



Action Plan 2022
Parliament of Sri Lanka

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 Parliament's inalienable legislative power and its significant role in legislation. The Standing Orders of Parliament, which regulate the business of Parliament and matters incidental thereto have 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 concerning 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 and 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 42(2) further mandates the oversight over the executive by Parliament 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 through legislations and financial oversight Committees.

In a historic decision, delivered in the Parliament of Sri Lanka on 20th 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, Parliament is supported by a constitutionally recognized staff in strengthening further its role towards democracy and sustainability. The Ruling of the Speaker on 9th 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 himself 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 the staff of the Secretary-General of Parliament as officials not belonging to the category of Public Officers which inevitability has given the Secretariat a special recognition as an independent entity. Any matters, pertaining to the 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 Staff Advisory Committee to advice and guide 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 representatives in Parliament. The Action Plan for the year 2022 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

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VISION

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



MISSION

To provide Parliamentarians with necessary facilities and procedural advices to discharge their duties as legislators, representatives of the people and scrutinizers of public finance of the country in an effective & efficient manner.

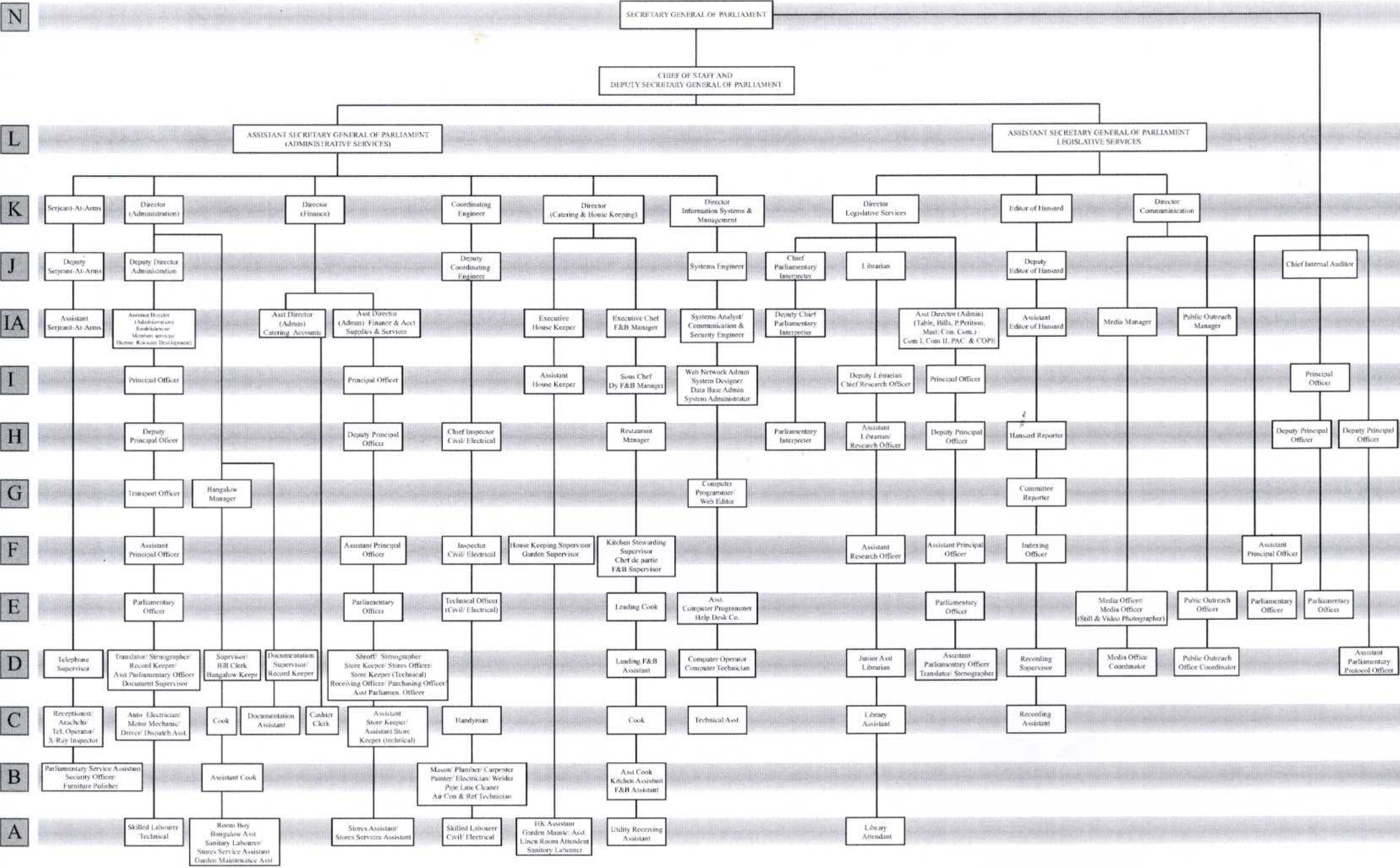
Legal Framework

- *The Constitution of Democratic Socialist Republic of Sri Lanka*
- *Standing Orders of Parliament*
- *Parliament (Powers and Privileges) Act No.21 of 1953*
- *Parliamentary Staff Act No.09 of 1953*
- *Right to Information Act No.12 of 2016*

TRUST AREAS

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

ORGANIZATIONAL CHART PARLIAMENT OF SRI LANKA



Parliament of Sri Lanka - Sri Jayewardenepura, Kotte

Carder Information as at 30 November 2021

No	Designation	Service	Grade / Class	Salary Scale	Service Level	Approved Cadre			Existing Cadre			
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other
70	Web Editor (English/Tamil)					1	-	-	1	0	0	0
71	Transport Officer					1	-	-	1	0	0	0
72	Committee Reporter (Sinhala)					9	-	-	7	0	0	0
73	Committee Reporter (Tamil)					1	-	-	1	0	0	0
74	Committee Reporter (English)					5	-	-	2	0	0	0
75	Bungalowo Manager					2	-	-	1	0	0	0
76	Assistant Principal Officer					0	-	-	23	0	0	0
77	Indexing Officer					5	-	-	5	0	0	0
78	Indexing Officer - Casual					1	-	-	0	0	0	0
79	Inspector (Civil)					1	-	-	1	0	0	0
80	Inspector (Electrical)					1	-	-	1	0	0	0
81	Food & Beverages Supervisor					13	-	-	12	0	0	0
82	Kitchen Stewarding Supervisor					1	-	-	1	0	0	0
83	Chef-de-Partie					4	-	-	4	0	0	0
84	Garden Supervisor					1	-	-	1	0	0	0
85	House Keeping Supervisor					5	-	-	5	0	0	0
86	Assistant Research Officer					4	-	-	4	0	0	0
87	Parliamentary Officer					96	-	-	49	0	0	0
88	Parliamentary Officer - Casual					1	-	-	0	0	0	0
89	Assistant Computer Programmer					10	-	-	10	0	0	0
90	Leading Cook					2	-	-	2	0	0	0
91	Technical Officer (Civil)					8	-	-	6	0	0	0
92	Technical Officer (Electrical)					1	-	-	1	0	0	0
93	Help Desk Coordinator					2	-	-	2	0	0	0
94	Public Outreach Officer (Sinhala)					2	-	-	2	0	0	0
95	Public Outreach Officer (Tamil)					2	-	-	2	0	0	0
96	Public Outreach Officer (English)					2	-	-	2	0	0	0
97	Media Office (Sinhala)					2	-	-	2	0	0	0
98	Media Office (Tamil)					2	-	-	2	0	0	0
99	Media Office (English)					1	-	-	1	0	0	0
100	Media Officer (Still & Video Photography)					6	-	-	2	0	0	0
101	Translator (Sinhala/Tamil/Sinhala)					7	-	-	1	0	0	0
102	Translator (Sinhala/English/Sinhala)					4	-	-	1	0	0	0
103	Translator (English/Tamil/English)					7	-	-	4	0	0	0
104	Stenographer (Sinhala)					5	-	-	1	0	0	0
105	Stenographer (Tamil)					7	-	-	2	0	0	0
106	Stenographer (English)					1	-	-	1	0	0	0
107	Telephone Supervisor					1	-	-	1	0	0	0
108	Record Keeper					1	-	-	1	0	0	0
109	Receiving Officer					1	-	-	1	0	0	0
110	Receiving Officer - Casual					1	-	-	1	0	0	0
111	Purchasing Officer					1	-	-	1	0	0	0
112	Stores Officer					1	-	-	1	0	0	0
113	Shroff					1	-	-	1	0	0	0
114	Junior Assistant Librarian					4	-	-	2	0	0	0
115	Computer Operator					16	-	-	11	0	0	0
116	Computer Operator - Casual					8	-	-	7	0	0	0
117	Assistant Parliamentary Officer					2	-	-	2	0	0	0
118	Computer Technician					3	-	-	2	0	0	0
119	Supervisor Bill clerk					14	-	-	14	0	0	0
120	Leading Food & Beverages Assistant					1	-	-	1	0	0	0
121	Documentation Supervisor					1	-	-	1	0	0	0
122	Recording Supervisor					1	-	-	1	0	0	0
123	Store Keeper					1	-	-	0	0	0	0
124	Store Keeper - Casual					1	-	-	1	0	0	0
125	Store Keeper (Technical)					1	-	-	1	0	0	0
126	Bungalowo Keeper					5	-	-	3	0	0	0
127	Assistant Parliamentary Protocol Officer					1	-	-	1	0	0	0
128	Public Outreach Office Coordinator (Sinhala)					1	-	-	1	0	0	0
129	Public Outreach Office Coordinator (Tamil)					1	-	-	1	0	0	0
130	Public Outreach Office Coordinator (English)					1	-	-	1	0	0	0
131	Media Office Coordinator (Sinhala)					1	-	-	1	0	0	0
132	Media Office Coordinator (Tamil)					1	-	-	0	0	0	0
133	Media Office Coordinator (English)					1	-	-	18	0	0	0
134	Receptionist					9	-	-	9	0	0	0
135	Telephone Operator					1	-	-	1	0	0	0
136	Arachchi					31	-	-	30	0	0	0
137	Driver											
138	Driver - Casual											

