



Action Plan 2023
Parliament of Sri Lanka

Introduction

Parliament is the Legislature of the Democratic Socialist Republic of Sri Lanka, one out of three pillars of the Executive, the Legislature and the Judiciary. The Constitution of the country makes provisions to ensure the ambition of the people where they are represented, and make laws and have a control on the public funds.

The sovereignty of Sri Lanka is in the people and Article 4 (a) of the Constitution of Sri Lanka states that the legislative power of the people shall be exercised and enjoyed through Parliament consisting of representatives elected by them. The representative power of the people is reflected in Article 62 of the Constitution and the same power vested in Parliament is further highlighted in Article 75. Article 76 of the Constitution states that the legislative power of the Parliament is inalienable and about its important duties and functions in law making process. The standing order which governs Parliament proceedings and its substantive matters are embodied in the rules under Article 74 of the Constitution.

Except the privileges of Parliament and its members, immunities and powers, Article 4(c) states that the judicial power of the people shall be exercised and enjoyed through judiciary by Parliament.

As set out in the Constitution and the Parliament Act No 21 of 1953 (Powers and Privileges), Article 67 of the Constitution recognizes the importance of the privileges of Parliament and its members and immunities and powers. Responsibility of ensuring such privileges, immunities and powers is vested in the President of the country to exercise the executive power of the people and the supervision over the executive by Parliament is recognized by Article 42. Standing Orders make provisions for Parliament to exercise the power of supervision.

Article 148 states that full control over the public funds shall be on the Parliament.

Hon. Anura Bandaranayaka, then Speaker of Parliament confirmed the supremacy of Parliament by ruling out a historical verdict in Parliament of Sri Lanka on 20th June 2001.

A Staff which is constitutionally established extends its supports for Parliament in order to further strengthen the functions for democracy and sustainability as Sri Lanka stands the oldest democratic state in Asia. By the ruling of Speaker made on 09th October 2012, The

Speaker's Office and the Staff of the Secretary General of Parliament have been identified according to the Constitution as two parallel offices in terms of their powers, authorities and status.

The provisions are set out in Article 65 (1) of the Constitution for appointment of the Secretary General of Parliament and his Staff is appointed under Article 65 (3) with the approval of the Speaker.

Parliament Secretariat is an independent and neutral body consisting of staff not falling into the category of public sector employees. The Secretary General of Parliament and his staff members are categorized by Article 170 of the Constitution as not government employees and thereby the Parliament Secretariat has received a special recognition as an independent body. Every matter relevant to the staff is set out by the Parliament Staff Act No.9 of 1953. This Act has made provisions to create departmental and financial regulations with regard to the Staff of the Secretary General of Parliament. The provisions have been made by this Act to appoint a Staff Advisory Committee to provide advice and guidance to the Secretary General of Parliament with regard to his staff.

Office of the Secretary General of Parliament functioning under him, as its main responsibility, is providing research, technological and administrative assistance including the understanding on the required procedures to meet up the constitutional mandate of the members of Parliament. The Parliament Secretariat is performing a primary duty to reduce the gap among Parliament, people and their representatives. The Action Plan for the year 2023 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.

