

ACTION PLAN - 2025

No	Programme	Task	Key Performance Indicators	Base year - 2024	Goal	Duration				Sustainable Development Goals	Responsible Officer	Follow-up
						1st Quarter	2nd Quarter	3rd Quarter	4th Quarter			
1	Agricultural improvements	Creating sustainable gardens	Number of gardens created	125	200	20	20	35	125	2	Development Officer(Agri)	Assistant Director (Planning)/Development Officer
2	Agricultural improvements	Empowering agri-entrepreneurs by identifying their needs for product improvement, diversification and market expansion	Number of programs conducted	4	5		2	1	2	2	Development Officer(Agri)	Assistant Director (Planning)/Development Officer
3	Mushroom Project	Increasing mushroom production by increasing the capacity of mushroom entrepreneurs and encouraging value-added mushroom products	Number of new entrepreneurs identified	2	4			2	2	2	Development Officer(Agri)	Assistant Director (Planning)/Development Officer
4	Infrastructure development	Implementation of decentralized budget projects	Number of projects implemented	80	10		2	2	6	9	Development Officer	Assistant Director (Planning)/Development Officer
5	Infrastructure development	Implementation of rural road projects	Number of projects implemented	19	10		3	3	4	9	Development Officer(Rual)	Assistant Director (Planning)/Development Officer

6	Infrastructure development	Providing electricity (50% on contribution and free)	Number of houses provided with electricity	12	15	2	2	8	3	9	Development Officer(Agri)	Assistant Director (Planning)/Development Officer
7	Regional Development Program	Conducting programs to eradicate poverty	Number of programs conducted		40			20	20	1	Development Officer	Assistant Director (Planning)/Development Officer
8	Holding an Enterprise Forum	Bringing together entrepreneurs	Number of times the forum is held	4	4	1	1	1	1	8	Enterprise Development Officer	Assistant Director (Planning)/Development Officer
9	Holding an Enterprise Forum	Entrepreneur - Problem Solving	Number of problems solved	8	8	2	2	2	2	8	Enterprise Development Officer	Assistant Director (Planning)/Development Officer
10	Technical training programs	Meeting the technical training needs of entrepreneurs	Number of programs conducted		1			1		8	Enterprise Development Officer	Assistant Director (Planning)/Development Officer
11	Sales exhibition and market	Providing sales opportunities	Number of exhibitions and fairs held		1				1	8	Enterprise Development Officer	Assistant Director (Planning)/Development Officer
12	Providing Made in Sri Lanka branding	Business Brand Building	Number of entrepreneurs granted brands	-	2				2	8	Enterprise Development Officer	Assistant Director (Planning)/Development Officer
13	Contribution to export	Referral for registration of new exporters	Number of exporters referred	7	5	1	1	2	1	8	Development Officer (Exports)	Assistant Director (Planning)/Development Officer

14	revenue	Directing entrepreneurs to local and foreign trade fairs	Number of entrepreneurs referred	2	3		1	1	1	8	Development Officer (Exports)	Assistant Director (Planning)/Development Officer
15	To create new businesses and improve existing businesses	Conducting and motivating training and mentoring programs to provide the necessary support for the promotion of small businesses(Awareness Campain,Book Keeping,Boosting,Lable,Logo,Bar code,Costing,Business Creation,Minfair etc..)	Number of training programs conducted	18	22	4	10	4	4	8	Development Officers (Small Businesses)	Assistant Director (Planning)/Development Officer
16	Actively maintaining regional councils	Monthly updating of the Balamandala	Number of societies being updated	10	12	3	3	3	3	8	Women's Development Officers	Assistant Divisional Secretary/Development Officer
17	Empowering community entrepreneurs	Conducting training programs (entrepreneurship training, self-employment training, awareness programs, market)	Number of programs conducted	18	21	4	5	6	6	8	Women's Development Officers	Assistant Divisional Secretary/Development Officer
18		Providing loans and revolving credit	Number of beneficiaries given loans	10	20	6	6	6	2	8	Women's Development Officers	Assistant Divisional Secretary/Development Officer

