clearances between the power lines and buildings / structures.									
	C										
Process Output	Policy Advice										
	Name:	Policy advice on managing the safety clearances of transmission line corridors.									
Activity	Resources used / Required:										
	Division:	Prior 2018	2018		2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle- days	Funds (Rs.)					
	INS		1,224,000	99							
	Total		1,224,000	99							
	Milestone				Date	Disburs. (Rs)					
	Completed the kickoff meeting with stakeholders.				28/02/2018	4,000					
	Completed 2 nd meeting with stakeholders.				30/03/2018	4,000					
	Completed 3 rd meeting with stakeholders and established the steering committee				30/04/2018	4,000					
	Completed draft policy advice.				30/05/2018	4,000					
	Completed the review of draft policy advice.				30/06/2018	4,000					
	Stakeholder consultation is completed.				30/07/2018	4,000					
	Public hearing and public consultation is completed.				15/09/2018	1,200,000					
	Completed the preparation of policy advice.				15/10/2018						
	Obtained commission approval for the policy advice.				20/12/2018						
Forwarded policy advice to the Ministry of National Policies and Economic Affairs.				31/12/2018							
Time Schedule											
Start Date: 01/01/2018		End Date: 31/12/2018		Duration: 12 Months							
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/INS/02	Activity Manager: R.P.Tilakeratne
Thrust Area:	Safety hazards of Electricity	
Key Result Area:	Safety	

Outcome	OC	Improved safety for lives and properties of General Public					
	OP	Empowerment of electricians on accreditation of electrical workers (Electricians)					
Output	KPI	Gained responsiveness on accreditation of electricians					
	KPI Units	No. of electricians consulted/annum	3,000	3,000	3,000		
	Year	A - Actual, T - Target	2016 (A)	2017 (T)	2018 (T)	2019 (T)	2020 (T)

↑	Name:	Consultation on accreditation of Electricians										
	Resources used / Required:											
Activity	Division:	Prior 2018	2018		2019	2020						
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle- days	Funds (Rs.)	Funds (Rs.)					
	INS		456,000	65	45							
	Total		456,000	65	45							
	Milestone					Date	Disburs. (Rs)					
	Completed the consultation programs through electrician clubs					31/01/2018	38,000					
	Completed the consultation programs through electrician clubs					27/02/2018	38,000					
	Completed the consultation programs through electrician clubs					31/03/2018	38,000					
	Completed the consultation programs through electrician clubs					30/04/2018	38,000					
	Completed the consultation programs through electrician clubs					31/05/2018	38,000					
	Completed the consultation programs through electrician clubs					30/06/2018	38,000					
	Completed the consultation programs through electrician clubs					31/07/2018	38,000					
	Completed the consultation programs through electrician clubs					31/08/2018	38,000					
Completed the consultation programs through electrician clubs					30/09/2018	38,000						
Completed the consultation programs through electrician clubs					31/10/2018	38,000						
Completed the consultation programs through electrician clubs					30/11/2018	38,000						
Completed the consultation programs through electrician clubs					31/12/2018	38,000						
Time Schedule	Start Date:01/01/2018		End Date:31/12/2018		Duration: 12 Months							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/INS/03	Activity Manager: R.P.Tilakeratne
Thrust Area:	Safety hazards of Electricity	
Key Result Area:	Safety	

Outcome	OC	Improved safety of lives and properties of General Public. Increased recognition for electrical technology workers.					
	OP	Increased compliance with safety regulations and standards by accrediting the electricians					
Output	KPI	Accreditation of electricians					
	KPI Units	No. of electricians made accredited					
	Year	A - Actual, T - Target	2016 (A)	2017 (T)	2018 (T)	2019 (T)	2020 (T)

Activity	Name:	Implementation of Licensing of electrical technology workers									
	Resources used / Required:										
	Division:	Prior 2017	2018		2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle- days	Funds (Rs.)	Funds (Rs.)				
	INS			95	45						
	Total		1,213,000	95	45						
	Milestone					Date	Disburs. (Rs)				
		Completed formulation of steering committee for the implementation of Licensing of electrical technology workers.				28/02/2018	3,000				
		Completed mega awareness upon newly established licensing regime among stakeholders (eg: workshops, seminars)				30/11/2018	200,000				
		Completed mega awareness upon newly established licensing regime among general public (eg: through mass media)				30/11/2018	1,000,000				
		Started accumulating of data of licensed electricians				31/12/2018	10,000				
	Time Schedule										
Start Date:01/01/2018		End Date:31/12/2018			Duration: 12 Months						
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/INS/05	Activity Manager: Sameera Adikaram
Thrust Area:	Safety hazards of Electricity	
Key Result Area:	Safety	

Outcome	OC	Reduced electrocutions and electrical accidents						
	OP	Increased knowledge and awareness on safe use of electricity						
Output	KPI 1	Gained Awareness on electrical safety through seminars- (Students)						
	KPI Units	Students made aware/annum	5,000	5,000	5,000	5,000		
	Year	A - Actual, T - Target	2015 (A)	2016 (T)	2017 (T)	2018 (T)	2019 (T)	
	KPI 2	Gained Awareness on electrical safety through seminars- (General Public)						
	KPI Units	General Public made aware/annum	20,000	20,000	20,000	20,000		
	Year	A - Actual, T - Target	2015 (A)	2016 (T)	2017 (T)	2018 (T)	2019 (T)	
	KPI 3	Gained Awareness on electrical safety through other methods (mass medias, reading materials, exhibitions and etc.)						
	KPI Units	General Public made aware/annum	3,000,000	3,000,000	3,000,000	3,000,000		
	Year	A - Actual, T - Target	2015 (A)	2016 (T)	2017 (T)	2018 (T)	2019 (T)	

Activity	Name:	Electrocution Mitigation Program										
	Resources used / Required:											
	Division:	Prior 2017	2018		2019	2020						
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle- days	Funds (Rs.)	Funds (Rs.)					
	INS		4,156,000	110	15							
	Total		4,656,000	110	15							
	Milestone					Date	Disburs.(Rs)					
	Organized Safety Poster/Short Movies Competition					30/04/2018	1,500,000					
	Public consultation on unavailability of RCDs in electrical installation.					31/10/2018	500,000					
	Conducted stalls at TECHNO and INCO Exhibitions					31/10/2018	500,000					
	Organized an electricity safety day					30/11/2018	1,500,000					
	Printed safety materials (Posters, Leaflets, DVDs)					31/12/2018	500,000					
	Conducted 12 awareness program per year in 12 Schools					31/12/2018	98,200					
Conducted 12 awareness programs per year in 12 other common forums					31/12/2018	57,800						
Time Schedule	Start Date: 01/01/2018 End Date:31/12/2018 Duration: 12 months											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/INS/07	Activity Manager: S.Krishananth
Thrust Area:	Safety hazards of Electricity	
Key Result Area:	Safety	

Outcome	OC	Improved safety for lives and properties of General public, Licensees and Operators					
	OP	Reduced number of incidents/ accidents caused because of the lapses by electrical licensees through Safety and Technical Management to bring down the electrocutions to the accepted number 20 by 2020					
Output	KPI	Increased compliance to the safety and technical management plan					
	KPI Units	No of audits per year	-	-	-		
	Year	A - Actual, T - Target	2016(A)	2017 (T)	2018 (T)	2019 (T)	2020 (T)

