



# Parliament of Sri Lanka

## Action Plan 2019

## *INTRODUCTION*

The Parliament is the legislature of the Democratic Socialist Republic of Sri Lanka which is one of the three pillars of democracy namely the executive, the legislature and the judiciary. The Constitution of the country provides for the Parliament for representation, legislation, control over public finance and oversight to assure the interests of the People of the country.

In Sri Lanka sovereignty is in the People and the Article 4(a) of the Constitution of Sri Lanka mandates that, the legislative power of the People should be exercised by Parliament which consists of elected representatives of the People. Article 62 of the Constitution depicts the representative power of the Parliament and that Legislative power mandated with Parliament is further emphasized in Article 75. Article 76 specifies that that legislative power inalienable and that signifies the significant role of Parliament in legislation. The Standing Orders of Parliament, which regulates the business of Parliament and matters incidental thereto has given the status of rules under the Constitution by Article 74.

Article 4(c) is explanatory of the judicial power of Parliament where it has mandated Parliament with the exercise of the judicial power of the People through Judiciary except in regard to matters relating to the privileges, immunities and powers of Parliament and of its Members which could be exercised directly by Parliament.

Article 67 also recognizes the importance of privileges, immunities and powers of Parliament and of its Members for the effective discharge of their duties and as mandated by the Constitution, the Parliament (Powers and Privileges) Act No. 21 of 1953 provides for the identification and securing of such privileges, immunities and powers.

Exercise of the Executive power of the People is vested with the President of the Country and Article 33A of the Constitution make the President responsible to Parliament in discharge of his duties. The oversight over the executive by Parliament is further mandated by the Article 42(2) and the Standing Orders provide Parliament for the exercise of the oversight power.

Article 148 specifies that the Parliament shall have full control over public finance which the Parliament exercises through legislations and financial oversight through Committees.

In a historic decision delivered in the Parliament of Sri Lanka on 20<sup>th</sup> June 2001, the then Speaker Hon. Anura Bandaranaike, M. P. re-affirmed and upheld the supremacy of Parliament.

Given the above mandate, Sri Lanka being one of the oldest democracies in Asia is supported by a constitutionally recognized staff to further strengthen its role towards democracy and sustainability. The Ruling of the Speaker on the 09<sup>th</sup> October 2012 identifies the Office of the Speaker and the Secretary General of Parliament as two offices that are incomparable in power, authority and status in terms of the Constitution.

Article 65 (1) of the Constitution provides for the appointment of the Secretary General of Parliament while the Article 65(3) recognizes the existence of a staff for the Secretary General of Parliament appointed by him with the approval of the Speaker.

The Secretariat is a professional, non-partisan service structure of officials' which is independent from the public service. Article 170 of the Constitution, has interpreted the Secretary General of Parliament and staff of the Secretary General of Parliament as officials not belonging to the category of Public Officers which inevitably has given the Secretariat a special recognition as an independent entity. Matters pertaining to that staff are regulated by the Parliament Staffs Act No 9 of 1953 which provides for the formulation of Departmental and Financial Regulations with regard to the staff of the Secretary General of Parliament. This Act also provides for the establishment of a Staffs Advisory Committee to provide advice and guidance to the Parliament Secretariat in respect of matters concerning the staff.

As its primary responsibility, the Parliament Secretariat headed by the Secretary General of Parliament provides the Members of Parliament with procedural, analytical, technical and administrative assistance to accomplish their constitutional mandate. The Secretariat plays a prominent role in bridging the gap between People and their representative in Parliament. The Action Plan for the year 2019 has been prepared with a view to providing an excellent service. Therefore, it is believed that this Action Plan will actively contribute to enhance the functions of the Parliament.

## Content

1. Vision
2. Mission
3. Legal framework of the secretariat
4. Trust areas of the secretariat
5. Organizational structure
6. Cadre Positions
7. Budget Estimates for year 2018
8. List of Internal Departments
9. Offices of the Hon. Speaker/Dep.Speaker and DCC
10. Department of Serjeant at arms
11. Department of Administration
12. Department of Legislative Services
13. Department of Finance and Supplies
14. Department of Hansard
15. Department of Co-ordinating Engineering
16. Department of Information Systems and Management
17. Department of Catering and Housekeeping Services
18. Foreign Relations and Protocol Office
19. Road map to Sustainable Development Goals of the secretariat
20. Monthly Imprest Requirement Plan
21. Training and Development Plan
22. Procurement Plan
23. Annual Maintenance Plan
24. Internal Audit Plan



## *VISION*

*To be an Effective & Efficient people centered Parliament promoting Democracy and Good Governance.*

## *MISSION*

*To provide Parliamentarians with necessary procedural advices and facilities to discharge their duties in making law, representation of the people, oversight over the executive and control over public finance of the country in an effective & efficient manner.*

## TRUST AREAS

- Legislative Services
- Administrative Services
- Public Outreach
- Parliament Diplomacy

## INTERNAL DEPARTMENTS OF THE SECRETARIAT

1. Department of Serjeant –at- Arms
2. Department of Administration
3. Department of Legislative Services
4. Department of Finance and Supplies
5. Department of Hansard
6. Department of Co-ordinating Engineering
7. Department of Information Systems Management
8. Department of Catering and Housekeeping Services

❖ The sections which are under the direct supervision of the Chief of Staff and Deputy Secretary-General of the Parliament.

- Foreign Relations and Protocol Office
- Internal Audit Unit
- Right to Information Unit



## **GOALS OF THE SECRETARIAT**

1. FACILITATING THE EXECUTION OF THE DIRECTIONS OF THE SPEAKER AND THE HOUSE TO ENABLE THE SMOOTH FUNCTIONING OF THE PARLIAMENT.
2. FOSTERING THE DEVELOPMENT OF A SUPERIOR WORK FORCE AND CONTRIBUTING TO THE EFFICIENT AND EFFECTIVE ACHIEVEMENT OF THE OVERALL OBJECTIVES OF THE INSTITUTION BY SUPPORTING, HONORING AND VALUING ITS HUMAN RESOURCES.
3. SUPPORTING AND FACILITATING THE LEGISLATIVE, REPRESENTATIVE AND OVERSIGHT FUNCTIONS OF THE PARLIAMENT.
4. FORMULATION AND IMPLEMENTATION OF FINANCIAL AND ACCOUNTING POLICIES TO ENSURE THE SMOOTH FUNCTIONING OF PARLIAMENT AND MAKING EFFECTIVE FINANCIAL DECISIONS THROUGH THE PROVISION OF TIMELY AND RELEVANT FINANCIAL INFORMATION.
5. ENSURE ACCURATE AND TIMELY REPORTING OF PARLIAMENTARY PROCEEDINGS AND COMMITTEE PROCEEDINGS.
6. MAINTAINING THE BUILDINGS AND INFRASTRUCTURE BELONGING TO PARLIAMENT AND THEIR ENVIRONS TO ENSURE THAT THE SERVICES PROVIDED BY PARLIAMENT ARE AT THE HIGHEST LEVEL AND TO MAKE IMPROVEMENTS AS NEEDED.
7. PROVIDING A RICH SOURCE OF INFORMATION TO MEMBERS OF PARLIAMENT TO ENGAGE IN INFORMED DEBATE AND DECISION MAKING; ASSISTING IN ADMINISTRATIVE PROCESSES AND FACILITATING PUBLIC OUTREACH.
8. PROVIDING COURTEOUS HOSPITALITY SERVICES TO MEMBERS OF PARLIAMENT, STAFF AND VISITORS TO PARLIAMENT BY PROVIDING A COMFORTABLE ENVIRONMENT TO ENGAGE IN PARLIAMENTARY ACTIVITIES AND TO PRESERVE THE INTERIOR AND EXTERIOR DÉCOR, CLEANLINESS AND THE AMBIENCE OF THE PARLIAMENTARY COMPLEX

# ORGANIZATION CHART OF PARLIAMENT OF SRI LANKA

SECRETARY GENERAL OF PARLIAMENT

CHIEF OF THE STAFF AND DEPUTY SECRETARY GENERAL OF PARLIAMENT

ASSISTANT SECRETARY GENERAL OF PARLIAMENT (ADMINISTRATION SERVICES)

ASSISTANT SECRETARY GENERAL OF PARLIAMENT (LEGISLATIVE SERVICES)

SERJEANT-AT-ARMS
DIRECTOR ADMINISTRATION
DIRECTOR FINANCE
CO-ORDINATING ENGINEER
DIRECTOR (C & HKS)
DIRECTOR INFORMATION SYSTEMS & MANAGEMENT

DIRECTOR LEGISLATIVE SERVICES
EDITOR OF HANSARD

DEPUTY SERJEANT-AT-ARMS
DEPUTY DIRECTOR ADMINISTRATION
ASST. DIRECTOR (ADMIN) (CATERING ACCOUNTS)
DEPUTY CO-ORDINATING ENGINEER
EXECUTIVE HOUSEKEEPER
EXECUTIVE CHEF / F & B MANAGER
SYSTEMS ENGINEER

PARLIAMENTARY INTERPRETER CHIEF
LIBRARIAN
DEPUTY EDITOR OF HANSARD

ASSISTANT SERJEANT-AT-ARMS
ASST. DIRECTOR (ADMIN.) - (ESTAB.) - (MEMBERS SERVICES) / (TRANSPORT)
ASST. DIRECTOR (ADMIN) (FINANCE & ACCT) / (SUPPLIES & SERVICES)
EXECUTIVE HOUSEKEEPER
EXECUTIVE CHEF / F & B MANAGER
SYSTEMS ANALYST / COMMUNICATION & SECURITY ENGINEER

DEPUTY CHIEF PARLIAMENTARY INTERPRETER
ASST. DIRECTOR (ADMIN) - (TABLE, BILLS, P.PETITION, COMM. I, COMM. II, PAC & COPE)
ASSISTANT EDITOR OF HANSARD

PRINCIPAL OFFICER
ASST. DIRECTOR (ADMIN) (CATERING ACCOUNTS)
ASST. DIRECTOR (ADMIN) (FINANCE & ACCT) / (SUPPLIES & SERVICES)
EXECUTIVE HOUSEKEEPER
EXECUTIVE CHEF / F & B MANAGER
SYSTEMS ANALYST / COMMUNICATION & SECURITY ENGINEER

PARLIAMENTARY INTERPRETER
DEPUTY LIBRARIAN / CHIEF RESEARCH OFFICER
PRINCIPAL OFFICER
DEPUTY EDITOR OF HANSARD

DEPUTY PRINCIPAL OFFICER
ASST. DIRECTOR (ADMIN) (CATERING ACCOUNTS)
ASST. DIRECTOR (ADMIN) (FINANCE & ACCT) / (SUPPLIES & SERVICES)
EXECUTIVE HOUSEKEEPER
EXECUTIVE CHEF / F & B MANAGER
SYSTEMS ANALYST / COMMUNICATION & SECURITY ENGINEER

PARLIAMENTARY INTERPRETER
DEPUTY LIBRARIAN / CHIEF RESEARCH OFFICER
DEPUTY PRINCIPAL OFFICER
HANSARD REPORTER

TRANSPORT OFFICER
BUNGALOW MANAGER
ASST. DIRECTOR (ADMIN) (CATERING ACCOUNTS)
ASST. DIRECTOR (ADMIN) (FINANCE & ACCT) / (SUPPLIES & SERVICES)
EXECUTIVE HOUSEKEEPER
EXECUTIVE CHEF / F & B MANAGER
SYSTEMS ANALYST / COMMUNICATION & SECURITY ENGINEER

ASSISTANT LIBRARIAN / RESEARCH OFFICER
DEPUTY PRINCIPAL OFFICER
HANSARD REPORTER

ASSISTANT PRINCIPAL OFFICER
BUNGALOW MANAGER
ASST. DIRECTOR (ADMIN) (CATERING ACCOUNTS)
ASST. DIRECTOR (ADMIN) (FINANCE & ACCT) / (SUPPLIES & SERVICES)
EXECUTIVE HOUSEKEEPER
EXECUTIVE CHEF / F & B MANAGER
SYSTEMS ANALYST / COMMUNICATION & SECURITY ENGINEER

ASSISTANT RESEARCH OFFICER
DEPUTY PRINCIPAL OFFICER
COMMITTEE REPORTER

PARLIAMENTARY OFFICER
BUNGALOW MANAGER
ASST. DIRECTOR (ADMIN) (CATERING ACCOUNTS)
ASST. DIRECTOR (ADMIN) (FINANCE & ACCT) / (SUPPLIES & SERVICES)
EXECUTIVE HOUSEKEEPER
EXECUTIVE CHEF / F & B MANAGER
SYSTEMS ANALYST / COMMUNICATION & SECURITY ENGINEER

ASSISTANT RESEARCH OFFICER
DEPUTY PRINCIPAL OFFICER
INDEXING OFFICER

TELEPHONE SUPERVISOR
TRANSLATOR / STENOGRAPHER / ASSISTANT PARLIAMENTARY OFFICER
BILLS CLERK
DOCUMENTATION SUPERVISOR / RECORD KEEPER
SHROFF / STENOGRAPHER / STORE KEEPER / RECEIVING OFFICER / PURCHASING OFFICER / ASSISTANT PARLIAMENTARY OFFICER
STORE KEEPER (TECHNICAL)

ASSISTANT RESEARCH OFFICER
PARLIAMENTARY OFFICER
INDEXING OFFICER

RECEPTIONIST / ARACHCHI / TELE OPERATOR / X-RAY INSPECTOR
AUTO ELECTRICIAN / MOTOR MECHANIC / DRIVER / DESPATCH ASSISTANT
DOCUMENTATION ASSISTANT
CASHIER CLERK
ASSISTANT STORE KEEPER
HANDYMAN