19	Providing relief to women who are victims of violence based on gender equality	Providing relief to victims	Number of victims	1	1				1	8	Women's Development Officers	Assistant Divisional Secretary/Development Officer
20	Improving the economic situation of small and medium-sized enterprises	Providing a helping hand through training programs (computers, digital marketing, spices, dried fruits, soap, coconut-based products, food technology, footwear, candle production)	Number of training programs conducted	12	15	5	5	3	2	8	Science and Technology Officer	Assistant Divisional Secretary/Development Officer
21	Creating a law-abiding country with a moral society	Conducting Ayurveda Conservation Council and implementing programs for members (health promotion, spiritual development (yoga), Ayurveda beauty programs)	Number of programs implemented	15	21	2	7	9	3	3	Development Officer (Local Medical Division)	Assistant Divisional Secretary/Development Officer
22	Nutrition programs	Promoting good nutrition, food security and traditional food patterns.	Number of programs implemented	6	8		2	3	3	2	Development Officer (Local Medical Division)	Assistant Divisional Secretary/Development Officer

23	To promote environmental conservation by protecting endangered medicinal plants and increasing forest cover.	Herb Garden/Tree Planting Programs	Number of programs implemented	2	2			1	1	15	Development Officer (Local Medical Division)	Assistant Divisional Secretary/Development Officer
24	Providing essential raw materials for medicinal products and strengthening the economy of local farmers.	Conducting commercial herbal cultivation project programs	Amount of awareness programs		1			1		15	Development Officer (Local Medical Division)	Assistant Divisional Secretary/Development Officer
25	Reducing environmental pollution - Clean Sri Lanka	Awareness about air pollution caused by plastic,	Amount of awareness programs	8	8	2	2	2	2	15	Development Officer (Environment)	Assistant Director (Planning) Development Officer
26	Conservation of environmental resources	Conducting tree planting programs	Number of programs being implemented	6	7	2	2	1	2	15	Development Officer (Environment)	Assistant Director (Planning) Development Officer
27	Electronic waste collection program	Proper disposal of waste	Number of programs related to electronic waste disposal	1	1		1			15	Development Officer (Environment)	Assistant Director (Planning) Development Officer
28	Implementation of World Environment Day programs	Awareness raising and provision of seedlings	Amount of notifications	1	1		1			15	Development Officer (Environment)	Assistant Director (Planning) Development Officer

29	Empowering foreign workers	Recommending family background reports	Recommended record size	474	300	70	80	70	80	3	Development Officer (Foreign Employment)	Assistant Divisional Secretary/Development Officer
30		Labor Protection Registration	Registered amount of savings	210	200	50	50	50	50	3	Development Officer (Foreign Employment)	Assistant Divisional Secretary/Development Officer
31		Preparing family development plans	Number of plans prepared	34	40	10	10	10	10	3	Development Officer (Foreign Employment)	Assistant Divisional Secretary/Development Officer
32		Awareness programs on human trafficking and safe migration	Number of programs notified	29	11	2	3	4	2	3	Development Officer (Foreign Employment)	Assistant Divisional Secretary/Development Officer
33	Establishing regional child safety	Conducting programs to promote regional child safety (establishing and updating school child safety committees, raising awareness among school children)	Number of programs notified	25	38	11	9	9	9	3	(Regional Child Protection Officer)	Assistant Divisional Secretary/Development Officer
34		Community awareness (schools, preschools and community)	Number of programs notified	10	12	3	3	3	3	3	(Regional Child Protection Officer)	Assistant Divisional Secretary/Development Officer
35	Creating child safety	Establishment of Regional Children's Committee and Divisional Children's Committees	Number of committees established	4	4	1	1	1	1	3	Child Rights Promotion Assistant	Assistant Divisional Secretary/Development Officer