Activity	Name:	Preparation and Implementation of Safety and Technical Management Plan					
	Resources used / Required:						
	Division:	Prior 2017	2018		2019	2020	
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)
	INS		4,060,000	46			
	Total		4,060,000	46			
	Milestone					Date	Disburs. (Rs)
		Procurement of consultant to formulate Safety and technical management plan(Interim and Final phases).					4,000,000
		Completed final report on Safety and Technical among licensees				28/02/2018	-
		Completed Pilot Test Run in each and individual distribution areas				31/05/2018	20,000
		Completed review of the implementation of the Safety and Technical Management Plan				31/07/2018	10,000
		Completed discussing with the licensee on the individual templates prepared by them, based on the Safety and Technical Management Plan.				31/08/2018	20,000
		Completed and Revamping the Safety and Technical Management Plan				31/10/2018	10,000
	Monitoring the adaptation of Safety and Technical Management Plan				31/12/2018	-	
Time Schedule							
Start Date:01/01/2017		End Date:31/12/2017			Duration: 12 Months		
Jan	Feb	Mar	Apr	May	Jun	Jul	
Aug	Sep	Oct	Nov	Dec			

Activity 2018	Ref No AP18/INS/08	Activity Manager: S.Krishananth
Thrust Area:	Safety hazards of Electricity	
Key Result Area:	Safety	

Outcome	OC	Improved safety for lives and properties of General public, Licensees and Operators
↑		
Process output		Guideline on Safety of Rooftop Solar PV Installation

↑	Name:	Preparation of guideline on Safety of Rooftop Solar PV Installation									
Activity	Resources used / Required:										
	Division:	Prior 2017	2018		2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)				
	INS		90,000	53							
	Total		90,000	53							
	Milestone					Date	Disburs. (Rs)				
	Completed literature survey on industry standards					28/02/2018	10,000				
	Completed discussing with the vendors who install rooftop solar PV					31/05/2018	20,000				
	Completed meeting up with the distribution licensees					31/07/2018	10,000				
	Completed draft guideline					30/09/2018	20,000				
	Published guideline					31/10/2018	10,000				
	Completed discussions with the stakeholders in inculcating the guideline to the syllabus					31/12/2018	20,000				
Time Schedule											
Start Date:01/01/2018		End Date:31/12/2018			Duration: 12 Months						
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/INS/09	Activity Manager: Lilantha Neelawala									
Thrust Area:	Quality of electricity										
Key Result Area:	Increased compliance to power and supply quality standards by licensees										
Process Output											
Guideline for Power Failure Investigations.											
Name:	Preparation of guideline for power failure investigations.										
Resources used / Required:											
Division:	Prior 2018	2018			2019	2020					
	Funds (Rs.)	Funds (Rs.)	Man days	Vehicle- days	Funds (Rs.)	Funds (Rs.)					
INS	80,000		39								
Total	80,000		39								
Milestone					Date	Disburs.(Rs)					
Literature survey on international standards is completed.					30/04/2018	80,000					
International practices on power failure investigations by other regulators and utilities are reviewed.					30/05/2018						
Past investigations conducted by PUCSL and utility are reviewed.					30/06/2018						
Recommendations from PUCSL officials and experts are obtained.					30/07/2018						
The draft guideline is completed					30/08/2018						
The guideline is finalized.					30/09/2018						
Commission approval is obtained to use the guideline.					31/11/2018						
Time Schedule											
Start Date:01/02/2018		End Date:30/11/2018		Duration: 10 Months							
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/INS/10	Activity Manager: Lilantha Neelawala
Thrust Area:	Safety Hazards of Utilities	
Key Result Area:	Safety	

	Process Output	Policy advice to Ministry of National Policies and Economic Affairs.
--	----------------	--

	Name:	Policy advice on establishment of service corridors for roads which are newly constructed and being rehabilitated.									
Activity	Resources used / Required:										
	Division:	Prior 2018	2018		2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle- days	Funds (Rs.)	Funds (Rs.)				
	INS		20,000	79							
	Total		20,000	79							
	Milestone					Date	Disburs. (Rs)				
	Completed the literature survey on how service corridors are implemented and identification of relevant stakeholders.					30/03/2018					
	Individual meetings with major stakeholders completed.					30/04/2018	4000				
	Identification of the scope of relevant stakeholders in respect of implementing service corridors are completed					30/05/2018	4000				
	Formulation of steering committee completed					30/06/2018	4000				
	Stakeholder consultation completed.					15/10/2018	8000				
	Draft Policy advice completed					30/10/2018					
	Commission approval obtained					21/12/2018					
	Forwarded the policy advice to the Ministry					31/12/2018					
Time Schedule											
Start Date:01/01/2018		End Date:31/12/2018		Duration: 12 Months							
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/INS/11	Activity Manager: L.W. Chandrasekera
Thrust Area:	Water Sector	
Key Result Area:	Safety and Quality	

Outcome	OC	Improved safety and quality for lives and properties of General Public					
	OP	Increased compliance with regulations and standards by accrediting the plumbers					
Output	KPI	Licensing of plumbers					
	KPI Units	No. of plumbers made accredited					
	Year	A - Actual, T - Target	2016 (A)	2017 (T)	2018 (T)	2019 (T)	2020 (T)

Activity	Name:	Implementation of Licensing of plumbers										
	Resources used / Required:											
	Division:	Prior 2017	2018		2019	2020						
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle- days	Funds (Rs.)	Funds (Rs.)					
	INS		1,209,000	100								
	Total		1,209,000	100								
	Milestone					Date	Disburs. (Rs)					
	Conducted the meeting with stakeholders upon the licensing framework - meeting 1					30/01/2018	3,000					
	Conducted the meeting with stakeholders upon the licensing framework - meeting 2					30/02/2018	3,000					
	Conducted the meeting with stakeholders upon the licensing framework - meeting 3					30/03/2018	3,000					
	Completed consultation paper					30/04/2018						
	Completed Public Consultation					30/05/2018	1,000,000					
	Completed Public hearing					30/07/2018	200,000					
	Completed the preparation of draft Cabinet Memorandum.					30/08/2018						
Obtained commission approval for the Cabinet Memoradum.					30/10/2018							
Forwarded draft Cabinet Memorandum to the Ministry of National Policies and Economic Affairs.					15/12/2018							
Time Schedule	Start Date:01/01/2018		End Date:31/12/2018		Duration: 12 Months							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/INS/12	Activity Manager: Lilantha Neelawala
Thrust Area:	Water Sector	
Key Result Area:	Safety and Quality	

	Process Output	Policy advice to Ministry of National Policies and Economic Affairs.
--	----------------	--

	Name:	Development of regulatory measures for water fittings.									
Activity	Resources used / Required:										
	Division:	Prior 2018	2018		2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle- days	Funds (Rs.)	Funds (Rs.)				
	INS		16,000	104							
	Total		16,000	104							
	Milestone					Date	Disburs. (Rs)				
	Completed the literature survey and background study.					30/02/2018					
	Formulation of steering committee completed.					30/03/2018	8000				
	Stakeholder consultation completed.					30/05/2018	8000				
	Draft Policy advice completed					30/09/2018					
	Commission approval obtained					30/11/2018					
	Forwarded the policy advice to the Ministry					31/12/2018					
	Time Schedule										
Start Date:01/01/2018		End Date:31/12/2018			Duration: 12 Months						
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/INS/13	Activity Manager: Nilantha Sapumanage
Thrust Area:	Safety hazards of Electricity	
Key Result Area:	Safety	