No grade
Salary Scale is specially designed for Parliament Staff

Secondary

Parliament of Sri Lanka - Sri Jayewardenepura, Kotte

Carder Information as at 30 November 2021

No	Designation	Service	Grade / Class	Salary code	Service Level	Approved Cadre			Existing Cadre			
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other
139	Despatch Assistant				Primary	6	-	-	6	0	0	0
140	Library Assistant					5	-	-	4	0	0	0
141	Documentation Assistant					5	-	-	4	0	0	0
142	Cook					24	-	-	21	0	0	0
143	Recording Assistant					5	-	-	4	0	0	0
144	Recording Assistant - Casual					4	-	-	0	0	1	0
145	Cashier Clerk					12	-	-	9	0	0	0
146	X-Ray Inspector					1	-	-	1	0	0	0
147	Auto Electrician					3	-	-	3	0	0	0
148	Handyman					2	-	-	2	0	0	0
149	Assistant Store Keeper					1	-	-	0	0	0	0
150	Assistant Store Keeper (Technical)					2	-	-	1	0	0	0
151	Motor Mechanic					2	-	-	1	0	0	0
152	Motor Mechanic- Casual					77	-	-	69	0	0	0
153	Technical Assistant					15	-	-	12	0	0	0
154	Parliamentary Service Assistant					34	-	-	28	0	0	0
155	Parliamentary Service Assistant - Casual					8	-	-	8	0	0	0
156	Security Officer					5	-	-	5	0	0	0
157	Food & Beverages Assistant					4	-	-	4	0	0	0
158	Assistant Cook					2	-	-	1	0	0	0
159	Kitchen Assistant					6	-	-	5	0	0	0
160	Furniture Polisher					6	-	-	5	0	0	0
161	Furniture Polisher - Casual					8	-	-	8	0	0	0
162	Mason					1	-	-	0	0	0	0
163	Carpenter					2	-	-	1	0	0	0
164	Plumber					6	-	-	5	0	0	0
165	Painter					8	-	-	8	0	0	0
166	Electrician					1	-	-	0	0	0	0
167	Welder					2	-	-	2	0	0	0
168	Pipe Line Cleaner					2	-	-	1	0	0	0
169	Air Conditioning & Refrigeration Technician					2	-	-	1	0	0	0
170	Housekeeping Assistant					86	-	-	82	0	0	0
171	Garden Maintenance Assistant					16	-	-	14	0	0	0
172	Garden Maintenance Assistant - Dying Cadre					9	-	-	5	0	0	0
173	Sanitary Labourer					8	-	-	8	0	0	0
174	Room Boy					1	-	-	1	0	0	0
175	Linen Room Attendant					21	-	-	19	0	0	0
176	Utility Receiving Assistant					6	-	-	6	0	0	0
177	Stores Services Assistant					2	-	-	2	0	0	0
178	Bungalow Assistant					12	-	-	11	0	0	0
179	Skilled Labourer (Civil)					5	-	-	0	0	0	1
180	Skilled Labourer (Civil) - Dying Cadre					1	-	-	0	0	0	0
181	Skilled Labourer (Electrical)					1	-	-	1	0	0	0
182	Skilled Labourer (Electrical) Dying Cadre					1	-	-	1	0	0	0
183	Skilled Labourer (Technical)					4	-	-	4	0	0	0
184	Stores Assistant					987	1	7	826	1	11	4
185	Library Attendant											
Total						987	1	7	826	1	11	4

Service Level	Approved Cadre			Existing Cadre		
	Permanent	Contract	Casual	Permanent	Contract	Dying Cadre
Senior	60	1	7	57	1	2
Tertiary	176	0	0	134	0	4
secondary	271	0	0	204	0	1
Primary	480	0	0	431	0	4
Total	987	1	7	826	1	11
	995			842		

INTERNAL DEPARTMENTS OF THE SECRETARIAT

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

❖ The sections which are under the direct supervision of the Secretary General of the Parliament.

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

OFFICE OF THE HON. SPEAKER / HON. DEPUTY SPEAKERS / HON. DCC

Area of responsibility	Proposed Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
Parliament Tele/Broadcast	Live telecast/Broadcast of the Parliament Sittings	Co-ordinating Engineer	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Deliver the information on Parliament sittings.	Public awareness
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	Director (Finance)	√	√	√	√	√	√	√	√	√	√	√	√	√	Providing efficient and effective service.		
Capital Expenditure	Rehabilitation and improvement of capital assets.	Director (Finance)	√	√	√	√	√	√	√	√	√	√	√	√	√	Maintaining an elegant official environment.		

DEPARTMENT OF SERJEANT - AT - ARMS

GOAL: FACILITATING THE EXECUTION OF THE DIRECTIONS OF THE SPEAKER AND THE HOUSE TO ENABLE THE SMOOTH FUNCTIONING OF THE PARLIAMENT																	
Areas of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
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>	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	<p>Conducting ceremonies and programmes in an immaculate and qualitative manner. Receptive to international recognition/appreciations</p>	<p>Preserving conventional values Preserving good will and stimulating for collaboration and co-operation among nations.</p> <p>Inprove bilateral relationship</p> <p>Extending the respect and recognition for esteem leadres</p>
Visitor Administration and Gallery Control	<p>Assisting stake-holders and public</p> <p>Regulation and Control of Galleries.</p>	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	<p>Sharing and learning background at Parliament.</p> <p>Facilitating easy access.</p>	<p>Assisting in preserving the Democracy.</p> <p>Enlighting public on Parliament practice and procedure and imparting knowledge.</p> <p>Achieve open Parliament concept objectives.</p>

DEPARTMENT OF SERJEANT - AT - ARMS

Areas of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
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. Continuous upgrading and updating of Security systems/arrangements to meet the updated threat analysis.</p> <p>iii. Security clearance process with regard to Parliament/Ancillary /Other Staff including security personnel, suppliers, MPP Drivers etc.</p> <p>iv. Conducting Fire Drills, Fire Fighting Exercises and Workshops including Explosives.</p> <p>v. Administration of keys.</p> <p>vi. Handling X ray inspections / internal security</p>	SA/DSA/ASA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<p>Smooth functioning of Chamber and legislative process.. Ensuring secure and threat-free environment for accomplishment of the mission of the Parliament of Sri Lanka</p>	<p>Safety of all the stakeholders engaged in Parliamentary activities including the buildings assets of the supremest institution in the country.</p>

DEPARTMENT OF SERJEANT - AT - ARMS

Areas of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
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.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	Smooth functioning of all Chamber related functions and Maintenance of discipline in the complex.	Assistance in preserving Parliamentary Democracy. Smooth functioning of Parliament Sessions. Maintain order in the Parliament Complex.
Accommodation	Allocating Interview Rooms, Party Offices, Committee Rooms, Ministers' Rooms and office space and related facilities in the Parliamentary Complex for MPs and Staff. Safe-keeping of furniture and fittings.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	Facilities provided to MPP and staff in an effective and efficient manner.	Assistance in preserving Parliamentary Democracy. Smooth functioning of Parliament Sessions. Maintain order in the Parliament Complex.
Passes	Issue of all relevant access passes to the building and Parliamentary Complex including Identity cards of MPP, Staff, officers' passes and Gallery passes and passes for electronic equipments.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	Control of visitors to facilitate and implement sectorization process and thereby to ensure security.	Assisting in smooth functioning of Parliamentary business and activities while ensuring the safety and security of all the stake holders and other infrastructure . Ensure precise Access Control and identification.

DEPARTMENT OF SERJEANT - AT - ARMS

Areas of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Services/Welfare	i. Maintaining of Telephone Services, Reception Services, ii. Polishing work, iii.Sorting and distribution of mail and news papers, iv.laundrying of Staff uniforms. V.Recreation Room facilities for MPP vi. Lockers/cupboards facilities for MPP/Staff	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	Providing timely efficient and effective service. Control and regulate reception and Telephone exchange Maintenance of furniture and uniforms Welfare and infrastructure facilities for MPP	Assistaing in day to day functions of the Parliament
Information and Publications	i. Updating data relating to the department in the Parliament Web, uploading images of MPP and Parliament Staff to the Parliament Web and Intranet, ii. preparation of the Fact sheets, controlling the filming and photography in the Parliamentary Complex and Parliament Documentary. iii. Publications on the office of the SA, its history & missions, objectives & functions.	SA/DSA/ASA		√	√	√	√	√	√	√	√	√	√	√	√	Maximum sharing of information and adherence to rules and regulations.	Assisting in ensuring public awareness of Parliamentary Practice and Procedure and all related Parliament activities. Achieve open Parliament concept objectives.
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.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	Revenue generation and promotion. Protection of historical values.	Moderate profit generation. Preserve history, maintain dighnity and preservation of artefacts.

DEPARTMENT OF SERJEANT - AT - ARMS

Areas of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Departmental	i. Facilitating Staff Meetings, Security related Meetings, ii. Approval of various constructions around the Parliamentary Complex, iii. Facilitating all staff related matters and departmental functions.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	Control and maintain discipline and achievement of administration goals to ensure smooth functioning of day-to-day activities.	Efficient and effective administration and control. Safety of all the stake holders and other infrastructures. Fulfilling of departmental duties/responsibilities and maintain control.

DEPARTMENT OF ADMINISTRATION

GOAL: 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.

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
HRM	i. Recruiting the most eligible personnel through the recruiting procedure.	DA/DDA/ ADA(E)	√	√	√	√	√	√	√	√	√	√	√	√	√	i. Selecting best personnel from candidates ii. Granting increments/ Promotions on time	i. Maintaining the cader for smooth function of the Parliament
	ii. Granting annual increments. Maintaining promotional procedure		√	√	√	√	√	√	√	√	√	√	√	√			
	iii. Processing retirement files		√	√	√	√	√	√	√	√	√	√	√	√			
	iv. Conducting SAC Meetings		√	√	√	√	√	√	√	√	√	√	√	√			
Welfare	i. Providing Accommodation in Methsevana	DA/DDA/ ADA(E)	√	√	√	√	√	√	√	√	√	√	√	√	Facilitating maximum welfare to the staff.		
	ii. Issuing bus passes/Railway season/ Railway warrants		√	√	√	√	√	√	√	√	√	√	√				
	iii. Providing insurance facility		√	√	√	√	√	√	√	√	√	√	√				
	iv. Providing staff quarters & Maintaining		√	√	√	√	√	√	√	√	√	√	√				
Member Services																	
Provide essential amenities for the Members of Parliament	i. Conducting house committee meeting	DA/DDA/ ADA(MS)	As per the shedule												No. of House Committee meetings held	Improvement of the facilities provided to MPs	
	ii. Allocating houses for MPP from Madiwela housing	ADA(MS)/ PO (MS)	As and when nessary												No. of Houses allocated	Saving the time and fuel when	

DEPARTMENT OF ADMINISTRATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
	iii. Co-ordinating reservations of General's House, Nuwara Eliya	ADA(MS)/ PO (MS) / Bangalow Manager , General's house Nuwara Eliya	√	√	√	√	√	√	√	√	√	√	√	√	√	No. of reservations made	Satisfaction of the visitors from the Food & Services provided by the Staff of Generals
	iv. Co-ordinating repairs/maintenance work of the Madiwela housing scheme & General's House, Nuwara Eliya with the Co-ordinating Engineer Department	ADA (MS)/ CE	√	√	√	√	√	√	√	√	√	√	√	√	1. No. of Services provided against No.of Requests made 2. No. of New Facilities introduced	Timely & quality maintaining of Madiwela Housing Scheme & General's House	
	v. Settling electricity, water & telephone bills of Madiwela housing units, General's House, Nuwara Eliya & Hon. Speaker's Official Residence	DA/DDA/ ADA(MS)	√	√	√	√	√	√	√	√	√	√	√	√	Percentage of Bills settled on time	Supply of Electricity, Water & Telephone facilities without interruption	
	vi. Co-ordinating group insurance scheme for MP's with the Ministry of Land & Parliamentary Reforms		√	√	√	√	√	√	√	√	√	√	√	√	No. of Medical claims made	Ensure healthy lives and well-being of MPs	
	vii. Co-ordinating supply of office equipment to MPP with the Parliamentary Affairs Division		√	√	√	√	√	√	√	√	√	√	√	√	No. of MPs purchased Office Equipment	Improve efficiency of office work of MPs & knowledge	
	viii. Conducting language classes for MPP	DA/DDA/ ADA(MS)	√	√	√	√	√	√							No. of classes held	Improve skills of MPs	

DEPARTMENT OF ADMINISTRATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
	ix. Providing stationary on monthly basis, postal facility on quarterly basis		√	√	√	√	√	√	√	√	√	√	√	√	√	No. of Stationary packages issued	Improve facilities of office work of MPs
Transport	i. Providing Staff transport facilities.	DA/DDA/	√	√	√	√	√	√	√	√	√	√	√	√	i. Obtain maximum attendance		
	ii. Settling fuel bills		√	√	√	√	√	√	√	√	√	√	√	ii. Settling bills in time			
	iii. Renewal of revenue licenses, Insurance policy and maintenance		√	√	√	√	√	√	√	√	√	√	√	iii. Renewing in time			
Documentation	i. Printing documents	DA/DDA/ ADA(E)/ Documentation Supervisor	√	√	√	√	√	√	√	√	√	√	√	i. Circulating the document in time			
	ii. Binding books and other official documents	DA/DDA/ ADA(E)/ Documentation Supervisor	√	√	√	√	√	√	√	√	√	√	√	ii. Good quality production in time iii. Protection of documents			
	iii. Maintaining Record Room	Record keeper	√	√	√	√	√	√	√	√	√	√	√				

HUMAN RESOURCE DEVELOPMENT OFFICE

Goal: Improve Performance of the Staff of Parliament through Optimum Utilization of Human Resources by Enhancing Knowledge, Skills & Attitudes while Enhancing Productivity & Satisfaction.

