

Right to Information Act No 12 of 2016

Section 8 – Semi Annual Report

Year 2026 Reporting Period from 01st January 30th June

01. Details of the Ministry

- I. Name of the Minister : Ministry of Energy
- II. Province : Western
- III. Address : No.437 , Galle Road , Colombo 03.
- IV. Contact Number : 0112 574 922
- V. Email address : info@energymin.gov.lk
- VI. Web Site : www.energumin.gov.lk

02. Organizational Structure of the Ministry

Follow Link : [Organizational Structure | Ministry of Energy](#)

03. Function and activities of the Ministry (By Units Ext. branchExt. division)

Branch	Main functionsExt.Activities in Brief	Relevant Contact Numbers
Human resources	➤ The Human Resource Division provides the required assistance to achieve the anticipated objectives of the Ministry and the entities functioning under its purview. The primary role of the Human Resource division is the management of the Ministry's as well as its entities' human resources, including cadre approval, recruitment, human resource capacity building and welfare matters. ➤ The Division regularly engages with the state and private entities, the legislature and the executive and coordinates with regard to pertinent and regulations, procedures, guidelines, and other requirements. Additionally, the Division submits Cabinet Memorandums and Notes to the Cabinet for obtaining the approval of the Cabinet of Ministers on policy decisions.	Additional Secretary 011-237 5176 011 257 4922 Ext. 610 Senior Assistant Secretary 011 257 7604 011 257 4922 Ext. 609 Administrative Officer 011-2564847 011 257 4922 Ext. 608
Logistics	➤ Physical resources management and recording ➤ Procurement matters related to the Ministry Procurement Committee (MPC) ➤ Premises Management ➤ Maintenance of vehicle fleet (50 Vehicles)	Additional Secretary 0112 574 745 011 257 4922 Ext. 205 Senior Assistant Secretary 011 257 4740

	➤ Vehicle Insurance ➤ Administration matters related to the 11 SOES exclude HR Matters ➤ Providing Legal Services ➤ Providing IT Services Ext.EPMS - CPNET - Ministry Email ➤ Website Maintenance ➤ Digitalization of the ministry process ➤ Dispute management of non HR Matters ➤ Building Maintenance ➤ Maintenance of Office Equipment and Machinery (AC, Lift, Computers...) ➤ Providing Cleaning Service ➤ Providing Security Service ➤ Providing Utility Service (Water, Electricity, telephone, Wi-Fi) ➤ Petty cash management ➤ Provide Translation services ➤ Drafting Cabinet Papers and draft answers for Parliament Quarries ➤ SOES Matters related to administration and physical resource management. ➤ Coordination Parliament Sectoral Committee. ➤ Answering for Audit queries , parliament question related Logistics and Legal matters ➤ RTI Matters ➤ Land Matters (SOEs) ➤ Preparation of Green Hydrogen Policy & Regulation ➤ Repairing (Computer, Laptop, Fax, Printer, Photocopy) Maintaining LOG Books for Computer, Laptop, Fax, Printer, and Photocopy ➤ Entering data for NFAMS Module 01 and 02 relating to the Ministry building and vehicles under Non-Financial Assets Management. ➤ Monitoring and coordinating activities related to the	011 257 4922 Ext.206 Branch 011 257 4922 Ext. 201 Ext. 202 Ext. 203
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	importation of coal.	
Planning Division	➤ Preparation of Action Plans, Annual Performance Report and Progress Report of the Ministry and submission to the relevant entities. ➤ Preparation and reviewing of project proposals relating to the Power and Energy sectors and obtaining necessary approvals for implementation. ➤ Preparation of Annual Budget Estimates for development projects ➤ Monitoring and reviewing the progress of development projects and preparation of periodical progress reports. ➤ Implementation of the Nationally Determined Contributions of the Power Sector and Monitoring and reviewing the progress of the activities on Sustainable Development Goals. ➤ Activities related to the requests for Carbon Trading Facility and the achieving the Carbon Net-Zero targets. ➤ Preparation of various reports and plans requested by the Presidential Secretariat, Prime Minister's Office, line Ministries, and the Treasury Departments. ➤ Engaging in the activities related to the Energy Transition Act and the National Energy Policy and Strategies ➤ Submission of the Annual Progress Reports of the institutions under the purview of the Ministry for tabling in Parliament.	Director General (Panning) 011 2574738 011 257 4922 Ext.403 Director (Panning) 011 258 0439 011 257 4922 Ext.411 Deputy Director (Panning) 011 257 4800 011 257 4922 Ext.406
Accounts Division	Handling all receipts and payments according to the Financial Regulations and Establishment Code	Chief Financial Officer 011 257 4734 011 257 4922 Ext. 301 Chief Accountant 011-2391132 011 257 4922 Ext.312 Accountant 011-2574648 011 257 4922 Ext.302