Outcome	OC	Improved safety for lives and properties of General public, licensees and operators					
	OP	Improved effectiveness of the programs conducted to improve safety					
Output	KPI	Level of safety for people					
	KPI Units	no of electrocutions /annum	98	74	64		
	Year	A - Actual, T - Target	2016 (A)	2017 (T)	2018 (T)	2019 (T)	2020 (T)

Activity	Name:	Monitoring of Activities Related to Electrical Safety									
	Resources used / Required:										
	Division:	Prior 2017	2017		2018	2019					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle (hrs)	Funds (Rs.)	Funds (Rs.)				
	INS	Nil		44	Nil						
	Total	Nil		44	Nil						
	Milestone					Date	Disburs. (Rs)				
	Completed analyzing Electrocutation reported during the year 2017					31/01/2018					
	Completed Trend analysis with the help of previous within the period of 2008-2017					28/02/2018					
	Completed analyzing electrocution records of 1 st , 2 nd and 3 rd quarters and sensitivity analysis and relevant adjustments for ongoing activities are introduced to the ongoing process.					30/04/2018 31/07/2018 31/10/2018					
	Monitored the implementation of the Line clearance regulation					31/12/2018					
	Monitored the implementation of Safety and Technical Management Plan					31/12/2018					
	Monitored the implementation of the Licensing of Electricians					31/12/2018					
	Monitored the implementation of Standardization of Plugs and Sockets					31/12/2018					
	Monitored the implementation of Incident Reporting System					31/12/2018					
Time Schedule											
Start Date:01/01/2018		End Date:31/12/2018			Duration: 12 Months						
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/ LIC/ 02	Activity Manager: Punsara Nagasinghe
Thrust Area:	Quality of electricity	
Key Result Area:	Power Quality and Supply Quality for the users	

Outcome	OC	Improved productivity (electricity related) and convenience for electricity consumers					
↑	OP	Approval of sound Transmission Plan. Ensure implementation of the plan					
	KPI	Transmission plan approved Actions taken in case of non-achievement of implementation milestones					
Output	KPI Units	Yes/No No of actions/ no of non-achiev.			Yes 100%	100%	100%
	Year	A - Actual, T - Target	2016	2017	2018 (t)	2019(T)	2020 (T)

↑	Name:	Review and Approve CEB Long Term Transmission Plan and Monitoring Implementation									
	Resources used / Required:										
Activity	Division:	Prior 2018	2018		2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)				
	Licensing		2,010,000	20							
	Inspect.			10							
	tariff			10							
	Total			40							
	Milestone					Date	Disburs. (Rs)				
		Transmission Plan is reviewed and approved				30/4/2018	2,010,000				
		Quarterly progress is monitored				30/6/2018					
		Quarterly progress is monitored				30/9/2018					
		Quarterly progress is monitored				31/12/2018					
	Time Schedule										
Start Date: continuous activity		End Date:			Duration:						
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/ LIC/ 03	Activity Manager: Punsara Nagasinghe
Thrust Area:	Quality of electricity	
Key Result Area:	Power Quality and Supply Quality for the users	

Outcome	OC	Improved productivity (electricity related) and convenience for electricity consumers					
↑	OP	Monitoring implementation of approved generation plan and taking remedial actions if delays are observed.					
	KPI	Actions taken in case of non-achievement of implementation milestones					
Output	KPI Units	No of actions/ no of non-achievement of millstones			100%	100%	100%
	Year	A - Actual, T - Target	2016	2017	2018 (t)	2019(T)	2020 (T)

↑	Name:	Monitoring implementation of approved generation plan.									
	Resources used / Required:										
Activity	Division:	Prior 2018	2018		2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)				
	Licensing			10							
	Total			10							
	Milestone					Date	Disburs. (Rs)				
	Quarterly progress is monitored					31/3/2018					
	Quarterly progress is monitored					30/6/2018					
	Quarterly progress is monitored					30/9/2018					
	Quarterly progress is monitored					31/12/2018					
Time Schedule											
Start Date: continuous activity			End Date:		Duration:						
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/ LIC/ 04	Activity Manager: Punsara Nagasinghe
Thrust Area:	Quality of electricity	
Key Result Area:	Power Quality and Supply Quality for the users	

Outcome	OC	Improved productivity (electricity related) and convenience for electricity consumers					
	OP	Gradual improvement of Generation and Transmission system Performance					
Output	KPI	1. Preliminary Stage of the Transmission Performance standards Regulation is completed 2. Hands on stage of the Regulation is completed 3. Implementation stage of the Regulation is completed					
	KPI Units	1. Yes/ No 2. Yes/ No 3. Yes/No		Yes N/A N/A	yes Yes N/A	Yes yes Yes	
	Year	A - Actual, T - Target	2016	2017	2018 (t)	2019(T)	2020 (T)

Activity	Name:	Implementation of Transmission Performance regulations										
	Resources used / Required:											
	Division:	Prior 2018	2018				2019	2020				
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)					
	Licensing		20,000	20								
	Tariff			10								
	Total			30								
	Milestone						Date	Disburs. (Rs)				
		Report on resources requirement is approved					30/9/2017	5000				
		Initial set of performance indices are obtained from licensees					30/6/2018	5000				
		Initial set of performance Targets are set					30/9/2018	5000				
		Compensation/ revenue reduction levels are agreed with CEB					30/6/2019	5000				
	Time Schedule											
Start Date: continuous activity												
End Date:												
Duration:												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

Activity 2018	Ref No AP18/ LIC/ 05	Activity Manager: Punsara Nagasinghe
Thrust Area:	Quality of electricity	
Key Result Area:	Power Quality and Supply Quality for the users	

Outcome	OC	Improved productivity (electricity related) and convenience for electricity consumers					
	OP	Improved Transparency in Transmission System Planning, Operation and maintenance					
Output	KPI	No of Decisions Implemented out of the decisions taken at Grid Code Enforcement and Review Panel (GCERP) meetings					
	KPI Units	Number			4	10	10
	Year	A - Actual, T - Target	2016	2017	2018 (t)	2019(T))	2020 (T)

Activity	Name:	Implementation of Grid Code										
	Resources used / Required:											
	Division:	Prior 2018	2018				2019	2020				
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)					
	Licensing		1,500,000	30								
	Total			30								
	Milestone						Date	Disburs. (Rs)				
		Facilitate conducting monthly GCERP Meetings					Every month					
		Obtain external expertise to represent the Commission at the meetings					Every month from April	1,500,000 (total payment)				
	Time Schedule											
Start Date: continuous activity			End Date:				Duration:					
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

Activity 2018	Ref No AP18/LIC/06	Activity Manager: Amila R
Thrust Area:	Quality of Electricity	
Key Result Area:	Supply quality	

