

**RTI Formats: Section 10**

**ANNUAL REPORT TO THE RIGHT TO INFORMATION COMMISSION  
YEAR ENDING 31<sup>ST</sup> DECEMBER 2023 (01.01.2023 - 31.12.2023)**

**1. Details of Public Authority:**

1.1. Name: Ministry of Power and Energy

1.2. Address:

Power Section : No. 437, Galle Road, Colombo 03.

Energy Section: No. 80, Sir Ernest De Silva Mawatha, Colombo 07

1.3. Web-link:

Power Section : [www.powermin.gov.lk](http://www.powermin.gov.lk)

Energy Section: [www.energymin.gov.lk](http://www.energymin.gov.lk)

1.4. Name of line Ministry/Provincial Ministry: N/A

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

Following subjects and functions have been assigned to the Ministry of Power as the Extraordinary Gazette Notification No. 2289/43 dated 22.07.2022

- 1) *Formulation, implementation, monitoring and evaluation of policies, programmes and projects, in relation to the subjects of power and energy, and those subjects that come under the purview of Departments, Statutory Institutions and Public Corporations listed (in the said Gazette Notification) in Column II based on the national policies implemented by the government.*

The Institutions are:

- i. Ceylon Electricity Board and its subsidiary Companies
- ii. Ceylon Electricity Company
- iii. Lanka Coal Company (Pvt) Ltd
- iv. LTL Holdings (Pvt) Ltd
- v. Ceylon Petroleum Corporation
- vi. Ceylon Petroleum Storage Terminal Ltd
- vii. Petroleum Development Authority of Sri Lanka
- viii. Polipto Lanka (Pvt) Ltd
- ix. Sri Lanka Sustainable Energy Authority
- x. Sri Lanka Atomic Energy Board
- xi. Sri Lanka Atomic Energy Regulatory Council

- 2) *Provision of public services under the purview of the Ministry in an efficient and people friendly manner*
- 3) *Reforming all systems and procedures using modern management techniques and technology, thus ensuring that the functions of the Ministry are fulfilled while eliminating corruption and waste.*
- 4) *Exploration, planning, development and supervision of activities relating to generation of renewable energy, electricity and other energies from sources such as solar, water, thermal, coal, waste and wind.*

- 5) Meeting the electricity needs of Sri Lanka and safeguarding energy security
- 6) Management of demand to ensure energy efficiency
- 7) Implementation of a power generation plan based on long term requirements
- 8) Making the power transmission and distribution processes efficient
- 9) Creation of a smart network to ensure efficient use of generated electricity.
- 10) Reduction of costs for generating electricity and removal of uncertainties during generation.
- 11) Controlling greenhouse gas emissions
- 12) Rural electrification
- 13) Coordination and implementation of import, refining, storage, distribution and marketing of petroleum based products and natural gas
- 14) Petroleum production and refining
- 15) Exploration of petroleum and natural gases and related activities
- 16) Matters relating to production of gas and by-products from petroleum production sources, maintenance of stocks, production and distribution
- 17) Development of infrastructure facilities in relation to the supply and distribution of fuel
- 18) Formulation of an appropriate energy policy for the control, regulation and utilization of energy resources
- 19) Development of Renewable Energy
- 20) Encouraging the use of solar power systems and solar battery systems to ensure the availability of low-cost energy for households, office and factories
- 21) Encouraging the private sector and entrepreneurs to undertake renewable energy projects
- 22) Increasing energy generation using industrial waste
- 23) Matters relating to all other subjects assigned to subsidiary Institutions
- 24) Supervision of the subsidiary Institutions

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

3.1 Information Officers	<p><b>1. Power Section</b></p> <p>Name – <b>Mr. K.L.R.C.Wijayasingha</b>  Designation – Director (Power Generation, Transmission &amp; Distribution)  Official Address – No. 437, Galle Road, Colombo 03  Office – 011-2574879 Ext 507  Fax – 011-2574752  E mail – <a href="mailto:chandana@powermin.gov.lk">chandana@powermin.gov.lk</a></p> <p><b>2. Energy Section</b></p> <p>Name – <b>Mrs. Hasitha Paragahagoda</b>  Designation – Leagal Officer  Official Address – No. 80, Sir Ernest De silva Mawatha, Colombo 07</p>
--------------------------	---

	Contact No :011-2375868 Office – 011-2370032 Fax – 011-2375163 E mail – <a href="mailto:lo@energymin.gov.lk">lo@energymin.gov.lk</a>
3.2 Designated Officer	Name – <b>Mr. M P D U K Mapa Pathirana</b> Designation – Secretary Official Address – No. 80, Sir Ernest De Silva Mawatha, Colombo 07 Contact No. : Office – 011-2370115 Fax – 011-2372115 E mail – <a href="mailto:secretary@powermin.gov.lk">secretary@powermin.gov.lk</a>

## RTI Formats: Section 10

### 4. Compliance Review

	Please provide details	
4.1	Provide details of how records are maintained, catalogued and indexed? With filing system, RTI formats and used indexed methodology	
4.2	Provide details of records maintained in electronic format? Legislation, Policies, Rules and Regulations, Projects, News and Notices, Reports, Budget, Decisions and orders, Application Forms	
4.3	Provide details of how the following information is made known to the citizens.	
4.3.1	Information on powers, duties, and functions of officers and employees of the Public Authority and the procedures followed indecision-making.	Yes
4.3.2	Norms set for the discharge of the functions, performance of the duties and exercise of the powers of officers and employees of the Public Authority	Yes, Under the Delegation of powers on FR135.
4.3.3	Rules regulations, instructions, manuals and other categories of records used by the officers and employees of the Public Authority in the discharge of their functions, performance of their duties, and exercise of their powers.	Available in "RTI Info Center" in Ministry Web site.
4.3.4	Details of facilities available to the citizens for obtaining information under the Right to Information Act.	Available in "RTI Info Center" in Ministry Web site.
4.3.5	Details of budgets allocated indicating the particular of plans, proposed expenditure and reports on disbursements made.	Available in "RTI Info Center" in Ministry Web site.
4.4	Is information made available in all three languages? No. Sinhala or English only	