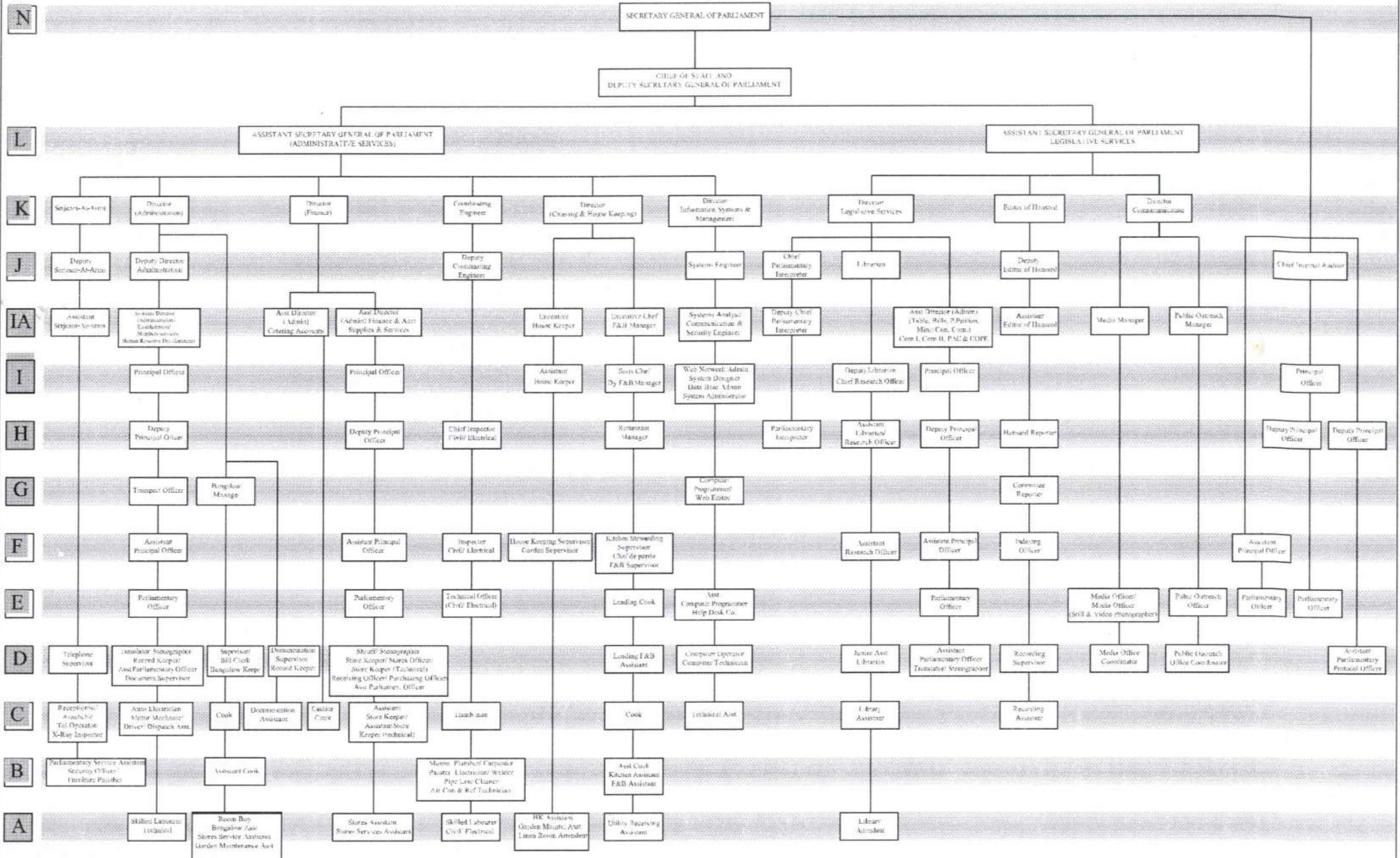
Legal Framework

- *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 Nov 2022

No.	Designation	Service	Grade / Class	Salary code	Service Level	Approved Cadre			Existing Cadre			
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other
1	Secretary-General of Parliament					1	-	-	1	0	0	0
2	Chief of Staff & Deputy Secretary-General of Parliament					1	-	-	1	0	0	0
3	Assistant Secretary-General					2	-	-	1	0	0	0
4	Serjeant-at-Arms					1	-	-	1	0	0	0
5	Director (Administration)					1	-	-	1	0	0	0
6	Editor of Hansard					1	-	-	1	0	0	0
7	Director (Legislative Services)					1	-	-	1	0	0	0
8	Co-ordinating Engineer					1	-	-	1	0	0	0
9	Director (Catering & House Keeping Services)					1	-	-	1	0	0	0
10	Director (Information Systems & Management)					1	-	-	1	0	0	0
11	Director(Finance)					1	-	-	1	0	0	0
12	Director (Communication)					0	1	-	0	0	0	0
13	Deputy Serjeant-at-Arms					1	-	-	1	0	0	0
14	Deputy Director (Administration)					1	-	-	1	0	0	0
15	Chief Parliamentary Interpreter					1	-	-	1	0	0	0
16	Librarian					1	-	-	1	0	0	0
17	Librarian - Casual					0	0	0	0	0	0	0
18	Deputy Editor of Hansard (Sinhala)					1	-	-	1	0	0	0
19	Deputy Editor of Hansard (Tamil)					1	-	-	1	0	0	0
20	Deputy Editor of Hansard (English)					1	-	-	1	0	0	0
21	Systems Engineer					1	-	-	1	0	0	0
22	Deputy Co-ordinating Engineer					1	-	-	1	0	0	0
23	Chief Internal Auditor					1	-	-	1	0	0	0
24	Assistant Serjeant-at-Arms					1	-	-	1	0	0	0
25	Assistant Director (Administration)					14	-	-	13	0	0	0
26	Assistant Director (Administration)(Catering Accounts)					1	-	-	1	0	0	0
27	Deputy Chief Parliamentary Interpreter (Sinhala/Tamil/Sinhala)					1	-	-	1	0	0	0
28	Deputy Chief Parliamentary Interpreter (Sinhala/English/Sinhala)					1	-	-	1	0	0	0
29	Deputy Chief Parliamentary Interpreter (English/Tamil/English)					1	-	-	0	0	0	0
30	Assistant Editor of Hansard (Sinhala)					5	-	-	5	0	0	0
31	Assistant Editor of Hansard (Tamil)					1	-	-	1	0	0	0
32	Assistant Editor of Hansard (English)					5	-	-	5	0	0	0
33	Assistant Editor of Hansard (Sinhala) - Relief								0	0	0	1
34	Executive Chef					1	-	-	1	0	0	0
35	Food & Beverages Manager					1	-	-	1	0	0	0
36	Executive Housekeeper					1	-	-	1	0	0	0
37	Systems Analyst					1	-	-	1	0	0	0
38	Communication/Security Engineer					1	-	-	1	0	0	0
39	Public Outreach Manager					1	-	-	1	0	0	0
40	Media Manager					1	-	-	1	0	0	0
41	Security Consultant					1	-	-	0	0	0	0
42	Co-ordinating Secretary to SGP					0	-	1	1	0	0	0
43	Consultants					0	-	6	0	0	0	0
44	Principal Officer					15	-	-	15	0	0	0
45	Assistant House Keeper					1	-	-	1	0	0	0
46	Deputy Librarian					1	-	-	1	0	0	0
47	Sous Chef					1	-	-	1	0	0	0
48	Deputy Food & Beverage Manager					1	-	-	1	0	0	0
49	Web Network Administrator					1	-	-	1	0	0	0
50	Assistant Parliamentary Officer - Casual								0	0	0	0
51	Systems Designer					1	-	-	1	0	0	0
52	Database Administrator					1	-	-	0	0	0	0
53	Systems Administrator					1	-	-	1	0	0	0
54	Chief Research Officer					1	-	-	1	0	0	0
55	Deputy Principal Officer					24	-	-	24	0	0	0
56	Research Officer (Library)					7	-	-	5	0	0	0

No grade

Salary Scale is specially designed for Parliament Staff

Senior

Parliament of Sri Lanka - Sri Jayewardenepura, Kotte

Carder Information as at 30 Nov 2022

No.	Designation	Service	Grade / Class	Salary code	Service Level	Approved Cadre			Existing Cadre			
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other
57	Research Officer - Casual							0	0	0	0	
58	Parliamentary Interpreter (Sinhala/Tamil/Sinhala)					14	-	-	9	0	0	0
59	Parliamentary Interpreter (Sinhala/English/Sinhala)					14	-	-	10	0	0	0
60	Parliamentary Interpreter (English/Tamil/English)					14	-	-	5	0	2	0
61	Assistant Librarian					3	-	-	3	0	0	0
62	Hansard Reporter (Sinhala)					18	-	-	15	0	0	0
63	Hansard Reporter (Tamil)					5	-	-	5	0	0	0
64	Hansard Reporter (English)					18	-	-	13	0	0	0
65	Hansard Reporter - Casual								0	0	2	0
66	Chief Inspector (Civil)					1	-	-	1	0	0	0
67	Chief Inspector (Electrical)					1	-	-	1	0	0	0
68	Restaurant Manager					7	-	-	7	0	0	0
69	Computer Programmer					6	-	-	3	0	0	0
71	Web Editor (English/Sinhala)					1	-	-	0	0	0	0
72	Web Editor (English/Tamil)					1	-	-	1	0	0	0
73	Transport Officer					1	-	-	1	0	0	0
74	Committee Reporter (Sinhala)					9	-	-	9	0	0	0
75	Committee Reporter (Tamil)					1	-	-	0	0	0	0
76	Committee Reporter (English)					5	-	-	3	0	0	0
77	Bungalow Manager					2	-	-	1	0	0	0
78	Assistant Principal Officer					0	-	-	35	0	0	0
79	Indexing Officer					5	-	-	5	0	0	0
80	Indexing Officer - Casual								0	0	0	0
81	Inspector (Civil)					1	-	-	1	0	0	0
82	Inspector (Electrical)					1	-	-	1	0	0	0
83	Food & Beverages Supervisor					13	-	-	13	0	0	0
84	Kitchen Stewarding Supervisor					1	-	-	1	0	0	0
85	Chef-de- Partie					4	-	-	4	0	0	0
86	Garden Supervisor					1	-	-	1	0	0	0
87	House Keeping Supervisor					5	-	-	5	0	0	0
88	Assistant Research Officer					4	-	-	4	0	0	0
89	Parliamentary Officer					96	-	-	42	0	0	0
90	Parliamentary Officer - Casual								0	0	0	0
91	Assistant Computer Programmer					1	-	-	0	0	0	0
92	Leading Cook					10	-	-	10	0	0	0
93	Technical Officer (Civil)					2	-	-	2	0	0	0
94	Technical Officer (Electrical)					8	-	-	6	0	0	0
95	Help Desk Coordinator					1	-	-	1	0	0	0
96	Public Outreach Officer (Sinhala)					2	-	-	2	0	0	0
97	Public Outreach Officer (Tamil)					2	-	-	2	0	0	0
98	Public Outreach Officer (English)					2	-	-	2	0	0	0
99	Media Officer (Sinhala)					2	-	-	1	0	0	0
100	Media Officer (Tamil)					2	-	-	2	0	0	0
101	Media Officer (English)					2	-	-	2	0	0	0
102	Media Officer (Still & Video Photography)					1	-	-	1	0	0	0
103	Translator (Sinhala/Tamil/Sinhala)					6	-	-	2	0	0	0
104	Translator (Sinhala/English/Sinhala)					7	-	-	1	0	0	0
105	Translator (English/Tamil/English)					4	-	-	1	0	0	0
106	Stenographer (Sinhala)					7	-	-	4	0	0	0
107	Stenographer (Tamil)					5	-	-	1	0	0	0
108	Stenographer (English)					7	-	-	1	0	0	0
109	Telephone Supervisor					1	-	-	1	0	0	0
110	Record Keeper					1	-	-	1	0	0	0
111	Receiving Officer					1	-	-	1	0	0	0
112	Receiving Officer - Casual								0	0	0	0
113	Purchasing Officer					1	-	-	0	0	0	0