		Account Branch 011-2574642 011 257 4922 Ext. 301 Ext.304
Power & Power Reform Division	➤ Coordinating all ministerial activities related to the restructuring of institutions under the Ministry of Energy. ➤ Leading and supervising the activities of the Power Sector Reforms Secretariat under the guidance of the Secretary and the Minister. ➤ Activities related to the formulation of the Sri Lanka Electricity Act and the imposition of new regulations and rules to be issued thereunder. ➤ Coordinating restructuring activities with bilateral and multilateral funding agencies, including the Asian Development Bank, the World Bank, the Japan International Cooperation Agency (JICA), and the United States Agency for International Development (USAID). ➤ Handling matters related to approvals and all relevant activities (except technical matters) pertaining to all power plant projects including large and medium scale hydro power plants, coal power plants and nuclear power plants, and all duties related to transmission. ➤ Handling all duties related to power transmission and distribution projects. ➤ Making arrangements with regard to subject related Memorandums of Understanding (MOU) and duly following up on their activities. ➤ Coordinating subject-related matters with the Presidential Secretariat, Prime Minister's office, the Ministry of Foreign Affairs, the Ministry of Finance and its departments, the Office of the Cabinet of Ministers and the Central Bank. ➤ Monitoring and reviewing the progress of the progress of Liquefied Natural Gas (LNG) related processes.	Additional Secretary 011 257 4879 011 257 4922 Ext.508 Director 011 257 489 011 257 4922 Ext.507 Branch 011 257 4922 Ext. 509 Ext.510

	➤ Internal administration of the Reforms Division, (including the internal administration of its assigned officers and employees) Duties assigned by the Hon. Minister and the Secretary of the Ministry periodically.	
Internal Audit Branch	➤ Independent inspection of the accuracy and efficiency of the financial and operational activities of the institution ➤ Studying the robustness of the existing internal governance mechanisms and identifying the weaknesses and issuing recommendations to mitigate them ➤ Preparation of the Annual Internal Audit Plan ➤ Preparation of the Internal Audit Preliminary Report ➤ Preparation of the Quarterly Evaluation Report and forwarding them to the Management Audit Department. ➤ Carrying out special inquiries and investigations as per the instructions of the Secretary to the Ministry ➤ Issuing the Audit Reports after conducting audits and investigations as per the Annual Audit Plan. ➤ Conducting Audit and Management Committee Meetings.	Chief Internal Auditor 0112 574 748 0112 574 922 Ext. 310 Internal Audit Branch 0112 574 922 Ext. 308
Technical Division	➤ Supervision of technological activities under the Ministry	Director General 011 257 4923 011 257 4922 Ext. 505 Director 011 257 4919 011 257 4922 Ext.511 Branch 011 257 4922 Ext.506
Procurement Division	➤ Coordination of Cabinet Appointed Procurement Committees and preparation of relevant Meeting Minutes ➤ Coordination of Cabinet Appointed Negotiation Committees and preparation of relevant Meeting Minutes	Additional Secretary 011 257 7170 011 257 4922 Ext.401 Senior Assistant Secretary 011 257 4635 011 257 4922 Ext.212

