

# **Anti-Corruption Action Plan (2025) – Office of the Chief Secretary, North Central Province**

## **Conducting Compliance Review**

### **1. Introduction and Background**

To ensure transparency, efficiency, and accountability within state institutions, the government has issued various acts, financial regulations, circulars, and guidelines. The primary objective of this review is to examine the extent to which this legal and administrative framework aligns with national and international standards, including the Anti-Corruption Act No. 9 of 2023.

### **2. Relevant Key Acts and Their Compliance Analysis**

#### **A. Anti-Corruption Act No. 9 of 2023**

- **Analysis:** This serves as the primary anti-corruption legal framework in Sri Lanka. It contains comprehensive legal powers to prevent the misuse of power, bribery, fraud, and corruption by public officers.
- **Compliance Review:** This strictly examines whether the institutions' daily decision-making processes, tender procedures, and resource allocation methodologies comply with the provisions of this Act.

#### **B. Public Property Act**

- **Analysis:** Considers the misuse, misappropriation, or causing of loss to public property—such as state-owned vehicles, buildings, machinery, and financial funds—as an offense punishable by severe penalties.
- **Compliance Review:** Studies whether internal control systems are implemented in accordance with this Act to maintain institutional property registers, inventory control, and prevent the use of public property for private purposes.

### **C. Money Laundering Act and Convention on the Suppression of Terrorist Financing / Offences Involving Proceeds of Crime Act**

- **Analysis:** These acts operate in relation to showing wealth acquired through illegal means as legitimate wealth (Money Laundering) and forfeiting property acquired through criminal activities.
- **Compliance Review:** Reviews the monitoring mechanisms within the institution to prevent financial crimes or the circulation of illegal funds during financial transactions, procurements, and contract awards conducted through state institutions.

### **D. Provisions of the Penal Code Relating to Bribery and Misappropriation**

- **Analysis:** Bribery, abuse of power, and financial fraud committed by public employees are punishable under the Penal Code.
- **Compliance Review:** Assessing whether institutional employee discipline control, financial discipline, and the Code of Conduct are formulated in consistency with these laws.

### **3. Government Circulars, Guidelines, and Practices**

In addition to acts, various ministerial circulars and financial regulations (F.R.) issued by the government directly contribute to corruption prevention:

1. **Procurement Guidelines:** Following government procurement guidelines to act transparently and without any bias when purchasing goods and services, calling for tenders, and conducting valuations.
2. **Financial Regulations (F.R.):** Strict compliance with financial regulations concerning public financial control, spending powers, accounting, and auditing activities.
3. **Public Administration Circulars:** Strict implementation of circulars issued by the Ministry of Public Administration regarding recruitment, promotions, transfers, and disciplinary actions of public servants.

#### 4. Recommendations for Improvement

Following an in-depth study of institutional practices alongside the aforementioned acts, circulars, and guidelines, the following development activities should be undertaken:

- **Updating Internal Circulars:** Revising existing institutional guidelines and internal circulars to align with the new legal conditions of the Anti-Corruption Act No. 9 of 2023.
- **Introducing Digital Mechanisms to Ensure Transparency:** Minimizing human interventions and avoiding corruption risks by digitizing decision-making processes, tender board operations, and complaint investigation processes.
- **Employee Awareness Programs:** Implementing continuous internal training programs to make all levels of officers in the institution aware of the aforementioned acts and financial regulations.
- **Strengthening the Internal Audit Mechanism:** Activating the internal audit division to continuously monitor financial and administrative activities within the institution and identify corruption risks early.

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## Integrity Action Plan - 2025

**Name of the Institution: Office of the Chief Secretary, North Central Province**

**Date of Preparation: 30.07.2025**

| No. | Activity                                                                                                                   | Responsibility                                                            | Completion Date     | Estimated Cost (LKR) | Required Support                                                                             | Key Performance Indicator (KPI)                                                                                                                                      | Notes                                                                                                                                              |
|-----|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------|----------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Citizen's Charter                                                                                                          | Head of the Internal Affairs Unit                                         | 2025.06.30          | 10,000               | All Officers                                                                                 | Number of complaints resolved within the specified timeframe                                                                                                         | Displaying the maximum number of days on every notice/poster                                                                                       |
| 2   | Establishing a Mechanism for Receiving Confidential Complaints: Installation of CCTV cameras and a complaint box           | Head of the Internal Affairs Unit & Assistant Secretary (Finance)         | 2025.06.30          | 200,000              | Presidential Secretariat                                                                     | Time taken to investigate and resolve received complaints: Convening meetings of the Internal Affairs Unit, appointing task forces, and issuing written appointments | Ensuring 100% confidentiality of information providers                                                                                             |
| 3   | Conducting Integrity Training Programs for Staff                                                                           | Deputy Chief Secretary, Assistant Chief Secretary, Administrative Officer | 2025.12.20          | 100,000              | Commission to Investigate Allegations of Bribery or Corruption (CIABOC) and Resource Persons | Number of qualified officers                                                                                                                                         | Making it mandatory for all officers. Conducting brainstorming sessions with institutional heads and key employees. Preparing an initial risk list |
| 4   | Ensuring the Personal Presence of Relevant Individuals for Official Tasks and Minimizing the Intervention of Third Parties | Chief Management Services Officer                                         | Throughout the Year | 10,000               | All Officers                                                                                 | Number of members of the public visiting for official duties                                                                                                         | Proper supervision                                                                                                                                 |
| 5   | Ensuring Transparency in Tender Procedures                                                                                 | Assistant Secretary (Finance)                                             | Throughout the Year | 100,000              | Provincial Treasury                                                                          | Number of entries recorded                                                                                                                                           | Acting with transparency                                                                                                                           |