Parliament of Sri Lanka - Sri Jayewardenepura, Kotte

Carder Information as at 30 Nov 2022

No.	Designation	Service	Grade / Class	Salary code	Service Level	Approved Cadre			Existing Cadre			
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other
114	Stores Officer					1	-	-	1	0	0	0
115	Shroff					1	-	-	1	0	0	0
116	Junior Assistant Librarian					4	-	-	4	0	0	0
117	Computer Operator					13	-	-	11	0	0	0
118	Computer Operator - Casual								0	0	0	0
119	Assistant Parliamentary Officer					8	-	-	8	0	0	0
120	Computer Technician					2	-	-	2	0	0	0
121	Supervisor Bill clerk					3	-	-	2	0	0	0
122	Leading Food & Beverages Assistant					14	-	-	14	0	0	0
123	Documentation Supervisor					1	-	-	1	0	0	0
124	Recording Supervisor					1	-	-	1	0	0	0
125	Store Keeper					1	-	-	0	0	0	0
126	Store Keeper - Casual								0	0	0	0
127	Store Keeper (Technical)					1	-	-	1	0	0	0
128	Bungalow Keeper					1	-	-	1	0	0	0
129	Assistant Parliamentary Protocol Officer					5	-	-	3	0	0	0
130	Public Outreach Office Coordinator (Sinhala)					1	-	-	0	0	0	0
131	Public Outreach Office Coordinator (Tamil)					1	-	-	1	0	0	0
132	Public Outreach Office Coordinator (English)					1	-	-	0	0	0	0
133	Media Office Coordinator (Sinhala)					1	-	-	1	0	0	0
134	Media Office Coordinator (Tamil)					1	-	-	0	0	0	0
135	Media Office Coordinator (English)					1	-	-	0	0	0	0
136	Receptionist					17	-	-	14	0	0	0
137	Telephone Operator					9	-	-	9	0	0	0
138	Arachchi					1	-	-	1	0	0	0
139	Driver					31	-	-	31	0	0	0
140	Driver - Casual								0	0	0	0
141	Despatch Assistant					6	-	-	5	0	0	0
142	Library Assistant					5	-	-	2	0	0	0
143	Documentation Assistant					5	-	-	5	0	0	0
144	Cook					24	-	-	20	0	0	0
145	Recording Assistant					5	-	-	5	0	0	0
146	Recording Assistant - Casual								0	0	1	0
147	Cashier Clerk					4	-	-	4	0	0	0
148	X-Ray Inspector					12	-	-	12	0	0	0
149	Auto Electrician					1	-	-	1	0	0	0
150	Handyman					3	-	-	3	0	0	0
151	Assistant Store Keeper					2	-	-	2	0	0	0
152	Assistant Store Keeper (Technical)					1	-	-	1	0	0	0
153	Motor Mechanic					2	-	-	2	0	0	0
154	Motor Mechanic- Casual								0	0	0	0
155	Technical Assistant					2	-	-	2	0	0	0
156	Parliamentary Service Assistant					77	-	-	76	0	0	0
157	Parliamentary Service Assistant - Casual								0	0	0	0
158	Security Officer					15	-	-	12	0	0	0
159	Food & Beverages Assistant					34	-	-	30	0	0	0
160	Assistant Cook					8	-	-	8	0	0	0
161	Kitchen Assistant					5	-	-	5	0	0	0
162	Furniture Polisher				Primary	4	-	-	4	0	0	0
163	Furniture Polisher - Casual								0	0	0	0
164	Mason					2	-	-	1	0	0	0
165	Carpenter					6	-	-	6	0	0	0
166	Plumber					6	-	-	5	0	0	0
167	Painter					8	-	-	8	0	0	0
168	Electrician					8	-	-	6	0	0	0
169	Welder					1	-	-	0	0	0	0

Parliament of Sri Lanka - Sri Jayewardenepura, Kotte

Carder Information as at 30 Nov 2022

No.	Designation	Service	Grade / Class	Salary code	Service Level	Approved Cadre			Existing Cadre			
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other
170	Pipe Line Cleaner					2	-	-	2	0	0	0
171	Air Conditioning & Refrigeration Technician					2	-	-	2	0	0	0
172	Housekeeping Assistant					86	-	-	83	0	0	0
173	Housekeeping Assistant (Casual)								0	0	0	0
174	Garden Maintenance Assistant					16	-	-	16	0	0	0
175	Garden Maintenance Assistant - Dying Cadre								0	0	0	2
176	Sanitary Labourer					9	-	-	5	0	0	0
177	Room Boy					8	-	-	8	0	0	0
178	Linen Room Attendant					1	-	-	1	0	0	0
179	Utility Receiving Assistant					21	-	-	18	0	0	0
180	Stores Services Assistant					6	-	-	5	0	0	0
181	Bungalow Assistant					2	-	-	2	0	0	0
182	Skilled Labourer (Civil)					12	-	-	9	0	0	0
183	Skilled Labourer (Civil) - Dying Cadre								0	0	0	1
184	Skilled Labourer (Electrical)					5	-	-	3	0	0	0
185	Skilled Labourer (Electrical) Dying Cadre								0	0	0	1
186	Skilled Labourer (Technical)					1	-	-	1	0	0	0
187	Stores Assistant					1	-	-	1	0	0	0
188	Library Attendant					4	-	-	4	0	0	0
Total						984	1	7	844	0	5	5
						Approved Cadre			Existing Cadre			
Service Level						Permanent	Contract	Casual	Permanent	Contract	Casual	Dying Cadre
Senior						60	1	7	57	0	0	1
Tertiary						176	0	0	139	0	4	0
secondary						268	0	0	208	0	0	0
Primary						480	0	0	440	0	1	4
Total						984	1	7	844	0	5	5
						992			854			

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
 - Office of the Coordinating Secretary to the Secretary General Of Parliament
 - Internal Audit Unit
 - Right to Information

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

OFFICE OF THE HON. SPEAKER / HON. DEPUTY SPEAKER / 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	i. Organizing and conducting all Ceremonial, National and Religious functions in the Parliamentary Complex and representation of protocol related matters to Hon. Speaker. ii. Reception and facilitation of visits of VVIP/VIP and other foreign delegations to Parliament. iii. Lying in State Ceremonies/Unveiling of Portraits.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	Conducting ceremonies and programmes in an immaculate and qualitative manner. Receptive to international recognition/appreciations	Preserving conventional values Preserving good will and stimulating for collaboration and co-operation among nations. Improve bilateral relationship Extending the respect and recognition for esteem leadres
Visitor Administration and Gallery Control	Assisting stake-holders and public Regulation and Control of Galleries.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	Sharing and learning background at Parliament.	Assisting in preserving the Democracy. Enlighting public on Parliament practice and procedure and imparting knowledge. Achieve open Parliament concept objectives.

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 supreme 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. Facilitate for Smooth functioning of Parliament System.
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. laundering 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 and review & update the same iv. Maintance and upgrading of e-library.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	Maximum sharing of information and adherence to rules and regulations. Taking maximum effects for the preservation of historical facts exploring e-cocepts. Establishment of easy access for hosorical references.	Assisting in ensuring public awareness of Parliamentary Practice and Procedure and all related Parliament activities. Preservation of historical facts. Easy access for historical facts. Achieve open Parliament concept objectives.	
Sales of items depicting archeological /historical objectives	Controlling and regulating the Parliament Souvenir Shop, Exhibition Centre related work	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	Revenue generation and promotion. Protection of historical	Moderate profit generation. Preserve history,	

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		
	including paintings, murals, wooden, silver and gold carvings.														values.	maintain dignity and preservation of artifacts.
Departmental	i. Facilitating Staff Meetings, Security related Meetings, held as and when required. ii. Approval of various constructions around the Parliamentary Complex, iii. Facilitating all staff related matters and departmental functions. Total Number of staff 141.	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			
Establishments Office																	
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		√	√	√	√	√	√	√	√	√	√	√				

