

**Submission of Information Relating to Citizen/Client Charter**

**Civil Security and Development Division**

S/N	Service/Services Provided	Requirement to be fulfilled before providing service	Documents/Applications/Forms to be submitted	Amount/fee levied	Maximum duration taken for providing service (No. of working days)	Name/Designation (Rank) and TP No. of the officer to be contacted
<b>01</b>	<b>Implementation of Firearms Act No.22 of 1996</b>					
i	Issuance and transfer of firearms for agriculture / property security, and for civil persons, public institutions, parliamentarians and private security agencies	All the details are included in the circular pertaining to the annual renewal of firearm licenses issued by the Ministry of Defence.			02 days	Additional Secretary (Civil Security and Development)
ii	Issuing firearm repair licenses				01 day	
iii	Renewal of firearm licenses				01 day	Senior Assistant Secretary
iv	Issuing firearms for life protection	Temporarily stopped due to security reasons.				Deputy Controller of Explosives
v	Issuing firearms dealer licenses	All the details are included in the circular pertaining to the annual renewal of firearm licenses issued by the Ministry of Defence.			01 day	Assistant Secretary
vi	Issuing licenses for security guards				01 day	
vii	Granting permission for import of air rifles	Permissions are granted only for 07 approved institutions.	Request letter Invoice		01 day	
viii	Issuing firearms for sports activities	All the details are included in the circular pertaining to the annual renewal of firearm licenses issued by the Ministry of Defence.			01 day	

<b>02</b>	<b>Implementation of Explosives Act No.21 of 1956</b>					
i	Issuing Explosives Production Licenses  Issuing Fireworks and crackers production license  Issuing Explosives import license Issuing Explosives supplier license for the supply and sales of explosives	Qualifications related to Section 14 of the Explosives Act No.21 of 1956	Documents requested in terms of the Circular relating to the issuance and regulation of explosives and ammunition annually issued by the Ministry of Defence	According to the Gazette No.2327/05 dated 11.04.2023	02 weeks	Additional Secretary (Civil Security and Development)  Senior Assistant Secretary  Deputy Controller of Explosives  Assistant Secretary
ii	Granting approval for the supplier licensees for procurement of explosives on the relevant occasions			Not levied	01 week	
iii	Issuing permissions to use and keep in the possession of explosives for the industries using explosives.			According to the Gazette No.2327/05 dated 11.04.2023	02 weeks	

<b>3</b>	<b>Maritime Security Operations</b>					
i	Regulation of Maritime security operations of merchant vessels	Obtaining Approval from the Ministry of Defence by the foreign private Maritime Security Companies and Local Agent after entered into agreement registered with Joint Venture (Rakna – Avant Grade)	1. Request letter of the local agent 2. Recommendation letter of the Joint Venture 3. Receipt of the relevant payment	Rs.20,000	01 Day	Additional Secretary (Civil Security and Development)  Senior Assistant Secretary  Assistant Secretary
ii	Regulation of Maritime security operations of Royal Netherlands Navy through Sri Lanka	Carrying out operations by Sri Lanka Navy with the coordination of local agent in terms of Memorandum of Understanding dated 15 May 2017 signed by the Ministry of Defence, and the Ministry of Defence of the Netherlands	1. Request letter of the local agent 2. Recommendation letter of the Navy 3. Receipt of the relevant payment	Rs.20,000	01 Day	Staff Officer –Joint Venture Maritime Security Operations Coordinator.
iii	Granting security clearance/approval for the Sea Marsels officers	Sri Lankan Maritime Security officers should registered with Rakna Arakshaka Lanka (LTD) and relevant Local Agent and should have valid document and the possession.	Request/ Covering letter of the Rakna Arakshaka Lanka Limited.	Not levied	01 Day	

<b>4.</b>	<b>Issuing clearances permission for vessels with dangerous Cargo</b>					
i	Approvals given in arriving vessels with hazardous chemicals in Sri Lankan Ports” as for no of	Relevant documents should be available and payments should have been duly made. (According to ONLINE method)	1. Request Letter (Shipping Companies) 2. MOD Application Form 3. Declaration Report 4. Bill of Lading 5. Payment Receipt 4. Import Licence	Rs.20,000.00	02 Days	Additional Secretary (Civil Security and Development)  Senior Assistant Secretary  Deputy Controller of Explosives  Assistant Secretary
	i. Permission for intransit					
	ii. Permission for transshipment					
	iii Permission for discharge					
iv Permission for clearance						
5.	Enrollment of children of the officers of three Armed Forces and the Police to grade one in Government Schools and Defense College	Qualifications specified in the circular issued by the Ministry of Defence, annually.	Documents stated in the circular issued by the Ministry of Defence, annually.	Not levied	According to the timetable issued annually.	Additional Secretary (Civil Security and Development)  Senior Assistant Secretary  Assistant Secretary
<b>6.</b>	<b>Implementation of Private Security Agencies (Regulation) Act</b>					
i	Issuing valid licences for the maintenance of services of private security agencies	Qualifications specified in the Private Security Agencies (Regulation) Act No.45 of 1998.	Documents stated in the Private Security Agencies (Regulation) Act No.45 of 1998.	Rs.50,000	03 months	Additional Secretary (Civil Security and Development)
ii	Biennial renewal of licences			Rs.25,000	02 weeks	Senior Assistant Secretary  Assistant Secretary