	➤ Coordination of Ministerial Procurement Committees and preparation of relevant Meeting Minutes. ➤ Handling matters relating to ministerial level procurement appeals ➤ Submission of Cabinet Memorandums relating to procurements for Cabinet approval	Branch 011 257 4922 Ext.210 Ext.211
Development Division	➤ Coordinating activities with regard to development and promotion of renewable energy. ➤ Providing investment facilities for Renewable energy based power generation by coordinating with relevant state entities, regulatory bodies and private sector stakeholders. ➤ Proceeding the renewable energy projects to achieve national energy goals in coordination with NSO, NTNSP, EDL, EGL, SLSEA, LECO and other relevant entities. ➤ Establishing standards, procedures and regulatory framework for renewable energy power plants, managing Power Purchase Agreements (PPAs) and formulating Feed-in Tariff (Fit) for renewable energy projects of capacity below 10 MW. ➤ Implementing solar energy projects, coordinating the development of Battery Energy Storage Systems, and facilitating the relevant stakeholder participation ➤ Identifying the challenges faced by the current renewable energy project developers and providing coordination to redress them, establishing action plans and timelines and monitoring the progress. ➤ Formulating and updating the policies, guidelines and regulatory framework required for the renewable energy project development. ➤ Arranging preliminary works and developing strategic roadmaps to secure international cooperation, technical assistance and financial support for the renewable energy development.	Additional Secretary 011 257 7170 011 257 4922 Ext.401 Director 4 257 011753 011 257 4922 Ext.106 Branch 011 257 4922 Ext.102 - 101

	➤ Coordinating matters relating to the Memoranda of Understanding (MoUs) on renewable energy development. ➤ Monitoring, coordinating and evaluating the implementation of renewable energy programs in accordance with the approved mission plans and established performance indices.	
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Energy Section

DivisionExt.Branch	Main functionsExt.Activities in Brief	Relevant Contact Numbers
Internal Audit Division	➤ Preparation of the Internal Audit Reports ➤ Conducting Special investigations ➤ Conducting Audit and Management Committee Meetings on a quarterly basis. ➤ Submission of Quarterly Reports ➤ Submission of the Preliminary Report ➤ Updating the Risk Register and preparation of the Internal Audit Plan for the upcoming year	Chief Internal Auditor 011 269 5419 011257 4922 Ext. 407 Branch 011 257 4922 Ext.409
Procurement Division	1. All duties related to the procurements of the Standing High Level Procurement Committee (SHLPC) and the Bid Evaluation Committee (BEC) relating to the purchase of petroleum and petroleum-related products under the Ceylon Petroleum Corporation. 2. All duties related to procurements (goods, services, non-consulting services and consulting services) of the institutions such as Ceylon Petroleum Corporation (CPC)Ext. Ceylon Petroleum Storage Terminal Limited (CPSTL)Ext. Petroleum Resources Development Authority of Sri Lanka (PDASL)Ext. Trinco Petroleum Terminals Limited (TPTL).	Director 011 237 5869 011 257 4922 Ext.309 Branch 011 257 4922 Ext.305 Ext.306