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			
Members' Services Office																	
Provide essential amenities for the Members of Parliament	i. Conducting house committee meeting	DA/DDA/ ADA(MS)/ PO(MS)	As per the sheduled												No. of House Committee meetings held	Improvement of the facilities provided to MPs	
	ii. Allocating houses for MPP from Madiwela housing scheme	SGP/DA/DDA/ ADA(MS)/ PO (MS)	As and when necessary												No. of Houses allocated	Saving the time and fuel when attending to Parliament Sessions	
	iii. Co-ordinating reservations of General's House, Nuwara Eliya for Hon. MPP	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 House
	iv. Co- ordinating conduct of maintenance work of the Madiwela housing scheme & General's House, Nuwara Eliya with the Co-ordinating Engineer Department	ADA (MS)/ CE , PO(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)/ PO(MS)	√	√	√	√	√	√	√	√	√	√	√	√	√	Percentage of Bills settled on time	Supply of Elecricity, Water & Telephone facilities without interruption

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			
	vi. Co-ordinating group insurance scheme for MP's with the Ministry of Public Services, Provincial Councils & Local Government	DA/DDA/ADA(MS) / PO(MS)	√	√	√	√	√	√	√	√	√	√	√	√	√	No. of Medical claims made	Ensure healthy lives and well-being of MPs
	vii. Co-ordinating supply of office equipment to MPP	DA/DDA/ADA(MS)	√	√	√	√	√	√	√	√	√	√	√	√	√	No. of MPs purchased Office Equipment	Improve efficiency of office work of MPs
	viii. Conducting classes for MPP (Languages , Legislature, etc.)	DA/DDA/ADA(MS)	As per the sheduled												No. of classes held	Improve skills of MPs	
	ix. Providing stationary on monthly basis to MPP	DA/DDA/ADA(MS)	√	√	√	√	√	√	√	√	√	√	√	√	√	No. of Sationary packages issued	Improve facilities of office work of MPs
Human Resourse Development Office																	
Identifying and Developing Trainers/ Resource Persons	Updating the Internal Pool of Trainers/ Resource Persons	DA/ DDA/ 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
Improving Knowledge, Skills & Attitudes of the Staff of Parliament Secretariat	Conducting Internal Training Programmes to Improve Knowledge	DA/DDA/PO(HRD)	√	√	√	√	√	√	√	√	√	√	√	√	√	No. of Participant Attended	Improving the Knowledge of Staff Members on the Respective Fields

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		
	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.
	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	DA/DDA/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	DA/DDA/PO(HRD)											√		Streamlining the selection process for Local & Foreign training	
	Selection for Foreign Training Programmes	DA/DDA/PO(HRD)											√			

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				
Coordinating Foreign Training Programmes	Short term study visits (foreign)	DA/DDA/ PO(HRD)	Depend on the availability of the Programme												No. of Participant Attended	Provision of Future Training on the respective Fields		
	Long term study visits (foreign)		Depend on the availability of the Programme															
	Parliamentary Internship Programme																√	√
	Training Programme on Legislative Drafting		√															
	ITE (India) Short Programmes		Depend on the availability of the Programme															
	Other		Depend on the availability of the Programme															
Enhancing the efficiency of employees through Experiential Learning	Conducting an Outbound Training Programme	DA/DDA/ PO(HRD)													√	No. of Participant Attended	Transformation in individual/team/institutional behaviour in a positive way.	
Familiarization with critical situations which may arise suddenly	Conducting Workshops / Knowledge Sharing Sessions on current issues	DA/DDA/ PO(HRD)	Depending on the prevailing issues												No. of Participant Attended	Awareness of the participants on the respective issue.		
Transport Office																		
Transport	i. Providing Staff transport facilities.	DA/DDA/ ADA (Transport)	√	√	√	√	√	√	√	√	√	√	√	√	√	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		

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				
Documentation Section																		
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	√	√	√	√	√	√	√	√	√	√	√	√	√			

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 reports of iii. Preparation of verbatim reports of local and international conferences when necessary . iv. Covering Party Leaders' Meetings.	Hansard reporters/ Committee reports	√	√	√	√	√	√	√	√	√	√	√	√	Accurate reporting	Public awareness
Editing	i. Editing House proceedings ensuring ii. Editing Committee proceedings. iii. Proof reading, preparing and sending corrected Hansard for final binding.	EH/DEHs/AEHs	√	√	√	√	√	√	√	√	√	√	√	Ensuring the preparation of accurate Hansards/ 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 Hansards	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 of CDs	Supporting Parliamentary Procedure Public awareness	
Indexing	i Taking down summary of House proceedings and entering in classified registers. ii Maintaining a time record book for MPs and a separate register for all speeches and Questions. iii. Preparation of a permanent index for each Hansard volume printed. iv. Maintaining a time record for each MP and each Party during a debate.	Indexing Officers	√	√	√	√	√	√	√	√	√	√	√	Easy reference Easy reference Easy reference Easy reference	Public awareness Public awareness Public awareness 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				
	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 MAINTANING HIGHEST STANDARDS OF CLEANNES 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	Providing meals to MP's	DC & H/K, E.Chef, ADA(Catering Acc)	√	√	√	√	√	√	√	√	√	√	√	√	√	11,922	
Food & Beverage	Providing meals to the staff & MP's Guest	DC & H/K, E.Chef, ADA(Catering Acc.)	√	√	√	√	√	√	√	√	√	√	√	√	√	371,772	
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	DC & H/K, AHK	√	√	√	√	√	√	√	√	√	√	√	√	Average pieces 270,000		
Cleaning	Cleaning office rooms, committee rooms & lobbies/cleaning and maintaining of wash rooms/cleaning of kitchen area/disinfection of the building & hand sanitation	DC& H/K, Stewarding Sup.	√	√	√	√	√	√	√	√	√	√	√	√	519,000 Sq. feet		
Sanitization	Hand sanitization	DC & H/K, EHK, Garden Sup.	√	√	√	√	√	√	√	√	√	√	√	√	160 liters		
	Disinfection of the building(As & when required)				15											5000 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			
	Parliament Complex																
RefurbishmentRepairs Maintenance	i.Refurbishment of main building, general maintenance,new construction etc.	CE/DCE (SL NAVY, Parliament)	√	√	√	√	√	√	√	√	√	√	√	√	√	To maintain the archeological value of the buildings	
	ii.Construction of Pinniyara Security Building, Public Toilet, X-ray room at Nugasevana Entrance, Fixing of kitchen mesh	CE/DCE (SL NAVY, Parliament)	√	√	√	√	√	√								Complete the building construction	
	iii.Maintenance of lifts,AHU,secondary chill water pump, valves, control panel	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and maintain the system up to date	
	iv.Maintenance of Building internal,external painting, general repairs	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	To maintain the archeological value of the buildings	
	v.Maintenance of central air conditioning system,VRV AC Machines,replacing of Refrigerating system of cold room	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	complete the building construction	
	vi.Broadcast control room,Vedio broadcasting system & sound congress/e-voting system of chamber, Other vedio broadcasting systems and sound congress systems in committee rooms, MATV maintenance &agreement etc.	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	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			
	vii.Repiring Existing Generator	CE/DCE (CEB)	√	√	√	√	√	√	√	√	√	√	√	√	√	To keep the existing generator in healthy conditioning until replacement	
	viii .Fixing of stainless steel welded mesh & painting work at Main kitchen in Parliament complex	CE/DCE	√	√	√	√	√	√								To complete work	
Hon.Speaker's Residence																	
	ix.Maintence equipment	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	To keep the equipment upto date	
	x.Maintenance of building	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection archeological value of the buildings	
Madiwela MPP Quarters																	
Repairs Maintenance	xi. Machinery maintence	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	To keep the equipment upto date	
	xii. Maintence of building	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection of archeological value of	
General House at Nuwara Eliya																	
RefurbishmentRepairs Maintenance	xiii. Machinery maintence	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	To keep the equipment upto date	
	xiv. Maintence of building	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage	
	xv.Building improvments & Additional to the building	CE/DCE (CECB, SL ARMY)	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection of archeological value of the building	