Area of responsibility	Activity	Responsibility	Time Line												Epected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Identifying and Developing Trainers/ Resource Persons	Updating the Internal Pool of Trainers/ Resource Persons	PO(HRD)	√	√	√	√	√	√	√	√	√	√	√	√	No. of Trainers Identified	Creation of a Conversant Internal Pool of Trainers	
	Updating the External Pool of Trainers/ Resource Persons		√	√	√	√	√	√	√	√	√	√	√	√	No. of Trainers Identified	Creation of a Conversant Internal Pool of Trainers	
	Conducting Internal "Training of Trainers" (TOT) Programmes		√					√							No. of Trainers Identified	Maintenance of Reserve of Intarnal Trainers	
	Conducting External "Training of Trainers" (TOT) Programmes						√				√				No. of Trainers Identified	Maintenance of Reserve of Intarnal Trainers	
Improving Knowledge, Skills & Attitudes of the Staff of Parliament Secretariat	Conducting Internal Training Programmes to Improve Knowledge	PO(HRD)	√		√		√		√			√		√	No. of Participant Attended	Improving the Knowledge of Staff Members on the Respective Fields	
	Conducting External Training Programmes to Improve Knowledge			√		√		√		√			√		No. of Participant Attended	Improving the Knowledge of Staff Members on the Respective Fields	
	Conducting Internal Training Programmes to Develop Skills			√		√		√		√				√		No. of Participant Attended	Developing the Skills of Staff Members on the Respective Fields
	Conducting External Training Programmes to Develop Skills		√		√		√		√				√		√	No. of Participant Attended	Developing the Skills of Staff Members on the Respective Fields
	Conducting Internal Training Programmes to Generate Attitudes					√					√					No. of Participant Attended	Generating Positive Attitude of Staff Members.

HUMAN RESOURCE DEVELOPMENT OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
	Conducting External Training Programmes to Generate Attitudes		√	√	√	√	√	√	√	√	√	√	√	√	No. of Participant Attended	Generating Positive Attitude of Staff Members.
Familiarization with Procedures, Culture, Structure and the Environment of Parliament	Conducting an Induction Programme for the Newly Recruited Employees	PO(HRD)	√			√				√			√		No. of newly recruited employees Attended	Make the newly recruited employees aware of Procedures, Culture, Structure and the Environment of Parliament
Developing Policies	Selection for Local Training Programmes	PO(HRD)											√			Streamlining the selection process
	Selection for Foreign Training Programmes	PO(HRD)												√		
Coordinating Foreign Training Programmes	Attachment Programme	PO(HRD)	Depend on the availability of the Programme												No. of Participant Attended	Provision of Future Training on the respective Fields
	Parliamentary Internship Programme															
	Training Programme on Legislative Drafting															
	ITE (India) Short Programmes															
	Other															
Enhancing the efficiency of employees through Experiential Learning	Conducting an Outbound Training Programme	PO(HRD)												√	No. of Participant Attended	Transformation in individual/team/institutional behaviour in a positive way.

DEPARTMENT OF HANSARD

GOAL: ENSURE ACCURATE AND TIMELY REPORTING OF PARLIAMENTARY PROCEEDINGS AND COMMITTEE PROCEEDINGS																
Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
Reporting	i.Verbatim reporting of speeches made by the MPs during Parliamentary Debates. ii.Preparation of verbatim iii.Preparation of verbatim reports of local and international conferences when necessary . ivCovering Party Leaders'	Hansard reporters/ Committee reports	√	√	√	√	√	√	√	√	√	√	√	√	Accurate reporting	Public awareness
Editing	i.Editing House proceedings ii.Editing Committee iii.Proof reading, preparing and sending corrected Hansard for final binding.	EH/DEHs/AEHs	√	√	√	√	√	√	√	√	√	√	√	√	Ensuring the preparation of accurate Handsards/ Committee Reports in time.	Public awareness
Special Documents	Preparing Special Hansard for Vote of Condolence and for important occasions when necessary . (Ex. Address by a Heads of States etc.)	EH/DEHs/AEHs													Publish Special Hansard	Public awareness
Authorization	i. Bringing any unparliamentary references to the notice of the Hon. Speaker for expunction from Hansard. ii.Authorizing release of CD after expunction.	EH/DEHs	√	√	√	√	√	√	√	√	√	√	√	√	Ensure the adherence to Standing Orders during a debate Issue CDs of speeches made	Supporting Parliamentary Procedure Public awareness

DEPARTMENT OF HANSARD

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Indexing	i. Taking down summary of House proceedings and entering in classified registers.	Indexing Officers	√	√	√	√	√	√	√	√	√	√	√	√	√	Easy reference	Public awareness
	ii. Maintaining a time record book for MPs and a separate register for all speeches and Questions.		√	√	√	√	√	√	√	√	√	√	√	√	Easy reference	Public awareness	
	iii. Preparation of a permanent index for each Hansard volume		√	√	√	√	√	√	√	√	√	√	√	√	Easy reference	Public awareness	
	iv. Maintaining a time record for each MP and each Party during		√	√	√	√	√	√	√	√	√	√	√	√	Easy reference	Public awareness	
	v. Providing information to MPs and Parliamentary Secretariat.		√	√	√	√	√	√	√	√	√	√	√	√	Easy reference	Public awareness	
Recording	i. Operate the Control Access system in the Chamber on the orders of the Chair.	Recording Assistants	√	√	√	√	√	√	√	√	√	√	√	√	Switch on Members' microphones on the order of the Chair	Public awareness	
	ii. Recording Committee proceedings and convert it to CDs.		√	√	√	√	√	√	√	√	√	√	√	√	Make available audio recording of Committees	Public awareness	

DEPARTMENT OF CATERING AND HOUSEKEEPING SERVICES

GOAL: PROVIDE WITH QUALITY FOOD, FOOD AND BEVERAGE SERVICES AND MAINTAINING HIGHEST STANDARDS OF CLEANNESS IN PARLIAMENT PREMISES

Area of Responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Food & Beverage	Food & Beverage	DC&H/K, E.Chef, ADA(Catering Acc)	√	√	√	√	√	√	√	√	√	√	√	√	√	11,200 meals per Annum	
Food & Beverage	Providing meals to the staff & MP's Guest	DC & H/K, E.Chef, ADA(Catering Acc.)	√	√	√	√	√	√	√	√	√	√	√	√	350,000 meals per Annum		
Training	Implementing of in service training	DC & H/K	√	√	√	√	√	√	√	√	√	√			10 Training Sessions		
Plants & floral decorations	Supplying ornamental flowers/plants for indoor decorations/providing pots & plants	DC& H/K, EHK	√	√	√	√	√	√	√	√	√	√	√	√	Sitting weeks 2040nos Non sitting 672nos ,Special function - numbers varies subject to request.		
Gardening	Maintaining the garden & nursery	DC &H/K, EHK, Garden Sup.	√	√	√	√	√	√	√	√	√	√	√	√	285245 Sq. feet		
Laundering	Laundering uniforms & linen	DCHK/AHK	√	√	√	√	√	√	√	√	√	√	√	√	Average pieces 270,000		
Cleaning	Cleaning office rooms, committee rooms & lobbies/cleaning and maintaining of wash rooms/cleaning of kitchen	DC& H/K, Stewarding Sup.	√	√	√	√	√	√	√	√	√	√	√	√	519,000 Sq. feet		
Sanitization	Hand sanitization and disinfection of the building	DC&H/K, EHK, Garden Sup.	√	√	√	√	√	√	√	√	√	√	√	√	30,000 Sq. feet		

DEPARTMENT OF CO-ORDINATING ENGINEER

GOAL: 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																	
Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Refurbishment of Parliament Complex / Repairs / Maintenance	i. Refurbishment of main building, ,new construction etc.	Parliament UDA/S L Navy	√	√	√	√	√	√	√	√	√	√	√	√	√	To maintain the archeological value of the buildings	
	ii. Construction of Pinniyara & Jayanthipura security building	Parliament UDA/S L Navy	√	√	√	√	√	√	√	√	√	√	√	√	Complete the building construction		
	iii. Maintenance of lifts, AHU, secondary chill water pump, valves, control panel	CE				√	√	√	√	√	√	√	√	√	To keep the systems in working order		
	iv. Maintenance of Building internal, external painting, Member's dining ceiling repair, general repairs	CE													To maintain the archeological value of the buildings		
	v. Dressing room tiling	UDA/Navy	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and maintain the floor up to standard		
	vi. Maintenance of central air conditioning , VRV Ac Machines replacing of Refrigerating system and cold room	CE	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and maintain the system up to date		
	vii. Broadcast control room, CCTV chamber MATV maintenance & Agreement etc.	CE	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and maintain the system up to date		
	viii Maintenance of sound conference system, maintenance agreement upgrading of systems	CE	√	√	√	√	√	√	√	√	√	√	√	√	Supporting the proceedings of the Parliament.		

DEPARTMENT OF CO-ORDINATING ENGINEER

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
	ix.Replacing new generator	CE	√	√	√	√	√	√	√	√	√	√	√	√	√	To complete the replacement	
	x.Fixing of stainless steel welded mesh & painting work at Main kitchen in Parliament complex	Parliament /Navy				√	√	√	√	√	√					To complete work	
	xi.Replacing External Globe lamp Posts	CE/DF	√	√	√	√	√	√								To complete the replacement	
	Xii Replacement of Secondary Chilled water Pumps of Central Air Conditing System	CE/DF	√	√	√	√	√	√	√	√						To complete the replacement	
	Xiii Replacement of Secondary water Pump House at Parliament Complex	CE/DF	√	√	√	√	√	√								To complete the replacement	
Hon. Speaker's Residence																	
	xiv. Maintenance equipment	CE	√	√	√	√	√	√	√	√	√	√	√	√	√	To keep the equipment upto date	
	xv. Maintenance of building (replacing light fittings,replacing PABX system)	CE	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage	
	xvi.Building improvments & Additional to the building	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and to complete the work	
Madiwela & N'Elia,Jaywadenagama & Methsevena																	
	xix. Machinery maintenance	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	To keep the equipment upto date	

DEPARTMENT OF CO-ORDINATING ENGINEER

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
	xiix. Maintenance of building	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection	
	xx. Building improvements & Additional to the building	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection	
	xxi Renovation of Storm Water Drainage system at Madiwela MPP Quarters	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	To complete the total project	