ASSISTANT RESEARCH OFFICER
PARLIAMENTARY OFFICER
INDEXING OFFICER

PARLIAMENTARY SERVICES ASST. / SECURITY OFFICER / FURNITURE POLISHER
AUTO ELECTRICIAN / MOTOR MECHANIC / DRIVER / DESPATCH ASSISTANT
DOCUMENTATION ASSISTANT
CASHIER CLERK
ASSISTANT STORE KEEPER
HANDYMAN

ASSISTANT RESEARCH OFFICER
PARLIAMENTARY OFFICER
INDEXING OFFICER

PARLIAMENTARY SERVICES ASST. / SECURITY OFFICER / FURNITURE POLISHER
AUTO ELECTRICIAN / MOTOR MECHANIC / DRIVER / DESPATCH ASSISTANT
DOCUMENTATION ASSISTANT
CASHIER CLERK
ASSISTANT STORE KEEPER
HANDYMAN

ASSISTANT RESEARCH OFFICER
PARLIAMENTARY OFFICER
INDEXING OFFICER

SKILLED LABOURER (MECHANICAL) / STORES SERVICES ASSISTANT
ROOM BOY / GATEMAN
DOCUMENTATION ASSISTANT
CASHIER CLERK
ASSISTANT STORE KEEPER
HANDYMAN

ASSISTANT RESEARCH OFFICER
PARLIAMENTARY OFFICER
INDEXING OFFICER

SKILLED LABOURER (CIVIL / ELECTRICAL) / STORES ASSISTANT
ROOM BOY / GATEMAN
DOCUMENTATION ASSISTANT
CASHIER CLERK
ASSISTANT STORE KEEPER
HANDYMAN

ASSISTANT RESEARCH OFFICER
PARLIAMENTARY OFFICER
INDEXING OFFICER

CHIEF INTERNAL AUDITOR

PRINCIPAL OFFICER

DEPUTY PRINCIPAL OFFICER

CHIEF INTERNAL AUDITOR

PRINCIPAL OFFICER

DEPUTY PRINCIPAL OFFICER

CHIEF INTERNAL AUDITOR

PRINCIPAL OFFICER

DEPUTY PRINCIPAL OFFICER

CHIEF INTERNAL AUDITOR

PRINCIPAL OFFICER

DEPUTY PRINCIPAL OFFICER

CHIEF INTERNAL AUDITOR

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CHIEF PARLIAMENTARY PROTOCOL OFFICER

ASSISTANT PARLIAMENTARY PROTOCOL OFFICER / MEDIA OFFICER

CHIEF PARLIAMENTARY PROTOCOL OFFICER

ASSISTANT PARLIAMENTARY PROTOCOL OFFICER / MEDIA OFFICER

**Parliament of Sri Lanka - Sri Jayewardenepura, Kotte**  
**Carder Information as at 31 December 2018**

No.	Designation	Service	Grade/Class	Salary code	Service Level	Approved Cadre			Existing Cadre			
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other
1	Secretary-General of Parliament	No grade	No grade	Salary Scale is specially designed for Parliament Staff	Senior	1	-	-	1	-	-	
2	Chief of Staff & Deputy Secretary-General of Parliament					1	-	-	1	-	-	
3	Assistant Secretary-General					2	-	-	2	-	-	
4	Serjeant-at-Arms					1	-	-	1	-	-	
5	Director (Administration)					1	-	-	1	-	-	
6	Editor of Hansard					1	-	-	1	-	-	
7	Director (Legislative Services)					1	-	-	1	-	-	
8	Co-ordinating Engineer					1	-	-	1	-	-	
9	Director (Catering & House Keeping Services)					1	-	-	1	-	-	
10	Director (Information Systems & Management)					1	-	-	1	-	-	
11	Director(Finance)					1	-	-	1	-	-	
12	Deputy Serjeant-at-Arms					1	-	-	1	-	-	
13	Deputy Director (Administration)					1	-	-	1	-	-	

14	<i>Chief Parliamentary Interpreter</i>					1	-	-	1	-	-	
15	<i>Librarian</i>					1	-	-	1	-	-	
16	<i>Deputy Editor of Hansard (Sinhala)</i>					1	-	-	1	-	-	
17	<i>Deputy Editor of Hansard (Tamil)</i>					1	-	-	1	-	-	
18	<i>Deputy Editor of Hansard (English)</i>					1	-	-	1	-	-	
19	<i>Systems Engineer</i>					1	-	-	1	-	-	
20	<i>Deputy Co-ordinating Engineer</i>					1	-	-	1	-	-	
21	<i>Chief Internal Auditor</i>					1	-	-	1	-	-	
22	<i>Assistant Serjeant-at-Arms</i>					1	-	-	1	-	-	
23	<i>Assistant Director (Administration)</i>					14	-	-	14	-	-	
24	<i>Deputy Chief Parliamentary Interpreter (Sinhala/Tamil/Sinhala)</i>					1	-	-	1	-	-	
25	<i>Deputy Chief Parliamentary Interpreter (Sinhala/English/Sinhala)</i>					1	-	-	1	-	-	
26	<i>Deputy Chief Parliamentary Interpreter (English/Tamil/English)</i>					1	-	-	1	-	-	
27	<i>Assistant Editor of Hansard (Sinhala)</i>					5	-	-	5	-	-	
28	<i>Assistant Editor of Hansard (Tamil)</i>					1	-	-	1	-	-	
29	<i>Assistant Editor of Hansard (English)</i>					5	-	-	5	-	-	
30	<i>Executive Chef</i>					1	-	-	1	-	-	
31	<i>Food &amp; Beverages Manager</i>					1	-	-	0	-	-	
32	<i>Executive Housekeeper</i>					1	-	-	1	-	-	
33	<i>Systems Analyst</i>					1	-	-	1	-	-	
34	<i>Communication/Security Engineer</i>					1	-	-	1	-	-	
35	<i>Security Consultant</i>					1	-	-	0	-	-	
36	<i>Co-ordinating Secretary to SGP</i>					-	-	1	-	-	1	

37	<i>Consultants (PAC/COPE)</i>				-	-	2	-	-	1	
38	<i>Principal Officer</i>				14	-	-	14	-	-	
39	<i>Assistant House Keeper</i>				1	-	-	1	-	-	
40	<i>Deputy Librarian</i>				1	-	-	1	-	-	
41	<i>Sous Chef</i>				1	-	-	1	-	-	
42	<i>Deputy Food &amp; Beverage Manager</i>				1	-	-	1	-	-	
43	<i>Web Network Administrator</i>				1	-	-	1	-	-	
44	<i>Systems Designer</i>				1	-	-	1	-	-	
45	<i>Database Administrator</i>				1	-	-	1	-	-	
46	<i>Systems Administrator</i>				1	-	-	1	-	-	
47	<i>Chief Research Officer</i>				1	-	-	1	-	-	
48	<i>Deputy Principal Officer</i>				24	-	-	24	-	-	
49	<i>Research Officer</i>				7	-	-	7	-	-	
50	<i>Parliamentary Interpreter (Sinhala/Tamil/Sinhala)</i>				11	-	-	11	-	-	
51	<i>Parliamentary Interpreter (Sinhala/English/Sinhala)</i>				11	-	-	11	-	-	
52	<i>Parliamentary Interpreter (English/Tamil/English)</i>				11	-	-	8	-	-	
53	<i>Assistant Librarian</i>				3	-	-	3	-	-	
54	<i>Hansard Reporter (Sinhala)</i>				18	-	-	18	-	-	
55	<i>Hansard Reporter (Tamil)</i>				5	-	-	4	-	-	
56	<i>Hansard Reporter (English)</i>				18	-	-	13	-	-	
57	<i>Chief Inspector (Civil)</i>				1	-	-	1	-	-	
58	<i>Chief Inspector (Electrical)</i>				1	-	-	1	-	-	
59	<i>Restaurant Manager</i>				7	-	-	6	-	-	

60	Computer Programmer				3	-	-	3	-	-	
61	Web Editor (English/Sinhala)				1	-	-	1	-	-	
62	Web Editor (English/Tamil)				1	-	-	1	-	-	
63	Transport Officer				1	-	-	1	-	-	
64	Committee Reporter (Sinhala)				9	-	-	9	-	-	
65	Committee Reporter (Tamil)				1	-	-	1	-	-	
66	Committee Reporter (English)				5	-	-	1	-	-	
67	Bungalow Manager				2	-	-	1	-	-	
68	Assistant Principal Officer					-	-	33	-	-	
69	Indexing Officer				5	-	-	5	-	-	
70	Inspector (Civil)				1	-	-	1	-	-	
71	Inspector (Electrical)				1	-	-	1	-	-	
72	Food & Beverages Supervisor				13	-	-	13	-	-	
73	Kitchen Stewarding Supervisor				1	-	-	1	-	-	
74	Chef-de- Partie				4	-	-	4	-	-	
75	Garden Supervisor				1	-	-	1	-	-	
76	House Keeping Supervisor				5	-	-	5	-	-	
77	Assistant Research Officer				4	-	-	0	-	-	
78	Parliamentary Officer				92	-	-	51	-	-	
79	Assistant Computer Programmer				1	-	-	1	-	-	
80	Leading Cook				10	-	-	10	-	-	
81	Technical Officer (Civil)				2	-	-	2	-	-	
82	Technical Officer (Electrical)				6	-	-	6	-	-	
83	Help Desk Coordinator				1	-	-	1	-	-	

84	<i>Translator (Sinhala/Tamil/Sinhala)</i>				2	-	-	2	-	-	
85	<i>Translator (Sinhala/English/Sinhala)</i>				3	-	-	2	-	-	
86	<i>Translator (English/Tamil/English)</i>				1	-	-	1	-	-	
87	<i>Stenographer (Sinhala)</i>				7	-	-	5	-	-	
88	<i>Stenographer (Tamil)</i>				5	-	-	3	-	-	
89	<i>Stenographer (English)</i>				7	-	-	1	-	-	
90	<i>Telephone Supervisor</i>				1	-	-	1	-	-	
91	<i>Record Keeper</i>				1	-	-	1	-	-	
92	<i>Receiving Officer</i>				1	-	-	1	-	-	
93	<i>Purchasing Officer</i>				1	-	-	0	-	-	
94	<i>Stores Officer</i>				1	-	-	1	-	-	
95	<i>Store Keeper</i>				1	-	-	1	-	-	
96	<i>Shroff</i>				1	-	-	1	-	-	
97	<i>Junior Assistant Librarian</i>				4	-	-	4	-	-	
98	<i>Computer Operator</i>				16	-	-	14	-	-	
99	<i>Assistant Parliamentary Officer</i>				8	-	-	3	-	-	
100	<i>Computer Technician</i>				2	-	-	2	-	-	
101	<i>Supervisor Bill clerk</i>				3	-	-	2	-	-	
102	<i>Leading Food &amp; Beverages Assistant</i>				14	-	-	14	-	-	
103	<i>Documentation Supervisor</i>				1	-	-	1	-	-	
104	<i>Recording Supervisor</i>				1	-	-	1	-	-	
105	<i>Store Keeper (Technical)</i>				1	-	-	1	-	-	
106	<i>Parliamentary Media Officer</i>				1	-	-	1	-	-	
107	<i>Assistant Parliamentary Protocol Officer</i>				5	-	-	4	-	-	

108	<i>Receptionist</i>				17	-	-	14	-	-	
109	<i>Telephone Operator</i>				9	-	-	9	-	-	
110	<i>Arachchi</i>				1	-	-	1	-	-	
111	<i>Driver</i>				31	-	-	31	-	-	
112	<i>Despatch Assistant</i>				6	-	-	6	-	-	
113	<i>Library Assistant</i>				5	-	-	1	-	-	
114	<i>Documentation Assistant</i>				5	-	-	4	-	-	
115	<i>Cook</i>				24	-	-	24	-	-	
116	<i>Recording Assistant</i>				5	-	-	5	-	-	
117	<i>Cashier Clerk</i>				4	-	-	3	-	-	
118	<i>X-Ray Inspector</i>				8	-	-	8	-	-	
119	<i>Auto Electrician</i>				1	-	-	1	-	-	
120	<i>Handyman</i>				3	-	-	3	-	-	
121	<i>Assistant Store Keeper</i>				2	-	-	2	-	-	
122	<i>Assistant Store Keeper (Technical)</i>				1	-	-	1	-	-	
123	<i>Motor Mechanic</i>				2	-	-	2	-	-	
124	<i>Technical Assistant</i>				2	-	-	2	-	-	
125	<i>Parliamentary Service Assistant</i>				77	-	-	77	-	-	
126	<i>Security Officer</i>				15	-	-	13	-	-	
127	<i>Food &amp; Beverages Assistant</i>				34	-	-	30	-	-	
128	<i>Assistant Cook</i>				8	-	-	8	-	-	
129	<i>Kitchen Assistant</i>				5	-	-	5	-	-	
130	<i>Furniture Polisher</i>				4	-	-	4	-	-	
131	<i>Mason</i>				2	-	-	2	-	-	

Primary



132	<i>Carpenter</i>				6	-	-	6	-	-	
133	<i>Plumber</i>				6	-	-	5	-	-	
134	<i>Painter</i>				8	-	-	8	-	-	
135	<i>Electrician</i>				6	-	-	6	-	-	
136	<i>Welder</i>				1	-	-	1	-	-	
137	<i>Pipe Line Cleaner</i>				2	-	-	2	-	-	
138	<i>Air Conditioning &amp; Refrigeration Technician</i>				2	-	-	2	-	-	
139	<i>Housekeeping Assistant</i>				86	-	-	83	-	-	
140	<i>Garden Maintenance Assistant</i>				16	-	-	13	-	-	
141	<i>Sanitary Labourer</i>				9	-	-	7	-	-	
142	<i>Room Boy</i>				8	-	-	7	-	-	
143	<i>Linen Room Attendant</i>				1	-	-	1	-	-	
144	<i>Utility Receiving Assistant</i>				21	-	-	21	-	-	
145	<i>Stores Services Assistant</i>				6	-	-	6	-	-	
146	<i>Gateman</i>				2	-	-	2	-	-	
147	<i>Skilled Labourer (Civil)</i>				12	-	-	12	-	-	
148	<i>Skilled Labourer (Electrical)</i>				5	-	-	6	-	-	
149	<i>Skilled Labourer (Technical)</i>				1	-	-	1	-	-	
150	<i>Stores Assistant</i>				1	-	-	1	-	-	
151	<i>Library Attendant</i>				4	-	-	4	-	-	
<b>Total</b>					929	0	3	855	0	2	0