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			
	xv. Building improvements & Additional to the building	CE/DCE (CECB, SL ARMY)	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection of archeological value of the building	
Jaywadenagama Staff Quaters & Methsevena Pilgrim Rest																	
Repairs Maintenance	xvi. Machinery maintenance	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	To keep the equipment upto date	
	xvii. Maintenance of building	CE/DCE	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection of archeological value of the building	
Sravasthi Complex at Colombo-07																	
Refurbishment	xviii. Building improvements & Additional to the building, Roof repair	CE/DCE (UDA, SL NAVY)	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection of archeological value of the building	

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. Preparing Advance Accounts and updating the loan balances		√	√	√	√	√	√	√	√	√	√	√	√			
Reports	Preparation of	DF/ADA(F&A)													Annual financial performance	Secure accountability of public funds	
	Appropriation Account (Final Accounts)												√				

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			
	Bank Reconciliation		√	√	√	√	√	√	√	√	√	√	√	√	√		
	Imprest Reconciliation Report				√			√				√			√		
	Revenue Estimates							√							√		
	Annual Cash Flow Statement		√														
Fixed Asset Register	Fixed assets record, Transfer & dispose, Update asset register	ADA(Catering)	√	√	√	√	√	√	√	√	√	√	√	√	√	Reports General 66,47 and Board of survey	Efficient and Effective Asset Management Process and compliance
Catering Accounts	System Development on Catering , Cashiering , Costing and Pricing	ADA(Catering)	√	√	√	√	√	√	√	√	√	√	√	√	√	Accurate database	Elimination non value added activities ,Transparency, Accountability and efficiently generate Information for Decision making.

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 Papers of Parliament with the Business of the House for each Sitting of Parliament.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Publishing Questions, Orders, Regulations, Resolutions etc., or Other Business for each Sitting Day of	
	3) Preparation of Minutes of Parliament with the decisions of House and attendance of MPP.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.	√	√	√	√	√	√	√	√	√	√	√	√	√	√	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 in Parliament. 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

<p>2) Committees on (i) Parliamentary Business / or Party Leaders' as the case may be. (ii) Liaison Committee (iii) Backbenchers Committee</p>	<p>1) Summoning. 2) Conducting Meetings. 3) Preparing Agenda. 4) Preparing Minutes. 5) Translating Minutes. 6) Circulating extracts to the relevant authorities. 7) Recording Attendance of Committee Members.</p>	<p>ADA(T)/PO(T)/ Subject Officer.</p>	√	√	√	√	√	√	√	√	√	√	√	√	√	<p>Allocation of Time and Business for each Sitting of Parliament.</p>	<p>Facilitate every step related to Committee on Parliamentary Business / or Party Leaders' as the case may be.</p>
<p>3) Votes of Condolence of late MPP.</p>	<p>1) Extracts of Hansard to be sent to spouses or the relatives of late MPP.</p>	<p>ADA(T)/PO(T)/ Subject Officer.</p>	√	√	√	√	√	√	√	√	√	√	√	√	√	<p>Expressing Deepest Sympathies of Parliament.</p>	<p>Expressing Deepest Sympathies of Parliament to the relatives of late MPPs.</p>
<p>4) Parliamentary Questions.</p>	<p>1) Registration. 2) Editing. 3) Translation. 4) Refusals. 5) Publishing. 6) Correspondence.</p>	<p>ADA(T)/PO(T)/ Subject Officers of three Language Streams.</p>	√	√	√	√	√	√	√	√	√	√	√	√	√	<p>Publishing Parliamentary Questions in the Order Book/Addenda for future dates of Parliament.</p>	<p>Smooth functioning of each and every steps related to Questions asked in House by the MPPs.</p>
<p>5) Private Members' Motions</p>	<p>1) Registration. 2) Refusals. 3) Editing if required. 4) Translation. 5) Publishing. 6) Correspondence.</p>	<p>ADA(T)/PO(T)/ Subject Officer.</p>	√	√	√	√	√	√	√	√	√	√	√	√	√	<p>Publishing Private Members' Motions in the Order Book/Addenda for future dates.</p>	<p>Publishing Private Members' Motions in the Order Book/Addenda for future dates with zero error status.</p>
<p>6) No-date Motions</p>	<p>1) Registration. 2) Editing if required. 3) Translation. 4) Publishing.</p>	<p>ADA(T)/PO(T)/ Subject Officers of three Language Streams.</p>	√	√	√	√	√	√	√	√	√	√	√	√	√	<p>Publishing future business without date fixed.</p>	<p>Follow all the steps related to No-date Motions without any delay</p>

DEPARTMENT OF LEGISLATIVE SERVICES- TABLE OFFICE

7) Attending to correspondence with regard to Court Cases where the Hon. Speaker/ Secretary-General of Parliament are named as respondents (Supreme Court and Court of Appeal)	1) Correspondence with Attorney General 2) Preparation of Observations on Averments 3) Forwarding Proxies and other related documents 4). Appearing in Courts representing Hon. Speaker/ Secretary-General of Parliament as the case may be	ADA(T)/PO(T)/ Subject Officer.	√	√	√	√	√	√	√	√	√	√	√	√	√	Forwarding correspondence in accordance with the expected time limits	Forwarding correspondence in accordance with the expected time limits
8) Preparation of Replies for the Requests received under Right to Information Act	1) Preparation of Replies. 2) Other Correspondence in connection with RTI. 3) Keeping Records of Replies.	ADA(T)/PO(T)/ Subject Officer.	√	√	√	√	√	√	√	√	√	√	√	√	√	Forwarding correspondence in accordance with the expected time limits	Forwarding correspondence in accordance with the expected time limits
9) Preparation of Service Letters to the Members of Parliament on receipt of requests for the same.	1) Preparation of Replies. 2) Keeping Records of Replies.	ADA(T)/PO(T)/ Subject Officer.	√	√	√	√	√	√	√	√	√	√	√	√	√	Forwarding correspondence in accordance with the expected time limits	Forwarding Replies and other 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			
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 -	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	- do -	- do -
Obtaining /Providing Documents/Information	i Obtaining Minister's Reports and Amendments on Bills from relevant Ministries and Department of Legal Draftsman.	DLS/ADA(B)/ PO(B)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Preparation of accurate legislation	Existence of accurate legislation	
	ii Obtaining certificates on Bills from Attorney-General's Department	- do -	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	receive legal guarantee	Existence of accurate legislation	
	iii Providing necessary information to the Departments of Attorney-General and the Legal Draftsman regarding the 2nd and 3rd reading of Bills and other matters related to Bills and Acts.	- do -	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Participation of relevant officers	Existence of accurate legislation	
	iv Providing information to the "Right to Information" Unit, Parliament.	- do -	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Making an informed society	Having an informed society	
Updating information	Updating the Bills Process system in the Legislative Information System of Parliament.	ADA(B)/ PO(B) & all officers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Easy reference of information	Provide information speedily	

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			
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)/P O(B) & all officers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Processing Bills/statutes with higher accuracy	Having a sound law in the country
	ii Making arrangements to introduce Bills in the House and other necessary arrangements at the 2nd Reading and 3rd Reading stages of a Bill.	DLS/ADA(B)/P O(B) & all officers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Processing Bills with higher accuracy	Having a sound law in the country	
	iii Attending to all matters in connection with communicating the opinion of the Parliament to Provincial Councils when Provincial Councils sought the	DLS/ADA(B)/P O(B) & all officers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Providing observations of Parliament regarding statutes to respective Provincial Councils	Having a sound law in the country	
Coordination	i Coordinating with Attorney-General, Legal Draftsman, relevant Ministries, Provincial Councils and institutions with regard to Bills.	ADA(B)/ PO(B)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Effective co-ordination	Producing accurate Acts	
	ii Co-ordination and provision of assistance to Consultative Committees and Public Finance Committee / (Oversight Committees) for consideration of Bills.	DLS/ ADA(B)/ PO(B) & all officers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Effective co-ordination	Producing accurate Acts	