DEPARTMENT OF FINANCE AND SUPPLIES

GOAL: 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																	
Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Payments	i. Salary of MPP and Staff	DF/ADA(F&A)	√	√	√	√	√	√	√	√	√	√	√	√	√	Efficient and effective disbursement of Treasury Imprest	Better performance of Parliamentary function
	ii. Pension Payments of MPP		√	√	√	√	√	√	√	√	√	√	√	√			
	iii. Other recurrent expenditure		√	√	√	√	√	√	√	√	√	√	√	√			
	iv. Capital Expenditure		√	√	√	√	√	√	√	√	√	√	√	√			
Budget	i. Presentation of consolidated draft estimates	DF/ADA(F&A)							√						Identification of the actual requirement for 2022 and Incurring expenses within the approved budgetary allocation	Better performance of Parliamentary function	
	ii. Submission of draft estimates and attend the Budget Meeting								√								
	iii. Budgetary control		√	√	√	√	√	√	√	√	√	√	√	√			
Procurement	i. Annual Procurements	ADA(S&S) / PO (S&S)	√	√	√	√	√	√	√	√	√	√	√	√	Proceed with purchase of items & services according to the guidelines and the manual		
	ii. General Purchases		√	√	√	√	√	√	√	√	√	√	√	√			
	iii. Services		√	√	√	√	√	√	√	√	√	√	√	√			
	iv. Others		√	√	√	√	√	√	√	√	√	√	√	√			
Loan	i. Providing loan facility to staff and Collecting loan from staff	DF/ADA(F&A)	√	√	√	√	√	√	√	√	√	√	√	Providing loans to all eligible applicants and timely recovery of loan installments with interest.	Motivated, committed and work oriented staff.		
	ii. updating the loan balances		√	√	√	√	√	√	√	√	√	√	√				
Reports	Preparation of Appropriation Account (Final Accounts)	DF/ADA(F&A)												√	Annual financial performance	Secure accountability of public funds	
	Bank Reconciliation		√	√	√	√	√	√	√	√	√	√	√				

DEPARTMENT OF FINANCE AND SUPPLIES

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
	Imprest Reconciliation Report				√				√			√						
	Revenue Estimates							√										
	Annual Cash Flow Statement		√															
Fixed Asset Register	Fixed assets record, Trasfer & dispose, Update asset register	ADA(Catering)	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Smoothly carried out asset management process	On time T&A Forms (66)
Catering Accounts	Development on Catering Accounts, Costing and collections so as to have efficent and effectiveness	ADA(Catering)	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Accurate database and efficiency and effectiveness	More information for decision and ensure transparency.

DEPARTMENT OF LEGISLATIVE SERVICES- TABLE OFFICE

GOAL: SUPPORTING AND FACILITATING THE LEGISLATIVE, REPRESENTATIVE AND OVERSIGHT FUNCTIONS OF THE PARLIAMENT.																	
Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
1) Documentation of the Parliament in all three languages.	1) Preparation of; (i) Order Books (ii) Addenda Including future Businesses of the House.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.	√	√	√	√	√	√	√	√	√	√	√	√	√	Publishing and giving notice of motions and questions as per Standing Order provisions maintaining zero error status.	Preparation of all the documents related to Business of the House without any delay and without any errors
	2) Preparation of Order Paper of Parliament with the Business of the House for each Sitting of Parliament.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.	√	√	√	√	√	√	√	√	√	√	√	√	√	Publishing Question, Orders, Regulations, Resolutions etc., or Other Business for each Sitting of Parliament.	
	3) Preparation of Minutes of Parliament with the decisions of House and attendance of MPP.	ADA(T)/PO(T)/ Subject Officers of three Language	√	√	√	√	√	√	√	√	√	√	√	√	√	Publishing official legal documents for approved Businesses.	
	4) Preparation of Presentation of Papers. (Annual Reports, Performance Reports, Regulations, Orders, Resolutions etc.)	ADA(T)/PO(T)/ Subject Officers of three Language Streams.	√	√	√	√	√	√	√	√	√	√	√	√	√	Initial Stage of Tabling Papers for each MP. Printing of zero error status document for circulation in the House for each MP.	
	5) Preparation of Order of Business of Parliament.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.	√	√	√	√	√	√	√	√	√	√	√	√	√	Conducting Business of Parliament smoothly and effectively with no errors.	

DEPARTMENT OF LEGISLATIVE SERVICES- TABLE OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
2) Committee on (i) Parliamentary Business / or Party Leaders' as the case may be. (ii) Liaison Committee (iii) Backbenchers committee	1) Summoning.	ADA(T)/PO(T)/ Subject Officer.														Allocation of Time and Business for each Sitting of Parliament.	Facilitate every step related to committee on Parliamentary Business / or Party Leaders' as the case may be
	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.																
3) Votes of Condolence of late MPP.	1) Extracts of Hansard to be sent to spouses or the relatives of late MPP.	ADA(T)/PO(T)/ Subject Officer.	√	√	√	√	√	√	√	√	√	√	√	√	Expressing Deepest Sympathies of Parliament.	Expressing Deepest Sympathies of Parliament to the relatives of late MPPs.	
4) Parliamentary Questions.	1) Registration.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.													Publishing Parliamentary Questions in the Order Book/Addenda for future dates of Parliament.	Smooth functioning of each and every steps related to Questions asked in House by the MPPs.	
	2) Editing.																
	3) Translation.																
	4) Refusals.		√	√	√	√	√	√	√	√	√	√	√				
	5) Publishing.																
	6) Correspondence.																
5) Private Members' Motions	1) Registration.	ADA(T)/PO(T)/ Subject Officer.												Publishing Private Members' Motions in	Publishing Private Members' Motions		

DEPARTMENT OF LEGISLATIVE SERVICES- TABLE OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
	2) Refusals. 3) Editing if required. 4) Translation. 5) Publishing. 6) Correspondence.		√	√	√	√	√	√	√	√	√	√	√	√	√	the Order Book/Addenda for future dates.	in the Order Book/Addenda for future dates with zero error status.
6) No-date Motions	1) Registration. 2) Editing if required. 3) Translation. 4) Publishing.	ADA(T)/PO(T)/ Subject Officers of three Language	√	√	√	√	√	√	√	√	√	√	√	√	√	Publishing future business without date fixed.	Forwarding correspondence in accordance with the expected time limits

DEPARTMENT OF LEGISLATIVE SERVICES - BILLS OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
i. Processing of Bills	i. Processing of Government Bills – from introduction of Bills in the Parliament until printing of Acts	DLS/ADA(B) PO(B) & all officers	√	√	√	√	√	√	√	√	√	√	√	√	√	Processing Bills with higher accuracy	Having a sound law in the Country
	ii. Processing of Private Members' Bills - from publication of gazettes until printing of Acts.	- do -	√	√	√	√	√	√	√	√	√	√	√	√	Processing Bills with higher accuracy		
	iii. Reports on statutes to Provincial Councils – from consideration of statutes until forwarding observations of Parliament to Provincial Councils	- do -	√	√	√	√	√	√	√	√	√	√	√	√	Processing Bills/statutes with higher accuracy		
ii. Information	i. Obtaining Minister's Reports and Amendments on Bills from relevant Ministries and Department of Legal Draftsman.	DLS/ ADA(B)/ PO(B)	√	√	√	√	√	√	√	√	√	√	√	√	Providing information to required institutions /Receiving required information or reports from relevant institutions on Bills / Statutes	0	
	ii. Obtaining certificates on Bills from Attorney-General's Department	DLS/ADA(B) PO(B) & all officers	√	√	√	√	√	√	√	√	√	√	√	- do -			
	iii. Providing necessary information to the Departments of Attorney-General and the Legal Draftsman regarding the 2 nd and 3 rd reading of Bills and other matters related to Bills and Acts.	- do -	√	√	√	√	√	√	√	√	√	√	√	- do -			

DEPARTMENT OF LEGISLATIVE SERVICES - BILLS OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
	iv. Providing information to the "Right to Information" Unit, Parliament.	ADA(B) PO(B)	√	√	√	√	√	√	√	√	√	√	√	√	- do -	Making an informed Community
	v. Updating the Bills Process system in the Legislative Information System of Parliament.	DLS/ADA(B) PO(B) & all officers	√	√	√	√	√	√	√	√	√	√	√	√	- do -	
iii. House Proceedings	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.	DLS/ADA(B) PO(B) & all officers	√	√	√	√	√	√	√	√	√	√	√	√	Making announcement on on Bills and Acts.	
	ii. Making arrangements to introduce Bills in the House and other necessary arrangements at the 2nd Reading and 3rd Reading stages of a Bill.	- do -	√	√	√	√	√	√	√	√	√	√	√	√	- do -	
	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).	- do -	√	√	√	√	√	√	√	√	√	√	√	√	- do -	

DEPARTMENT OF LEGISLATIVE SERVICES - BILLS OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
iv. Coordination	i.Coordinating with Attorney-General, Legal Draftsman, relevant Ministries, Provincial Councils and institutions to obtain/provide information and instructions.	ADA(B) / PO(B)	√	√	√	√	√	√	√	√	√	√	√	√	√	Effective coordination	
	ii.Co-ordination and assisting Committees for consideration of Bills.	DLS/ADA(B) PO(B) & all officers	√	√	√	√	√	√	√	√	√	√	√	√	- do -		
	iii.Coordinating with the Government Press pertaining to all printing works.	- do -	√	√	√	√	√	√	√	√	√	√	√	√	- do -		
v. Protecting Documents	i.Binding Acts including principal enactments annually.	ADA(B) / PO(B)												√	Most accurate documentation	Keeping documents for future reference	
	ii.Safe custody of Assent copies of all Bills and all other documents.	ADA(B)	√	√	√	√	√	√	√	√	√	√	√	- do -			
	iii.Compile Supreme Court Decisions on Parliamentary Bills.	ADA(B) / PO(B)												√	- do -		
vi. Legislative Consultation	i.Give necessary information to Ministries, Other organization, and general public in respect of law making procedure.	ADA(B) / PO(B)	√	√	√	√	√	√	√	√	√	√	√	Protect legal accuracy.			

DEPARTMENT OF LEGISLATIVE SERVICES - MINISTERIAL CONSULTATIVE COMMITTEE OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Coordination	Coordination with Secretaries to Ministries for Ministerial Consultative Committee meetings, minutes, motions etc.	DLS/ADA (MCC)	√	√	√	√	√	√	√	√	√	√	√	√	√	Effective coordination with the Secretaries to the Ministries	No. of Committee meetings
Documentation	Preparing Committee documents needed to Hon. Members	DLS/ADA (MCC)	√	√	√	√	√	√	√	√	√	√	√	√	√	Providing of required documents in an accurate manner	Conducting the Committee meetings effectively and efficiently
Reports for motions	Coordination with Ministries to collect reports for motions submitted by Hon. Members	DLS/ADA (MCC)	√	√	√	√	√	√	√	√	√	√	√	√	√	Collecting reports from Ministries for motions as soon as possible	Providing the reports for the motions to the Hon. Members as soon as possible
Reporting Committee proceedings to Parliament	Drafting and preparing reports of Committees to be presented to Parliament	DLS/ADA (MCC)	√	√	√	√	√	√	√	√	√	√	√	√	√	Presentation of reports to the Parliament periodically	Performance of the MCCs during a particular period

DEPARTMENT OF LEGISLATIVE SERVICES - COMMITTEE OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
i. Coordinating	Liasing with relevant Ministries / Government Institutions / Other Relevant Parties and Summoning the relevant Institutions and Parties	DLS / ADA (Committee)	√	√	√	√	√	√	√	√	√	√	√	√	√	Effective coordination with the Govt. Institutions and other Parties	Considering the Matters referred by any Committee, a Minister or by Parliament and any other matter
ii. Documentation	i) Summerizing Information, Preparing Minutes, Writing Reports, Briefing the Committee, following up Actions	DLS / ADA (Committee)	√	√	√	√	√	√	√	√	√	√	√	√	Maintaining of most accurate documentation	(i) No. of Reports to be presented to the Parliament	
	ii) Advertising information regarding the Committee on High Posts	DLS / ADA (Committee)	√	√	√	√	√	√	√	√	√	√	√	√	Evaluation based Decisions / effective Recommendations	(ii) No of Appointees considered and approved by the Committee	
iii. Field Vists and Workshops	(i) Field visits when and where necessary	DLS / ADA (Committee)	√	√	√	√	√	√	√	√	√	√	√	√	Evaluation based Decisions / effective Recommendations	No. of Visits and Workshops	

