

**ANNUAL REPORT TO THE RIGHT TO INFORMATION COMMISSION
YEAR ENDING 31ST DECEMBER 2024**

01. Details of Public Authority

1.1 Name

Ministry of Women and Child Affairs

1.2 Address

05th Floor, Stage II, Sethsiripaya, Battaramulla

1.3 Web-link

<http://www.childwomenmin.gov.lk>

1.4 Name of line Ministry/Provincial Ministry

Ministry of Women and Child Affairs

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

Formulate and execute programmes for providing and enhancing legal, institutional and human resource services for the economic empowerment, social protection of women, children, vulnerable and disadvantaged people considering national priorities and requirements along with international standards.

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

	Name/Designation	Contact No. Fixed/Mobile
Information Officer	B.P.S. Anuradhi Senior Assistant Secretary (Administration)	0112187274 0714932235
Designated Officer.	M.H.G. Bandara Additional Secretary (Administration)	0112187266 0718252700

03. Compliance Review

	<p>Please provide details (Sections 7, 8 and 9 of the Act read together with the Rules and Regulations of the Commission)</p>	
i	<p>Provide details of how records are maintained, catalogued and indexed-</p>	
ii	<p>Provide details of records maintained in electronic format? Register of receiving information</p>	
iii	<p>Provide details of how the following information is made known to the citizens.</p>	
	<p>Information on powers, duties, and functions of officers and employees of the Public Authority and the procedures followed in decision making.</p>	<p>The website provides information about ministry officials.</p>
	<p>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</p>	<p>-----</p>
	<p>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.</p>	<p>Establishments Code Financial Regulations Public Administration Circulars Treasury circulars Ministry internal circulars Ordinances /Policies Other Government laws, rules and regulations</p>
	<p>Details of facilities available to the citizens for obtaining information under the Right to Information Act.</p>	<p>Through letters, telephone calls, e-mails, faxes and making inquiries by visiting, reports issued by the Ministry, through reference to books and magazines and by visiting the website of the Ministry.</p>
	<p>Details of budgets allocated indicating the particular of plans, proposed expenditure and reports on disbursements made.</p>	<p>No</p>
iv	<p>Is information made available in all three languages?</p> <p>Most of the information is available in all three languages while some information is available only in Sinhala medium.</p>	

	If the Public Authority is a Ministry, how many urgent and other projects' details were made known during the year?	
	Foreign Funded Projects (3months prior to commencement)	No
	Locally funded Projects (3months prior to commencement)	No
	Foreign funded urgent projects (7 days prior to commencement)	No
	Local funded urgent projects (7days prior to commencement)	No

04. Details of information requests during the year:

Number of information requests for the year	18
Number of requests for which information has been Provided fully	15
Number of requests for which information has been Provided partially	-
Number of information requests denied, other than for Reasons contained in Section 5 of the Act	03
What is the average time (number of working days) taken to respond to an information request?	14-15 days
How many information requests were received by post?	10
How many information requests were received by e-mail?	--
How many information requests were received by any other means other than by post or e-mail(by hand)	08

05. Type of information requests

With regard to what type of information were the highest and second highest numbers of information requests were received. Highest - 2nd Highest-	
How many information requests were received in respect of the following categories	
Procurement related	0
Establishment matters	09
Political victimization	0
Financial (including budgets and projects)	01
Environment	0
Policy	03
Special services provided by the Ministry	04
Other	01

Requester Profile

Number of information requests by individual citizens	16
Number of information requests by institutions	02

06. Were any sanctions/disciplinary action imposed on any person for refusing to provide information?

No

07. Appeals and Commission Directions

APPEALS TO THE DESIGNATED OFFICER	
Number of appeals made to the Designated Officer	02
Number of times the information was provided at the direction of the Designated Officer	02
APPEALS TO THE RIGHT TO INFORMATION COMMISSION	
Total no of appeals, of which the Public Authority has Notice of, lodged with the Commission against refusal to communicate information	-
Total number of times the Commission ordered/directed that information be provided (No of successful appeals in Favor of the appellant)	-

08. Information Management and storage of records.

	Please provide details of the information management and storage system?
	Information management system is in operation. All types of letters received to the Ministry by mail every day have been recorded in this information management system, and updates are made regarding the Actions taken and the manner in which the letters were responded.
	Was the system updated during the year? If yes, please provide details
	Yes
	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
	Are the records in storage referenced, indexed and stored in an easily retrievable manner?
	Yes
	Provide details of improvements or changes were carried out during the year to the indexing and referencing system referred to above
	No

	On average how much time is required to search and produce a record that is in storage?
	20 minutes
	In case of physical storage, are the records stored on-site, off-site or both?
	Records stored on-site
	Have you provided for maintaining of existing records for 10 years and new records for 12 years?
	Yes
	Have you made budgetary provision for information storage and management?
	No provision has been made for it as per the circular on expenditure management
	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?
	Entering the information regarding the right to information, in the website of the Ministry.
	If information is stored digitally, is it done by the Public Authority or an External entity?(Give details)
	Only the ministry web site is available as digital media.
	Are digitally stored data/ records accessible via the internet?
	Yes
	If yes, is network security updated at least once a month?
	Yes

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

Ministry website
Obtaining information directly by visiting the Ministry
Obtaining information by mail, email, fax or making a request in writing

10. How much fees was collected by the Public Authority during the year through information requests?

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

Improvements within the Public Authority

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

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B.P.S. Anuradhi
Senior Assistant Secretary (Administration)
Information Officer

Date