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			
	iii Coordinating with the Government Press pertaining to all printing works.	DLS/ ADA(B)/PO(B) & all officers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Effective co-ordination	Producing accurate Acts
Protecting Documents	i Binding Acts including principal enactments annually.	ADA(B)	✓	✓	✓	✓										Binding of Acts in the past year	Keeping documents for future reference
	ii. Safe custody of Assent copies of all Bills and all other documents.	ADA(B)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Protecting Assent copies	Keeping documents for future reference
	iii Compile Supreme Court Decisions on Parliamentary Bills.	ADA(B)/PO(B)	✓	✓	✓	✓	✓	✓								Keep records of Supreme Court Decisions of Previous year	Keeping documents for future reference
Legislative Consultation	Give necessary information to Members of Parliament, Ministries, Other organizations and the general public in respect of law making procedure.	ADA(B)/PO(B)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Protect legal accuracy	Making an informed community

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	Drafting and preparing reports of Committees to be presented to Parliament & Uploading the reports to the Parliament website	DLS/ADA (MCC)	√	√	√	√	√	√	√	√	√	√	√	√	√	Presentation of reports periodically & Making public aware of the committee proceedings	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			
Coordination	Liasing with relevant Ministries/ Government Institutions/Other Relevant Parties and Summoning the relevant Institutions and Parties	DLS/ADA (Committee)	√	√	√	√	√	√	√	√	√	√	√	√	√	Effective coordination with the Govt. Instituitions and other Parties.	Considering the matters referred by any Committee, a Minister or by Parliament and any other matter
Documentation	(i) Summerizing Information, Preparing Minutes, Writing Reports, Briefing the Committee, following up	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	
Field visits and workshops	Field visists 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 Parliament ii. Rejecting the petitions which do not comply with the Standing Orders and previous Committee decisions.	DLS/ADA(PP)	√	√	√	√	√	√	√	√	√	√	√	√	√	Providing solutions to public grievances	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			
Co-ordinating	i) Liaising with National Audit Office and Committee Members ii) Summoning institutions iii) making arrangements to hold Committee Meetings iv) Making arrangements for site visits, inspections for COPE as necessary v) Co-ordinating with Department of Media	DLS/ADA (COPE)	√	√	√	√	√	√	√	√	√	√	√	√	√	Effective co-ordination	Committee Meetings
Documentation	Summarizing information, preparing minutes, writing reports and briefing the Committee. (writing reports depend on the consent of the Committee)	DLS/ADA (COPE)	√	√	√	√	√	√	√	√	√	√	√	√	√	Most accurate documentation	Reports
Uploading	Uploading reports presented to Parliament on the Parliament Web site	DLS/ADA (COPE)	when necessary												Most accurate documentation	Reports	
Media coverage	Liaising with Media Department when arranging media Conferences for COPE press releases	DLS/ADA (COPE)	when necessary												Providing accurate information to general 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	√	√	√	√	√	√	√	√	√	√	√	Budget period	Budget period		Maintaining financial discipline and better management practices
	Continuation of the financial and performance evaluation of all Government institutions based on the financial year 2021 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				√			√				√		√	4 (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 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 like Hansards, Acts, Bills, presented papers, order paper, tabled documents etc.	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, factsheets, briefing note, speeches 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 through Dspace Repository Software	Librarian and it's staff	√	√	√	√	√	√	√	√	√	√	√	√	Easy access to information	Saving time and resources by providing quick and easy	
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.	
v. Maintenance	Maintaining up to date Hansards, Acts, Bills, Order Books, Order 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.	

**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	Out Come	
			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	
	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 ,10 Nos Laptops 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	

Area Of responsibility	Activity	Responsibility	Time Line												Expected Output	Out Come	
			January	February	March	April	May	June	July	August	September	October	November	December			
	x. Development of Recruitment & Human Resources MIS														✓	x. Improved HRM	
	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. Centrally Archives mail System	
	xviii. DR Site Upgrade							✓								xviii. Improved System Redundancy	
	xix. Backup & Restoring														✓	xix. Smooth functioning improve Productivity &	
	xx. Upgrading Staff Mobile App (Android)							✓								xx. Improved Staff Mobile App	
	xxi. Enviromental Monitering System							✓								xxi. Safeguard the Server Room	

DEPARTMENT OF INFORMATION SYSTEMS AND MANAGEMENT

Area Of responsibility	Activity	Responsibility	Time Line												Expected Output	Out Come			
			January	February	March	April	May	June	July	August	September	October	November	December					
	xxii. Upgrade internet link for new website (web upgrade)											✓					xii. User Satisfaction		
	xxiii. Upgrade Hardware Infrastructure for website											✓					xxiii. Improved User Satisfaction		
Strengthening legislative processes via IT Systems	i. Acquiring Document Management System – Hansard	DISM /SE/Sy.A / CSE													✓		i. Improved & comprehensive Hansard & Table Office MIS		
	ii. Providing awareness training on Document Management System													✓			ii. Trained Staff		
	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													✓					iv. Trained staff
	v. Development of Reserch Management Information System													✓					v. Strengthening Reserch Management System
	vi Upgrading COPA Management Information System													✓					vi. Strengthening COPA MIS
Strengthening Government oversight via IT systems	i. Implement and Upgrading Consultative Committee Management Information System	DISM /SE/Sy.A / CSE			✓												i. Strengthening Consultative Committee MIS		

Area Of responsibility	Activity	Responsibility	Time Line												Expected Output	Out Come	
			January	February	March	April	May	June	July	August	September	October	November	December			
	ii. Development of National Council Committee Management Information System						✓									ii. Strengthening NCC Committee MIS	
	iii. Implement National Council Committee Management Information System									✓						iii. Strengthening Government Oversight	
	iv. Providing awareness training on National Council 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	
	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	
	ii. Upgrading Mobile App							✓								ii. Improved User satisfaction	
	iii. Implementing Event Management Information System													✓		iii. Strengthening Public Outreach	

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			
Media Section																	
1. Creating more awareness and Public engagement through main stream media on Parliamentary affairs	1. Media publicity from the media stations to promote the parliament 1.2. Invite media stations to record different programs at Parliamentary premises 3. Invite travelogue programs to create programs on parliament tour. 4. Motivate Media stations to do different types of programs on serious topics on Parliamentary Democracy	1. Create PSA (Public Service Announcement) 2. Coordinate Media stations in regarding 3. Coordinate the media station heads and producers 4. Coordinate and motivate heads and producers in regarding.	√	√	√	√	√	√	√	√	√	√	√	√	√	1. Media publicity to promote the parliament, its proceedings and practices.	awareness and Public engagement through main stream media on Parliamentary affairs
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.

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				
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. 4. Maintain You tube and update daily with latest	√	√	√	√	√	√	√	√	√	√	√	√	√	√	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.
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.

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			
6. Issuance of the official e news letter of parliament "Parliamentu Vitthi " monthly	Coordinating 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. "Parliamentu Sara Sanhitha" the annual academic and scholarly research journal of parliament - Volume 4	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,students 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.
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 awaareness on the securing parliamentary democracy of the country.