	3. The following matters are handled to fulfill the duties of 02 above. 01. Dealing with matters relating to the relevant High Level Procurement Committees (HLPCExt.CPCCExt.CANC), Ministry Procurement Committees (MPCExt.MPACEExt.Ext.CPCM), and Departmental Procurement Committees (DPCExt.CPCDEExt.DPACEExt.CPCP) to perform the duties of 02 above. 02. Preparation of Cabinet Memorandums related to high-level procurements, informing the Cabinet decisions, making arrangements related to appointments to High-Level Procurement Committees (HLPC) Ext. Cabinet Appointed Consultants Procurement Committees (CPCC) Ext. Cabinet Appointed Negotiation Committees (CANC) Ext. Bid Evaluation Committees (BEC) Ext. Project Committees (PC), calling meetings and preparation of meeting minutes to perform the duties of 02 above. 03. Handling the appointment of Ministry Procurement Committees (MPC) Ext. Ministry Procurement Appeal Committees (MPAC) Ext. Ministry Procurement Consultants Committees (CPCM) Ext. Bid Evaluation Committees (BEC) with regard to Ministry level procurements, calling meetings, preparation of meeting minutes and submitting them to the Chief Accounting Officer for approval to perform the duties of 02 above. 04. Handling the appointment of Department Procurement Committees (DPC) (Annually) Ext. Department Procurement Appeal Committees (DPAC) (Triennially) Ext. Department Procurement Consultants Committees (DPCC) and submitting recommendations of the Department	
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	Procurement Committees (DPC)Ext.Department Consultants Procurement Committee (CPCD) to the Chief Accounting Officer for approval to perform the duties of 02 above. 05. Coordinating with other MinistriesExt.agencies including the National Procurement Commission, Ministry of Foreign Affairs, Ministry of Foreign Employment and Tourism, Ministry of Finance, Planning and Economic Development on matters relevant to perform the duties of 02 above. 06. Obtaining Master Procurement Plans, Annual Procurement Plans and Detailed Annual Procurement Plans relevant to perform the duties in 02 above.	
Account Division	Collecting revenues and handling payments according to the Financial Regulations and Establishment Code	Chief Financial Officer 011 269 5418 011 257 4922 Ext. 705 Chief Accountant 011 269 5351 011 257 4922 Ext.704 Accountant 011 267 4082 011 257 4922 Ext. 703 Account Branch 011 269 5450 011 257 4922 Ext. 701
Planning Division	➤ Preparing and submitting Action Plans, Annual Performance Report and Progress Report of the Ministry. ➤ Obtaining required approval for the preparation, review and implementation of project proposals related to the petroleum sector.	Director General 011 256 4354 Director 011 256 4356 011 256 4357

	➤ Preparing annual budget estimates for development projects. ➤ Monitoring and reviewing the progress of the projects and preparing progress reports periodically. ➤ Preparing various reports and plans requested by the Presidential Secretariat, Prime Minister's Office, line Ministries and the Treasury Department. ➤ Submitting the Annual Reports of the entities operating under the purview of the Ministry to Parliament, following the approval of the Cabinet of Ministers.	
Development Division	➤ Joint coordination, evaluation of the progress, and operation toward targets and objectives the development projects implemented by the Ceylon Petroleum Corporation (CPC), Ceylon Petroleum Storage Terminals Limited (CPSTL), and the Petroleum Development Authority of Sri Lanka (PDASL), through the integration of the Development and Planning Divisions. ➤ Submitting daily and monthly reports concerning the Ceylon Petroleum Corporation's (CPC) daily turnovers, oil pricing formulas, and oil price fluctuations for the attention of the Secretary. ➤ Matters relating to the regulation of fuel stations of the Ceylon Petroleum Corporation (CPC). ➤ Submitting observations and conducting follow-up activities for the granting of approvals related to bunkering operations, lubricants, and bitumen. ➤ Establishing common consumer facilities and coordinating with external organizations, including the Public Utilities Commission of Sri Lanka (PUCSL). ➤ Formulation of guidelines and coordination of activities regarding the use of alternative fuels.	Additional Secretary 011 237 5614 Senior Assistant Secretary 011 247 4916 Fax 0112372130

	➤ Investigate prevailing market conditions relative to gas production. ➤ Processes and procedures to be executed in relation to Liquefied Natural Gas (LNG). ➤ Implementing and conducting follow-up activities on decisions taken by the Cabinet Appointed Procurement Committees (CAPC). ➤ Matters relating to the management of the Trincomalee Oil Tank Farm Complex. ➤ Compile and maintain data in the petroleum sector, and submit a monthly summary of the data. ➤ Contributing to the formulation and review of policies related to the development of the petroleum sector. ➤ Preparing reports related to the petroleum industry to be submitted to various institutions. ➤ Formulate and implement policies for resolving environmental issues arising from the petroleum industry. ➤ Performing functions related to the Internal Affairs Unit of the Ministry of Energy, as the Head of the Internal Affairs Unit, in accordance with Circular No. PS/SB/Circular/2/2025 dated 18.02.2025 issued by the Secretary to the President on the subject of the "Establishment of Internal Affairs Units in Government Institutions.	
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04. Procedures and Standards Followed in Performing the Ministry's Duties and Functions