## Format for Reporting Systemic Bottlenecks for Operational Efficiency Simplification

**Name of the Institution:** Chief Secretary's Office, North Central Province

**Date of Preparation:** 30.03.2025

| Identified Systematic Bottleneck                                                                                                | Simplification Approach for Enhancing Operational Efficiency                                                                                                                                                                                                                  | Date       | Action/Response                                                      |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------|
| 1. Lack of a clear understanding of existing systemic bottlenecks within the institution (structural and procedural gridlocks). | <ul style="list-style-type: none"><li>• Conducting a special sensitization meeting convened by the Head of the Internal Affairs Unit with institutional heads and staff.</li><li>• Clarifying institutional objectives and roles.</li></ul>                                   | 2025-03-30 | High Risk: Instructed to list and submit bottlenecks within 2 weeks. |
| 2. Lack of systematic listing of bottlenecks existing across various divisions.                                                 | <ul style="list-style-type: none"><li>• Re-convening members of the Internal Affairs Unit to examine opinions and information provided by the staff.</li><li>• Preparing a formal list containing the institution's operational systemic bottlenecks.</li></ul>               | 2025-03-30 | Medium Risk: Compiling lists at the divisional level.                |
| 3. Occurrence of unnecessary delays (Red Tape) due to complex official procedures.                                              | <ul style="list-style-type: none"><li>• Conducting a brainstorming session representing all divisions of the institution.</li><li>• Gathering proposals on methodologies to simplify each bottleneck.</li></ul>                                                               | 2025-03-30 | Medium Risk: Documenting brainstorming proposals.                    |
| 4. Absence of a formal reporting mechanism to control corruption risks and irregularities.                                      | <ul style="list-style-type: none"><li>• Finalizing the report by members of the Internal Affairs Unit based on collected proposals and insights.</li><li>• Operating in accordance with PS/SB/Circular/2/2025 and Presidential Secretariat instructions (Clause 4).</li></ul> | 2026-03-30 | High Risk: Submission of the final simplification report.            |

| Action Plan (2025) - Time Frame                                              |                                                                                                                                                                                                                             |                                                                                                              |        |        |        |        |        |        |        |        |        |        |        |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Internal Affairs Unit, Office of the Chief Secretary, North Central Province |                                                                                                                                                                                                                             |                                                                                                              |        |        |        |        |        |        |        |        |        |        |        |
|                                                                              | Activity                                                                                                                                                                                                                    | Jan-25                                                                                                       | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Aug-25 | Sep-25 | Oct-25 | Nov-25 | Dec-25 |
| 1                                                                            | <b>Appointing Officers to the IAU Unit</b>                                                                                                                                                                                  |                                                                                                              |        |        |        |        |        |        |        |        |        |        |        |
|                                                                              | I. Head of IAU                                                                                                                                                                                                              |                                                                                                              |        | √      |        |        |        |        |        |        |        |        |        |
|                                                                              | II.Integrity Officer                                                                                                                                                                                                        |                                                                                                              |        | √      |        |        |        |        |        |        |        |        |        |
|                                                                              | III.Support Staff                                                                                                                                                                                                           |                                                                                                              |        | √      |        |        |        |        |        |        |        |        |        |
| 2                                                                            | <b>Preparation of Application Forms and Staff</b>                                                                                                                                                                           |                                                                                                              |        |        |        |        |        |        |        |        |        |        |        |
|                                                                              | I. Establishing the IAU unit in a suitable location                                                                                                                                                                         |                                                                                                              |        | √      |        |        |        |        |        |        |        |        |        |
|                                                                              | II. Installing necessary equipment and other items at relevant locations                                                                                                                                                    |                                                                                                              |        | √      |        |        |        |        |        |        |        |        |        |
|                                                                              | III. Establishing a support staff                                                                                                                                                                                           |                                                                                                              |        | √      |        |        |        |        |        |        |        |        |        |
| 3                                                                            | <b>Tasks Related to Improving Communication Connections</b>                                                                                                                                                                 |                                                                                                              |        |        |        |        |        |        |        |        |        |        |        |
|                                                                              | I. Preparing and placing complaint boxes in suitable locations                                                                                                                                                              |                                                                                                              |        |        |        | √      |        |        |        |        |        |        |        |
|                                                                              | II. Introducing telephone/WhatsApp numbers (for receiving complaints)                                                                                                                                                       |                                                                                                              |        |        |        |        | √      |        |        |        |        |        |        |
|                                                                              | III. Facilitating complaint submission via website                                                                                                                                                                          |                                                                                                              |        |        |        |        | √      |        |        |        |        |        |        |
|                                                                              | IV. Maintaining a complaint log book in a standard format                                                                                                                                                                   |                                                                                                              |        |        |        |        |        | √      |        |        |        |        |        |
|                                                                              | V. Facilitating complaint submission via QR code                                                                                                                                                                            |                                                                                                              |        |        |        |        |        |        | √      |        |        |        |        |
|                                                                              | VI. Conducting awareness programs (posters, art competitions for school children, seminar programs on integrity) — Conducted through monthly mid-meetings, conflicts, and other communication methods / Throughout the year | Information is disseminated every month through monthly meetings, sessions, and other communication methods. |        |        |        |        |        |        |        |        |        |        |        |