DEPARTMENT OF LEGISLATIVE SERVICES - PUBLIC PETITIONS COMMITTEE OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
Public Petitions	i. Receiving and presenting petitions at the Chamber ii. Rejecting the petitions which do not comply with the Standing Orders and previous Committee decisions.	DLS/ADA(PP)	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Providing solutions to public grievences	Complete almost all the petition files received during the year.
Coordinating	i. Liaising with petitioners, committee members, Ombudsman and government institutions. ii. Summoning the petitioners, Government Institutions	DLS/ADA(PP)	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Effective coordination with government institutions	Consider all completed petition files in the Committee
Documentation	Summarizing information, writing reports, briefing the Committee and taking follow up actions.	DLS/ADA(PP)	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Preparation and maintenance of most accurate documents	Grant relief, dispose or give recommendations

DEPARTMENT OF LEGISLATIVE SERVICES - COMMITTEE ON PUBLIC ENTERPRISES

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Coordinating	i. Liaising with Auditor General's Department, Committee Members. ii. Summoning institutions iii. Making arrangements to	DLS/ADA (COPE)	√	√	√	√	√	√	√	√	√	√	√	√	√	Effective coordination	Committee meetings
Documentation	Summarizing information, writing reports and briefing the Committee.	DLS/ADA (COPE)	√	√	√	√	√	√	√	√	√	√	√	√	Most accurate documentation	Reports	
Uploading	Uploading reports presented to Parliament on the Parliament Web site	DLS/ADA (COPE)	√	√	√	√	√	√	√	√	√	√	√	√	Most accurate documentation	Reports	
Media coverage	Liaising with Media Department when arranging media Conferences for COPE press releases	DLS/ADA (COPE)	√	√	√	√	√	√	√	√	√	√	√	√	Providing accurate information to public	Press Conferences	

DEPARTMENT OF LEGISLATIVE SERVICES - COMMITTEE ON PUBLIC ACCOUNTS OFFICE

Objectives	Proposed Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Control over Public Finance through the level of the Parliamentary Committees (COPA)	Summoning the Government institutions before COPA as much as possible to examine the Auditor General's Reports of the institutions presented in Parliament.	Committee Members and the Committee Secretariat	√	√	√	√	√	√	√	√	√	√	√	√	√		Maintaining financial discipline and better management practices
	Continuation of the financial and performance evaluation of all Government institutions based on the financial year 2019 through the online evaluation system, which was introduced by the COPA of 8 th Parliament.	Committee Members and the Committee Secretariat							√	√						Completion of the online evaluation of all state institutions (about 842) for the financial year 2021	Maintaining financial discipline, achievement of performance goals and improved and effective service delivery to the public
Control over Public Finance through the level of the Parliamentary Committees (COPA)	Tabling of the COPA reports in Parliament	The Committee Secretariat				√			√				√			3 (The number of the reports could vary as per the decisions taken by the Committee)	Maintaining financial discipline and better management practices
	Carrying out follow-up action	Minister of Finance, Ministers in charge of the subjects and Secretaries to the relevant Ministries														Depends on the Committee reports tabled in Parliament	Maintaining financial discipline and better management practices
	Presentation of Auditor General's reports in Parliament	National Audit Office & the Committee Secretariat														Depends on the reports finalized by the National Audit Office	Maintaining financial discipline and better management practices

DEPARTMENT OF LEGISLATIVE SERVICES - INTERPRETERS OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Simultaneous interpretation	Providing simultaneous interpretation facilities in the House and the Committees	DLS/Chief Parliamentary Interpreter/ DCPI	√	√	√	√	√	√	√	√	√	√	√	√	√	Provision of effective interpretation service	Satisfactory interpretation service
Written translations	Translation of Questions for Oral Answer/Adjournment Motions /statements/reports as requested by the Committee/government institutions	DLS/Chief Parliamentary Interpreter/ DCPI	√	√	√	√	√	√	√	√	√	√	√	√	√	Provision of effective translation services	Satisfactory translation service

DEPARTMENT OF LEGISLATIVE SERVICES - LIBRARY

Area of Responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
i. Collection	Acquiring and maintaining books, magazines, periodicals, newspapers, indexes, Government publications and other printed or non-printed documents relevant from Parliamentary Process	Librarian and it's staff	√	√	√	√	√	√	√	√	√	√	√	√	Increasing the library's information capacity	Making information readily available to MPs
ii. Information	Preparing information for MPs, committees, and other government institutions background notes and statistics by the Research Division for the use of MPs.	Librarian and it's staff	√	√	√	√	√	√	√	√	√	√	√	√	Providing information to policymakers	Making better policies for the country
iii. E - Library	Providing E - Library Facility for all user of the Library.	Librarian and it's staff	√	√	√	√	√	√	√	√	√	√	√	√	Easy access to information	Saving time and resources by providing quick and easy service.
iv. Publication	Publishing information bulletins, books and brochures as per demands from MPP and Parliament Secretariat. Publishing Handbook and Research Journal	Librarian and it's staff	√	√	√	√	√	√	√	√	√	√	√	√	Increasing knowledge of users	Improving awareness of users of the library.

DEPARTMENT OF LEGISLATIVE SERVICES - LIBRARY

v. Maintenance	Maintaining up to date Hansards, Acts, Bills, Oder Books, Oder Papers, Parliamentary Proceedings, Oath Papers, Reports of Departments, Parliamentary Series and Other Documents etc.	Librarian and it's staff	√	√	√	√	√	√	√	√	√	√	√	√	Preserving valuable documents of the library	Conserving documents from the library for future use.
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DEPARTMENT OF INFORMATION SYSTEMS AND MANAGEMENT

GOAL: 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.																		
Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
Strengthening Institutional Capacity	i. Providing Training and capacity building for IT Staff	DISM/SE/Sy.A/ CSE	√	√	√	√	√	√	√	√	√	√	√	√	i. Trained Staff	Improved institutional capacity		
	ii. Attending World e-Parliament Conference – 3 staff members of the Department										√						ii. Attending the conference	
	iii. Upgrading and maintenance of end-user ICT equipment		√	√	√	√	√	√	√	√	√	√	√	√			iii. Upgraded Equipment	
	iv. Purchase of 30 Nos. Computers & 15 Nos. Printers & 30 Nos. UPS																	iv. Purchasing New Equipment
	v. Monitoring and regular maintenance of ICT Infrastructure		√	√	√	√	√	√	√	√	√	√	√	√			v. Improved ICT Infrastructure	
	vi. Maintenance of Intranet portal													√			vi. Smooth functioning action	
	vii. Upgrading i-Parliament Database													√			vii. Upgraded DataBase	
	viii. Integrating and Development of Archival system with Document Management System													√			viii. Access to Archived docs	
	ix. Implementing Access Management Information System													√			ix. Improved public access	
	x. Development of Recruitment & Human Resources MIS													√			x. Improved HRM	

DEPARTMENT OF INFORMATION SYSTEMS AND MANAGEMENT

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
	xi. Automation of Leave Management Information System														√	xi. Improved productivity	
	xii. Maintenance of Mobile App for i-Parliament (Apple Version)				√											xii. Having a Staff Mobile App (Apple)	
	xiii. Continuous updating and upgrading Parliament Mobile App and Website		√	√	√	√	√	√	√	√	√	√	√	√	√	xiii. Updated Website	
	xiv. Upgrading Parliament Website (Under USAID)														√	xiv. New Website	
	xv. Upgrading perimeter firewall Reporting & Management System				√											xv. Improved IT Security	
	xvi. Email Archivel				√											xvi. Centraly Archives mail System	
	xvii. DR Site Upgrade				√											xvii. Improved System Redundancy	
	xviii. Backup & Restoring														√	xvii. Smooth functioning improve Productivity & xix. Improved Staff Mobile App	
	xix. Upgrading Staff Mobile App (Android)						√										
Strengthening legislative processes via IT Syatems	i. Acquiring Document Management System – Hansard	DISM/SE/Sy.A/ CSE												√	i. Improved & comprehensive Hansard	Improved legislative processes	
	ii. Providing awareness training on Document Management System										√				ii. Trained Staff		

DEPARTMENT OF INFORMATION SYSTEMS AND MANAGEMENT

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
	iii. Acquiring Document Management System – Order of Business /Order Paper/Order of Buisness/Paper Presentation/CBP Meeting Process											√				iii. Improved & comprehensive Order of Business	
	vi. Providing awareness training on Document Management System – Order of Business											√				iv. Trained staff	
Strengthening Government oversight via IT systems	i. Upgrading Consultative Committee Management Information System	DISM/SE/Sy.A /CSE			√											iv. Improved Committee MIS	Improved government oversight
	ii. Providing awareness training on Consultative Committee Management Information System				√											ii. Trained staff	
Strengthening leadership and representative role of MPP	i. Upgrading Mobile App for Parliament Intranet Portal for MPP	DISM/SE/Sy.A/ CSE			√											i. Improved access to Information	Improved access facility
	ii. Providing awareness training on MPP Portal/Mobile App				√											ii. Improved access to Information	
Public outreach	i. Integrating Document Archival System/Document Management System with the website and mobile app	DISM/SE/Sy.A/ CSE												√		i. Improved public access to archives	Improved public outreach
	ii. Upgrading Mobile App													√		ii. Improved user satisfaction	

DEPARTMENT OF COMMUNICATION

GOAL: ENHANCED QUALITY OF INTERACTION BETWEEN THE PARLIAMENT OF SRI LANKA AND PARLIAMENTARIANS AND CITIZEN, MEDIA, CIVILSOCIETY ORGANIZATIONS AND COMMUNITY GROUP

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
Outreach Section																
1.Public awareness on Parliament of Sri Lanka.	Conducting awareness programs on parliamentary activities via Zoom Technology	Increase public participation/en gagement through Zoom Technology	√	√	√		√	√	√		√	√	√		Reaching the schools/ Universities & other educational institutions using Zoom technology.	School/ University Students and youth are fully aware of Parliamentary process & Activities
2. Awareness campaigns on Parliament of Sri Lanka	2.1. Conducting offsite outreach in new normalized situation. 2.2 Present an Awareness campaign that will carry out with the goal of raising participants' awareness about the SLP.	Increase active participation/en gagement with SLP.	√	√	√		√	√	√		√	√	√		An Informed citizen on parliamentary procedure & activities.	Develop critical thinking capacities to participate in a conscious and informed way in the public.
3. Public Awareness on Parliament of Sri Lanka	3.1. An Open Parliament Day held Parliament of Sri Lanka on its 40th Anniversary (1982-2022.04.29)	More public engagement and attraction towards SLP.			√	√									An Open Parliament Day with support from all stakeholders including MPs, parliamentary staff and civil society representatives from across the island to share experiences, knowledge and strategies to strengthen parliaments' efforts.	Bridging the gap between parliament & public by identifying Parliament's representation and oversight roles to build stronger and more inclusive democracies that deliver better services and public policies, in line with Sustainable Development Goal 16.