Main functions /Activities in Brief	List of Acts/ Rules/ Orders/ Regulations/ Guidelines/ Circulars/ Manuals/ and other Reports Containing Written Legal	Website for Accessing Information

	Regulations specifying Duties/Functions and Standards	
Human Resources Division		
Approving and recruiting staff	I. Circulars of the Department of Management Services II. Circulars of the Ministry of Public Administration III. Public Enterprises Circulars IV. Establishment Code	www.dms.gov.lk www.pubad.gov.lk www.ped.gov.lk
Preparation of salary conversions Preparation of acting allowances	I. Financial Regulations II. Salaries Handbook III. Public Administration Circulars IV. Budget Circulars	www.pubad.gov.lk
Leaves Ext.Local Ext.Foreign	I. Establishment Code II. Public Administration Circulars II. Leave Handbook	www.pubad.gov.lk
Human Resources Capacity Building	I. Public Administration Circulars	www.pubad.gov.lk
Logistics Division		
Procurement	Procurement Manual, Procurement Guidelines, Financial Regulations, Cabinet Decisions, Ministry's Internal decisions, Budget Reports, Monthly Expenditure Reports	www.treasury.gov.lk www.nprocom.gov.lk www.energymin.gov.lk
RTI Act	Right to Information Act, No. 12 of 2016	www.rti.gov.lk
Transport (vehicles)	Circulars of the Ministry of Finance Financial Regulations, Establishment Code Circulars of the Presidential Secretariat	www.treasury.gov.lk www.pubad.gov.lk www.presidentsoffice.gov.lk

Laws	Sri Lanka Electricity Act, No 36 of 2024 Sri Lanka Sustainable Energy Authority Act, No. 35 of 2007 Ceylon Petroleum Corporation Act, No 28 of 1961 Petroleum Products (Special Provisions) Act No. 33 of 2002 Sri Lanka Public Utilities Commission Act No. 35 of 2002	www.pucsl.gov.lk www.rti.gov.lk www.energy.gov.lk www.ceypetco.gov.lk www.energymin.gov.lk
Lands	Land Acts and Regulations	www.landmin.gov.lk
Planning Division		
Submission of the Annual Progress Report	Public Finance Circular No. 02Ext.2025 dated 30.05.2025	
Preparation of the Annual Action Plan	Circular No. 02Ext.2020 dated 28.08.2020	
Preparation and submission of project proposals for approval	Circular No. MNPEAExt.02Ext.2019 dated 10.01.2019 Public Financial Management Act No. 11 of 2024	
Preparation of Annual Budget Estimates	National Budget Circular No. 02Ext.2025 dated 30.06.2025	
Submission of the Annual Progress Reports of the institutions under the purview of the Ministry	National Audit Act No. 19 of 2018 Guidelines for Good Governance issued by the Department of Public Enterprises Finance Act No. 38 of 1971	
Tracking the implementation of the Government's Manifesto	Guidelines issued by the Presidential Secretariat dated 05.02.2025 Circular No. PSExt.SBExt.CircularExt.03Ext.2025 dated 24.03.2025	

Account Division		
Institutional activities of the officers of the Finance division	Establishment Code	www.pubad.gov.lk
Submitting annual reports on the power section's central stores (warehouse) to the Comptroller General's Office and updating the fixed asset register via the CIGAS software.	Assets Management Circular No. 01Ext.2017 dated 28.06.2017 by the Secretary to the Treasury	www.treasury.gov.lk
Annual Board of Survey	Public Finance Circular No. 2020Ext.01	www.treasury.gov.lk
Disposing of goods and forwarding all vouchers for payment after scrutiny (except for vouchers manually paid)	Financial Regulations	
Leaves, contributions, subscriptions and related payments of the Finance Division officers	Establishment Code	www.pubad.gov.lk
Foreign aids utilization and accounting	State Accounts Circular No. 30Ext.94 dated 20 th of April 1994	www.treasury.gov.lk
Releasing exchange for duty foreign tours and related expenses	GSExt.CSAExt.00Ext.1Ext.4Ext.8 – 15.03.2023 M.F. No.01Ext.2015Ext.01-15.05.2015	www.treasury.gov.lk
Purchasing air tickets for duty foreign tours	GSExt.CSAExt.CircularExt.4Ext.2023 – 22.02.2023	www.treasury.gov.lk
Obtaining the Minister of Finance for capital expenditures of the ministry's subsidiaries	In terms of Section 59 (3) of Public Financial Management Act No. 44 of 2024	www.treasury.gov.lk
Preparation of Annual Budget Estimates	National Budget Circulars	www.treasury.gov.lk
Determining Imprest limits for payments made under budgetary allocations.	Treasury Operations Guidelines	www.treasury.gov.lk