<i>Service Level</i>	<i>Approved Carder</i>	<i>Existing Carder</i>
<i>Senior</i>	57	55
<i>Tertiary</i>	163	148
<i>secondary</i>	235	202
<i>Primary</i>	474	450
<b><i>Total</i></b>	929	855

## Head 16 - Parliament Summary

Description	2017	2018 Revised Budget	2019 Estimate	2020			2021		2018- 2021 Total
				Projections			2021	2018-	
<b>Recurrent Expenditure</b>	<b>2,443,534</b>	<b>2,550,400</b>	<b>2,779,250</b>	<b>2,934,950</b>	<b>3,002,150</b>	<b>11,266,750</b>			
<b>Personal Emoluments</b>	<b>1,063,651</b>	<b>1,145,150</b>	<b>1,196,000</b>	<b>1,306,800</b>	<b>1,336,950</b>	<b>4,984,900</b>			
Salaries and Wages	343,332	479,700	487,000	550,500	556,700	2,073,900			
Overtime and Holiday Payments	3,407	4,050	4,000	4,400	4,550	17,000			
Other Allowances	716,911	661,400	705,000	751,900	775,700	2,894,000			
<b>Travelling Expenses</b>	<b>17,341</b>	<b>22,250</b>	<b>22,050</b>	<b>22,780</b>	<b>23,500</b>	<b>90,580</b>			
Domestic	1,076	2,250	1,550	1,680	1,800	7,280			
Foreign	16,265	20,000	20,500	21,100	21,700	83,300			
<b>Supplies</b>	<b>292,883</b>	<b>320,250</b>	<b>324,200</b>	<b>344,800</b>	<b>357,350</b>	<b>1,346,600</b>			
Stationery and Office Requisites	22,489	29,750	28,700	30,100	31,400	119,950			
Fuel	143,107	164,000	167,000	181,100	187,250	699,350			
Diets and Uniforms	127,287	126,500	128,500	133,600	138,700	527,300			
<b>Maintenance Expenditure</b>	<b>100,157</b>	<b>104,100</b>	<b>151,800</b>	<b>158,420</b>	<b>165,250</b>	<b>579,570</b>			
Vehicles	20,994	27,800	26,000	26,700	27,500	108,000			
Plant and Machinery	74,221	68,550	102,100	107,220	112,350	390,220			
Buildings and Structures	4,941	7,750	23,700	24,500	25,400	81,350			
<b>Services</b>	<b>710,771</b>	<b>685,625</b>	<b>801,700</b>	<b>813,150</b>	<b>824,600</b>	<b>3,125,075</b>			
Transport	52,565	56,550	61,500	63,100	64,700	245,850			
Postal and Communication	159,801	167,300	165,000	168,150	171,300	671,750			
Electricity & Water	97,453	116,200	182,000	184,700	187,400	670,300			
Rents and Local Taxes	272,551	279,275	278,200	278,200	278,200	1,113,875			
Other	128,400	66,300	115,000	119,000	123,000	423,300			
<b>Transfers</b>	<b>258,733</b>	<b>273,025</b>	<b>283,500</b>	<b>289,000</b>	<b>294,500</b>	<b>1,140,025</b>			
Retirements Benefits	196,042	220,000	230,000	232,000	235,000	917,000			
Subscriptions and Contributions Fee	9,388	10,525	11,000	11,200	11,500	44,225			
Property Loan Interest to Public Servants	6,303	7,500	7,500	7,800	8,000	30,800			
Other	47,000	35,000	35,000	38,000	40,000	148,000			
<b>Capital Expenditure</b>	<b>397,741</b>	<b>651,950</b>	<b>813,050</b>	<b>450,600</b>	<b>413,750</b>	<b>2,329,350</b>			
<b>Rehabilitation and Improvement of Capital Assets</b>	<b>144,958</b>	<b>417,300</b>	<b>623,500</b>	<b>335,350</b>	<b>347,600</b>	<b>1,723,750</b>			
Buildings and Structures	141,732	212,800	517,000	218,400	220,000	1,168,200			
Plant, Machinery and Equipment	2,183	201,500	100,500	110,550	120,600	533,150			
Vehicles	1,043	3,000	6,000	6,400	7,000	22,400			
<b>Acquisition of Capital Assets</b>	<b>80,845</b>	<b>79,650</b>	<b>159,550</b>	<b>110,050</b>	<b>60,650</b>	<b>409,900</b>			
Vehicles	65,221	28,900	7,050	7,350	7,750	28,900			
Furniture and Office Equipment	5,424	6,800	7,050	7,350	7,750	28,950			
Plant, Machinery and Equipment	10,200	43,950	152,500	102,700	52,900	352,050			
<b>Capacity Building</b>	<b>4,938</b>	<b>5,000</b>	<b>5,000</b>	<b>5,200</b>	<b>5,500</b>	<b>20,700</b>			
Staff Training	4,938	5,000	5,000	5,200	5,500	20,700			
<b>Other Capital Expenditure</b>	<b>167,000</b>	<b>150,000</b>	<b>25,000</b>	<b>5,200</b>	<b>5,500</b>	<b>175,000</b>			
Infrastructure Development	167,000	150,000	25,000	5,200	5,500	175,000			
Other									
<b>Total Expenditure</b>	<b>2,841,275</b>	<b>3,202,350</b>	<b>3,592,300</b>	<b>3,385,550</b>	<b>3,415,900</b>	<b>13,596,100</b>			
<b>Total Financing</b>	<b>2,841,275</b>	<b>3,202,350</b>	<b>3,592,300</b>	<b>3,385,550</b>	<b>3,415,900</b>	<b>13,596,100</b>			
Domestic	2,841,275	3,202,350	3,592,300	3,385,550	3,415,900	13,596,100			

## Hon. Speakers Office / Hon. Deputy Speakers Office / Hon. DCC Office

Objective	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target (%)				KPI	Expected Output Or Outcome	Responsibility
			Q1	Q2	Q3	Q4	Q 1	Q 2	Q3	Q4			
Parliament Tele/Broadcast	Live telecast/Broadcast of the Parliament Sittings	-					20	20	20	40	No of Sitting days	Deliver the information on Parliament sittings.	
Payments	i. Paying salary and allowance of Hon. Speaker, Hon. Deputy Speaker and Hon. DCC. ii. Paying salary and allowance of the temporary staffs of Hon. Speaker, Hon. Deputy Speaker and Hon. DCC. iii. Other recurrent expenditure	82  117.2					25	25	25	25	ii. No of employees	Providing efficient and effective service.	Staffs of the Hon. Speaker, Hon. Deputy Speaker and Hon. DCC
Capital Expenditure	Rehabilitation and improvement of capital assets.	5.5					25	25	25	25		Maintaining an elegant official environment.	Staffs of the Hon. Speaker, Hon. Deputy Speaker and Hon. DCC

DEPARTMENT OF SERJEANT - AT - ARMS

Objective	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target				KPI	Expected Output or Outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Ceremonial	<p>i. Organizing and conducting all Ceremonial, National and Religious functions in the Parliamentary Complex and representation of protocol related matters to Hon. Speaker.</p> <p>ii. Reception and facilitation of visits of VVIP/VIP and other foreign delegations to Parliament.</p> <p>iii. Lying in State Ceremonies/Unveiling of Portraits.</p>	-					25	25	25	25	No. of events conducted.	Conducting ceremonies and programmes in an immaculate and qualitative manner. Receptive to international recognition/appreciations	SA/DSA/ASA
Visitor Administration	Assisting stake-holders and public Regulation and Control of Galleries.	-					25	25	25	25	No. of Delegations/Visitors/ Officials/Public.	Sharing and learning background at Parliament. Facilitating easy access.	SA/DSA/ASA
Security	<p>i. Maintaining high security in the Parliamentary Complex and outer perimeter to support the legislative process and to accomplish the process of Chamber. Representation of security related matters to Hon. Speaker.</p> <p>ii. Conducting Fire Drills, Fire Fighting Exercises and Workshops including Explosives.</p> <p>iii. Administration of keys.</p> <p>iv. Handling X ray inspections / internal security</p>	-					25	25	25	25	<p>i. No. of Sitting Days.</p> <p>ii. No. of Drills, Exercises and Workshops.</p> <p>iii. No. of Issues.</p> <p>iv. No. of Screenings</p>	Smooth functioning of Chamber. Ensuring secure and threat-free environment	SA/DSA/ASA

DEPARTMENT OF SERJEANT - AT - ARMS

Chamber	Chamber support services, including custody of the 'Mace'. Allocation of seats in Chamber, Maintain MPP seniority lists, recording attendance, maintaining order and execution of orders of the Hon. Speaker.	-				25	25	25	25	i. Monthly progress reports. ii. No. of incidents.	Smooth functioning of all Chamber related functions and Maintenance of discipline in the complex.	SA/DSA/ASA	
Accommodation	Allocating Interview Rooms, Party Offices, Committee Rooms and office space and related facilities in the Parliamentary Complex for MPs and Staff. Safe-keeping of furniture and fittings.	-				25	25	25	25	i. No. of Seats/Rooms allocated. ii. Condition of items	Facilities provided to MPP and staff in an effective and efficient manner.	SA/DSA/ASA	
Passes	Issue of all relevant access passes to the building and Parliamentary Complex including Identity cards of MPP, Staff, officers' passes and Gallery passes.	-				25	25	25	25	No. of passes issued under each category	Control of visitors to facilitate and implement sectorization process and thereby to ensure security.	SA/DSA/ASA	
Services/Welfare	Maintaining of Telephone Services, Reception Services, Polishing work, Sorting and distribution of mail and news papers, laundering of Staff uniforms. Recreation Room facilities for MPP Lockers/cupboards facilities for MPP/Staff	-				25	25	25	25	i. No. of Calls ii. No. of Visitors iii. No. of mails/News papers served and distributed. iv. No. of uniforms. v. Polishing Work executed.	Providing timely efficient and effective service. Control and regulate reception.	SA/DSA/ASA	
Information	Updating data relating to the department in the Parliament Web, uploading images of MPP and Parliament Staff to the Parliament Web and Intranet, preparation of the Fact sheets, controlling the filming and photography in the Parliamentary Complex and Parliament Documentary	-				25	25	25	25	No. of occasions	Maximum sharing of information and adherence to rules and regulations. Public outreach.	SA/DSA/ASA	

DEPARTMENT OF SERJEANT - AT - ARMS

Sales of items depicting archeological /historical objectives	Controlling and regulating the Parliament Souvenir Shop, Exhibition Centre related work including paintings, murals, wooden, silver and gold carvings.	-					25	25	25	25	No. of items sold/received. Condition	Revenue generation and promotion. Protection of historical values.	SA/DSA/ASA
Departmental	Facilitating Staff Meetings, Security related Meetings, Approval of various constructions around the Parliamentary Complex, facilitating all staff related matters and departmental functions.	-					25	25	25	25	No. of meetings. File handling data/ correspondence.	Control and maintain discipline and achievement of administration goals to ensure smooth functioning of day-to-day activities.	SA/DSA/ASA

DEPARTMENT OF ADMINISTRATION

Objective	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target (%)				KPI	Expected Output Or Outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
HRM	i. Recruiting the most eligible personnel through the recruiting procedure. ii. Granting annual increments. Maintaining promotional procedure iii. Preparing SOR	05					25	25	25	25	i. No. of Recruitments ii. No. of Increments granted/ Promotions given. iii. Finalized SOR	i. Selecting best personnel from candidates ii. Granting increments/ Promotions on time iii. Transparency at recruitments	DA/DDA/ADA(E)
Welfare	i. Providing Accommodation in Meth Sevana ii. Issuing bus passes/Railway season/ Railway warrants iii. Providing insurance facility						25	25	25	25	i. No. of Guests accommodated ii. No. of passes / Railway seasons/ Railway warrants issued iii. Total no. of claims	Facilitating maximum welfare to the staff.	DA/DDA/ADA(E)
Training & Development	i. Conducting local training programs and workshops. ii. Conducting language classes for MPs iii. Coordinating for foreign training programs	05  3.5					25  20	25  20	25  40	25  20	No of participants	i. Improving the knowledge, accuracy, effectiveness and efficiency of the employees ii. Development of language skills of MPs iii. Developing international-level knowledge of staff related to office work	DA/DDA/ADA(E)  DA/DDA/ADA(MS)



DEPARTMENT OF ADMINISTRATION

Productivity	Implementation of productivity concepts.						25	25	25	25	No of Participants and developing ideas	Attractive official environment /Results derived from concepts.	DA/DDA/ADA(E)
Member Services/Welfare	i. Providing stationery to MPP ii. Settling assessments taxes,water, electricity and telephone bills of Madiwela scheme, Generals House and Speakers Residence. iii.Settling telephone bills of MPs iv. Providing office facility to MPP	4.7					25	25	25	25	i. Quantities provided ii. Measurement of usage iii. No of places/sets of equipment supplied	i. Providing facilities in time ii. Settling bills in time iii. Settling bills in time iv. Providing most effective office facilities.	DA/DDA/ADA(MS)
Transport	i. Providing Staff transport facilities. ii. Settling fuel bills iii. Renewal of revenue licenses, Insurance policy and maintenance	2 17 8					25	25	25	25	i. Average No. of passengers ii. Fuel consumption in liters iii.No. of licenses/policies renewed	i. Obtain maximum attendance ii. Settling bills in time iii.Renewing in time	DA/DDA/ADA(T)
Documentation	i. Printing documents ii. Binding books and other official documents iii.Maintaining Record Room						25	25	25	25	i. No. of circulars printed ii. No. of books/documents iii. Finding documents within minimum lead time	i. Circulating the document in time ii. Good quality production in time iii.Protection of documents	DA/DDA/ADA(E)/ Documentation Supervisor Record keeper

DEPARTMENT OF LEGISLATIVE SERVICES – Table Office

Objective	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target (%)				KPI (Key Performance Indicator)	Expected Output Or outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1) Documentation of the Parliament in all three languages.	1) Preparation of; (i) Order Books (ii) Addenda including future Businesses of the House.	-					25 30	25 30	25 20	25 20	Number of Order Books and Addenda published.	Publishing and giving notice of motions and questions as per Standing Order provisions maintaining zero error status.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.
	2) Preparation of Order Paper of Parliament with the Business of the House for each Sitting of Parliament.	-					25	20	25	30	Number of Order Papers published.	Publishing Question, Orders, Regulations, Resolutions etc., or Other Business for each Sitting of Parliament.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.
	3) Preparation of Minutes of Parliament with the decisions of House and attendance of MPP.	-					25	20	25	30	Number of Minutes published.	Publishing official legal documents for approved Businesses.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.
	4) Preparation of Presentation of Papers. (Annual Reports, Performance Reports, Regulations, Orders, Resolutions etc.)	-					25	20	25	30	Number of Documents prepared for Presentation of Papers	Initial Stage of Tabling Papers for each MP. Printing of zero error status document for circulation in the House for each MP.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.
	5) Preparation of Order of Business of Parliament.	-					25	20	25	30	Number of Documents prepared.	Conducting Business of Parliament smoothly and effectively with no errors.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.