36	Creating child safety	Establishment of Regional Children's Councils	Number of children's clubs established	3	3		1	1	1	3	Child Rights Promotion Assistant	Assistant Divisional Secretary/Development Officer
37	Supporting the development of children facing economic difficulties	Providing scholarships, providing school supplies,	Number of students benefited	30	15				15	3	Development Officer (Probation and Childcare Services)	Assistant Divisional Secretary/Development Officer
38	Providing self-employment assistance	Providing self-employment equipment to parents for the development of children from 4 vulnerable families	Number of families supported	2	4				4	3	Development Officer (Probation and Childcare Services)	Assistant Divisional Secretary/Development Officer
39	Providing housing assistance	Ensuring the safety of children in at-risk families	Number of houses		2			1	1	3	Development Officer (Probation and Childcare Services)	Assistant Divisional Secretary/Development Officer
40	Providing sanitation facilities	Providing sanitation facilities for children with special needs	Amount of toilet facilities provided	2	2	1			1	3	Development Officer (Probation and Childcare Services)	Assistant Divisional Secretary/Development Officer

41	Minimizing child abuse and neglect	Conducting awareness programs	Amount of awareness programs	28	30	6	5	9	10	3	Development Officer (Probation and Childcare Services)	Assistant Divisional Secretary/Development Officer
42	Attitude development of preschool children and teachers	Conducting awareness programs	Amount of awareness programs		3		1	1	1	3	Early Childhood Development Officer	Assistant Divisional Secretary/Development Officer
43	Providing consulting services	Providing psychological counseling services and conducting counseling needs programs	Number of programs conducted	40	45	11	12	15	7	3	Counseling Assistant Officer	Assistant Divisional Secretary/Development Officer
44	New issuances of public assistance and medical assistance	Setting up release on due date	Number of cards processed on due date	20	20	5	5	5	5	3	Social Service Officer	Assistant Divisional Secretary/Development Officer
45	Disability rehabilitation activities	Holding various meetings and festivals for the disabled	Number of meetings held	12	12	3	4	2	3	3	Social Service Officer	Assistant Divisional Secretary/Development Officer
46	Improving the economic situation of disabled families	Providing self-employment assistance	Number of people assisted	4	4		4			8	Social Service Officer	Assistant Divisional Secretary/Development Officer
47	Legalization of voluntary organizations	Providing registration	Number of registered organizations	2	4			2	2	8	Social Service Officer	Assistant Divisional Secretary/Development Officer

48	Adult safety	Issuance of adult identity cards	Number of ID cards issued	112	121	28	28	31	34	3	Development Officer (Elderly Rights Promotion)	Assistant Divisional Secretary/Development Officer
49		Conducting adult mental health programs	Number of programs conducted	12	12	2	4	1	5	3	Development Officer (Elderly Rights Promotion)	Assistant Divisional Secretary/Development Officer
50	Creating a healthy youth	Conducting various programs to enhance sports skills	Number of programs conducted	15	22	4	6	6	6	3	Sports officer	Assistant Divisional Secretary/Development Officer
51	Leveling	Conducting programs to reduce problems through equalization	Number of programs conducted	30	36	9	9	9	9	16	Development Officer (Samatha)	Assistant Divisional Secretary/Development Officer
52	Human Resource Development Activities	School students - Conducting career guidance programs	Number of programs conducted	12	10	2	3	3	2	3	Human Resources Development Officer	Assistant Divisional Secretary/Development Officer
53		Job seekers' awareness programs and referrals to jobs	Number of programs conducted	4	4	1	-	1	2	1	Human Resources Development Officer	Assistant Divisional Secretary/Development Officer
54	Job candidate registration	Registration under Dome	Number of registered job candidates	125	100	25	25	25	25	1	Human Resources Development Officer	Assistant Divisional Secretary/Development Officer
55	Providing career guidance services	Referring job candidates	Number of job candidates referred	60	40	10	10	10	10	1	Human Resources Development Officer	Assistant Divisional Secretary/Development Officer