Outcome	OC	Increased compliance to power and supply quality standards by licensees					
Output	OP	Execution identified tasks (as per the regulation) for year 2018					
	KPI	Completion of Adaptation stage of the Regulation					
	KPI Units	Report					
	Year	A - Actual, T - Target	2015 (A)	2016 (A)	2017 (T)	2018 (T)	2019 (T)

Activity	Name:	Implementation of Electricity (Distribution) Performance Standards Regulation (Power quality and Supply quality)										
	Resources used / Required:											
	Division:	Prior 2018	2018		2019	2020						
		Funds (Rs.)	Funds (Rs.)	Man	Vehicle	Funds (Rs.)	Funds (Rs.)					
	LIC		12000.00	75								
	Total		12,000.00	75								
	Milestone					Date	Disburs. (Rs)					
	Execute monthly progress meeting					2018-01-31	1000.00					
	Execute monthly progress meeting					2018-02-28	1000.00					
	Execute monthly progress meeting					2018-03-31	1000.00					
	Execute monthly progress meeting					2018-04-30	1000.00					
	Execute monthly progress meeting					2018-05-31	1000.00					
	Execute monthly progress meeting					2018-06-30	1000.00					
	Execute monthly progress meeting					2018-07-31	1000.00					
	Execute monthly progress meeting					2018-08-31	1000.00					
	Execute monthly progress meeting					2018-09-30	1000.00					
	Execute monthly progress meeting					2018-10-31	1000.00					
	Execute monthly progress meeting					2018-11-30	1000.00					
	Execute monthly progress meeting					2018-12-31	1000.00					
	Time Schedule											
	Start Date:	End Date:		Duration:								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No. AP/2018/LIC/12	Activity Manager: Nalin Edirisinghe
Thrust Area:	1.! Security of supply	
Key Result Area:		

Outcome	OC	1.! Adequate supply of energy even during the emergency situations					
Output	OP	Advise the government on emergency preparedness in energy sector					
	KPI	Completion of the advise					
	KPI Units					1	
	Year	A - Actual, T - Target	2015 (A)	2016 (A)	2017 (T)	2018 (T)	2019 (T)

Activity	Name:	Study on emergency preparedness of the energy sector in Sri Lanka									
	Resources used / Required:										
	Division:	Prior 2018	2018		2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle (hrs)	Funds (Rs.)	Funds (Rs.)				
	LICENSING		600,000	100	-	-	-				
	Total										
	Milestone					Date	Disburs. (Rs)				
	1.! Literature survey					31/03/18					
	2.! Data collection					30/05/18					
	3.! Consultation of experts					31/06/18	300,000				
	4.! Draft report preparation					30/08/18					
	5.! Consultation of utilities					30/09/18	300,000				
	6.! Final report presentation					30/11/18					
Time Schedule											
Start Date:		End Date:			Duration:						
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/RA/04	Activity Manager: Chalith Pasindu
Thrust Area:	Quality of Electricity	
Key Result Area:	Commercial quality	

Outcome	OC	Improved productivity (electricity related) and convenience for electricity consumers					
	OP	Increased empowerment of consumers on CRO and CHP					
Output	KPI	Execution of supply connection agreements and application for connection and supply of electricity containing rationalized terms and conditions					
	KPI Units		No	No	No	No	Yes
	Year	A - Actual, T - Target	2015 (A)	2016 (A)	2017 (T)	2018 (T)	2019 (T)

↑	Name:	Preparation, Review and Compliance with Supply Services Code - Connection and Supply of Electricity									
	Resources used / Required: An external consultant										
Activity	Division:	Prior 2018	2018		2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle (hrs)	Funds (Rs.)	Funds (Rs.)				
	Reg. Aff.			52							
	Total	290,000	2,607,500	52							
	Milestone					Date	Disburs. (Rs)				
	Prepare EOI					07/02/17	290,000				
	Receipt of EOI					24/03/17					
	Preparation of RFP					25/04/17					
	Issue RFP					05/05/17					
	Receipt of Proposals					16/06/17					
	Financial Evaluation					28/07/17					
	CPCD approval after negotiations					29/08/17					
	Prepare Commission Paper for selection of the consultant					26/09/17					
	Commission approval					31/10/17					
	Commence services					21/11/17					
	Inception Report					19/12/17					
	Interim report					27/02/18	254,000				
	Draft Final Report					24/04/18	784,500				
	Final Report					29/05/18	762,000				
Commission Approval					31/07/18	762,000					
Publish					14/08/18	45,000					
Time Schedule											
Start Date: 01/01/17		End Date: 14/08/2018			Duration: 1 year, 9 Months						
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2017	Ref No AP18/RA/06	Activity Manager: Chalith Pasindu
Thrust Area:	Quality of Electricity	
Key Result Area:	Commercial quality	

Outcome	OC	Convenience to Electricity Consumers through transparent and consistent procedure for investigation of suspected alteration of the register of any meter and Reduction of commercial losses of DLs					
	OP	Increased compliance with legislative requirements to protect consumer rights whilst protecting the DLs rights to investigate, take legal actions against alteration of the register of any meter					
Output	KPI	Execution of Guidelines for investigation of suspected alteration of the register of any meter					
	KPI Units	Complaints/year	N	N	N	Y	Y
	Year	A - Actual, T - Target	2017 (A)	2018 (A)	2019 (T)	2020 (T)	2021 (T)

↑	Name:	Guidelines for investigation of suspected alteration of the register of any meter										
	Resources used / Required: An external consultant											
Activity	Division:	Prior 2018	2018		2019	2020						
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle (hrs)	Funds (Rs.)	Funds (Rs.)					
	Reg. Aff.			80								
	Con. Aff.			9								
	Total		427,984	89		3,125,484						
	Milestone					Date	Disburs. (Rs)					
	Prepare EOI - Finish					08/01/18						
	Review EOI - Finish					19/02/18	427,984					
	Issue RFP					19/03/18						
	Receipt of Proposals					30/04/18						
	Technical Evaluation					28/05/18						
	Combined Evaluation					15/06/18						
	CPCD approval after negotiations					13/07/18						
	Submission of the Commission Paper for selection of the consultant					10/08/18						
	Commission approval					14/09/18						
	Commence services					05/10/18						
	Receipt of the Inception Report					02/11/18						
	Finish reviewing of the Inception Report					25/12/18						
	Receipt of the Interim report					11/01/19	285,000					
	Finish reviewing of the Interim Report					15/02/19	427,984					
Receipt of the Draft Final Report					22/03/19	787,500						
Receipt of the Final Report					26/04/19	787,500						
Submission of the Commission Paper					24/05/19	787,500						
Commission Approval					30/06/19	50,000						
Publish					31/07/19							
Time Schedule	Start Date: 01/01/2018		End Date: 31/07/2019		Duration: 19 Months							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/RA/10	Activity Manager: Hasanka Kamburugamuwa
Thrust Area:	Price (Tariff) of electricity	
Key Result Area:	Price (Tariff) and charges for the user	

Outcome	OC	Reduced electricity tariff (in real terms)					
	OP	Increased transparency and access to information in the tariff determination					
Output	KPI	Average electricity cost in real terms					
	KPI Units						
	Year	A - Actual, T - Target	2015 (A)	2016 (A)	2017 (T)	2018 (T)	2019 (T)