DEPARTMENT OF LEGISLATIVE SERVICES – Table Office

2) Committee on Parliamentary Business / or Party Leaders' as the case may be.	1) Summoning. 2) Conducting Meetings. 3) Preparing Agenda. 4) Preparing Minutes. 5) Translating Minutes. 6) Circulating extracts to the relevant authorities. 7) Recording Attendance of Committee Members.	-					30	30	20	20	Number of Meetings held.	Allocation of Time and Business for each Sitting of Parliament.	ADA(T)/PO(T)/ Subject Officer.
3) Votes of Condolence of late MPP.	1) Extracts of Hansard to be sent to spouses or the relatives of late MPP.	-					25	25	25	25	Number of Extracts sent to Spouses or Relatives of late MPP.	Expressing Deepest Sympathies of Parliament.	ADA(T)/PO(T)/ Subject Officer.
4) Parliamentary Questions.	1) Registration. 2) Editing. 3) Translation. 4) Refusals. 5) Publishing. 6) Correspondence.	-					25	25	25	25	Number of Parliamentary Questions Processed.	Publishing Parliamentary Questions in the Order Book/Addenda for future dates of Parliament.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.
5) Private Members' Motions	1) Registration. 2) Refusals. 3) Editing if required. 4) Translation. 5) Publishing. 6) Correspondence.	-					25	25	25	25	Number of Private Members' Motions Processed.	Publishing Private Members' Motions in the Order Book/Addenda for future dates.	ADA(T)/PO(T)/ Subject Officer.
6) No-date Motions	1) Registration. 2) Editing if required. 3) Translation. 4) Publishing.	-					25	25	25	25	Number of No-date Motions Processed.	Publishing future business without date fixed.	ADA(T)/PO(T)/ Subject Officer.

DEPARTMENT OF LEGISLATIVE SERVICES – Bills Office

Objective	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target (%)				KPI	Expected Output Or Outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Processing of Bills	<p>i. Processing of Government Bills – from introduction of Bills in the Parliament until printing of Acts.</p> <p>ii. Processing of Private Members’ Bills - from publication of gazettes until printing of Acts.</p> <p>iii. Reports on statutes to Provincial Councils – from consideration of statutes until forwarding observations of Parliament to Provincial Councils</p>	-					20	20	20	40	<p>i. No. of Government bills No. of private Member Bills</p> <p>ii. No. of private Member Bills</p> <p>iii. No. of Statues</p>	Processing Bills/statutes with higher accuracy	DLS/ADA(B)/PO(B)
Information	<p>i. Obtaining Minister’s Reports and Amendments on Bills from relevant Ministries and Department of Legal Draftsman.</p> <p>ii. Obtaining certificates on Bills from Attorney-General’s Department</p> <p>iii. Providing necessary information to the Departments of Attorney-General and the Legal Draftsman regarding the 2<sup>nd</sup> and 3<sup>rd</sup> reading of Bills and other matters related to Bills and Acts.</p> <p>iv. Providing information to the “Right to Information” Unit, Parliament.</p> <p>v. Updating the Bills Process system in the Legislative Information System of Parliament.</p>	-					20	20	20	40	No. of Reports	Providing information to required institutions	DLS/ADA(B)/PO(B)

DEPARTMENT OF LEGISLATIVE SERVICES – Bills Office

House Proceedings	<p>i. Attending to all matters connected with making announcements by the Hon. Speaker in the House with regard to Bills and Acts of Parliament and Determinations of the Supreme Court on Bills.</p> <p>ii. Making arrangements to introduce Bills in the House and other necessary arrangements at the 2<sup>nd</sup> Reading and 3<sup>rd</sup> Reading stages of a Bill.</p> <p>iii. Attending to all matters in connection with communicating the opinion of the Parliament to Provincial Councils when Provincial Councils sought the opinion of Parliament on Statues under Article 154G(5)(b).</p>	-					20	20	20	40	No. of announcements	Making announcements on Bills and Acts.	DLS/ADA(B)/PO(B)
Coordination	<p>i. Coordinating with Attorney-General, Legal Draftsman, relevant Ministries, Provincial Councils and institutions to obtain/provide information and instructions.</p> <p>ii. Co-ordination and assisting Sectoral Oversight Committees for consideration of Bills.</p> <p>iii. Coordinating with the Government Press pertaining to all printing works.</p>	-				20	20	20	40	No. of Activities	Effective coordination	DLS/ADA(B)/PO(B)	
Protecting Documents	<p>i. Binding Acts including principal enactments annually.</p> <p>ii. Safe custody of Assent copies of all Bills and all other documents.</p> <p>iii. Compile Supreme Court Decisions on Parliamentary Bills.</p>	-				10	10	10	70	No. of Documents	Most accurate documentation	DLS/ADA(B)/PO(B)	

DEPARTMENT OF LEGISLATIVE SERVICES – Bills Office

Legislative Consultation	Give necessary information to Ministries, Other organization, and general public in respect of law making procedure.	-					25	25	25	25	No. of Compliance	Protect legal accuracy.	DLS/ADA(B)/PO(B)
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DEPARTMENT OF LEGISLATIVE SERVICES – Public Petitions Office

Objective	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target (%)				KPI	Expected Output Or Outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Public Petitions	Receiving and presenting petitions at the chamber.	-					25	25	25	25	No of Petitions	Providing solutions to public grievances	DLS/ADA(PP)
Coordinating	<p>i. Liaising with petitioners, committee members, ombudsman and government institutions.</p> <p>ii. Summoning the petitioners, government institutions</p>	-					25	25	25	25	No. of meetings	Effective coordination with government Institutions	DLS/ADA(PP)
Documentation	Summarizing information, writing reports, briefing the Committee and taking follow up actions.	-					25	25	25	25	No. of reports	Preparation and maintaining of most accurate documents.	DLS/ADA(PP)

DEPARTMENT OF LEGISLATIVE SERVICES – Committee Office

Objective	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target (%)				KPI	Expected Output Or outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Coordinating	i. Liaising with government institutions, Auditor General and Committee Members. ii. Summoning the Government institutions.	-					25	25	25	25	No. of incidents	Effective coordination with Auditor General's Department and Government institutions	DLS/ADA(COMMITTEE)
Documentation	Summarizing information, Report writing reports, briefing the Committee and taking follow up actions.	-					25	25	25	25	No. of reports	Maintaining of most accurate documentation	DLS/ADA(COMMITTEE)
Field Visits	i. Field visits when and where necessary ii. Advertising information on high posts committee						25	25	25	25	No. of visits	High accuracy of decisions.	DLS/ADA(COMMITTEE)



DEPARTMENT OF LEGISLATIVE SERVICES – Consultative Committee Office

Objectives	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target (%)				KPI	Expected Output Or Outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Providing excellent services for the Consultative Committees	i. Liaising with government institutions, Auditor General and Committee Members. ii. Summoning the Government institutions.	-					25	50	75	100	No. of incidents	Effective coordination with Auditor General's Department and Government institutions	DLS ADA(CC)
	Summarizing information, Report writing reports, briefing the Committee and taking follow up actions.	-					25	50	75	100	No. of reports	Maintaining of most accurate documentation	DLS ADA(CC)
	i. Field visits when and where necessary ii. Advertising information on high posts committee						25	50	75	100	No. of visits	High accuracy of decisions.	DLS ADA(CC )

DEPARTMENT OF LEGISLATIVE SERVICES – COPA/COPE Office

Objective	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target (%)				KPI	Expected Output or Outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Coordinating	i. Liaising with Auditor General,s Department, Committee members. ii. Summoning government institutions iii. Making arrangements to hold Committees Meetings iv. Making arrangements for site visits, inspections for COPA/COPE as necessary	-					25	25	25	25	No. of meetings or programmes	Effective coordination	DLS/ADA(COPA/COPE)
Documentation	Summarizing information, writing reports and briefing the committee.	-					25	25	25	25	No. of reports	Most accurate documentation	DLS/ADA(COPA/COPE)
Software	Implementing new computer programme for smooth functioning of COPA	-					25	25	25	25	Time saved	Implementation of programme	DLS/ADA(COPA/COPE)
Media coverage	Arranging media Conferences for COPA/ COPE press releases.	-					25	25	25	25	No. of press conferences	Providing accurate information to public	DLS/ADA(COPA/COPE)

DEPARTMENT OF LEGISLATIVE SERVICES - Library

Objective	Proposed Activity	Budget Estimate	Financial Target (LKR)				Physical Target (%)				KPI	Expected Output Or outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Collection	Acquiring and maintaining books, magazines, periodicals, newspapers, indexes, Government publications and other printed documents	01	0.25	0.25	0.25	0.25	25	25	25	25	No. of books/ magazines/ periodicals/other documents	Providing library facility to MPs.	Librarian/ Deputy Librarian/ Assistant Librarian
Information	Providing information to the MPs and Committees	-					25	25	25	25	No. of requirements	Providing accurate information.	Librarian/ Deputy Librarian/ Assistant Librarian/ Research Officers
E- Library	Providing E- library facility	-					25	25	25	25	No. of E-books	Quick reference of information	Librarian/ Deputy Librarian/ Assistant Librarian
Publication	Publishing information bulletins, books and brochures as per demands from MPP and Parliament Secretariat	-					25	25	25	25	No. of publications	i. Providing information ii. Providing of Parliamentary information to public	Librarian/ Deputy Librarian/ Assistant Librarian/ Research Officers
Maintenance	Maintaining up to date Hansards, Acts, Bills, Oder Books, Oder Papers, Parliamentary Proceedings, Oath Papers and Parliamentary Series.	-					25	25	25	25	No. of publications	Providing information	Librarian/ Deputy Librarian/ Assistant Librarian

DEPARTMENT OF LEGISLATIVE SERVICES – Interpreters Office

Objective	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target (%)				KPI	Expected Output Or Outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Interpretation	Providing simultaneous interpretation facilities in the House and the Committees	-					20	20	20	40	No of sitting days/No of Committee Meetings attended	Effective interpretation activity	Chief Parliamentary Interpreter
Translations	Translation of Questions for Oral Answer/Adjournment Motions /statements/reports as requested by the Committee/government institutions	-					20	20	20	40	No. of pages	Effective translation	Chief Parliamentary Interpreter

DEPARTMENT OF FINANCE AND SUPPLIES

Objective	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target (%)				KPI	Expected Output Or Outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Payments	i. Salary of MPP and staff ii. Pension payments of MPPs iii. Other recurrent expenditure iv. Capital Expenditure	120 230 59 794					25	25	25	25	No. of Members and staff	Performance of Parliamentary functions	DF/ADA(F&A)
Budget	i. Preparation of consolidated draft estimates. ii. Submission of draft estimate and attend the Budget meeting. iii. Budgetary control	-					40	60	-	-	No. of programmes	Submission of further actions & expected activity	DF/ADA(F&A)
Procurement	i. Prepare the Procurement Plan and proceed with progress and performance. ii. Stores maintaining and stock controls	-					40 25	20 25	20 25	20 25	No. of items	Proceed with purchase of items according to the guidelines and the manual	DF/ADA(supplies)
Loan	i. Providing loan facility to staff and Collecting loan from staff. ii. Preparing Advance Account and updating the loan balance	7.5					25	25	25	25	No. of staff	Performing of employee's contribution	DF/ADA(F&A)

DEPARTMENT OF FINANCE AND SUPPLIES

Assets Management	<p>i. Maintaining and updating the Assets Registers</p> <p>ii. Conducting physical verification surveys</p>	-					25	25	25	25	No. of assets	Conducting surveys covering Parliament complex and ancillary premises	DF/ADA(Supplies)
Reports	<p>Preparation of</p> <ul style="list-style-type: none"> <li>• Approximations Accounts</li> <li>• Bank Reconciliation</li> <li>• Imprest Flow Report</li> <li>• Revenue Accounts</li> <li>• Annual Cash Flow Account</li> </ul>	-					20	20	20	40	No of Reports	Annual performance report	DF/ADA(F&A)
Stock maintainance	<p>i. Maintaining sufficient inventory</p> <p>ii. Achieving food storage objectives</p> <p>iii.Minimizing excess production</p>	-					25	25	25	25	<p>i. Inventory turnover ratio</p> <p>ii. No. of complaints and detections</p>	Maintaining stocks without wastage & complains	DF/ADA(Catering)
Revenue collection	Monitoring billing process	-					25	25	25	25	Collected amount	Dues are to be collected within 60 days	DF/ADA(Catering)