56	Social Security Pensions	Making arrangements for new recruitments	Number of people recruited	138	135	30	29	40	36	1	Human Resources Development Officer	Assistant Divisional Secretary/Development Officer
57		Conducting awareness programs on the Social Security Pension Scheme	Number of programs notified	32	35	8	10	12	5	3	Development Officer (Social Security)	Assistant Divisional Secretary/Development Officer
58	A disciplined, virtuous society	Conducting programs to create a drug-free society (school children, parents, community)	Number of programs conducted	15	22	4	5	7	6	16	Development Officer (Drug Prevention)	Assistant Divisional Secretary/Development Officer
59	Rehabilitation of prisoners	Providing assistance to community corrections order recipients for family development and employment	Number of programs conducted	10	12	3	3	3	3	8	Community Corrections Officer	Assistant Divisional Secretary/Development Officer
60	Disaster Management	Disaster relief services and housing damage compensation	Percentage-Damaged payments made	108			8	20	80	13	Disaster Relief Services Officer	Assistant Divisional Secretary/Development Officer
61	Mail management	Receiving, opening, and entering incoming letters into the system	Number of letters received and sent	1500	2000	450	500	600	450	8	Subject Officer	Administrative Officer, Subject Officer

62	Maintaining personal files	Permanentization, promotion, salary increment, retirement	Number of confirmed, number of promotions given, number of salary increments given, number of retirements	220	248	62	65	60	61	8	Subject Officer	Administrative Officer, Subject Officer
63	Legalization of trading places	Issuance of registration certificates for business names	Number of registered business names	65	174	58	40	55	21	8	Subject Officer	Administrative Officer, Subject Officer
64	Conducting training programs for office staff	Training program on procurement process, Right to Information Act, proper maintenance of inventory book and anti-fraud activities	Number of programs conducted	4	4			3	1	8	Development Officer	Administrative Officer, Subject Officer
65	Issuance of National Identity Cards	Systematization of identity cards	Number of ID cards systematized	2750	2800	700	700	700	700	8	Development Officer	Assistant Divisional Secretary/Development Officer
66	Work related to birth, marriage, death certificates	Issuance of birth, marriage and death certificates	Number of birth, marriage and death certificates issued	27000	36000	8000	9000	9000	10000	8	Development Officer	Assistant Divisional Secretary/Development Officer

67	Government Land Information	Preparation of Geographic Information System for Government Lands	Amount of prepared cement		40		40			11	Land Officer	Assistant Divisional Secretary/Development Officer
68	Land use planning	Conducting awareness programs on scientific land use planning	Number of programs notified		1		1			11	Land Officer	Assistant Divisional Secretary/Development Officer
69	Raising tax revenue	Taxation of government lands (yield tax, purchase price, annual tax, long-term tax)	Tax revenue collected is Rs. million.	2.67	5.82	1.01	1.60	1.58	1.62	11	Development Officer (Tax)	Assistant Divisional Secretary/Development Officer
70	Productivity promotion activities	Raising awareness and implementing organizational productivity concepts based on collectivism in schools, pre-schools, public and private institutions	Number of programs held	20	24	6	6	6	6	4	Development Officer (Productivity)	Assistant Divisional Secretary/Development Officer
71	A prosperous village that raises the nation Community Productivity Model Village Program	Informing entrepreneurs and field officers	Number of programs held		3				1	2	Development Officer (Productivity)	Assistant Divisional Secretary/Development Officer
72	Identifying households below the poverty line in the division and linking them to national poverty	Providing scholarships to eligible children	Number of eligible children	66	56			29	23	4	Subject Officer	Headquarters Samurdhi Manager, Subject Officer
		Housing assistance for low-income earners without permanent housing	Number of houses provided assistance	4	3				3	11	Subject Officer	Headquarters Samurdhi Manager, Subject Officer

	alleviation programs.	Streamlining the provision of welfare facilities for low-income earners	Number of beneficiaries	1,250	900	450	200	100	150	11	Subject Officer	Headquarters Samurdhi Manager, Subject Officer
73	Assisting in annual procurement planning, soliciting quotes, opening quotes and making procurement decisions	Procurement Management	Number of procurements made	158	147	15	39	104		8	Subject Officer	Accountant/Subject Officer
74	Pension payment	New retirees		80	75	17	16	22	20	8	,	Accountant/Subject Officer
75		Removal		40	45	11	16	8	10	8		