Activity	↑	Name:	Formulation of guidelines and templates for tariff filing based on regulatory accounts				
	Resources used / Required:						
	Division:	Prior 2018	2018		2019	2020	
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle (hrs)	Funds (Rs.)	Funds (Rs.)
	Reg. Aff.		15,000	26.25	4		
	Total		15,000	26.25	4		
	Milestone					Date	Disburs. (Rs)
	Discussion draft on guideline					30/04/18	
	Draft guideline and templates					28/09/18	15,000
	Finalized guideline and templates					30/11/18	
	Time Schedule						
Start Date: 01/03/2018		End Date: 30/11/2018			Duration: 9 Months		
Jan	Feb	Mar	Apr	May	Jun	Jul	
Aug	Sep	Oct	Nov	Dec			

Activity 2018	Ref No AP18/RA/12	Activity Manager: Hasanka Kamburugamuwa
Thrust Area:		
Key Result Area:		

Outcome	OC						
	OP	(Process) Procedure for processing applications for licenses and exemptions making each institute/person responsible for timely application and issuance of licenses and exemptions					
Output	KPI						
	KPI Units						
	Year	A - Actual, T - Target	2015 (A)	2016 (A)	2017 (T)	2018 (T)	2019 (T)

Activity	↑	Name:	Procedure for processing applications for licenses and exemptions				
	Resources used / Required:						
	Division:	Prior 2018	2018		2019	2020	
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle (hrs)	Funds (Rs.)	Funds (Rs.)
	Reg. Aff.		7,500	16	4		
	Total		7,500	16	4		
	Milestone					Date	Disburs. (Rs)
	Discussion draft on procedure					30/04/18	
	Draft procedure					31/07/18	7,500
	Finalized procedure					28/09/18	
	Time Schedule						
Start Date: 01/03/2018		End Date: 28/09/2018		Duration: 7 Months			
Jan	Feb	Mar	Apr	May	Jun	Jul	
Aug	Sep	Oct	Nov	Dec			

Activity 2018	Ref No AP18/RA/13	Activity Manager: Hasanka Kamburugamuwa
Thrust Area:	Price (Tariff) of electricity	
Key Result Area:	Price (Tariff) and charges for the user	

Outcome	OC						
	OP	(Process) Electricity (Procurement) Rules with a timeline of implementation of procurement procedure					
Output	KPI						
	KPI Units						
	Year	A - Actual, T - Target	2015 (A)	2016 (A)	2017 (T)	2018 (T)	2019 (T)

Activity	↑	Name:	Revision of Electricity (Procurement) Rules - Time Line for Implementing Provisions				
	Resources used / Required:						
	Division:	Prior 2018	2018		2019	2020	
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle (hrs)	Funds (Rs.)	Funds (Rs.)
	Reg. Aff.		4,500	13	4		
	Total		4,500	13	4		
	Milestone					Date	Disburs. (Rs)
	Draft timeline					30/04/18	
	Finalized Rules					31/07/18	4,500
	Time Schedule						
Start Date: 01/03/2018		End Date: 31/07/2018		Duration: 5 Months			
Jan	Feb	Mar	Apr	May	Jun	Jul	
Aug	Sep	Oct	Nov	Dec			

Activity 2018	Ref No AP18/TEA/04	Activity Manager: Dileepa Karunaratne
Thrust Area:	Price of Electricity	
Key Result Area:	Price and Charges for the End User	

Outcome	OC	Reduced electricity tariff (in real terms) to make electricity more affordable to consumers					
Output	OP	Study report on the impact of generation mix and fuel prices on generation costs					
	KPI	Completion of the study					
	KPI Units	(Y/N)	N	N	Y	Y	Y
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (T)	2019 (T)	2020 (T)

Activity	↑	Name:	Policy advice on the short term impact of 'generation mix', and 'fuel prices' on generation dispatch cost				
	Resources used / Required:						
	Division:	Prior 2018	2018		2019	2020	
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)
	TEA			35			
	Total			35			
	Milestone					Date	Disburs. (Rs)
		Report on forecast dispatch 2018-2020, for different generation mixes				30/04/18	
		Report on fuel price pass through in dispatch costs				30/06/18	
		Sensitivity analysis of dispatch cost to forecast/contract fuel prices, and changes of generation mix				31/10/18	
	Time Schedule						
Start Date:	01/03/18	End Date:	30/11/18	Duration:	09 months		
Jan	Feb	Mar	Apr	May	Jun	Jul	
Aug	Sep	Oct	Nov	Dec			

Activity 2018	Ref No AP18/TEA/07	Activity Manager: Dileepa Karunaratne
Thrust Area:	Price of Electricity	
Key Result Area:	Price and Charges for the End User	

Outcome	OC	Reduced electricity tariff (in real terms)to make electricity more affordable to consumers					
↑	OP	Use of most appropriate efficiency parameters for generation plants in tariff determination					
Output	KPI	No. of Generation Units tested					
	KPI Units	No.	0	0	10	20	20
	Year	A - Actual, T - Target	2015 (A)	2016 (A)	2017 (T)	2018 (T)	2019 (T)

↑	Name:	Power Plant Heat Rate Tests					
	Resources used / Required:						
	Division:	Prior 2017	2018		2019	2020	
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)
	Inspectors			20	20		
	TEA			20			
	Total		50,000	40	20	50,000	
	Milestone					Date	Disburs. (Rs)
	Test reports finalized on all CEB generation units					31/03/17	15,000
	Test reports finalized on IPP generation units					30/09/17	35,000
	Time Schedule						
Start Date:		01/01/17	End Date:		31/12/17	Duration: 12 months	
Jan	Feb	Mar	Apr	May	Jun	Jul	
Aug	Sep	Oct	Nov	Dec			

Activity 2018	Ref No. AP/18/EER/1	Activity Manager: Gamini Sarathchandra
Thrust Area:	Price (Tariff) of Electricity	
Key Result Area:	Price (Tariff) and charges for the user	

Outcome	OC	1.! Reduced electricity tariff to make electricity more affordable to consumers. 2.! Improved environment for human, animals and plants.					
	OP	1.! Completion of 200MW rooftop Solar PV by 2020 and 1000MW by 2025. 2.! Conform environmental standards by generation licensees					
Output	KPI	Completion of WEB based reports on Solar PV development information and environmental performance by generation licensees using LISS.					
	KPI Units				1		
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (T)	2019 (T)	2020 (T)

Activity	Name:	Development of web based reports on renewable energy development and environmental performance of thermal power generation using LISS.					
	Resources used / Required:						
	Division:	Prior 2018	2018			2019	2020
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle(days)	Funds (Rs.)	Funds (Rs.)
	EER		0	25			
	Total						
	Milestone					Date	Disburs. (Rs)
	1.! Finalize the data formats/templates					Dec 2017	
	2.! Agreement with utilities on data entering through LISS					Feb 2018	
	3.! Procurement of Software developer					Mar 2018	
	4.! Finalized the report formats					April 2018	
	5.! Completion of the software development					Aug 2018	
	6.! Component interface testing					Aug 2018	
	7.! Operational acceptance testing					Sep 2018	
	8.! Official launch					Nov 2018	
	Note: Required finance allocated in IT budget.						
	Time Schedule						
	Start Date:		End Date:		Duration:		
Jan	Feb	Mar	Apr	May	Jun	Jul	
Aug	Sep	Oct	Nov	Dec			