DEPARTMENT OF COMMUNICATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
4. Establish linkages to the Sri Lanka Parliament with Children.	4.1. An Open Art Exhibition for children on SLP.	Active engagement from children & Schools.												✓			1. An informed future citizen 2. Interaction with the SLP.	Appreciating children's skills & introducing democratic values
5. To preserve the national heritage and save the Socio-cultural identity of SLP.	5.1. Implementation of a Parliamentary Museum.	Active engagement with Parliament					✓	✓	✓			✓	✓	✓	✓		1. Create awareness for artefacts and preservation of antiques of SLP which will help to reduce the gap between the Parliament and Public. 2. Increase access to a collection of Antiques, Publications, and Replicas of SLP.	Educating the general public on Sri Lanka Parliament in a novel way. Which will provide information and entertainment for visitors and attract interest from around the world.
6. Enhance partnerships between parliament and young people to increase youth participation in politics.	In Collaboration with Ministry of Youth e empower young MPs by building their capacity, informing their parliamentary actions through youth Parliament, youth corps, Young MPS in local Councils	Empowering the youth	✓	✓	✓		✓	✓	✓			✓	✓	✓			An empowered youth in Sri Lanka Offering opportunities for networking and cooperation.	Encouraging youth community to engage with Parliament of Sri Lanka

DEPARTMENT OF COMMUNICATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
7.Enhance partnership with Student Parliament to directly involve school children with SLP	Student Centric program on parliament which focus on standing orders, Parliamentary values & procedure in collaboration with ministry of Education (MOE).	Encourage active citizenship in schools	√	√	√		√	√	√		√	√	√		Developing Competencies in the school community through engagement with SLP for theoretical and practical engagement in the subject of Civic Education.	Active opportunities to reach national educational common objectives, common competencies and a fruitful Discussion in all island Student parliaments
8.Conducting offsite Outreach Programs	Preparing offsite outreach materials for offsite & inside outreach programs ex. Games, Exhibits, Books, Booklets, animated videos & Leaflets.	Preparing reference material for the use of awareness programs		√	√		√	√	√	√	√	√	√		Informed public on parliamentary procedure & activities.	Reference materials for the usage all types of the public
9. To give a broad understanding of the basic concepts SLP and its practices through mainstream media	Providing correct and accurate information on Parliament through main stream media	Providing Correct and accurate Information			√										participation of Parliamentary officials in children's programs/ feature articles in electronic and print Media	Making parliamentary information more accessible to citizens, strengthening the capacity of citizens to participate in parliamentary processes, and improving parliamentary accountability.

DEPARTMENT OF COMMUNICATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
10. Upgrading the knowledge of Parliamentary outreach Team	An all-inclusive book to refer for the outreach team	for the reference of outreach team			√											A Guide Book for outreach Members	Greater citizen engagement, more responsive representative institutions.
11. To open up ways and means to develop social cohesion by expanding collectively with mutual understanding among our stakeholders.	Training and Workshops	Increasing awareness on SLP.	√	√	√		√	√	√	√	√	√	√		Stakeholder's training needs to be in an in-person according to their request format.	Upgrading the knowledge of Parliamentary Stakeholders.	
Media Section																	
1. Creating more awareness and Public engagement through main stream media on Parliamentary affairs	<p>1. Media publicity from the media stations to promote the parliament</p> <p>1.2. Invite media stations to record different programs at Parliamentary premises</p> <p>3. Invite travelogue programs to create programs on parliament tour.</p> <p>4. Motivate Media stations to do different types of programs on serious topics on Parliamentary Democracy</p>	<p>1. Create PSA (Public Service Announcement)</p> <p>2. Coordinate Media stations in regarding</p> <p>3. Coordinate the media station heads and producers</p> <p>4. Coordinate and motivate heads and producers in regarding.</p>	√	√	√	√	√	√	√	√	√	√	√	√	1. Media publicity to promote the parliament, its proceedings and practices.	awareness and Public engagement through main stream media on Parliamentary affairs	

DEPARTMENT OF COMMUNICATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
2. Feed and coordinate all media with required information	1. Issue press releases and communiques on activities at parliament 2. Issue video footage /still photographs on activities at parliament	Maintain the quality and standards of the releases and other audio visual aids.	√	√	√	√	√	√	√	√	√	√	√	√	√	Maintain the credibility of newsfeed and the activities of the	Maintain the quality and standards of the releases and other audio visual aids.
3. Creating awareness and Public engagement through Social Media platforms	1. Daily updates on face book 2. Daily updates on Twitter 3. Daily updates on Instagram 4. Daily updates on You tube 5. Daily update news to the official website	1. Maintain Official Facebook page update daily with latest approaches. 2. Maintain Twitter and update daily with latest approaches. 3. Maintain Instagram and update daily with latest approaches.	√	√	√	√	√	√	√	√	√	√	√	√	√	Maintain and Update social media platforms on parliament with latest updates	Maintain and Update social media platforms on parliament with interms of creating a public centered parliament
4. Enhance the efficiency of Media Center to facilitate journalists and MPs.	Maintain proper practices at the Media Center.	Maintain of proper standard documentation system for Media Center.	√	√	√	√	√	√	√	√	√	√	√	√	√	Maintain proper practices at the Media Center.	Maintain proper practices at the Media Center.

DEPARTMENT OF COMMUNICATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
5.Enhance the efficiency of Recording studio to facilitate journalists and MPs.	Fullfil the studio with necessary updated equipment such as camera equipment, lights and etc.	Maintain proper practices at the Recording Studio	√	√	√	√	√	√	√	√	√	√	√	√	√	Systemization and uplift the utilization of Recording Studio.	uplift the utilization of Recording Studio with bebenefit of standardized audio visual productions.
6. Issuence of the official e news letter of parliament "Parliamentu Vitthi " monthly	Coordinationg and gathering information creating news articles provide relevent images,editing and complete the final issue.	Ensure the credibility of information and timlyness of producing the news letter with reader friendly out look.	√	√	√	√	√	√	√	√	√	√	√	√	√	Public awareness of parliamentary affairs monthly with bunch of information monthly.	Continuous awareness about parliamentary affairs towards public
7. "Parliamenti Sara Sanhitha" the annual academic and scholarly research journal of parliament	Coordinate scholars and experts of the country to contribute their knowledge on parliamentary affairs .	Maxumum contribution of scholars to the journal with the aim of facilitating academics, researchers,stud ents and public who are interested in doing research on parliament	√	√	√	√	√	√	√	√						Involvement of parliament staff and scholars of the country for the best output be published annually.	Publishing best annual research journal on parliamentary democracy.

DEPARTMENT OF COMMUNICATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
8. Enhance the credibility of Parliamentary reporting.	1. Training workshops for media officers on Committee reporting 2. Cover all the committees, functions and delegations and prepare necessary press notes to be released to media.	Provide necessary knowledge and information on parliamentary reporting	√								√						Enhance the quality and credibility of parliamentary reporting towards the public	Public awareness on the securing parliamentary democracy of the country.
9. Promotional Campaign for the parliament through other sources	1. Produce impressive short video clips to promote the parliament 2. Produce promotional video clips to be displayed in LED video walls 3. Wall art campaign as a mode of nonverbal communication 4. Live chat pop up tool on the website for proactive outreach.	Produce promotional video clips, interviews, travelogues, public service announcements, to be utilized as a audio visual aid at various campaigns.	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Making Parliament and its activities more familiar with general public	Aim of creating a public centered parliament

DEPARTMENT OF COMMUNICATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
10. Upgrading the knowledge of Parliamentary Media Team	More exposure and experience with other parliaments and the handling of media to secure the parliamentary democracy in the world.	Trainings and experiencing other parliaments as a mode of gaining new approaches to develop effective communication methods.	√	√	√	√	√	√									Liaising with the activities of communication sections of other parliaments towards public.	Securing democracy and effective communication methods between parliament and public .
11. Create an official documentary for the Parliament of Sri Lanka	<p>1. Preview the current documentary and propose necessary revisions</p> <p>2. Coordinated necessary experts to revise the script do the direction</p> <p>3. Pre-production/ Production/ Post production of the documentary</p> <p>4. finalize the documentary</p>	<p>1. Finalize a proper script</p> <p>2. Complision of Production and post production of the documentary</p>	√	√	√	√	√	√								Produce an optimum documentary video for the Parliament.	An official documentary of Parliament of Sri Lanka which contains every aspect of the parliament as a democratic institution	

FOREIGN RELATIONS AND PROTOCOL OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Carry out Decisions & Provide Service to MPP	i.Organizing local Confernces, Seminars, workshops when requested by the Headquarters of CPA/IPU and SAARC. ii.Arranging to send delegations for international Seminars,Workshps, Confernces and visits. iii.Assisting MPPs/ Staff to obtain visas, air tickets and passports and other consular matters. iv.Receiving and seeing off visitors.	COP(P)	*	*	*	*	*	*	*	*	*	*	*	*	*	i. Efficient conduct of activities of the CPA IPU and SAARC ii. Assisting MPs and staff of Parliament at Foreign travels and study visits.	To acquire new knowledge, sharing experiences, skill development and learning best practices and procedures of Parliamentary conduct of other foreign Parliaments.
Financial Transactions to be prepared transparently	Handling financial transactions related to foreign travel arranged by the Office.	COP(P)	√	√	√	√	√	√	√	√	√	√	√	√	Maintaining accuracy and economical transactions.	Maintaining accuracy and economical transactions.	
Reports	Preparing annual reports, correspondences with Parliaments and overseas/ Local missions.	COP(P)	√	√	√	√	√	√	√	√	√	√	√	√	Submission of accurate documents on time	Record keeping and conduct of efficient office work.	

* Due to the impact of Covid 19 Pandemic situation, it is difficult to project the conduct of Confernces, Seminars, Workshops etc. However, such occasions may arise as and when decided by the Headquarters of CPA, IPU and SAARC.

Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2022

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																
		Jan.	Feb.	March	1st Qtr Total	April	May	June	2nd Qtr Total	July	Aug.	Sep.	3rd Qtr Total	Oct.	Nov.	Dec.	4th Qtr Total	Grand Total
I	Salaries and allowance (1001 and 1003)	103,691	100,691	100,690	305,072	100,327	100,328	100,328	300,983	100,151	100,151	100,152	300,454	116,676	116,677	116,677	350,030	1,256,539
	Other Allowances paid with salary(Except object code 1003)	49,970	49,970	49,971	149,911	49,970	49,970	49,971	149,911	49,970	49,971	49,971	149,912	49,970	49,971	49,971	149,912	599,646
II	Overtime and Holiday pay (1002)	375	375	375	1,125	375	375	375	1,125	375	375	375	1,125	375	375	375	1,125	4,500
III	All other Recurrent Expenditure	90,451	88,451	86,452	265,354	81,539	81,539	81,539	244,617	81,694	81,694	81,694	245,082	78,717	78,717	84,717	242,151	997,204
	Total Recurrent	244,487	239,487	237,488	721,462	232,211	232,212	232,213	696,636	232,190	232,191	232,192	696,573	245,738	245,740	251,740	743,218	2,857,889
IV	Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
V	Other all Capital Expenses	18,010	18,010	18,010	54,030	17,890	17,890	17,910	53,690	16,270	16,270	16,270	48,810	12,890	12,890	12,890	38,670	195,200
VI	Public Officers Advance Account	3,000	3,000	4,000	10,000	2,000	2,000	2,000	6,000	2,000	2,000	3,000	7,000	2,000	2,000	3,000	7,000	30,000
VII	Deposit Accounts	821	821	821	2,463	821	821	821	2,463	821	821	821	2,463	821	821	821	2,463	9,852
VIII	Other Advance Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grand Total	266,318	261,318	260,319	787,955	252,922	252,923	252,944	758,789	251,281	251,282	252,283	754,846	261,449	261,451	268,451	791,351	3,092,941