DEPARTMENT OF HANSARD

Objective	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target (%)				KPI	Expected Output Or Outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Reporting	i. Verbatim reporting of speeches made by the MPs during Parliamentary Debates. ii. Preparation of verbatim reports of Committees of Parliament. iii. Preparation of verbatim reports of local and international conferences when necessary. iv. Covering Party Leaders' meetings.	-					20	20	20	40	No. of speeches/ days reported	Verbatim reporting of speeches	Hansard reporters/ Committee reporters
Editing	i. Editing House proceedings ensuring accuracy. ii. Editing Committee proceedings. iii. Proof reading, preparing and sending corrected Hansard for final binding.	-					20	20	20	40	No. of reports prepared	Ensuring the preparation of a quality and accurate Hansard/ Committee Report.	EH/DEHs/AEHs
Special documents	Preparing Special Hansard for the Vote of Condolence and important occasions i.e. addresses by Heads of States etc.	-					25	25	25	25	No. of Documents	Supporting Parliamentary procedure	EH/DEHs/AEHs
Authorization	i. Bringing any unparliamentary references to the notice of the Hon.Speaker for expunction from Hansard. ii. Authorizing release of CD after expunction	-					20	20	20	40	No. of CDs recorded	Publish official Hansard/ issue CDs of speeches.	EH/DEHs/AEHs

DEPARTMENT OF HANSARD

Indexing	<ul style="list-style-type: none"> <li>i. Taking down summary of House proceedings and entering in classified registers.</li> <li>ii. Maintaining a record book for MPs and a separate register for all speeches and Questions.</li> <li>iii. Preparation of a permanent index for each Hansard volume printed.</li> <li>iv. Maintaining a time record for each MP and each Party during a debate.</li> <li>v. Providing information to MPP and Parliamentary Secretariat.</li> </ul>	-					20	20	20	40	No. of record books/Registers	Easy reference	Indexing Officers
Recording	<ul style="list-style-type: none"> <li>i. Control Access system in the Camber on the orders of the Chair.</li> <li>ii. Recording Committee proceedings and convert it to CDs.</li> </ul>	-				20	20	20	40	No. of Committee CDs	Issue of Committee CDs.	Recording Assistants	
Staff Meeting	Conducting Monthly meetings for the Hansard staff.	-				25	25	25	25	No. of meetings per year	Provide an efficient service.	EH	



DEPARTMENT OF COORDINATING ENGINEERING

Objective	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target (%)				KPI	Expected Output or Outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Repairs	i. Performing civil maintenance and decoration in the Parliament building, Methsevana Holiday Bungalow, Jayawadanagama Staff quarters and other relevant premises.	500					25	25	25	25	No. of jobs and magnitude of operations.	For long term usage and protection of archeological value of the buildings.	CE/DCE
	ii. Civil and Electrical Maintenance of Speaker's residence, MPP Housing scheme Madiwela, and Nuwara Eliya General's House.	0.6					25	25	25	25			
Ceremonial Affairs	Assisting special ceremonies of Parliament	-					25	25	25	25	No. of Ceremonies	Conducting ceremonies in a qualitative manner	CE/DCE
Maintenance	i. Maintaining Electrical, MVAC systems and communication maintenance by regular inspections in Parliament and relevant premises.  ii. Maintaining electrical and machinery maintenance in the vertical transport systems (Elevators), and security systems established in parliament building and ancillary premises.	100					25	25	25	25	No. of sets/ pieces of equipment and appliances repaired	i. Supporting the punctuality of Parliament.  ii. Maintain ease of access for MPPs, staff and visitors	CE/DCE

DEPARTMENT OF INFORMATION SYSTEMS MANAGEMENT

Objective	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target (%)				KPI	Expected Output Or outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
<b>Strengthening institutional capacity</b>	i. Providing Training and capacity building for IT Staff	1 M					25	25	25	25	i. Percentage of staff who attended training programs	i. Improved staff-behavior	DISM/SE Sy.A/CSE
	ii. Upgrading Installation, maintenance & Commissioning of Network Infrastructure	45 M (Project undertaken by ICTA)									ii. Percentage of active network devices within maintenance contract	ii. User satisfaction	
	iii. Upgrading Internet Link	1 M									iii. Completing the project on time	iii. Improved availability of Services	
	iv. Upgrading and maintenance of end-user ICT equipment	6 M									iv. Average time taken for repairs	iv. User satisfaction	
	v. Upgrading DR site	1.5 M									v. Completing the project on time	v. Smooth functioning of the Network system	
	vi. Monitoring and regular maintenance of ICT Infrastructure	5 M									vi. Percentage of availability of IT services	vi. User satisfaction	
	vii. Maintenance of Intranet portal	(Inhouse)									vii. Percentage of portal availability	vii. User satisfaction	
	viii. Upgrading i-Parliament Database	1 M (Project undertaken by ICTA)									viii. Completing the project on time	viii. User satisfaction	
	ix. Integrating and Development of Archival system with Document Management System	1 M (Project undertaken by ICTA)									ix. Percentage of integration	ix. Smooth Information flow	
	x. Upgrading Digital Signage Management Information System	3.5 M									x. Completing the project on time	x. Improved public access	
	xi. Implementing Access Management Information System	(Inhouse)									xi. Completing the project on time	xi. Smooth Information flow	
	xii. Development of Recruitment & Section MIS	(Inhouse)									xii. Completing the project on time	xii. Smooth functioning	
	xiii. Upgrading Transport Management Information System	(Inhouse)									xiii. Completing the project on time	xiii. Smooth functioning	
										xiv. Percentage of Automation	xiv. Improved availability of Services		
										xv. Completing the project on time	xv. Smooth functioning of the system		
										xvi. Completing the project on time	xvi. Smooth functioning		



**DEPARTMENT OF INFORMATION SYSTEMS MANAGEMENT**

<p><b>Strengthening legislative processes via IT systems</b></p>	<p>i. Acquiring Document Management System – Hansard                  ii. Providing awareness training on Document Management System                  iii. Acquiring Document Management System -Order of Business                  iv. Providing awareness training on Document Management System - Order of Business</p>	<p>(Project undertaken by ICTA)  75 M</p>					25	25	25	25	<p>i. Completing the project on time                  ii. Percentage of trained staff                  iii. Completing the project on time                  iv. Percentage of trained staff</p>	<p>i. Improved &amp; comprehensive Hansard                  ii. Trained staff                  iii.Improved &amp; comprehensive Order of Business                  iv. Trained staff</p>	<p>DISM/SE Sy.A/CSE</p>
<p><b>Strengthening Government oversight via IT Systems</b></p>	<p>i. Upgrading Consultative Management Information System                  ii. Providing awareness training on Consultative Committee Information System</p>	<p>(Inhouse)</p>				25	25	25	25	<p>i. Completing the project on time                  ii. Percentage of trained staff</p>	<p>i. Smooth functioning of the application                  ii. Trained staff</p>	<p>DISM/SE Sy.A/CSE</p>	
<p><b>Strengthening leadership and representative role of MPP</b></p>	<p>i. Upgrading Mobile App for Parliament Intranet Portal for MPP                  ii. Providing awareness training on MPP Portal/Mobile App</p>	<p>(Inhouse)</p>				25	25	25	25	<p>i. Completing the project on time                  ii. Percentage of MPP trained</p>	<p>i. Improved access to Information                  ii. Improved access to Information</p>	<p>DISM/SE Sy.A/CSE</p>	

DEPARTMENT OF INFORMATION SYSTEMS MANAGEMENT

<b>Public outreach</b>	i. Integrating Document Archival System/Document Management System with the website and mobile app	(Project undertaken by USAID)					25	25	25	25	i. Percentage of availability on archived information on the website/mobile app	i. Improved public access to archives	DISM/SE Sy. A/CSE
	ii. Upgrading Mobile App	2 M									ii. Completing the project on time	ii. User satisfaction	
	iii. Upgrading Parliament website	5 M									iii. Completing the project on time	iii. Improved public access	

DEPARTMENT OF CATERING AND HOUSEKEEPING SERVICES

Objective	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target (%)				KPI	Expected Output or Outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Food & Beverage	Providing meals to the MPs guests and the staff	115					20	20	20	40	No. of meals Provided	Providing tasty, appetizing and hygienic meal	DCHK/Ex.Chef ADA(Catering Accts.)
Training	Implementing in-service training.						25	25	25	25	No. of trainees	Developing professional knowledge on catering & housekeeping.	DCHK
Decoration	i. Supplying ornamental flowers and plants for indoor decorations. ii. Providing pots and plants						25	25	25	25	No. of floral arrangements/plants	Providing elegant decoration for special functions	DCHK/Ex. House keeper
Maintenance	Repairing garden tools and machinery in the department.						25	25	25	25	No. of tools /appliances repaired.	Maintaining tools and equipment properly.	DCHK/Garden Supervisor.
Laundering	Laundering uniforms and linen	10					25	25	25	25	No. of items	Maintaining cleanliness and neatness	DCHK/Ex. House keeper
Cleaning	i. Cleaning office rooms, Committee Rooms, Lobbies ii. Cleaning and maintaining wash rooms iii. Cleaning Kitchen area						25	25	25	25	Area cleaned.	Maintaining sanitation and enhancing appearance of the complex.	DCHK/Ex. House keeper

FOREIGN RELATIONS AND PROTOCOL OFFICE

Objective	Proposed Activity	Budget Estimate (Million)	Financial Target (LKR)				Physical Target (%)				KPI	Expected Output or Outcome	Responsibility
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Coordination of programmes	<p>i. Organizing local conferences, seminars, workshops when requested by the Headquarters of CPA, IPU and SAARC.</p> <p>ii. Arranging to send delegations for international seminars, workshops, conferences and visits.</p> <p>iii. Assisting MPPs/Staff to obtain visas, air tickets and passports and other consular matters.</p> <p>iv. Receiving and seeing off visitors.</p>	35					25	25	25	25	No of Participants	<p>i. Efficient conduct of activities of the CPA, IPU and SAARC.</p> <p>ii. To maintain continuous international relationship</p> <p>iii. Assisting MPs and staff of Parliament at foreign travels and study visits.</p>	COPP
Financial Transaction	Handling all financial transactions which are related to foreign travel and help to obtain airline discounts.						20	20	40	20	No. of transactions	Maintaining accuracy and economical transactions.	COPP
Coverage of media	Covering official functions and events organized by the Parliament.	-					25	25	25	25	No. of Events	Providing an excellent media coverage.	COPP

FOREIGN RELATIONS AND PROTOCOL OFFICE

Reports	Preparing annual reports, correspondences with foreign legislatures and overseas resident missions.	-					25	25	25	25	No. of reports	Submission of accurate documents on time	COPP
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Roadmap to achieve  
Sustainable Development Goals (SDGs)  
in the Parliament Secretariat



# SUSTAINABLE DEVELOPMENT GOALS

**1** NO POVERTY

**2** ZERO HUNGER

**3** GOOD HEALTH AND WELL-BEING

**4** QUALITY EDUCATION

**5** GENDER EQUALITY

**6** CLEAN WATER AND SANITATION

**7** AFFORDABLE AND CLEAN ENERGY

**8** DECENT WORK AND ECONOMIC GROWTH

**9** INDUSTRY, INNOVATION AND INFRASTRUCTURE

**10** REDUCED INEQUALITIES

**11** SUSTAINABLE CITIES AND COMMUNITIES

**12** RESPONSIBLE CONSUMPTION AND PRODUCTION

**13** CLIMATE ACTION

**14** LIFE BELOW WATER

**15** LIFE ON LAND

**16** PEACE, JUSTICE AND STRONG INSTITUTIONS

**17** PARTNERSHIPS FOR THE GOALS

  
SUSTAINABLE DEVELOPMENT GOALS

As an institution, the role of the Parliament of Sri Lanka in achieving Sustainable Development Goal is bi-fold whereas the institution has a role in assisting the Members of Parliament in the policy and implementing the requisite legal framework for the sustainable development while we have a role as another institution in implementing them. Accordingly, the Parliament of Sri Lanka has contributed to the promotion and achievement of Sustainable Development Goals (SDGs) in its routine work and steps are being taken to align our plans to achieve these specific goals, which have a greater emphasis on the betterment of all.

At the inception, we would align our regular and existing activities with the identified Goals, which would at the next stage be promoted in to broader actions.

The Parliament Secretariat comprise of eight Departments, which play distinct roles for the achievement of those Goals.