Activity 2018	Ref No AP18/CCO/03	Activity Manager: Anushika Kamburugamuwa
Thrust Area:		
Key Result Area:		

Outcome	OC	Enhancing stakeholder participation in regulatory decision making and creating public pressure to implement decisions					
↑	OP	Draft recommendations on specific issues for formulations of regulatory tools, policies, advices					
Output	KPI						
	KPI Units						
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (t)	2019 (T)	2020 (T)

↑	Name:	Knowledge Catalyst									
Activity	Resources used / Required:										
	Division:	Prior 2018	2018		2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)				
	CCD		7,126,230.00	30							
	Regulatory			05							
	CA			05							
	Licensing			05							
	Finance			10							
	Total										
	Milestone					Date	Disburs. (Rs)				
	Public Consultation on Water Sector-To draft water sector policy advice						1,187,200.00				
	Public Consultation on Rights of Water Consumers						1,187,200.00				
	Public Consultation on Water service Standards						1,187,200.00				
	A brainstorming session on Lubricant market Issues-to draft a policy						1,187,200.00				
	Public Consultation on Rights of Petroleum Consumers						1,187,200.00				
	Consumer Rights Forum (Water , Electricity and Petroleum)						595,115.00				
	Energy Forum 2018 (Sri Lanka's drive towards world trends)						595,115.00				
Time Schedule											
Start Date: 01-01-2018		End Date: 30-11-2018		Duration: 11Months							
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

AP18/HR/01 - Employees' Performance Management

Activity 2018	Ref No AP18/HR/01	Activity Manager: Director HR & Admin
Thrust Area:	Employees' Performance Management	
Key Result Area:	Employee Performance	

Outcome	OC	<ul style="list-style-type: none"> •! Behavioral improvements •! Existence of feelings of equity among employees. •! Linkage between performance and rewards. 					
	OP	<ul style="list-style-type: none"> •! Improve accuracy of employee performance. •! Performance oriented workforce. •! Improve capacities in skill and knowledge. 					
Output	KPI	<ul style="list-style-type: none"> •! Quality of output. •! Level of productivity. •! Level of creativity. •! Level of results achieved. 					
	KPI Units						
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (A)	2019 (T)	2020 (T)

Activity	Name:	Employees' Performance Management									
	Resources used / Required:										
	Division:	Prior 2018	2018			2019	2020				
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)				
	Total		-	60	-						
	Milestone					Date	Disburs. (Rs)				
	Clarification of all individual activities and milestones against the Activity plan					30/01/2018					
	Development of individual activities & milestones in the system					28/02/2018					
	Validation/agreeing of the individual evaluation forms by the respective individuals / divisional heads.					31/03/2018					
	Completion of all individual formats.					30/04/2018					
	Conduct the Appraisals for the first quarter					30/08/2018					
	Conduct the Appraisals for the second quarter					31/03/2019					
Linking the final rating of the appraisal with annual increments					31/12/2018						
Time Schedule											
Start Date:		End Date:		Duration:							
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

AP18/HR/02 – Capacity Building/Training & Development (Foreign and Local)

Activity 2018	Ref No: 2018/HR/02	Activity Manager: Director HR & Admin
Thrust Area:	Capacity Building/ Training & Development (Foreign and Local)	
Key Result Area:	Development of employee competencies	

Outcome	OC	<ul style="list-style-type: none"> •! Improved behavioral changes. •! Improved Performances. •! Higher motivational states of the employees. •! Better employee retention.
	OP	<ul style="list-style-type: none"> •! Improved levels of knowledge, skills and attitudes. •! Improved sense of confidence. •! Changes in individual behaviors.
Output	KPI	<ul style="list-style-type: none"> •! Level of skills and knowledge. •! Shorter processing times. •! Level in reduction of error rates.
	KPI Units	
	Year	A - Actual, T - Target

Activity	Name:	Capacity building , Training & Development (Foreign and Local)					
	Resources used / Required: Annual budgetary allocation, Transport, Training opportunities, Inputs from Divisional heads						
	Division:	Prior 2018	2018			2019	2020
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle (hrs)	Funds (Rs.)	Funds (Rs.)
	Foreign training		1,000,000	30			
	Two In house workshops on Water & Petroleum sectors		2,000,000	15			
	Local soft skills dev. training		50,000	5			
	Other local training programmes		900,000	2			
	Total		3,950,000	52			
	Milestone					Date	Disburs. (Rs)
	Review of approach towards the capacity building interventions of individual employees.					30 January	
	Preparation of individual learning needs and capacity /career development opportunities as per the outcome of the individual appraisals of year 2018.					30 January	
	Listing out of all relevant training courses (Foreign and local) available.					16 February	
	Review of proposed and available all training opportunities with relevant authorities as per the corporate plan deliverables for year 2017.					25 February	
	Selection of training courses for individual employee.					28 February	
Checking with budgetary allocation.					10 March		
Submission of the Commission paper.					30 March		
Preparation of RFQ for 2 local workshops on Petroleum & water					30 March		

Implementation of training opportunities subsequent to the approval by the Commission.	End April	
Complete the procurement process	30 May	
Conduct the in house workshop on Water sector	June	
Review of training opportunities available in the 2 nd quarter as per the corporate plan deliverables for year 2018	July	
Submission of the Commission paper on Foreign Training	August	
Conduct the workshop on petroleum sector	August	
Implementation of all foreign training opportunities subsequent to the approval by the Commission.	December	
Time Schedule		
Start Date: January 2018 End Date: December 2018 Duration: 12 months		
Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec

Activity 2018	Ref No AP18/HR/03	Activity Manager: Assistant Director HR & Admin
Thrust Area:	Employee Engagement and Welfare	
Key Result Area:	Employee satisfaction & commitment towards achieving organizational goals Increase employee commitment towards achieving organizational goals	

Outcome	OC	<ul style="list-style-type: none"> •! Increase performance •! Less employee turnover •! Develop employee relationships 					
	OP	<ul style="list-style-type: none"> •! Mutual understanding among employees •! Develop sense of self belonging 					
Output	KPI	•! Level of employee satisfaction					
	KPI Units						
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (A)	2019 (T)	2020 (T)

Activity	Name:	Employee Engagement and Welfare										
	Resources used / Required:											
	Division:	Prior 2018	2018		2019	2020						
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)					
	Family get-together		900,000	20								
	Total		900,000	20		900,000						
	Milestone					Date	Disburs. (Rs)					
	Annual employee/ family get-together					30/09/2018	900,000					
	Preparation of a suitable constitution for welfare activities					15/10/2018						
	Complete all preparation work to start functioning the activities by 01/12/2018					31/12/2018						
	Time Schedule											
	Start Date:	End Date:		Duration:								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/HR/04	Activity Manager: Assistant Director HR & Admin
Thrust Area:	HR Divisional Satisfaction Survey	
Key Result Area:		

Outcome	OC	•! Determine employees' understanding on the service providing form the division					
Output	OP	<ul style="list-style-type: none"> •! Measure the success of current divisional practices. •! Identification of the developmental needs 					
	KPI	<ul style="list-style-type: none"> •! Response rate •! Rate of positive responses •! Rate of negative responses 					
	KPI Units						
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (A)	2019 (T)	2020 (T)