Prepared By: M.A.K.D.C.Kumara



Checked By: K.I.Senaratne



Director (Finance) -

Signature : 

Name

Date : 06.12.2022

Official Stamp

J. Sarath Kumara
Director (Finance)
Parliament of Sri Lanka
Tri Jayawardenepura Kotte

PROCUREMENT PLAN FOR THE YEAR 2022

S/N	Description	Estimated Cost (Rs.)	Procurement Method	Procurement Activities & their Scheduled Date of Completion								Remarks
				Date of Appointment of PC & TEC	Preparation & Approve of Bid Documents	Issue of Bidding Documents	Close of Bids	Evaluation of Bids	Award of Contract	Signing Date of Agreement	Completion of Contract	
Annual Procurements-Goods (Consumable)												
1	Purchase of Food Items -2022 (i.e. for the period 01.01.2022-31.12.2022)	154,663,984.00	NCB	Already Done (08.09.2021)	Already Done (05.10.2021)	Already Done (20.10.2021)	Already Done (02.11.2021)	Ongoing	15.12.2021	20.12.2021	31.12.2022	Contract implementation 12 months from award
2	Purchase of Uniforms -Except Shoes -2022 (i.e. for the period 01.01.2022-31.12.2022)	5,432,263.00	Shopping	Already done (25.10.2021)	14.12.2021	02.01.2022	31.01.2022	09.02.2022	02.03.2022	14.03.2022	18.04.2022	Contract Implementation 01 month from award (Main order) & through out the year
3	Purchase of Shoes for Uniformed Staff - 2022 (i.e. for the period 01.01.2022-31.12.2022)	1,962,519.00	Shopping	20.01.2022	25.02.2022	02.03.2022	31.03.2022	20.04.2022	04.05.2022	13.05.2022	24.05.2022	Contract Implementation 01 month from award (Main order) & through out the year
4	Purchase of Linen Items - 2022 (i.e. for the period 01.01.2022-31.12.2022)	800,000.00	Shopping	01.01.2022	07.01.2022	20.01.2022	07.02.2022	14.02.2022	28.02.2022	07.03.2022	07.04.2022	Contract Implementation 01 month from award
5	Purchase of Parliamentary Diary Covers - 2023	1,000,000.00	Shopping or Direct contracting	07.10.2022	12.10.2022						01.12.2022	Contract Implementation 01 month from award
6	Purchase of Cleaning Equipment - 2022 (i.e. for the period 01.10.2022-30.09.2023)	1,000,000.00	Shopping	15.10.2021	03.12.2021	06.12.2021	20.12.2021	22.12.2021	31.12.2021	03.01.2022	31.12.2022	Contract implementation 12 months from award
7	Purchase of Cleaning Items - 2022/2023 (i.e. for the period 01.08.2022-31.07.2023)	6,331,091.45	Shopping	06.07.2021	30.07.2021	04.08.2021	16.08.2021	06.09.2021	12.10.2021	12.10.2021	31.07.2023	Contract implementation 12 months from award
8	Purchase of Photocopy Papers -2022 1st QTR (i.e. for the period 01.01.2022-31.03.2022)	800,000.00	Shopping	Permanent PC	10.12.2021	12.12.2021	28.12.2021	30.12.2021	02.01.2022	N/A	09.01.2022	Contract duration 02 weeks from award
	Purchase of Photocopy Papers -2022 2nd QTR (i.e. 01.04.2022-30.06.2022)	800,000.00	Shopping	Permanent PC	10.03.2022	15.03.2022	31.03.2022	10.04.2022	15.04.2022	N/A	30.04.2022	Contract duration 02 weeks from award
	Purchase of Photocopy Papers - 2022 3rd QTR (i.e. for the period 01.07.2022-30.09.2022)	800,000.00	Shopping	Permanent PC	10.06.2022	15.06.2022	31.06.2022	10.07.2022	15.07.2022	N/A	31.07.2022	Contract duration 02 weeks from award
	Purchase of Photocopy Papers - 2022 4th QTR (i.e. for the period 01.10.2022-31.12.2022)	800,000.00	Shopping	Permanent PC	10.09.2022	15.09.2022	31.09.2022	10.10.2022	15.10.2022	N/A	31.10.2022	Contract duration 02 weeks from award
	Purchase of Photocopy Papers - 2023 1st QTR (i.e. for the period 01.01.2023-31.03.2023)	800,000.00	Shopping	Permanent PC	10.12.2022	15.12.2022	31.12.2022	10.01.2023	15.01.2023	N/A	31.01.2023	Contract duration 02 weeks from award
9	Laundry - 2022/2023 (i.e. for the period 01.03.2022 - 28.02.2023)	7,353,750.60	Shopping	20.12.2021	10.01.2022	13.01.2022	31.01.2022	07.02.2022	14.02.2022	21.02.2022	28.02.2023	Contract implementation 12 months from award
10	Purchase of Envelopes - 2022/2023 (i.e. for the period 01.01.2022-31.12.2023)	2,000,000.00	Shopping	03.01.2022	05.01.2022	10.01.2022	24.01.2022	07.02.2022	10.02.2022	17.02.2022	28.02.2023	Contract implementation 12 months from award
11	Purchase of Souvenir Items - 2022 (i.e. for the period 01.01.2022-31.12.2022)	3,000,000.00	Shopping	Already Done (10.12.2021)	Already Done (31.12.2021)	Already Done (01.01.2022)	Already Done (15.01.2022)	21.01.2022	14.03.2022	21.03.2022	19.03.2023	Contract Implementation 12 months from award
12	Purchase of Flowers - 2022/2023 (i.e. for the period 01.03.2022-28.02.2023)	1,100,000.00	Shopping	14.12.2021	31.12.2021	07.01.2022	20.01.2022	31.01.2022	01.02.2022	21.02.2022	28.02.2023	Contract Implementation 12 months from award
13	Purchase of Bottled Drinking Water - 2022/2023 (i.e. for the period 04.08.2022-03.08.2023)	887,760.00	Shopping	21.04.2022	10.05.2022	17.05.2022	07.06.2022	24.06.2022	01.07.2022	21.07.2022	03.08.2023	Contract Implementation 12 months from award
Annual Procurements - Services												
14	Insurance of Parliament Building & Jayanthipura Cafeteria-2023 (i.e. for the period 01.01.2023-31.12.2023)	1,355,943.88	LNB	25.10.2022	25.11.2022	28.11.2022	13.12.2022	20.12.2022	23.12.2022	30.12.2022	31.12.2023	Contract Implementation 12 months from award

S/N	Description	Estimated Cost (Rs.)	Procurement Method	Procurement Activities & their Scheduled Date of Completion								Remarks
				Date of Appointment of PC & TEC	Preparation & Approve of Bid Documents	Issue of Bidding Documents	Close of Bids	Evaluation of Bids	Award of Contract	Signing Date of Agreement	Completion of Contract	
15	Pest & Termite Control Services - 2022/2023 (i.e. for the period 15.02.2022-14.02.2023)	1,300,000.00	Shopping	Already done (01.12.2021)	Already done (06.12.2021)	13.12.2021	30.12.2021	10.01.2022	10.03.2022	17.03.2022	15.03.2023	Contract Implementation 12 months from award
16	Servicing & Refilling of Fire Extinguishers (For the period from 03.12.2021-03.12.2024)	1,137,600.00 (for 03 yrs) 379,200.00 per year	Shopping	01.05.2021	14.05.2021	01.06.2021	30.06.2021	31.07.2021	14.08.2021	01.09.2021	12.09.2021	Awarded on 03/12/2021 for 03 years
Non Routine Procurements												
17	Supply, Delivery, Installation Commissioning and maintenance of a Generator System	125,000,000.00	NCB	14.01.2022	31.01.2022	07.02.2022	03.07.2022	31.03.2022	07.04.2022	21.04.2022	21.11.2022	contract duration 07 months from award
18	Fire Alarm and Detection System of Parliament	120,794,000.00	NCB	05.01.2022	21.01.2022	01.02.2022	02.03.2022	16.03.2022	23.03.2022	11.04.2022	11.10.2022	contract duration 06 months from award
19	Replacing External Globe Lamp Posts	20,000,000.00	NCB	Already done	25.01.2022	01.02.2022	02.03.2022	10.03.2022	28.03.2022	18.04.2022	18.08.2022	contract duration 04 months from award
20	Replacement of Secondary Chilled Water Pumps of Central Air Conditioning System	30,000,000.00	NCB	14.02.2022	14.03.2022	01.04.2022	30.04.2022	21.05.2022	01.06.2022	14.06.2022	14.10.2022	contract duration 04 months from award
21	Replacement of Secondary Water Pump Hosue at Parliament Complex	13,500,000.00	Shopping	05.01.2022	31.01.2022	15.02.2022	07.03.2022	15.03.2022	21.03.2022	20.04.2022	20.06.2022	contract duration 02 months from award
22	General Maintenance	15,850,000.00	Shopping	01.03.2022	24.03.2022	29.03.2022	18.04.2022	25.04.2022	29.04.2022	19.05.2022	19.06.2022	duration: through out the year
23	Maintenance of Lifts, AHU, Secondary Chill water pumps valves	13,500,000.00	Shopping	18.02.2022	11.03.2022	16.03.2022	29.03.2022	11.04.2022	20.04.2022	10.05.2022	10.06.2022	duration: through out the year
24	Maintenance of Building internal, external painting	15,850,000.00	Shopping	15.03.2022	01.04.2022	06.04.2022	18.04.2022	27.04.2022	16.05.2022	06.06.2022	06.07.2022	duration: through out the year
25	Maintenance of Central Air conditioning, VRV AC Machines replacing of refrigerating system and cold room, Broadcast control room, CCTV chamber, MATV maintenance & Agreement etc. Maintenance of sound conference system Maintenance Agreement	100,000,000.00	Shopping	28.02.2022	18.03.2022	24.03.2022	06.04.2022	27.04.2022	02.05.2022	20.05.2022	20.06.2022	duration: through out the year
26	Fixing of Stainless Steel welded Mesh & painting work at main kitchen	2,000,000.00	Shopping	Already done (19.11.2021) (for mesh only)	Already done (24.11.2021)	Already done (25.11.2021)	08.12.2021	17.12.2021	24.12.2021	-	31.12.2021	Only for SS mesh (not for painting)
27	Maintenance of Building (replacing light fittings & replacing PABX system) - Hon. Speaker's Residence	3,250,000.00	NCB	01.02.2022	25.02.2022	03.03.2022	28.03.2022	11.04.2022	19.04.2022	09.05.2022	09.06.2022	duration: through out the year
28	Maintenance of Equipment	1,000,000.00	Shopping	15.03.2022	08.04.2022	18.04.2022	28.04.2022	10.05.2022	16.05.2022	06.06.2022	06.07.2022	duration: through out the year
29	Building improvements & additional to the building	3,000,000.00	Shopping	22.03.2022	18.04.2022	22.04.2022	06.05.2022	17.05.2022	23.05.2022	15.06.2022	17.10.2022	contract duration 04 months from award
30	Additional improvements to the machinery improvements of MATV system	2,000,000.00	Shopping	01.04.2022	26.04.2022	02.05.2022	12.05.2022	23.05.2022	01.06.2022	22.06.2022	22.07.2022	duration: through out the year
31	Machinery Maintenance (Madiwela, N'Eliya, Jayawadenegama & Methsevena)	3,500,000.00	Shopping	01.02.2022	22.02.2022	28.02.2022	11.03.2022	25.03.2022	31.03.2022	25.04.2022	25.05.2022	duration: through out the year
32	Maintenance of Building (Building improvements & additional to the building)	11,050,000.00	Shopping	24.03.2022	18.04.2022	22.04.2022	04.05.2022	16.05.2022	20.05.2022	09.06.2022	11.07.2022	duration: through out the year
33	Renovation of Storm Water Drainage System at Madiwela MPP quarters - Stage II	2,600,000.00	Shopping	01.01.2022	31.01.2022	14.02.2022	14.03.2022	31.03.2022	14.04.2022	01.05.2022	31.10.2022	Contract duration 06 months from award
34	Purchase of balance items for Renovation of Public Toilet Complex at Parliament	5,670,207.00	Shopping	Already Done (07.10.2021)	10.12.2021	15.12.2021	27.12.2021	31.12.2021	03.01.2022	-	12.01.2022	Contract duration 02 weeks from award
35	Maintenance of Police Barracks	3,000,000.00	Shopping	25.01.2022	18.02.2022	22.03.2022	31.03.2022	08.04.2022	12.04.2022	02.05.2022	02.11.2022	Contract duration 06 months from award

