

## **Medical Officer Planning Unit**

### **Responsibilities**

1. Preparation and monitoring the physical and financial progress of the Annual action plan
2. Preparation of capital budget estimates and maintaining the records related to GoSL, GF and World Bank allocation and expenditure.
3. Preparation of progress reports related to AAP (SAARC, WHO, Accounts Department, Ministry of Health etc)
4. Construction activities- Preparation of proposals, monitoring physical and financial progress of district level constructions.
5. Conduct quarterly ACM
6. Conduct quarterly TSG meetings
7. SDG related activities
8. Maintaining database of digital X-Ray (17) machine and monitoring utilization.
9. Maintaining the database of Cadre positions- Central/ District level
10. Coordinating meetings related to development of policy decisions- LTB guidelines, TB patient leave, patient allowance etc
11. District supervision: Colombo, Galle, Badulla, Monaragala and Kurunagala.