<b>S/N</b>	<b>Activity</b>	<b>Goal No</b>
1.	Steps are being taken to reduce the waste of food and also to raise awareness among staff members about the importance of reducing waste of food	02
2.	Three medical centres (two Ayurveda and one Western) are being functioned within the premises for the use of the Members of Parliament and the staff members	03
3.	All the staff members are covered by a medical insurance scheme which also benefits the family members of the staffer	03
4.	A gymnasium is maintained for the use of Members of Parliament and Staff members	03
5.	Steps have been taken to set up a Day care centre and a Pre-school for the use of children of the staff members	03
6.	Better sanitary facilities have been provided within the premises	03, 06
7.	Steps are being taken to establish a specialized Human Resource Development Division to ensure the professionalism	04
8.	Local and foreign training opportunities are provided for the staff members	04
9.	Gender equality has been assured in recruitments / promotions / payment of salaries as well as in providing training facilities for staff	05
10.	Modern technology has been introduced effectively and efficient management of electricity	07, 15
11.	Coordination with the relevant authorities and provide assistance in conservation of wildlife and surrounding waters to protect the environment	14, 15, 06
12.	Digitizing the routine work in order to reduce paper work Ex: ePAC, electronic Document Management System is to be set up, e-chamber, sms portal, Digital Library, computerized office procedures	15
13.	RTI Unit has been used to provide proactive information ensuring transparency	16
14.	Steps have also been taken to establish a separate department to address the aspects of media and public outreach by Parliament	16
15.	Steps are being taken to refurbish the Media Centre of Parliament	16
16.	Parliament has a tri-lingual working environment with simultaneous interpretation to ensure communal harmony	16
17.	Members of the staff represent all the ethnic and religious groups in the country	16
18.	Tri-lingual Parliament Web site and Mobile App providing vital information to the public	16, 15

**Application for Annual Imprest Limits for the Year - 2019**

Name of the Ministry/Department/District Secretariat:

Parliament of Sri Lanka

Format No:TOD/IMP/1

158

Expenditure Head : 16

Rs.'000

Group	Description of Budgetary Provision				Total Provision	Deductions					Total Deductions	Allocation from Other Depts.	Imprest Limit	Revenue Estimate/ Deposits/ Other Collections	Imprest Req. from the Treasury	
						Cross Entries	Allocation to Other Depts (TOD/IMP/03)	Allocation to D/Sec (TOD/IMP/03)	Grants to Gov. Institutions	Foreign Aid loan-12						
																2
					1	2	3	4	5	6	2+3+4+5+6 = (7)	8	1-7+8 = (9)	10	9-10 =(11)	
Programme Services (Recurrent Expenditure)																
1	Programme	Salaries(1001-1003)	Other Allowances paid with the salary	Others												
	1	1,192,000	565,000	1,022,250	2,779,250	76,445	-	-	-	-	76,445	-	2,702,805	-	2,702,805	
	2															
	3															
	Sub Total -1		1,192,000	565,000	1,022,250	2,779,250	76,445	-	-	-	-	76,445	-	2,702,805	-	2,702,805
Programme Services (Capital Expenditure)																
2	Programme	Consolidated	F.A.Loan (12)		F.A (13/16)		R.F.A (14/15)									
		Fund (11)	D.F (17)	F.A. Loan (12)	D.F (17)	F.A (13/16)	D.F (17)	R.F. (14/15)								
	1	813,050								813,050				813,050		813,050
	2															
	3															
Sub Total 2		813,050								813,050				813,050		813,050
3	Deposit Account				0*											
4	Public officers Advance Account				40,000								40,000		40,000	
5	Other Advance Accounts				0*											
	Sub Total - 3				40,000								40,000		40,000	
	Grand Total (1+2+3)				3,632,300									3,555,855		3,555,855

All the information given in the above table are certified as correct.

Cross Entries	POAA	32,000
	W&OP	29,445
	POAA Int	15,000
		<u>76,445</u>

Prepared By: R.A.R.L. Ranawaka



Director (Finance)

Signature



E-Mail mervin\_j@parliament.lk

Name

Tel 2777284

Checked By: W.P.L. Jayasinghe



Official Stamp

Date

156

Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2019

Name of the Ministry/ Department/District Secretariat : **Parliament of Sri Lanka** Head No: 16

	Expenditure items (with Expenditure Codes)	Cash Requirement for the approved expenditure plans																Rs.'000
		Jan.	Feb.	March	Ist Qtr Total	April	May	June	2nd Qtr Total	July	Aug.	Sep.	3rd Qtr Total	Oct.	Nov.	Dec.	3rd Qtr Total	Grand Total
I	Salaries and allowance (1001 and 1003 )	86,138	90,470	98,560	275,168	101,870	101,870	101,870	305,610	101,870	101,870	101,870	305,610	101,870	101,870	101,872	305,612	1,192,000
	Other Allowances paid with salary(Except object code 1003)	46,345	46,299	46,662	139,306	47,298	47,298	47,298	141,894	47,298	47,298	47,298	141,894	47,298	47,298	47,310	141,906	565,000
II	Overtime and Holiday pay (1002)	169	354	382	905	343	343	343	1,029	343	343	343	1,029	343	343	351	1,037	4,000
III	All other Recurrent Expenditure	69,698	67,077	88,396	225,171	88,119	88,119	88,119	264,357	88,119	88,119	88,119	264,357	88,119	88,119	88,127	264,365	1,018,250
	<b>Total Recurrent</b>	202,350	204,200	234,000	640,550	237,630	237,630	237,630	712,890	237,630	237,630	237,630	712,890	237,630	237,630	237,660	712,920	2,779,250
IV	Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
V	Other all Capital Expenses	-	10,000	16,000	26,000	87,450	87,450	87,450	262,350	87,450	87,450	87,450	262,350	87,450	87,450	87,450	262,350	813,050
VI	Public Officers Advance Account	-	5,000	5,020	10,020	5,000	3,122	3,122	11,244	3,122	3,122	3,122	9,366	3,122	3,122	3,126	9,370	40,000
VII	Deposit Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VIII	Other Advance Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Grand Total</b>	202,350	219,200	255,020	676,570	330,080	328,202	328,202	986,484	328,202	328,202	328,202	984,606	328,202	328,202	328,236	984,640	3,632,300

All the information given in the above table is certified as correct.

Prepared By: *R.A.R.L. Ranawaka* Director (Finance) -

Signature : *[Signature]*

Checked By: *W.P.L. Jayasinghe*

Name:  
Official Stamp:

**Training Plan - 2019**

<b>No.</b>	<b>Institution</b>	<b>Course</b>	<b>Month</b>	<b>Participants</b>	<b>Expected cost</b>
1	National Institute of Language Education & Training	Tamil Language course	From January to December	50 staff members	100,000
2	National Institute of Language Education & Training	Sinhala Language course	From January to December	25 staff members	100,000
3	Skills Development Fund	One day training programmes	From January to December	25 staff members	150,000
4	PRAG Institute	Two day training programmes	From January to December	10 staff members	100,000
5	Sri Lanka Institute of Development Administration	Diploma in English for Professionals	From January to December	05 staff members	400,000
6	Lassana flora	floral designing and Art course	From April to June	3 Housekeeping Assistants	130,000
7	Sri Lanka Institute of Tourism & Hotel Management	Craft Level Courses (Cookery, Housekeeping, F & B)	From January to December	9 staff members of Catering & Housekeeping Department	300,000
8	Department of National Archives	Book Binding course	November & December	2 staff members	10,000
9	British Council	Writing & Speaking skills for Effective Communication-English Course)	May to August( Administration & Hansard Staff)	40 staff Members	1,800,000
10	Construction Equipment Training Centre	Mechanical & Technical Courses	March to August	40 Staff members	100,000
11	TBC	Outbound Training	August/ October	TBC	500,000
12	BPST ( Lok Saba)Course fee	one month Training Programme	August/ October	04 staff members	800,000

**MASTER PROCUREMENT PLAN - 2019**  
**PARLIAMENT OF SRI LANKA**  
(Amended after 2019 Budget Proposals)

16:1:1 Office of the Hon. Speaker

Vote	Item No.	Description	Estimated Cost Rs.	Procurement Method & Level of Authority	Proposed date of Issuing Bid or PQ invitation/EOI	Proposed Date of Contract Award	Date of Completion	Responsible Officer
<b>Rehabilitation &amp; Improvement of Capital Assets</b>								
<b>2001</b>		<b>Building &amp; Structure</b>	<b>2,000,000</b>					
	1	Building & Structure		LCB	January to December Occasionally			CE/ ADA(S&S)/BM
<b>2002</b>		<b>Plant, Machinery &amp; Equipments</b>	<b>500,000</b>					
	1	Electrical Improvements HS' Residence		LCB	January to December Occasionally			CE/ADA(S&S)
<b>2003</b>	1	Vehicles	<b>3,000,000</b>	LCB or Direct	January to December Occasionally			DA
<b>Acquisition of Capital Assets</b>			<b>2,050,000</b>					
2102	1	Furniture & Office Equipments	550,000	LCB	January to December Occasionally			ADA(S&S)
2103		<b>Plant Machinery &amp; Equipments</b>	<b>1,500,000</b>					
	1	Catering Equipment - HS' Residence	500,000	LCB	January to December Occasionally			ADA(S&S)
	2	Other Equipment	1,000,000	LCB	January to December Occasionally			ADA(S&S)



**MASTER PROCUREMENT PLAN - 2019 (Contd.)**  
**PARLIAMENT OF SRI LANKA**

**16:1:2 Establishment Services**

Vote	Item No.	Description	Estimated Cost Rs.	Procurement Method	Proposed date of Issuing Bid or PQ invitation/EOI	Proposed Date of Contract Award	Date of Completion	Responsible Officer
<b>Rehabilitation &amp; Improvement of Capital Assets</b>								
<b>2001</b>		<b>Building &amp; Structure</b>	<b>5,000,000</b>					
	1	Improvement of Anuradhapura "Methsevena" Building	1,000,000	LCB	January to December Occasionally			CE/ADA(S&S)
	2	Improvement of Parliament Building	3,000,000	LCB	January to December Occasionally			CE/ADA(S&S)
	3	Fabrication of Temporary Container Parcel Counter at Jayanthipura	1,000,000	LCB	June	June	August	CE/ADA(S&S)
<b>2002</b>		<b>Plant, Machinery &amp; Equipments</b>	<b>100,000,000</b>					
	1	Lifts,CCTV,MATV,PABX,x,Ray	5,000,000	LCB	January to December Occasionally			CE / SA
	2	Upgrading of Digital signage infrastruc:	6,000,000	LCB	June	August	December	DISM/ ADA(S&S)
	3	Other Improvement (Kitchen & F&B)	5,000,000	LCB	January to December Occasionally			DC&HK/ ADA(S&S)
	4	Renovation of Shrawasthi Building	2,000,000	LCB	January to December Occasionally			CE
	5	Air Conditionning of Ministers, Rooms	30,000,000	LCB	July	August	November	CE/ADA(S&S)
	6	Electrical Installation of Govijana Mandiraya	10,000,000	LCB	January to December Occasionally			CE
	7	Purchase of Chilled Water Pumps	4,000,000	NCB	May	August	November	CE/ADA(S&S)
	8	Installation of New Fire Hydrand System	30,000,000	LCB	March	July	December	SA/ADA(S&S)
	9	Air Conditionning of Other Areas	8,000,000	LCB	January to December Occasionally			CE/ADA(S&S)
<b>2003</b>		Major Repairs for Vehicles	<b>3,000,000</b>	LCB/Direct	January to December Occasionally			DA

**MASTER PROCUREMENT PLAN - 2019 (Contd.)**  
**PARLIAMENT OF SRI LANKA**

**16:1:2 Establishment Services Cond.**

Vote	Item No.	Description	Estimated Cost Rs.	Procurement Method	Proposed date of Issuing Bid or PQ invitation/EOI	Proposed Date of Contract Award	Date of Completion	Responsible Officer
<b>Acquisition of Capital Assets</b>								
<b>2101</b>		<b>Motor Vehicles</b>	-					
<b>2102</b>		<b>Furniture &amp; Office Equipments</b>	<b>6,000,000</b>					
	1	General Office Requirments	3,000,000	LCB / Direct	January to December Occasionally			ADA(S&S)
	2	Furniture for Govijana Mandiraya	2,500,000	LCB	June	August	December	ADA(S&S)
	4	Furniture for Anuradhapura	500,000	LCB / Direct	January to December Occasionally			ADA(S&S)
<b>2103</b>		<b>Plant, Machinery &amp; Equipments</b>	<b>150,000,000</b>					
	1	Purchase of Kitchen/Catering/Garden Equipments	10,000,000	LCB / Direct	May	July	September	D(CHK)/ ADA(A&S)
	2	New Security CCTV Syatem	110,000,000	LCB	October (2018)	April	September	DISM/ ADA(S&S)
	3	Media Equipment for Media Unit	3,000,000	LCB	January	February	May	SA/DISM/ ADA(S&S)
	4	Library 1000 Nos. Of Books	2,000,000	Direct	January to December Occationally			LIB
	5	Photocopy/Fax and other Equipment	5,000,000	LCB/Direct	January to December Occationally			ADA(S&S)
	6	Purchase & Fixing a New Cold Room with Chiller	6,000,000	NCB	March	May	August	CE/ADA(S&S)
	7	Equipment to Anuradhapura	2,000,000	LCB/Direct	February	March	May	D (CHK) / ADA(S&S)
	8	Purchase of Sewerage Pump for Madiwala	4,000,000	LCB/Direct	Nov (2018)	Jan	August	CE/ADA(S&S)
	9	Other Equipments	8,000,000	LCB	January to December Occationally			CE/ADA(S&S)

**MASTER PROCUREMENT PLAN - 2019 (Contd.)  
PARLIAMENT OF SRI LANKA**

**16:1:2 Establishment Services Cond.**

**Refurbishment of Parliamentary Building**

Vote	Item No.	Description	Estimated Cost Rs.	Procurement Method	Proposed date of Issuing Bid or PQ invitation/EOI	Proposed Date of Contract Award	Date of Completion	Responsible Officer
<b>Other Capital Expenditure</b>			<b>525,000,000</b>					
<b>2001</b>		<b>Rehabilitaion of Parliament Complex</b>	<b>500,000,000</b>					
	1	Renovation of Parliament Building	140,000,000	Direct	Cabinet App.	March	December	CE/ADA(S&S)
		1.Sewerage System Development	3,000,000	LCB	June	August	December	CE/ADA(S&S)
		2.Purchase of New Generator	100,000,000	LCB	June	August	November	CE/ADA(S&S)
		3.Renovation of Jayanthipura Building	70,000,000	Direct	June	July	December	CE
		4.Renovation of Pinniyara Building	72,000,000	Direct	June	July	December	CE
		5.Impementation of Parliament IT Infrac:	115,000,000	Direct	June	July	December	CE/ADA(S&S)
<b>2509</b>		<b>Strengthening the Parliamentary Syst</b>	<b>25,000,000</b>					
	2	Renovation of Govijana Mandiraya	25,000,000	Direct	Cotinuuation from 2017 Completed February)			CE / ADA(S&S)