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			
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, trailers, vlogs, public service announcements, to be utilized as an audio visual aid at various campaigns.	√	√	√	√	√	√	√	√	√	√	√	√	√	Making Parliament and its activities more familiar with general public	Aim of creating a public centered parliament
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

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				
11. Create an official documentary and Documentary on Women Parliamentarians for the Parliament of Sri Lanka	1. Discuss and finalize the script written by NDI's out rourceds writer. 2. Coordinated necessary experts to revise the script do the direction 3. Pre-production/ Production/ Post production of the documentary 4. finalize the documentary	1. Finalize a proper script 2. Complision of Productions and post productions of the documentaries.	√	√	√	√	√	√									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 and a doumentary about the women parliamentarians for history

Public Outreach Section

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
1. To increase public awareness and participation in the work of the parliament.	1.1. Develop a responsible year calender for SLP with outreach events and a strategy to <u>implementation</u>	Increase public participation/engagement	√														A program calander on parliamentary awareness and advocacy.	A responsive public awareness on Sri Lanka Parliament ,it's theory and Practice
	1.2. Prioritizing specific needs , marginalized groups and remote geographical areas to conduct awareness programs		√															
	1.2. Create the engagement method, level of engagement , materials to be used within programs.		√	√														

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. To Strengthen SLP's relationship with Youth Community	2.1.Finding state institutions, regional stakeholders and necessary development partners to work with SLP - Youth awareness programs	Increase active participation/engagement with SLP.		√		√		√		√		√				1.Selected state institutions to work continuously with SLP	An empowered youth community on SLP with critical view and informed way	
	2.2. Continuous knowledge sharing sessions on SLP in the academia			√												2. Awareness programs and workshops in Universities		
	2.3.Conducting Brief Introduction courses in collaboration with state universities.				√	√	√	√	√	√	√	√	√	√	√	√		3.Brief Introduction Course on Sri Lanka Parliament in requested universities
	2.4.conduct Orientation programs and Awareness programs for Youth Parliament , National Youth Corps (NYC) and other youth organizations.			√	√	√	√	√	√	√	√	√	√	√	√	√		4. Annual orientation program and workshop for youth 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				
3. To Celebrate 75 th independence Day of Sri Lanka	3.1. An Open Parliament Day held in Parliament of Sri Lanka to mark Sri Lanka's 75 th independence Day	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.
4. To Re-build the trust between SLP and General public	4.1. Designing Special Educational tours and awareness programs inside parliament.	Active engagement with Parliament	√														Bridge the gap between parliament and Public	An informed citizen about Parliament and representative Democracy
	4.2. creating a Dialogue on Democracy and Parliament with MPPs and Academics				√													
	4.3. Capacity building sessions for MPPs staff (Research and Media)				√													
	4.4. Capacity building and knowledge-sharing sessions for local councilors/ social activists.			√	√	√	√	√	√	√	√	√	√	√	√	√		

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. To establish Parliament Education Centre (ආර්ථිකමණ්ඩල විදුලි පාසල)- Supporting to develop leadership skills and Parliamentary knowledge in Schools.	5.1.cordinating schools / school parliaments with SLP providing outreach events/ zoom programs with needed materials from Coms Dept.	Encourage active citizens in schools	√	√	√	√	√	√	√	√	√	√	√			Establish Parliament Education Centere in a digitalized space - to develop competencies in the school community through engagement with SLP for theoretical and practical knowledge. 4.4.introducing electronic voting app	Developing young leaders with trust in representational Democracy
	5.2.sharing SLPs knowledge and practice on parliament procedure with school parliaments and teachers.			√	√		√	√	√	√	√	√					
	5.3. facilitation for Specialized tours and programs inside parliament.							√									
	5.4. Introducing electronic voting for School parliaments.			√	√		√	√	√	√	√	√					
6.To create new engagement programs on SLP,its knowledge and practice for marginalized and specialized groups.	61. Reading trilingual story book (in remote areas)compiled by outreach team on parliament for children under age 10.	For the reference of outreach team			√			√			√			√	Introducing parliament and its procedure to children under the age of 10.	Trilingual Story Book on Parliament	
	6.2. Trilingual Animated videos (07) for children under age 15.		√												introducing parliament and its procedure to children under the age of 15	Trilingual animated videos (07)	
	6.3.Reviewing the script for WomenParliamentariansCaucus, Official Documentary on SLP and Virtual Tour of SLP.			√	√	√										Introducing how parliament, its comittees address the needs and grievances of general public	Script for WPC, Script for official documentary and virtual tour

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				
	6.4. Distribution of necessary documents to braille language and audio books for differently abled communities.		√			√			√								Distribution of necessary documents to braille language and digital audio books for differently abled communities.	Digital audio Book of Sri Lanka Constitution , Standing Orders and Fact Sheets on SLP
	6.5. research and writing statements on special occasions for Hon. speaker and SLP.		√	√	√	√	√	√	√	√	√	√	√	√	√	√	Celebrating UN recognized days	Official Statements
7. To Conduct Awareness programs and Tours for general public , foreign delegations, school children.	7.1. Planning and coordinating parliament tours according to visitors, their time, and needs.	More public engagement and attraction towards SLP.	√	√	√	√	√	√	√	√	√	√	√	√	√	√	create awareness on artefacts in SLP to the general public distribution of video audio reference materials ,replicas created by COMS Dept.	Educating general public and school students- Receiving Visitors - Approved Tour Paths - approved tour script - hourly time slots. - facilitating SLP events when needed.
8. To create a child-friendly zone for the visitors of SLP and increase their knowledge and engagement in a new perspective.	8.1. Layout and printing of 02 Activity Books on SLP for Children	practical sessions to Encourage and engage with SLP	√	√	√	√	√										An informed future citizen and their trustworthiness towards SLP	Appreciating childrens skills and introducing democratic values.
	8.2 Identify and design an child friendly area inside/outside parliamentary premises.					√	√	√	√	√	√							

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			
	8.3. making new opportunities for Sri Lankan children to get connected with SLP												✓	✓	✓		

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				
Provide Service to MPP	i. Organizing local Confernces, Seminars, workshops when requested by the Headquates of CPA/IPU and SAARC.	Officers of the FR& PO	*	*	*	*	*	*	*	*	*	*	*	*	*	*	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.
	ii. Arranging to send delegations for International Seminars, Workshps, Confernces and visits.	Officers of the FR& PO	√	√	√	√	√	√	√	√	√	√	√	√	√			
	iii. Assisting MPPs/ Staff to obtain visas, air tickets, passports and other consular matters.	Officers of the FR& PO	√	√	√	√	√	√	√	√	√	√	√	√	√			
	iv. Receiving and seeing off delegates and visitors.	Officers of the FR&PO	√	√	√	√	√	√	√	√	√	√	√	√	√			
Financial Transactions to be prepared transparently	Handling financial transactions related to foreign travel arranged by the Office	Snr. APPO	√	√	√	√	√	√	√	√	√	√	√	√	√	Maintaining accuracy and economical transactions.	Maintaining accuracy and economical transactions.	
Reports	Preparing annual reports, correspondences with Parliaments and overseas/ Local missions	Officers of the FR& PO	√	√	√	√	√	√	√	√	√	√	√	√	√	Submission of accurate documents on time	Record keeping and conduct of efficient office work.	

* Due to the financial contrans and regulations imposed by the Government , it is difficult to project the conduct of Confernces, Seminars, Workshops etc. However, such occasions may arise as and when decided by the Executive Committees of the CPA (SLB), IPU(SLG) and SAARC (SLB) and Headquarters of respective Associations.