4.5	If the Public Authority is a Ministry, how many urgent and other projects' details were made known during the year?	
4.5.1	Foreign Funded Projects, the value of which exceeds One Hundred Thousand United States Dollars (3 months prior to commencement)	-
4.5.2	Locally funded Projects, the value of which exceeds Five Hundred Thousand Rupees (3 months prior to commencement)	-
4.5.3	Foreign funded urgent projects, the value of which exceeds One Hundred Thousand United States Dollars (7 days prior to commencement)	-
4.5.4	Local funded urgent projects, the value of which exceeds Five Hundred Thousand Rupees (7 days prior to commencement)	-

### RTI Formats: Section 10

#### 5. Details of information requests during the year:

5.1	Number of information requests for the year (01.01.2023-31.12.2023)	42
5.2	Number of requests for which information has been provided fully	29
5.3	Number of requests for which information has been provided partially	04
5.4	Number of information requests refused or denied in terms of Section 5 of the Act	05
5.5	Number of information requests denied, other than for reasons contained in Section 5 of the Act (e.g. non availability of information) * Please note in terms of the Law, requests for information cannot be denied, other than for reasons contained in Section 5 of the Act	04
5.6	What is the average time (number of working days) taken to respond to an information request?	14 days
5.7	How many information requests were received by post?	20
5.8	How many information requests were received by e-mail?	11
5.9	How many information requests were received by any other means other than by post or e-mail (By Hand)	11

#### 6. Type of information requests

6.1 With regard to what type of information were the highest and second highest number of information requests received	
6.1.1 1 <sup>st</sup> Highest - Others	
6.1.2 2 <sup>nd</sup> Highest – Policies	
6.2 How many information requests were received in respect of the following categories	
	No.
6.2.1 Procurement related	06
6.2.2 Establishment matters	04
6.2.3 Political victimization	-
6.2.4 Financial (including budgets and projects)	03
6.2.5 Environment	-

6.2.6 Policy	10
6.2.7 Land	-
6.2.8 Assets Declarations/benefits re Public Officials	-
6.2.9 Others	19

#### 7. Requester Profile

	Number requests	of	% of the total
7.1 Number of information requests by individual citizens	25		59.5%
7.2 Number of information requests by institutions	17		40.5%
7.3 Specify the number requests from each of the following provinces			
7.3.1 Central Province	-		-
7.3.2 Eastern Province	01		2.3%
7.3.3 North-Central Province	01		2.3%
7.3.4 Northern Province	01		2.3%
7.3.5 North-Western Province	03		7.1%
7.3.6 Sabaragamuwa Province	-		-
7.3.7 Southern-Province	-		-
7.3.8 Uva Province	-		-
7.3.9 Western Province	35		83%

8. Were any sanctions/disciplinary action imposed on any officer on reasons mentioned in Section 38 of the Act? (Please provide details)

No

#### 9. Appeals and Commission Directions

	Number
<b>APPEALS TO THE DESIGNATED OFFICER</b>	
9.1 Number of appeals made to the Designated Officer	2
9.2 Number of times the information was provided at the direction of the Designated Officer	1
<b>APPEALS TO THE RIGHT TO INFORMATION COMMISSION</b>	
9.3 Total no of appeals, of which the Public Authority has notice of, lodged with the Commission against refusal to communicate information	-
9.4 Total number of times the Commission ordered/directed that information be provided (Number of successful appeals in favor of the appellants)	-

#### 10. Information Management and storage of records

10.1. Please provide details of the information management and storage system? Use traditional filing system.
10.2. Was the system updated during the year? If yes, please provide details Yes. Manually updated the record room.
10.3. Provide details of the way in which records are stored? (e.g. record room, electronic data bank with/without documentary back-up, on site/off site) Record Room
10.4. Are the records in storage referenced, indexed and stored in an easily retrievable manner? (Provide details) Yes

10.5. Provide details of improvements or changes carried out during the year to the indexing and referencing system referred to above Register is maintained with index number
10.6. On average how much time is required to search and produce a record that is in storage? Less than 01 hour
10.7. In case of physical storage, are the records stored on-site, off-site or both? Provide details. On site
10.8. Have you provided for maintaining of existing records (up to 3rd February 2017) for 10 years and new records (after 4th February 2017) for 12 years? (Provide details) Available in the Ministry's website
10.9. Have you made budgetary provision for information storage and management? No
10.10. If records are not digitally maintained, please indicate what steps have been taken during the year or proposed to be taken to migrate records to a digital format? Reports are available in the Ministry's Website.
10.11. If information is stored digitally, is it done by the Public Authority or an external entity? (Give details) In Public Authority
10.12. Are digitally stored data/records accessible via the internet? Yes
10.13. If yes, is network security updated at least once a month? Yes

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

Centralized online date may be maintained on RTI will proper area to Public Authority and general public.

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

Ministry Website

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

None

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

14.1 Improvements within your Public Authority

Digitalization

14.2 Improvements in general

Digitalization and do more knowledge sharing programmes for all staff

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

- Suitable to arrange more knowledge sharing programmes for all officials.
- It is proposed to verify the identity of the information seeker, at the time of the submission of the information request.

Signature

: 

Name and Designation: **Dr. Sulakshana Jayawardena**  
Secretary

Date

: 02/09/2026