**MASTER PROCUREMENT PLAN - 2019 (Contd.)  
PARLIAMENT OF SRI LANKA**

**16:1:3 Facilities to the Members' of the Parliament**

Vote	Item No.	Description	Estimated Cost Rs.	Procurement Method	Proposed date of Issuing Bid or PQ invitation/EOI	Proposed Date of Contract Award	Date of Completion	Responsible Officer
<b>Rehabilitation &amp; Improvement of Capital Assets</b>								
<b>2001</b>		<b>Building &amp; Structure</b>	<b>10,000,000</b>					
		Purchase of Curtains-Nuwara Eliya	6,000,000	LCB	June	August	September	ADA(S&S) / BM
		Renovation of Water Drainage Madiwala	4,000,000	LCB	July (2018)	October(2018)	July (2019)	CE/ADA(S&S)
<b>Acquisition of Capital Assets</b>			<b>1,500,000</b>					
2102		Furniture & Office Equipment						
	1	Furniture for Billiard Room / Nuwara-Eliya	500,000	LCB	January to December Occasionally			ADA(S&S) / ADA(MS)/BM
2103		Plant Machinery & Equipment	<b>1,000,000</b>					
	1	Tool, Machinery & Electrical Equipment for Kitchen & F&B (Members Requirements)	500,000	LCB	January to December Occasionally			ADA(S&S)
	2	Equipment for Billiard Room / Nuwara-Eliya/ Madiwala	500,000	LCB	January to December Occasionally			ADA(S&S)

Recommended by. ....  
Director (Finance)

Approved by. ....  
Secretary General of Parliament

**Internal Audit Plan - 2019**  
**Parliament of Sri Lanka**

Department	Division	Area	Internal Audit Activity	Risk Rating	Internal Audit Objective	Time frame for Internal Audit Operation				Resource to be used (Hours)	Allocation Rs.'000
						1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
Finance and Supplies	Finance and Accounts	Salaries and wages.	1) Check the salary scales and placement of salaries with relevant circulars.	100%	Examine the accuracy of payments of salaries and arrears of salaries.	√	√	√	√	80	
			2) Check the accuracy of the calculations and the payment with payroll programme.								
			3) Check(Random) personal files and payroll								
		Pension and PSPF contribution	1) Check the accuracy of the calculation and Contribution.	50%	Examine the accuracy on contributing W&OP and PSPF	√			√	60	
		Payment of Recurrent expenditure	1) Check the compliance with procurement guidelines, circulars, rules and regulations.	50%	Examine the effective utilization of fund within the budget line.	√	√	√	√	200	
2) Analysis the expenditure for the maintenance cost such as electricity and telephone.											
3) Check the accuracy of payment											
Finance and Supplies	Finance and Accounts	Receipts and banking	1) Check Pay in Vouchers for receipts (cheques/Cash)	50%	Verification of accuracy of collection and accounting of receipts	√	√	√	√	80	
			2) Check the accuracy of recording and accounting of receipts.								
	Finance and Accounts	Reporting of Accounts	1) Checking the loan records of Public Officer's Advance Account.	50%	Checking of accuracy of accounts and monthly statements	√	√	√	√	250	
			2) Verify the accuracy of sub imprest advance payment and settlement with register.								
3) Checking of Appropriation accounts whether reconciles of bank reconciliation, deposit accounts and imprest accounts.											
		Staff Loans	1) Check the authority, accuracy and completeness of loans and recovery of loans.	50%	Examine the compliance with Circulars, rules that regulate the disbursement of loans.	√	√	√	√	100	

Department	Division	Area	Internal Audit Activity	Risk Rating	Internal Audit Objective	Time frame for Internal Audit Operation				Resource to be used (Hours)	Allocation Rs.'000
						1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
Finance and Supplies	Supplies and Services	Fixed assets and inventories	1) Check the updating and maintaining of fixed asset registers.	75%	Examine the effectiveness of internal control system for the fixed assets and inventories.	√	√	√	√	110	
			2) Check the department's inventory register and board of survey.								
	Supplies and Services	Procurement procedure	1) Check and update of procurement plan	100%	Examine the effectiveness of procurement procedure and purchase of goods.	√	√	√	√	180	
			2) Check annual plan for the Food requirement with Estimated Cost.								
	Supplies and Services	Consumable Items	1) Check purchase order and procedure.	100%	Examine the effective uses of consumable items and purchasing and issuing procedure.	√	√	√	√	250	
			2) Maintaining of Safety stock level and re-order level.								
			3) Check the Service Agreements of Inventory Items and maintenance procedure. (Photocopier, PC & etc.)								
			4) Check updating of Stock transaction through the Software								
			5) Check receiving and Issuing procedure of items.								
	Supplies and Services	Food Items	1) Check the procurement procedure, deliveries and Stock management.	50%	Examine the effective transaction of food items.	√	√	√	√	140	
2) Check the urgent purchase procedure of goods and stock management.											
3) Check the quality and quantity while the goods on delivery.											
4) Check Issuing and receiving procedure of each food item from stores											
5) Check the sub-store stock management.											

Department	Division	Area	Internal Audit Activity	Risk Rating	Internal Audit Objective	Time frame for Internal Audit Operation				Resource to be used (Hours)	Allocation Rs.'000
						1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
Finance and Supplies	Supplies and Services	Allocating of resource under requirement	1) Check the Documents of Equipment Purchased such as Tender documents, Agreement and performance bond.	75%	Examine the effective Facility of Resource and Produce the output.	√	√	√	√	175	
	Catering Accounts	Cost Management	1) Check the Cost analysis for each production.	60%	Examine the effectiveness of Cost Evaluation and follow-up action.	√	√	√	√	250	
			2) Prepare the annual cost estimate for production.								
			3) Utilizing materials for finished production								
		Revenue Control	Check the Revenue Collection from the each Restaurant.	50%	Examine the effectiveness of revenue collection and updating the system.	√	√	√	√	60	
	Wastage management	1) Check the Quantity of food wastage and the reason	50%	Evaluation of food wastage and follow-up action to minimize the wastage.	√	√	√	√	130		
		2) Check the Procedure of wastage removal from the premises									
Legislative Services Department	Table Office	Assessments of Activity	Check the effective procedure and follow-up action at correct time.	100%	Examine the effectiveness of Activity Assessments	√	√	√	√	50	
	Bills Office	Assessments of Activity	Check and analyze the progress of bills and enactments	100%	Examine the effectiveness of Activity Assessments	√	√	√	√	50	
	Committee Office	Meeting and Assessments	1) Check the schedule of Sectoral committees and sub committees for the year.	100%	Examine the effectiveness of Meeting Schedule with each committee.	√	√	√	√	50	
			2) Analysis of meeting progress with schedule of plan.								
3) Check the follow up action of each meeting.											
	Committee Office II	Meeting and Assessments	1) Check the schedule of Sectoral committees and sub committees for the year.	100%	Examine the effectiveness of Meeting Schedule with each committee.	√	√	√	√	30	
			2) Analysis of meeting progress with schedule of plan.								
			3) Check the follow up action of each meeting.								

Department	Division	Area	Internal Audit Activity	Risk Rating	Internal Audit Objective	Time frame for Internal Audit Operation				Resource to be used (Hours)	Allocation Rs.'000
						1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
Legislative Services Department	Consultative Committee Office	Meeting and Assessments	1) Check the schedule of Consultative committees for the year.	100%	Examine the effectiveness of Meeting Schedule with each committee.	√	√	√	√	50	
			2) Analysis of meeting progress with schedule of plan.								
			3) Check the follow up action of each meeting.								
	Petition Committee Office	Assessment of Petitions	1) Check the Petitions received on a particular period	100%	Examine the effectiveness of Meeting Assessments.	√	√	√	√	50	
			2) Analysis of meeting progress with the plan								
3) Check the follow up action for each meeting.											
PAC & COPE Office	Meeting and Assessments	1) Check the schedule of committees and sub committees for the year.	100%	Examine the effectiveness of Meeting Schedule with each committee.	√	√	√	√	100		
		2) Analysis of meeting progress with schedule of plan.									
		3) Check the follow up action of each meeting.									
Library	Assessments of Activity	Check the effective procedure and systemizing of records and books.	100%	Examine the effectiveness of Activity Assessments.	√	√	√	√	50		
Interpreters Section	Assessments of Activity	Evaluate performance	100%	Examine the effectiveness of Activity Assessments.	√	√	√	√	50		



Department	Division	Area	Internal Audit Activity	Risk Rating	Internal Audit Objective	Time frame for Internal Audit Operation				Resource to be used (Hours)	Allocation Rs.'000
						1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
Administration Department	Establishments Office	Organization Chart, List of duties and staff performance	1) Check the effectiveness of Follow-up action to correspondence of official letters	30%	Examine the effectiveness of Internal control system.	√	√	√	√	140	
			2) Check time consumed for correspondence for each action.								
			3) Evaluation of Performance of each staff according to their list of duties.								
		Leave Management	Check the leave with reports of the system.	30%	Examine the effectiveness of Internal control system.	√	√	√	√	73	
		Staff recruitment, promotion and pension.	1) Check the recruitment plan	30%	Examine the effectiveness of staff recruitment, promotions and pensions.	√	√	√	√	150	
2) Check the effectiveness of Staff promotion and salary increment or conversion.											
3) Check the effectiveness of staff retirement process in time.											
4) Check the certificate of no claim and due amount for retired officer.											
Annual Corporate plan and Action plan.	1) Check the activities of the year.	25%	Examine the effectiveness of Internal control system.	√	√	√	√	75			
	2) Check the start and closing period of each activity and method of process.										

Department	Division	Area	Internal Audit Activity	Risk Rating	Internal Audit Objective	Time frame for Internal Audit Operation				Resource to be used (Hours)	Allocation Rs.'000
						1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
Administration Department	Establishments Office	Staff training and Development	2) check list of training programmes and participated staff members	30%	Evaluate the staff's performance and skill development	√	√	√	√	50	
			3) Analyze Categories of training programme and cost per each participant.								
		CTB Bus pass and warrant facility to the staff	1) Check the approval procedure and total cost.	50%	Examine the effective procedure and control system	√	√	√	√	60	
	Establishments Office	Staff Quarters and Circuit Bungalow	1) Check the agreements, updating of agreements, payment of rent, repair etc	50%	Examine the requirement of Quarters and Circuit Bungalow	√	√	√	√	60	
			2) Occupation and Recoveries list.								
	Member Services Office	Providing Essentials amenities for the Members of Parliament	1) Check the Categories of the facility and settlement of outstanding balances	50%	Evaluation of Effective service and supply.	√	√	√	√	70	
			2) Check the percentage of achievement of objectives with cost.								
	Transport Office	Operating and Maintain of entire fleet of Vehicle	1) Check the Vehicle maintenance and repairing cost of vehicle fleet.	80%	Examine the Effective vehicle management and fuel control	√	√	√	√	250	
			2) Examine the fuel consumption and running summary for each vehicle.								
			3) Check vehicle-running chart and log book.								
4) Checking the Duty Roaster of Drivers with bus routes of the staff service.											
5) Prepare the Analytical review of transport cost.											
Record Room	Performing of Record room and Documentation	Check the effective procedure and systemizing of records and books.	20%	Examine the Effective documentation and the coding system	√	√	√	√	40		

Department	Division	Area	Internal Audit Activity	Risk Rating	Internal Audit Objective	Time frame for Internal Audit Operation				Resource to be used (Hours)	Allocation Rs.'000
						1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
Serjeant -At-Arms Dept.	Serjeant -At-Arms Dept.	Conducting of Ceremonial functions, Safe and Secure institution.	1) Check the issuing of entry passes (procedure) and Maintenance of records.	20%	Examine of safe guard and Secure activity procedure.	√	√	√	√	60	
Coordinating Engineer's Department	Civil Section	Maintenance of Parliament Building and Equipment	1) Check Maintenance plan and verify the cost analysis.	75%	Examine the Effective maintained procedure and Quality Control.	√	√	√	√	200	
			2) Check the cost estimate and compare with expenditure.								
	Civil Section	Payment of Building Construction/ Maintenance works.	1) Check the sanction of work, preparation and approval of the BOQ and agreement.	100%	Examine the construction payments as per the agreement and specification	√	√	√	√	250	
			2) Check Whether the Engineer/Consultant has certified the work.								
3) Examine whether the part payment, advance are correctly adjusted to the payment with taxes.											
4) Check the completeness and physical inventories.											
Catering & Housekeeping Department	F&B Section	Providing of Meals and snacks to Hon. Members and staff	1) Check procedure of serving Meals and snacks to Hon. MPP and staff.	50%	Examine the effective Supply of Meals and snacks.	√	√	√	√	200	
	Housekeeping Section	Maintaining of Housekeeping for the parliament complex.	1) Check the time chart for each cleaning place. 2) Check the Quality of service and Cost.	50%	Examine the effective Maintaining of House Keeping.	√	√	√	√	175	
Hansard Department	Hansard Department	Assessments of Activity	Check the effectiveness of activity as the rules and regulation and procedure	25%	Evaluating of Hansard Activity system.	√	√	√	√	60	