Proper handling of payments via cheques and vouchers	Financial Regulations	
Salary loans	Establishment Code Chapter xxiv	
Public Sector Salary Revision Ext.2016	Public Administration Circular No. 03Ext.2016 dated 25.02.2016	www.pubad.gov.lk
Public Sector Salary Revisions as per 2025 Budget proposals	Public Administration Circular No. 10Ext.2025 dated 25.03.2025	www.pubad.gov.lk
Provision of advancesExt.loans to public officers	Establishment Code Chapter xxiv	
Recovery of loan balances under Advances to Public Officers B Account	Public Finance Circular No. 05Ext.2019 dated 27.06.2019	www.treasury.gov.lk
Amendment to the Section 10 , Chapter xxiv of the Establishment CodeExt.Increase in the distress loan limit from Rs. 250,000.00 up to Rs.400,000.00	Public Administration Circular No.12Ext.2025 dated 09.05.2025	www.pubad.gov.lk
Amendment to the Section 13 , Chapter xxiv of the Establishment CodeExt.payment of festival advances	Public Administration Circular No. 04Ext.2026 dated 13.01.2026	www.pubad.gov.lk
Delegation of financial authority under F.R. 135	Financial Regulations and guidelines	
Matters relating to the official bank account	Treasury Operations Circular	www.treasury.gov.lk
Shroff duties	Financial Regulations	
Power & Power Reform Division		
Coordinating all ministerial activities related to the restructuring of institutions under the Ministry of Energy	01. Sri Lanka Electricity Act No. 36 of 2024 as amended by Sri Lanka Electricity (Amendment) Act No. 14 of 2025 02. Handbook on the procedure to be followed when presenting the Government Business to Parliament	
Internal administration of the	01. Financial Regulations	

Reforms Division, (including the internal administration of its assigned officers and employees) Duties assigned by the Hon. Minister and the Secretary of the Ministry periodically.	02. Establishment Code 03. RTI Act 04. Land Acquisition Act, as amended by Act No. 60 of 1961, Act No. 28 of 1964 and Act No. 08 of 1979 05. Procurement Guidelines and Formats	
Internal Audit Division		
Independent inspection of the accuracy and efficiency of the financial and operational activities of the institution	1978 Constitution of the Democratic Socialist Republic of Sri Lanka and its amendments	https://www.parliament.lk/Ext .
Studying the robustness of the existing internal governance mechanisms and identifying the weaknesses and issuing recommendations to mitigate them	Acts Ext. National Audit Act No, 19 of 2018	https://www.parliament.lk/Ext .
Preparation of the Annual Audit Plan	Cabinet Decisions	https://www.parliament.lk/Ext .
Preparation of the Internal Audit Preliminary Report	Financial Regulations	https://www.treasury.gov.lk/Ext .
Preparation of the Quarterly Evaluation Report and forwarding them to the Management Audit Department	Establishment Code	https://pubad.gov.lk/Ext .
Carrying out special inquiries as per the instructions of the Secretary to the Ministry	Procurement Manual	https://nprocotm.gov.lk/Ext .
Issuing the Audit Reports after conducting audits and investigations as per the Annual Audit Plan.	Procurement Guidelines Treasury Circular Ext. Management Audit Circular No. 1Ext.2025	https://www.treasury.gov.lk/Ext/siExt/webExt/management-audit-department-circularExt/sectionExt.2025
Conducting Audit and Management Committee Meetings.	Public Administration Circulars Ministry Circulars	https://pubad.gov.lk/Ext .