Activity	Name:	HR Divisional Satisfaction Survey										
	Resources used / Required:											
	Division:	Prior 2018	2018				2019	2020				
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)					
	Total		-	20								
	Milestone						Date	Disburs. (Rs)				
	Development of the questionnaire						28 February					
	Compilation the relevant amendments						31 March					
	Deciding on the relevant employee touch point (Intranet/ ESS/ Manual document)						31 March					
	Approval from the Commission /Director General						31 April					
	Conduct the Survey						30 June					
	Analyzing and present the results						30 August					
	Time Schedule											
	Start Date:	End Date:			Duration:							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/HR/05	Activity Manager: Assistant Director HR & Admin
Thrust Area:	Career Development Portal	
Key Result Area:		

Outcome	OC	<ul style="list-style-type: none"> •! Development of individual competitiveness •! Constant upgrade of employee competencies •! Opportunity to highlight employee intellectual talents 					
↑	OP	<ul style="list-style-type: none"> •! Better communication of employee ideas •! career progression •! development of competencies 					
Output	KPI	<ul style="list-style-type: none"> •! Less labour turnover •! Level of employee efficiency •! level employee satisfaction •! level of employee motivation 					
	KPI Units						
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (A)	2019 (T)	2020 (T)

↑	Name:	Career planning and Employee Development portal										
Activity	Resources used / Required:											
	Division:	Prior 2018	2018				2019	2020				
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)					
	Total		100,000	50								
	Milestone						Date	Disburs. (Rs)				
	Checking up the feasibility with IT Division of preparing a suitable online platform.						30 January					
	Development of the portal						31 March 28					
	Linking to ESS or Intranet for easy access to employees						30 April					
	Collecting initial set of suitable information to upload to the portal						31 May					
	Test Run						31 July					
	Completion of the project						31 August					
Time Schedule												
Start Date:	End Date:			Duration:								
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	

Activity 2018	Ref No AP18/HR/06	Activity Manager: Assistant Director HR & Admin
Thrust Area:	Linking HRIS with Payroll System	
Key Result Area:		

Outcome	OC	•! Increasing the level of accuracy in transferring information regarding the payroll process					
	OP	•! Reduce the time allocation in manual data transferring					
Output	KPI	<ul style="list-style-type: none"> •! Quality of output. •! Improve accuracy 					
	KPI Units						
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (A)	2019 (T)	2020 (T)

Activity	Name:	Linking HRIS with Payroll System											
	Resources used / Required:												
	Division:	Prior 2018	2018				2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)						
	Total		500,000	45									
	Milestone						Date	Disburs. (Rs)					
	Preparation of the specification in liaison with IT division						30 April						
	Obtaining the Commission Approval						30 July						
	Test Run						31 Sep						
	Completion of the project						31 Oct						
	Time Schedule												
Start Date:		End Date:				Duration:							
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

AP18/HR/08- Other Routine Administrative Functions

Activity 2018	Ref No 2017/HR/08	Activity Manager: Director & Assistant Director HR & Admin
Thrust Area:	Routine Admin & HR Activities	
Key Result Area:	Facilitate efficient functioning in all the other divisions	

Outcome	OC	<ul style="list-style-type: none"> Facilitate smooth functioning of all the divisions of the commission Develop employee motivation 					
	OP	<ul style="list-style-type: none"> Efficient operation of the routine functions of the Commission 					
Output	KPI						
	KPI Units						
	Year	A - Actual, T - Target	2015 (A)	2016 (A)	2017 (T)	2018 (T)	2019 (T)

Activity	Name:	Routine Admin & HR Activities										
	Resources used / Required:											
	Division:	Prior 2018	2018			2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle (hrs)	Funds (Rs.)	Funds (Rs.)					
	Total		36,759,400.00	116		-	-					
	Milestone					Date	Disburs. (Rs)					
	Overtime & other allowances						3,815,000.00					
	Stationery & Office Requisites						500,000.00					
	Fuel & Parking & other supplies						2,200,000.00					
	Vehicle & Building maintenance						1,350,000.00					
	Transport						100,000.00					
	Postal & Communication						600,000.00					
	Rent & Rates						14,430,000.00					
	Electricity & Water						1,914,400.00					
	Printing & Advertising						250,000.00					
	Medical Insurance						5,000,000.00					
	Janitorial Services						1,500,000.00					
	Insurance						5,100,000.00					
	Time Schedule	Start Date: 16 April End Date: Duration:										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

AP18/HR/08- Divisional Administrative Inspections

Activity 2018	Ref No AP18/HR/09	Activity Manager: Director HR & Admin
Thrust Area:	Divisional Administrative Inspections	
Key Result Area:		

Outcome	OC	•! Assurance of proper compliance of organizational policies and administrative processes.					
	OP	•! Increase employees' accountability on organizational procedures					
Output	KPI	<ul style="list-style-type: none"> •! Reduced number of audit queries •! Work place effectiveness •! Level of employee satisfaction 					
	KPI Units						
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (A)	2019 (T)	2020 (T)

Activity	Name:	Divisional Administrative Inspections									
	Resources used / Required:										
	Division:	Prior 2018	2018		2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)				
	Total		-	50							
	Milestone					Date	Disburs. (Rs)				
	Development of an administrative inspection procedure in line with divisional requirements.					31/03/2018					
	Finalization of final draft					31/05/2018					
	Authorization by the Commission					31/07/2018					
	Conduct of 01 st annual administrative inspection					30/09/2018					
	Recommendation & analysis of observation for disposal					31/10/2018					
	Conduct of final inspection					31/12/2018					
	Time Schedule										
	Start Date:		End Date:		Duration:						
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/IT/01	Activity Manager:
Thrust Area:	Improved productivity	
Key Result Area:	Ability to carry out tasks without service interruptions	

Outcome	OC	Improved Office Automation					
↑	OP	Increase in the services provided to office staff					
Output	KPI	Automation of manual tasks					
	KPI Units	Degree of automation	less	medium	high	high	high
	Year	A - Actual, T - Target	2016(A)	2017 (A)	2018 (T)	2019 (T)	2020 (T)

↑	Name:	Office Automation											
Activity	Resources used / Required:												
	Division:	Prior 2018	2018				2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle (hrs)	Funds (Rs.)	Funds (Rs.)						
	IT		4.5M										
	Total												
	Milestones					Date	Disburs. (Rs)						
	Increased storage space for email, file server, etc.												
	Replacing existing PCs & providing PCs for new staff							1M					
	Replacing existing phones & providing phones for new staff							0.9M					
	Replacing old printers and providing new printers for new staff							0.6M					
	Cloud based office and enterprise social media solution							2M					
Time Schedule													
Start Date:		End Date:				Duration:							
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

Activity 2018	Ref No AP18/IT/02	Activity Manager:
Thrust Area:	Improved productivity	
Key Result Area:	Ability to carry out tasks without service interruptions	

Outcome	OC	Higher availability of services without being disturbed due to server breakdowns					
↑	OP	The hardware platform is ensured to meet growing requirements of PUCSL					
Output	KPI	Platform availability to run applications					
	KPI Units	Platform availability	<95.0%	<95.0%	95.0%	95.0%	95.0%
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (T)	2019 (T)	2020 (T)