S/N	Description	Estimated Cost (Rs.)	Procurement Method	Procurement Activities & their Scheduled Date of Completion								Remarks
				Date of Appointment of PC & TEC	Preparation & Approve of Bid Documents	Issue of Bidding Documents	Close of Bids	Evaluation of Bids	Award of Contract	Signing Date of Agreement	Completion of Contract	
36	Construction of a Dual Helipad at the Parliament Ground	3,000,000.00	Shopping	01.02.2022	25.02.2022	03.03.2022	14.03.2022	21.03.2022	01.04.2022	21.04.2022	21.05.2022	Contract duration 01 month from award
37	Upgrading i-parliament Database & Related Licensing	3,000,000.00	Shopping	31.01.2022	28.02.2022	14.03.2022	23.02.2022	07.03.2022	07.04.2022	27.04.2022	27.06.2022	contract duration 02 months from award
38	Supply, Installation and Maintenance of Backup Restoration Solutions for Parliament	10,000,000.00	NCB	01.02.2022	25.02.2022	03.03.2022	01.04.2022	25.04.2022	28.04.2022	18.05.2022	19.09.2022	Contract duration 04 months from award
39	Upgrade Mobile App	4,000,000.00	Shopping	14.02.2022	14.03.2022	21.03.2022	21.04.2022	07.05.2022	14.05.2022	01.06.2022	31.08.2022	Contract duration 03 months from award
40	End user Equipment (PC's Windows, OS, Office Package UPS)	15,000,000.00	NCB	25.01.2022	25.02.2022	03.03.2022	31.03.2022	15.04.2022	09.05.2022	27.05.2022	27.06.2022	Contract duration 01 month from award
41	Kitchen Equipment (for kitchen)	4,294,000.00	Shopping	31.01.2022	11.02.2022	01.03.2022	09.03.2022	25.03.2022	31.03.2022	-	12.04.2022	Contract duration 01 month from award
42	Other Equipment (for kitchen)	684,215.00	Shopping	01.02.2022	15.02.2022	22.02.2022	03.03.2022	11.03.2022	21.03.2022	-	01.04.2022	Contract duration 01 month from award
43	Purchase of Garden Equipment	1,347,000.00	Shopping	25.02.2022	11.03.2022	15.03.2022	24.03.2022	31.03.2022	04.04.2022	-	18.04.2022	Contract duration 01 month from award
44	Graden Maintenance & Accessories, Agro Chemicals & Potting Materials	630,500.00	Shopping	01.03.2022	17.03.2022	23.03.2022	01.04.2022	11.04.2022	18.04.2022	-	29.04.2022	Contract duration 01 month from award
45	Housekeeping Other Requirements	450,000.00	Shopping	10.03.2022	25.03.2022	31.03.2022	11.04.2022	22.04.2022	27.04.2022	-	10.05.2022	Contract duration 01 month from award
46	Cutlery, Crockery, Glassware & Equipment (F&B Section)	5,919,860.00	Shopping	01.02.2022	28.02.2022	03.03.2022	14.03.2022	28.03.2022	18.04.2022	-	29.04.2022	Contract duration 01 month from award
47	Cutlery, Crockery, Glassware & Equipment (for F&B Section)	1,535,290.00	Shopping	01.02.2022	28.02.2022	03.03.2022	14.03.2022	28.03.2022	18.04.2022	-	29.04.2022	Contract duration 01 month from award
48	Capital Equipment for F&B Section	1,947,480.00	Shopping	03.03.2022	22.03.2022	28.03.2022	07.04.2022	18.04.2022	21.04.2022	-	04.05.2022	Contract duration 01 month from award
49	Items for Kitchen Stewarding Unit	2,320,000.00	Shopping	15.03.2022	04.04.2022	07.04.2022	21.04.2022	02.05.2022	16.05.2022	-	27.05.2022	Contract duration 01 month from award

INTERNAL AUDIT PLAN - 2022 PARLIAMENT OF SRI LANKA

No.	Proposed Activities as per the Action plan / Estimate			Internal Audit Plan							
	Objectives and Expected output	Budget estimate Rs. Million	Proposed Activities	Audit field and internal audit Activities	Risk rating	Time Frame for internal audit operation				Resource to be used -Hours	Type of Audit
						1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
1	Payments Performance of Parliamentary functions.		Salary, pension payment of MPP's and W&OP contribution of staff.	Finance and administration. 1. Check the salary scales and placement of salaries with relevant circulars. 2. Check the accuracy of the calculation and placement of 02 extra increments. 3. Check the accuracy of OT/Bata calculation. 4. Check the pension payment and PSPF contribution. 5. Check and ensure the accuracy IT based salary / allowances calculating system	3			√		75	FA/SA
			other recurrent expenses	1. Check the progress of stationery monitoring system and energy consumption, monitoring and controlling project (Grid consumption / Generator maintenance) 2. Analysis the catering expenditure and check the compliance with agreement, contract.	3			√		120	PA
					4	√				120	FA/PA
2	Procurement Proceed with purchase of items as per the Guidelines.		Prepare the procurement plan and proceed with progress and performance.	1. Evaluation of services rendered according to signed contract, based on value for money concept. Identification of critical equipment/systems and evaluation of efficient and effectiveness of service and maintenance agreement.	4				√	280	SA
3	Stock maintenance Maintaining Minimum stock without wastage and complains.		1. Maintaining sufficient and economical inventory.	System development activities. 1. Evaluate the existing stores mgt system (Main stores/Eng. stores) and enhance system facilities to meet modern stores management objectives.	4	√				158	SA/PA
			2. Minimizing excess food production.	1.1 Train staff adequately to meet above objectives.	2	√				45	SA
			3. Achieving food storage objectives.	2. Check the stock turnover ratio and encourage to maintain sufficient economical stocks at all stores.	3	√				135	SA
				3. Check the overall performance of catering items maintenance system and make sure important information	3		√			280	PA

INTERNAL AUDIT PLAN - 2022 PARLIAMENT OF SRI LANKA

No.	Proposed Activities as per the Action plan / Estimate			Internal Audit Plan								
	Objectives and Expected output staff.	Budget estimate	Proposed Activities	Audit field and internal audit Activities	Risk rating	Time Frame for internal audit operation				Resource to be used	Type of	
			3. Providing accommoda_ _tion in methsevana and General 's House.	implementing committee recommendation of issuing bus and railway passes. 3. Check and review the progress of internal control systems put in place at remort locations. 4.To identify any potential to be removed or controlled to prevent injury, ill health or property damage. 5. Check the reliability of adopted internal control system at remote locations (Mesth Sevana / Generals House)	3 3 3		√				30 20 25	FA FA FA/SA
7	Providing staff transport facilities. Ensure smooth and cost effective transport service at all times.		1. Providing staff transport facilities 2. Settling fuel bills. 3. Renewel of revenue licenses, insurance policy, and maintenance.	Establishment and HRM activities 1. Check the progress of implementation of vehicle information management system. 2. Check the accuracy of IT based staff attendance security system	3 3			√			50 40	SA SA
8	Laundering Maintaining cleanliness and neatness.		Laundering uniforms and linen	Special audit activities Check the efficiency and cost effectiveness of laundering of uniforms and linen system.	3					√	40	SA
9	Conducting AMC meetings			Conducting AMC meetings 1. Involving matters arising at the AMC meeting.	4	√	√	√	√		800	
10				Other routine works assigned by the MGT. 1 Payment on purchasing of food items to Parliament 2 Payment on purchasing of fuel 3 Checking the pension files of the Parliament staff and recommending no claim vouchers for payment of pensions 4 Payment on common amenity service of Madiwela Houses		√	√	√	√		1100	
11				Conducting Special audits/inquiries	5			√	√		400	

INTERNAL AUDIT PLAN FOR THE YEAR OF 2022

Parliament of Sri Lanka

Operation of Audit Plan-2022


No of working days of the year	240 Days.
Less: Annual Eligible Leave (officer)	45 Days.
Available Days of the Year	195 Days.
Working hours per day	7 Hours.
No of Staff	4 Nos.
Total Man Hours	5460 Hours.

Staff of Internal Audit Unit

Chief Internal Auditor	01
Principal Officer	02
Deputy Principal Officer	01
Total Number of Staff	04

It should be noted that the following factors would have a direct of impact of implementation of annual audit plan.

- Availability of Internal Audit Staff.
- The materiality of the ad-hoc request by the management
- Co-operation by the staff and collection of relevant data.


W. K. D. C. Withanage
Chief Internal Auditor
Parliament of Sri Lanka
Sri Jayewardenepura Kotte

Chief Internal Auditor
Parliament of Sri Lanka.

Abbreviations

DCC	Deputy Chairmen of Committees
MP	Member of Parliament
SLP	Sri Lanka Parliament
SA	Serjeant-at-Arms
DA	Director (Administration)
EH	Editor of Hansard
D(C&HK)	Director (Catering & House-keeping Services)
CE	Co-ordinating Engineer
DF	Director (Finance)
DLS	Director (Legislative Services)
DISM	Director (Information Systems & Management)
DC	Director (Communication)
DSA	Deputy Serjeant-at-Arms
DDA	Deputy Director (Administration)
DEH	Deputy Editors of Hansard
DCE	Deputy Co-ordinating Engineer
CPI	Chief Parliamentary Interpreter
DCPI	Deputy Chief Parliamentary Interpreter
SE	Systems Engineer
CIA	Chief Internal Auditor
ASA	Assistant Serjeant-at-Arms
ADA (T)	Assistant Director (Administration) - Table Office
ADA (B)	Assistant Director (Administration) - Bills Office
ADA (E)	Assistant Director (Administration) - Establishments Office
ADA (F&A)	Assistant Director (Administration) - Finance & Accounts Office
ADA (S&S)	Assistant Director (Administration) - Supplies & Services Office
ADA (MS)	Assistant Director (Administration) - Members Services Office
ADA (MCC)	Assistant Director (Administration) - Ministerial Consultative Committee Office
ADA (CO)	Assistant Director (Administration) - Committee Office
ADA (HRD)	Assistant Director (Administration) - Human Resource Development Office
ADA (COPP)	Assistant Director (Administration) - Committee on Public Petitions Office
ADA (PAC)	Assistant Director (Administration) - Public Accounts Committee Office
ADA (COPE)	Assistant Director (Administration) - Committee on Public Enterprises Office
ADA (CA)	Assistant Director (Administration) - (Catering Accounts)
AEH	Assistant Editor of Hansard
E.Chief	Executive Chief
EHK	Executive Housekeeper
PO	Principal Officer
UDA	Urban Development Authority