Technical Division		
Coordinating with the Sri Lanka Public Utilities Commission including amending provisions under the Sri Lanka Electricity ordinance, enforcing regulations and rules, providing policy guidance	Sri Lanka Electricity Act, Sri Lanka Public Utilities Commission Act	Sri Lanka Electricity Act, No. 36 of 2024 (as amended)
Leading the process of promoting electric vehicle charging infrastructure development to popularize Electric mobility in Sri Lanka by using Sustainable Energy	Sri Lanka Electricity Act, Sri Lanka Public Utilities Commission Act EV Charging Policy (Draft)	info@pucsl.gov.lk
Coordinating the technical affairs relating to the power and energy sector with international organizations such as SAARC and BIMSTEC through the Ministry of Foreign Affairs	As per the Office Procedures Ext.Guidelines	www.pubad.gov.lk
Coordinating the Implementation of the Green Hydrogen Policy in Sri Lanka	Sri Lanka Electricity Act, Green Hydrogen Police (Draft)	
Performing the duties periodically assigned by the Hon. Minister and Secretary to the Ministry, and handling the internal administration of the Technical Division	As per the Government Internal Circulars and Guidelines	
Procurement Devision		
Coordination of Cabinet Appointed Procurement Committees and preparation of relevant Meeting Minutes	Procurement Guidelines Goods, works and Non-Consulting services)	www.npa.gov.lk
Coordination of Cabinet Appointed Negotiation Committees and preparation of relevant Meeting Minutes	Procurement Manual (Goods, works and Non-Consulting services)	www.documents.gov.lk

Coordination of Ministerial Procurement Committees and preparation of relevant Meeting Minutes.	Consulting Services Manual Guidelines -Selection & Employment of Consultants	-
Handling matters relating to ministerial level procurement appeals	JICA Guideline	www.jica.go.jp
Submission of Cabinet Memorandums relating to procurements for Cabinet approval	ADB Guideline Sri Lanka Electricity Act, No. 36 of 2024	www.adb.org

Energy Section

Main functions /Activities in Brief	List of Acts/ Rules/ Orders/ Regulations/ Guidelines/ Circulars/ Manuals/ and other Reports Containing Written Legal Regulations specifying Duties/Functions and Standards	Website for Accessing Information
Internal Audit Division		
Preparation of the Internal Audit Reports	Financial Regulations, Establishments Code, Procurement Guidelines, Circulars and Guidelines periodically issued by the Ministry of Finance, the Treasury, the Ministry of Public Administration and other institutions, Audit Programs	www.pubad.gov.lk www.treasury.gov.lk www.sad.gov.lk www.nprocom.gov.lk www.naosl.gov.lk
Conducting Special investigations	Legal documents, regulations, circulars applicable to relevant institutions	-
Conducting Audit and Management Committee Meetings on a quarterly basis	Guidelines and circulars issued by the Department of Management Audit, the National Audit Office, and the Department of Public Enterprises on matters to be discussed regarding the Ministry and the entities under its purview, deliberations on Audit Queries raised by the National Audit Office and monitoring of progress	www.pubad.gov.lk www.treasury.gov.lk www.sad.gov.lk www.naosl.gov.lk
Submission of Quarterly Reports	Circulars and Guidelines of the Department of Management Audit	www.treasury.gov.lk
Submission of the Preliminary Report	Circulars and Guidelines of the Department of Management Audit	www.treasury.gov.lk