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|   | VIII. Receiving, recording, and providing solutions to complaints formally and securely                                                                                 | Throughout the year                                                                            |                     |   |   |   |   |   |   |   |   |   |  |
| 4 | Awareness and Access                                                                                                                                                    |                                                                                                |                     |   |   |   |   |   |   |   |   |   |  |
|   | I. Communicating information about the IAU unit on the institution's webpage                                                                                            | Throughout the year                                                                            |                     |   |   |   |   |   |   |   |   |   |  |
|   | II. Displaying information of the IAU unit near the entrance gate of the institution                                                                                    |                                                                                                |                     |   | √ |   |   |   |   |   |   |   |  |
| 5 | Awareness                                                                                                                                                               |                                                                                                |                     |   |   |   |   |   |   |   |   |   |  |
|   | I. Making all officers of the institution aware of the objectives, goals, and functioning of the IAU                                                                    |                                                                                                |                     | √ |   |   |   |   | √ |   |   |   |  |
|   | II. Formulating an unfulfilled plan to gradually eliminate service-limiting barriers identified during the operation of current institutional activities and procedures | Throughout the year                                                                            |                     |   |   |   |   |   |   |   |   |   |  |
|   | III. Conducting institutional corruption risk assessments and preparing a CRA (Corruption Risk Assessment) plan                                                         | Throughout the year                                                                            |                     |   |   |   |   |   |   |   |   |   |  |
|   | IV. Preparing an Institutional Integrity Action Plan (IIAP) based on CRA                                                                                                | Throughout the year                                                                            |                     |   |   |   |   |   |   |   |   |   |  |
|   | V. Implementing and following up on CRA and IIAP                                                                                                                        | Throughout the year                                                                            |                     |   |   |   |   |   |   |   |   |   |  |
|   | VI. Informing relevant parties regarding the submission of asset and liability declarations and following up                                                            |                                                                                                |                     | √ | √ | √ |   |   |   |   |   |   |  |
|   | VII.Updating and maintaining the Citizens' Charter and displaying it to the public                                                                                      |                                                                                                |                     |   | √ | √ | √ |   |   |   |   |   |  |
|   | VIII. Preparing and implementing an institutional code of ethics                                                                                                        |                                                                                                |                     |   |   | √ | √ | √ |   |   |   |   |  |
|   | IX.Implementing awareness programs on laws and regulations related to conflict of interest and other corruption and bribery                                             |                                                                                                |                     |   |   |   |   |   | √ | √ | √ |   |  |
|   | X. Special awareness regarding the Anti-Corruption Act No. 9 of 2023                                                                                                    |                                                                                                |                     |   |   |   |   |   |   | √ | √ | √ |  |
|   |                                                                                                                                                                         | XI. Being aware of and operating in conformity with the Internal Unit Investigation Plan (NAP) | Throughout the year |   |   |   |   |   |   |   |   |   |  |
| 6 | Progress Review                                                                                                                                                         |                                                                                                |                     |   |   |   |   |   |   |   |   |   |  |
|   | I. Holding monthly progress review meetings of the IAU institutional mission                                                                                            | Throughout the year                                                                            |                     |   |   |   |   |   |   |   |   |   |  |

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| II. Discussion meeting with the head of the institution |  |  |  | √ |  |  |  | √ |   |   |   | √ |
| III. Exchanging relevant information with CIABOC        |  |  |  |   |  |  |  |   |   |   | √ |   |
| IV. Implementing web-based complaint mechanisms         |  |  |  |   |  |  |  |   | √ | √ | √ |   |