↑	Name:	Infrastructure Development											
Activity	Resources used / Required:												
	Division:	Prior 2018	2018				2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle (hrs)	Funds (Rs.)	Funds (Rs.)						
	IT		4.3M										
	Total												
	Milestones					Date	Disburs. (Rs)						
	Domain server Upgrade (Windows 2016)												
	Performance enhancement of hardware infrastructure - incl. SAN						0.7M						
	Application Server Operating System Upgrade (CentOS 7)												
	Upgrading Database Servers (MySQL 5.7, MS SQL 2016+Sharepoint)												
	Email service upgrade and facility enhancement						0.5M						
	Replacing the old Air Conditioners						0.5M						
	Connecting the new office area												
	Documentation (Configuration + Installation)												
	Other accessories + Miscellaneous						0.2M						
	New Office Area - Floor 17												
	Interactive whiteboard with projector & sound system - new floor						1.5M						
	CCTV infrastructure, cameras and TV + Fingerprint system						0.5M						
	Multi-function printer and document scanner						0.4M						
Time Schedule													
Start Date:		End Date:			Duration:								
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

Activity 2018	Ref No AP18/IT/04	Activity Manager:
Thrust Area:	Improved productivity	
Key Result Area:	Ability to carry out office work efficiently	

Outcome	OC	Improved office automation					
Output	OP	Increase in the services provided to office staff					
	KPI	Automation of manual tasks					
	KPI Units	Degree of automation	less	medium	more	more	more
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (T)	2019 (T)	2020 (T)

↑	Name:	Business Applications											
	Resources used / Required:												
Activity	Division:	Prior 2018	2018				2019	2020					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle (hrs)	Funds (Rs.)	Funds (Rs.)						
	IT		8.9M										
	Total												
	Milestones						Date	Disburs. (Rs)					
	Enhancement of HR and Finance Application							0.7M					
	Modifications of LISS (Gen Plan, etc.)							0.4M					
	Modification of DRS							0.2M					
	Enhancement of Website with social media							0.4M					
	Implementation of Sanction database							0.5M					
	Renewable Energy Development and Environmental Performance							0.5M					
	Mobile App for tariff & awareness							1M					
	Management Information System (MIS)							3M					
	Continuation of Document Management System of 2017							0.4M					
	Workflow (Procurement) and Snail mail							0.5M					
	Submission and Circulation of Commission Papers & Minutes							0.5M					
	Enhancement of Intranet + Extranet							0.3M					
	IVR system (Interactive voice response)							0.1M					
Project Management Server with reminders							0.4M						
Time Schedule													
Start Date:	End Date:			Duration:									
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

Activity 2018	Ref No AP18/FIN/06	Activity Manager:Thushani Haputhantri
Thrust Area:		
Key Result Area:		

Outcome	OC						
Output	OP	Getting a an unqualified audit opinion					
	KPI	Number of "except for matters related to finance (non compliance to LKAS)					
	KPI Units	No of items					
	Year	A - Actual, T - Target	2015 (A)	2016 (A)	2017 (T)	2018 (T)	2019 (T)

Activity	Name:	Preparation of financial statements									
	Resources used / Required:										
	Division:	Prior 2017	2018		2018	2019					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)				
	FIN			50							
	Total			50							
	Milestone					Date	Disburs. (Rs)				
		Preparation of draft Financial statement				28 Feb 2018					
		Preparation of final financial report				31 May 2018					
	Time Schedule										
Start Date:		End Date:		Duration:							
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/FIN/09	Activity Manager: Thushani Haputhantri
Thrust Area:		
Key Result Area:		

Outcome	OC	Financial information to the strategic decision making process					
Output	OP	Maximize the budget utilization					
	KPI	Budget utilization %					
	KPI Units	No of reports		24	24		
	Year	A - Actual, T - Target	2015 (A)	2016 (A)	2017 (T)	2018 (T)	2019 (T)


Activity	↑	Name:	Providing Financial Information to management								
	Resources used / Required:										
	Division:	Prior 2017	2017		2018	2019					
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)				
	FIN			25							
	Total										
	Milestone	Providing monthly information to the management				Date	Disburs. (Rs)				
	Time Schedule										
Start Date:		End Date:		Duration:							
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Activity 2018	Ref No AP18/IA/01	Activity Manager: K.G.Keerthisena.
Thrust Area:	Fulfilment of Fruitful Performance	
Key Result Area:	Compliance,Economy,Efficiency,Effectiveness	

Outcome	OC	O.C.1.Prevention of wasteful expenditure. O.C.2.Collection of revenue Accurately. O.C.3.Safe guard of Assets, Compliance with Management Decisions					
	OP	Facilitating Management to Make Fruit full Decisions.					
Output	KPI	Independently Examination Revenue, Expenditure and Systems of accounting for Obtaining good opinion from the Auditor General.					
	KPI Units						
	Year	A - Actual, T - Target	2016 (A)	2017 (A)	2018 (A)	2019 (T)	2020 (T)

Activity	Name:	Facilitating Management to Make Fruit full Decisions.					
	Resources used / Required:						
	Division:	Prior 2018	2018			2019	2020
		Funds (Rs.)	Funds (Rs.)	Man days	Vehicle-days	Funds (Rs.)	Funds (Rs.)
	Computer	100,000	nil				
	Internal auditor Remuneration		1,814,400	200	Nil	1,868,400	1,922,800
	Transport and others		22,000		04	24,000	25,000
	Total	100,000	1,836,400	200	04	1,892,400	1,947,800
	Milestone:					Date	Disburse. (Rs)
	1)Examination vouchers for payment and receipts(Vouching)					Third week of the month	
	2)Examination of financial and physical progress of Activity planned					End of each quarter	
	3)Examination the system of assets recoding					End of the Year last month	
	4)Preparation of necessary reports to the relevant authorities					When required	
	5)Conducting Audit committee					Quarterly	
	6)Coordination with the Government Auditors and the line Ministry/Drafting and submitting replies/participating Audit and Management committee					When required Quarterly	

	7)Liaison with the Relevant Authorities(A.M.C.Meeting)									When required		
	Time Schedule											
	Start Date:			End Date:			Duration:					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
01	23	28	30	27	25	29	27	24	28	26	23	28
02				10				15				20
03	15				15				15			20
04		08				08				21		21
05	25			26				23				20
06	Within 14 days	Do	Do	Do	DO	Do	Do	Do	Do	Do	Do	Do
07			23			22			20			28



“The Activity Plan sets out the way that PUCSL purposes to meet its goals to protect the interests of all stakeholders. All strategies that have been spelt out in this plan are within the framework of the orgernisational strategy.”

Public Utilities Commission of Sri Lanka

6th Floor,BOC Merchant Tower, St. Michael’s Road,Colombo 03,Sri Lanka.

T : +94112392607 F: +94112392641 E:info@pucsl.gov.lk W:www.pucsl.gov.lk

The publication can be viewed on our website at

<http://www.pucsl.gov.lk/english/information-centre/reports>

Activity Plan 2018 | Public Utilities Commission of Sri Lanka