Updating the Risk Register and preparation of the Internal Audit Plan for the upcoming year	Circulars and Guidelines issued by the Department of Management Audit, Department of National Budget, Department of Public Finance	www.treasury.gov.lk www.sad.gov.lk
Procurement Division		
Procurement Activities	Procurement Manual 2024 Procurement Guidelines 2024 Consulting Services Procurement Guidelines Consulting Services Manual	relevant websites of the procurement entities
Account Division		
Managing the Expenditures of the Energy Division in accordance with the parliament-approved budgetary allocations of the Ministry for the relevant year.	Treasury Operations Guidelines	www.treasury.gov.lk
Processing and paying salaries to the Minister's staff and the Energy Division's staff and handling other salary related matters.	Public Administration Circular No.03Ext.2016Ext.2016.02.25	www.pubad.gov.lk
Properly ordering inventory goods, stationery and office equipment required for the Minister's staff and Energy Division's staff, dispatching them to the divisions based on the requirement and handling board of survey.	Financial Regulations	www.treasury.gov.lk
Marinating the official bank account of the Energy Division in line with the Treasury Operations Circulars.	Treasury Operations Circulars	www.treasury.gov.lk
Formulating budget estimates calculating the budgetary allocations required for the	National Budget Circulars	www.treasury.gov.lk

expenditures of the Energy Division in the nExt. financial year.		
Standardly classifying the government revenues and incurred expenditures, preparing and maintaining reports on them.	State Accounts Department	www.treasury.gov.lk
Preparing monthly accounts on daily incomes and expenses and forwarding those details to the Power Division	State Accounts Department	www.treasury.gov.lk
Preparing information pertinent to the Power Division when preparing the Annual Appropriation Account.	State Accounts Department	
Planning Division		
Preparing and submitting Action Plans, Annual Performance Report and Progress Report of the Ministry.	Public Finance Circular No 2/2025 Implementing and reporting the budget by the public institutions	www.energymin.gov.lk
Obtaining required approval for the preparation, review and implementation of project proposals related to the petroleum sector.		
Preparing annual budget estimates for development projects.		
Monitoring and reviewing the progress of the projects and preparing progress reports periodically.		
Preparing various reports and plans requested by the Presidential Secretariat, Prime Minister's Office, line Ministries and the Treasury Department.		

Submitting the Annual Reports of the entities operating under the purview of the Ministry to Parliament, following the approval of the Cabinet of Ministers.		
Development Division		
Joint coordination, evaluation of the progress, and operation toward targets and objectives the development projects implemented by the Ceylon Petroleum Corporation (CPC), Ceylon Petroleum Storage Terminals Limited (CPSTL), and the Petroleum Development Authority of Sri Lanka (PDASL), through the integration of the Development and Planning Divisions.	Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka, No. 2412/08 dated 25.11.2025	www.energymin.gov.lk
Submitting daily and monthly reports on daily turnovers of Ceylon Petroleum Corporation, oil pricing formulas, and oil price fluctuations for the attention of the Secretary.	Ceylon Petroleum Corporation Act, No. 28 of 1961	
Matters relating to the regulation of fuel stations of the Ceylon Petroleum Corporation (CPC).	Amendment Act, No. 32 of 2002	
Submitting observations and conducting follow-up activities for the granting of approvals related to bunkering operations, lubricants, and bitumen.	MPRD Circular No. 2018/01 dated 07.02.2018	

Establishing common consumer facilities and coordinating with external organizations, including the Public Utilities Commission of Sri Lanka (PUCSL)	MPRD Circular No. 2018/02 dated 27.09.2018	
Formulation of guidelines and coordination of activities regarding the use of alternative fuels.	Circular No. SEC/MOPE/2023 dated 04.12.2023	
Investigating current market conditions regarding gas production.	Circular No. 2024/01 dated 02.05.2024	
Processes and procedures to be executed in relation to Liquefied Natural Gas (LNG).		
Implementing and conducting follow-up activities on decisions taken by the Cabinet Appointed Procurement Committees (CAPC).		
Matters relating to the management of the Trincomalee Oil Tank Farm Complex.		
Compile and maintain data in the petroleum sector, and submit a monthly summary of the data.		
Contributing to the formulation and review of policies related to the development of the petroleum sector.		
Preparing reports related to the petroleum industry to be submitted to various institutions.		
Formulating and implementing policies to mitigate		

environmental issues associated with the petroleum industry.		
Performing functions related to the Internal Affairs Unit of the Ministry of Energy, as the Head of the Internal Affairs Unit, in accordance with Circular No. PS/SB/Circular/2/2025 dated 18.02.2025 issued by the Secretary to the President on the subject of the "Establishment of Internal Affairs Units in Government Institutions.		