Department	Division	Area	Internal Audit Activity	Risk Rating	Internal Audit Objective	Time frame for Internal Audit Operation				Resource to be used (Hours)	Allocation Rs.'000
						1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
Department of Information Systems and Management	Department of Information Systems and Management	Validation of input and output Data.	Check the Output data validation of the Objective	75%	Evaluate the data processing and output Data.	√	√	√	√	220	
		Control Management system of programmes	1) Check the Control system of Arithmetical Accuracy, Completeness, privacy, existence, efficiency and effectiveness of the programme.	75%	Examine the Control system and Reporting.	√	√	√	√	200	
			2) Check accuracy of generating reports and compare with relevant register and transaction.								
Under the Secretary General of Parliament	Internal Audit Section	Implement and motivation of Productivity Process	Check the weakness and instruct of approach to perform of activity.	100%	Motivation and guiding of productivity improvement of the office performance.	√	√	√	√	200	
		General Audit Query reply and Follow-up action.	Forwarding to audit queries to related branches and get acknowledgement with an answer.	100%	Answering general audit queries and review the replies.	√	√	√	√	250	
		Ancillary Activities	Submit reports for the management requests	100%	Provide necessary details and assistance to the management	√	√	√	√	250	
	Right to Information unit	Check the Performance	Evaluate of reply and make action to improve of organization.	100%	Collecting of necessary details and assists to the organization.	√	√	√	√	50	

## Requirement of information related to Maintenance Plan

Activity	Type of Work	No/ Quantity	Whether it is Outsource or not	It is Outsourced, amount of cost Involved	Expected Cost for the Year 2019	Cost Incurred in 2018	Remarks
Maintenance of Lift	<b>Function</b> Passenger Lifts - Lift 1,2,3,4,5,6,7,8,9,10 Dumbwaiters Lift 11 - Library , Lift 12 – Staff Cafeteria	10 Nos. Passenger Lifts, 02 Nos. Dumbwaiters	Full Comprehensive Maintenance Agreement	<b>1</b> Full <u>Comprehensive</u> <u>Maintenance</u> <u>Agreement</u> (Annually) 2018 July 01st to 2019 June 30th Payment Quarterly	5,148,056.32	5,148,056.32	
	<b>Daily Inspection</b> <b>Check item as follows</b> 1. Ground, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> floor Switches 2. 1. Ground, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> floor Indicators 3. Ground, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> floor Leveling & Door Operating 4. Lift Car Door Operating 5. Lift Car Light 6. Lift Car Fan 7. Emergency Stop Switch 8. Lift Car Indicators & Floor Indicators 9. Lift Car Emergency Phone 10. Lift Car Door Safety System 11. Lift Car Noise & Vibration 12. Machine Room Cleaning	Installed in the Parliament Complex.	With Elevators (Pvt.) Ltd.	<b>2</b> <u>Additional Cost</u> 2.1 Monthly payment for duty covered after the normal duty period <b>Labour hr. - 550/=</b> (After the 5.00 p.m. – Weekdays)	225,000.00	202,246.21	Not covered by Full Comprehens ive Maintenance Agreement

Activity	Type of Work	No/ Quantity	Whether it is Outsource or not	It is Outsourced, amount of cost Involved	Expected Cost for the Year 2019	Cost Incurred in 2018	Remarks
	<u>Maintenance</u> Monthly Full service and maintenance of Machine Room equipment's, Hoist way fixing items, Lift Car Fixing items and Safety Systems under our supervision.			2.2 ARD System item replacement cost 12V/35AhLead Acid Seald Battery- 63 Nos 12V/65AhLead Acid Seald Battery- 7 Nos	543,480.00	0.00	Not covered by Full Comprehens ive Maintenanc e Agreement
				2.3 Traction Ropes, Governor Ropes Replacement	3,600,000.00	0.00	
				<b>Total</b>	<b>9,516,536.32</b>	<b>5,350,302.53</b>	

2019.05.24 S. S. Elvitigala -Senior Inspector (Electrical)

**Requirement of Information related to Maintenance Plan**

Activity	Type of Work	No. / Quantity	Whether it is Outsource or not	If it is outsourced, amount of cost involved	Expected cost for the Year 2019	Cost incurred in 2018	Remarks
Broadcast Camera System for Parliament Chamber	<b>Preventive Maintenance of</b>						
	Broadcast Cameras & CCUs	6	-	-	-	-	3 Years Comprehensive Warranty by Swedish Trading Audio Visual (Pvt.) Ltd.
	PTZ Heads	6	-	-	-	-	
	PTZ Control Panels	2	-	-	-	-	
	Video Servers	4	-	-	-	-	
	HDD/SSD Recorders	2	-	-	-	-	
	NLE Suites	3	-	-	-	-	
	Vision Mixer	1	-	-	-	-	
	Backup Switcher	1	-	-	-	-	
	Character Generator	1	-	-	-	-	
	Densite Frames with Glue Cards	8	-	-	-	-	
	Computers	6	-	-	-	-	
	Mobile Workstation	1	-	-	-	-	
	Audio/Video Router	2	-	-	-	-	
Multi Viewer	4	-	-	-	-		
Frame Synchronizer	1	-	-	-	-		
SPGs	2	-	-	-	-		
Automatic Changeover	1	-	-	-	-		
Audio Processors	4	-	-	-	-		
Blu-ray Recorder	1	-	-	-	-		
Blu-ray Player	1	-	-	-	-		
Audio Mixer	1	-	-	-	-		
15KVA UPS	3	-	-	-	-		

2019-05-29

Susantha L. Kumara – Senior Technical Officer (Electrical)

Activity	Function	Type of Work	No/Qty	Whether it is Outsourced or not	It is Outsourced, amount of cost Involved	Expected Cost for the Year 2019	Cost Incurred in 2018	Remarks
Sound Conference System (Chamber)	Provide Audio facility for Parliament proceeding	Checked all the functionality of the system in twice of non-sitting weeks and daily in Sitting day before starting proceeding.  1. Microphones and Head phones 2. Interpreter units and head sets 3. Pop-ups screens 4. Voting System 5. Audio recording 6. Microphone Switch boards 7. Microphone, voting, and audio management software's 8. UPS 9. Backup Items (Non-Sitting Day) 10. Checked list maintenance 11. Test voting List 12. Voting DB back-up 13. PA System	1	Not-outsourced				Hayleys Industrial Solution 3 Years Warranty (2016/11/16 to 2019/11/08)



Sound Conference Systems (CR-1, CR-2, CR-3, CR-4, CR-5, CR-6, CR-7, CR-8)	Provide Audio facility for Committee Rooms	Checked all the functionality of the system in twice of non-sitting weeks and daily checked the system before starting meeting.  1. Microphones and Head phones 2. Interpreter units and head sets 3. Multimedia Projector 4. Wall displays (CR-1 and CR-2) 5. Audio recording 6. Microphone, and audio management software's 7. UPS 8. Backup Items (Non-Sitting Day) 9. Cecked list maintenaceh 10. Virus guard updates	8	Not-outsource		1,000,000.00		Need to Service CR-1 and CR-2
Car Call-up System	System for calling the members vehicles	Checked all the functionality of the system non sitting weeks and before starting proceeding.  1. Power Amplifier 2. Microphones	1	Not-outsource		200,000		Need to purchase new power Amplifiers.
PA system	Daily playing National Anthem	Daily Checked all the functionality of the system.  1. Power Amplifier 2. CD player						

Audio Equipment's	Provide audio/Recording facilities for outdoor events.	Monthly checked the functionality of the equipment's.  1. Dynamic/Phantom/Wier-less Microphone's 2. Power Amplifiers 3. Baffles and Horns 4. Audio mixers 5. Audio recording	1	Not-outsource		500,000.00	Need to purchase new audio Equipments
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2019.05.24

W. R. A. de Mel - S.T.O(Electrical)

## Requirement of Information related to Maintenance Plan

## Air Conditioning and Refrigeration section.

Activity	Type of works	No / Quantity	Whether it is outsource or not	If it is outsourced, amount of cost involved	Expected cost for the year 2018	Cost Incurred in 2017	Remarks	
Maintenance of Air conditioner	Servicing, Maintenance works, Repairing.	01. Air Handling Units 02. Fan Coil Units 03. Water Chillers 04. Cooling Towers 05. Package Type Air conditioners 06. Split Type Air conditioners 07. VRV Air conditioner Indoor Units- 29 08. VRV Air conditioner Outdoor Unit- 07 09. Cold Rooms 10. Cold cupboard / Refrigerators 11. Ice cube Machine 12. Water coolers 13. Air curtain 14. Exhaust Fan 15. Primary Chilled Water Pumps 16. Secondary Chilled Water Pumps 17. Condenser Water Pumps	-28 -41 -04 -06 -02 -46 -29 07 -05 -16 -03 -03 -03 -05 -29 -04 -22 -06	Not Not outsource Not Not Not Not Not Not Not Not Not Not Not Not Not Not Not	Rs. 6000,000.00 Rs. 4000,000.00	Rs. 650,000.00 Rs. 450,000.00	Rs. 6000,000.00 Rs. 4000,000.00	Only Servicing Only servicing
<u>Hon. Speaker's Residence</u>		01. Split Type Air conditioners 02. Refrigerators 03. Ice cube Machine	-17 -02 -01	Not Not Not				



Activity	Function	Type of Work	No. / Quantity	Whether it is Outsource or not	It is Outsourced, amount of cost Involved	Expected Cost for the Year 2019	Cost Incurred in 2018	Remarks
Televisions	Provide vision of parliament channels and other channels for locations.	Check vision of television ones in non-sitting weeks.	119	Not outsource	-	-		Swedish Trading 3 Years Warranty
MATV Distribution System	Distribute Television channels.	Check Signal gain at every distribution points in the system about one's a month and maintenance.	1	Not outsource	-	Rs: 425,000		
MATV Transmission end (Head end) - Parliament	Receiving satellite and analog terrestrial channels and broadcast	Check receiving channels and signal level at the downlinks about one's a month and maintenance.	1	Not outsource	-	Rs: 50,000		
MATV system at Speaker residence	Receiving analog terrestrial channels and distribute	Check receiving channels and signal level at the head end about one's a month and maintenance.	1	Not outsource	-	Rs: 300,000		
2019.05.27	N.D.C.D. Kannangara – T.O. (Electrical)							

Activity	Function	Type of Work	No/ Quantity	Whether it is outsource or not	It is out sourced, amount of cost involved	Expected cost for the year 2019	Cost incurred in 2018	Remarks
Parliament Building	Regular maintenance works and special repairs	Plumbing, carpentry and other civil repair and maintenance works such as,  1. Plumbing repairs 2. Pipeline cleaning 3. Welding works 4. Carpentry works 5. Masonry works 6. Replacing of roller shutters at back of the house						
Hon. Speaker's Residence	Regular maintenance works and special repairs	1.Regular maintenance works 2. Repairs to water leakages 3. Door window repairs 4. Painting discoloured out side furniture			6. Out sourced  Rs. 650,000	Rs. 400,000		
MP's Housing Complex- Madiwela	Repair & maintenance works done on requests from residents	1. Repair and colour washing of houses 2. Pipe line repairs 3. pantry cupboard repair/ replace 4. Door/ window and lock repairs or replace 5. Painting of boundary wall 6. Slab paving at rear garden				Rs. 1,100,000		
Staff Quarters - Jayawadanagama	Repair & maintenance works done on requests from residents	1. Repair and colour washing of houses 2. Pipe line repairs 3. Door/ window and lock repairs or replace				Rs. 800,000		

Activity	Function	Type of Work	No/ Quantity	Whether it is outsourced or not	It is out sourced, amount of cost involved	Expected cost for the year 2019	Cost incurred in 2018	Remarks
General's House- Nuwara Eliya	Regular maintenance works and special repairs	1. Colour washing of main building and other buildings 2. Pipe line repairs 3. Door/ window and lock repairs or replace and other carpentry repairs 4.Repairing of visitor's Toilet 5. Prevent water leakages at roof and terraces 6. Construction of a walkway to staff quarters		5. out sourced 6. out sourced	6. Rs 400,000 6. Rs.300,000	Rs. 450,000		
Methsevana- Anuradhapura	Regular maintenance works and special repairs	1. Colour washing of the building 2. Pipe line repairs 3. Door/ window and lock repairs or replace 4. Fabricate and supply AL Door sashes and S/S Kitchen Shelves		4. out sourced	4. Rs.200,000	Rs. 200,000		
Police Singleman Barrack	Regular maintenance works					Rs. 100,000		
Shrawasthi Mandiraya	Overall Renovation works and Regular maintenance works	1. Overall Renovation of building 2.Colour washing of the building 3. Pipe line repairs 4. Door/ window and lock repairs or replace				Rs. 2,800,000		

C.S. Balasuriya (Chief Inspector - Civil)

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1. පාර්ලිමේන්තුවේ ඇති සියලුම අභ්‍යන්තර දුරකතන සහ ප්‍රධාන දුරකතන හුවමාරු පද්ධතිය නඩත්තු කිරීම.
2. අභ්‍යන්තර දුරකතන 900 ක් සහ ඊට සම්බන්ධ දුරකතන දිගු 400 ක් පමණ.
3. ඉහත කාර්යයන් භාහිර ආයතනයක් මගින් සිදු නොකරන බව.
4. අභ්‍යන්තර දුරකතන පද්ධතියට අදාළ යන්ත්‍රය (PABX) අවුරුදු 03 වගකීම කාලයකට යටත්ව පවතී.

එම යන්ත්‍රය 2019 වන තෙක් නඩත්තු වියදම් නොමැති වීම සහ වසරකට නව දුරකතන 100ක් පමණ මිල දී ගැනීමට සිදුවන බවත් ඒ සඳහා රුපියල් 200000.00 පමණ මුදලක් වැයවනු ඇත. දුරකතන නඩත්තු කිරීම සඳහා අනිකුත් උපාංග මිල දී ගැනීමට වසරකට රුපියල් 100000.00 ක පමණ මුදලක් වැය වනු ඇත.

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A. Mahipala  
2019.05.29