** Overall supervision by DA

Imprest Requirement Plan - 2023

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)	106,500	106,500	107,000	320,000	106,500	106,500	107,000	320,000	106,500	106,500	107,000	320,000	106,500	110,000	187,509	404,009	1,364,009
II	Other Allowances paid with salary(Except object code 1003)	82,043	82,043	82,043	246,129	82,043	82,043	82,043	246,129	82,043	82,043	82,043	246,129	82,043	82,043	82,043	246,129	984,516
III	Overtime and Holiday pay (1002)	600	600	650	1,850	600	600	650	1,850	600	600	650	1,850	600	600	650	1,850	7,400
IV	All other Recurrent Expenditure	20,000	50,000	90,000	160,000	65,000	65,000	70,000	200,000	100,000	100,000	150,000	350,000	100,000	200,000	256,534	556,534	1,266,534
	Total Recurrent	209,143	239,143	279,693	727,979	254,143	254,143	259,693	767,979	289,143	289,143	339,693	917,979	289,143	392,643	526,736	1,208,522	3,622,459
V	Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VI	Other all Capital Expenses	5,000	5,000	10,000	20,000	10,000	10,000	10,000	30,000	10,000	10,000	10,000	30,000	10,000	10,000	20,200	40,200	120,200
VII	Public Officers Advance Account	1,000	1,000	8,000	10,000	1,000	1,000	3,000	5,000	1,000	1,000	3,000	5,000	1,000	1,000	8,000	10,000	30,000
VIII	Deposit Accounts	500	500	1,000	2,000	500	500	1,500	2,500	500	500	1,500	2,500	1,000	1,000	2,710	4,710	11,710
IX	Other Advance Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grand Total	215,643	245,643	298,693	759,979	265,643	265,643	274,193	805,479	300,643	300,643	354,193	955,479	301,143	404,643	557,646	1,263,432	3,784,369

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Procurement Plan - 2023
Parliament of Sri Lanka

S/N	Description	Allocation (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 -2023 (i.e. for the period 01.01.2023-31.12.2023)	162,100,000.00	NCB	15.09.2022	02.11.2022	14.11.2022	06.12.2022	15.12.2022	20.12.2022	27.12.2022	31.12.2022	Contract implementation 12 months from award
2	Purchase of Bottled Drinking Water - 2023/2024 (i.e. for the period 15.12.2022 - 31.01.2024)	1,400,000.00	Shopping	15.12.2022	01.01.2023	05.01.2023	20.01.2023	25.01.2023	30.01.2023	01.02.2023	31.01.2024	Contract Implementation 12 months from award
3	Purchase of Uniforms -Except Shoes -2023 (i.e. for the period 01.01.2023-31.12.2023)	7,700,000.00	Shopping	17.11.2022	02.12.2022	20.12.2022	02.01.2023	15.01.2023	20.01.2023	25.01.2024	05.04.2023	Contract Implementation 01 month from award (Main order)
4	Purchase of Linen Items - 2023 (i.e. for the period 01.01.2023-31.12.2023)	1,500,000.00	Shopping	01.01.2023	07.01.2023	20.01.2023	07.02.2023	14.02.2023	28.02.2023	07.03.2023	07.04.2023	Contract Implementation 01 month from award
5	Purchase of Shoes for Uniformed Staff - 2023 (i.e. for the period 07.12.2022-31.03.2023)	2,500,000.00	Shopping	07.12.2022	20.12.2022	07.12.2022	28.01.2023	14.02.2023	07.03.2023	10.03.2023	31.03.2023	Contract Implementation 01 month from award (Main order) & through out the
6	Purchase of Parliamentary Diary Covers - 2024	1,000,000.00	Shopping or Direct contracting	07.10.2023	12.10.2023	Expect to get done through Department of Government Printing					01.12.2023	Contract implementation 01 month from award
7	Purchase of Cleaning Equipment - 2023	1,500,000.00	Shopping	Calling quotations								Contract implementation 12 months from award
8	Purchase of Cleaning Items - 2023/2024	13,000,000.00	Shopping	Calling quotations								Contract implementation 12 months from award
9	Stationeries & Office Requisites	20,207,000.00	Shopping	As requests received								
10	Purchase of Photocopy Papers -2023 1st QTR (i.e. for the period 01.02.2023-17.03.2023)		Shopping	Permanent PC	10.02.2023	12.02.2023	27.02.2023	05.03.2023	10.03.2023	N/A	17.03.2023	Contract duration 02 weeks from award
11	Purchase of Photocopy Papers -2023 2nd QTR (i.e. 10.06.2023-30.07.2023)		Shopping		10.06.2023	15.06.2023	30.06.2023	10.07.2023	15.07.2023		30.07.2023	Contract duration 02 weeks from award
12	Purchase of Photocopy Papers - 2023 3rd QTR (i.e. for the period 10.09.2023-31.10.2023)		Shopping		10.09.2023	15.09.2023	30.09.2023	10.10.2023	15.10.2023		31.10.2023	Contract duration 02 weeks from award
13	Purchase of Photocopy Papers - 2023 4th QTR (i.e. for the period 10.12.2023-15.01.2024)		Shopping		10.12.2023	15.12.2023	31.12.2023	10.01.2024	15.01.2024		30.01.2024	Contract duration 02 weeks from award
14	Laundry - 2023/2024 (for Parliament & Methsevana) (i.e. for the period 02.01.2023 - 28.02.2024)	5,100,000.00	Shopping	02.01.2023	10.01.2023	13.01.2023	31.01.2023	07.02.2023	14.02.2023	21.02.2023	28.02.2024	Contract implementation 12 months from award
15	Purchase of Envelopes - 2023/2024	8,000,000.00	Shopping	Purchase from Dept. of Govt. Printing								Contract implementation 12 months from award
16	Purchase of Souvenir Items - 2023 (i.e. for the period 25.03.2023-15.06.2024)	3,000,000.00	Shopping	25.03.2023	01.04.2023	09.04.2023	23.04.2023	07.05.2023	09.06.2023	16.06.2023	15.06.2024	Contract Implementation 12 months from award
Annual Procurements - Services												
1	Insurance of Parliament Building & Jayanthipura Cafeteria-2024 (i.e. for the period 01.10.2023-31.12.2024)	1,800,000.00	call bids from registered companies in IRCSL	01.10.2023	15.11.2023	23.11.2023	08.12.2023	14.12.2023	22.12.2023	27.12.2023	31.12.2024	Contract Implementation 12 months from award
2	Pest & Termite Control Services - 2023/2024 (i.e. for the period 01.01.2023-29.04.2024)	1,850,000.00	Shopping	01.01.2023	06.01.2023	13.01.2023	27.01.2023	10.02.2023	18.04.2023	25.04.2023	29.04.2023	Contract Implementation 12 months from award

S/N	Description	Allocation (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	
3	Servicing & Refilling of Fire Extinguishers	400,000.00	Shopping	Not applicable for the next year (2023) since current contract agreement expires on Dec. 2024.								Awarded on 03/12/2021 for 03 years
Non Routine Procurements												
1	Purchase of Catering Equipments	7,282,000.00	Shopping	As requests received								
2	Purchase of other equipment for kitchen	3,000,000.00	Shopping	As requests received								
3	DR (Disaster Recovery) Site	2,000,000.00	Direct Contract	24.02.2023								
4	Maintenance & Repair of Environmental Condition Monitoring system in the server room	2,500,000.00	Shopping	19.11.2022	06.12.2022	10.12.2022	24.12.2022	30.12.2022	08.01.2023	10.01.2023	10.03.2023	
5	Garden Equipent	2,000,000.00	Shopping	As requests received								
6	Purchase of Computer Accessories	6,000,000.00	Shopping	As requests received								
7	Restoration work on silver door and copper door	3,000,000.00	Shopping	not received yet								
8	Furniture Repair	2,000,000.00	Shopping	As requests received								
9	Refurbishment of Sravasti Building	12,000,000.00	PC	Not yet started								Initial works of building
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, Jayawadenagama & 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
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

S/N	Description	Allocation (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	
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 - 2023 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	
									√			115
									√			
							√					
2	Procurement Proceed with purchase of items as per the Guidelines.		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		
							√				120	FA/PA
3	Stock maintenance Maintaining Minimum stock without wastage and complains.		1. Maintaining sufficient and economical inventory. 2. Minimizing excess food production. 3. Achieving food storage objectives.	System development activities. 1. Evaluate the existing stores mgt system (Main stores/Eng. stores) and enhance system facilities to meet modern stores management objectives. 1.1 Train staff adequately to meet above objectives. 2. Check the stock turnover ratio and encourage to maintain sufficient economical stocks at all stores. 3. Check the overall performance of catering items maintenance system and make sure important information	4		√		158	SA/PA		
							√				45	SA
							√					
								√				280

INTERNAL AUDIT PLAN - 2023 PARLIAMENT OF SRI LANKA

No.	Proposed Activities as per the Action plan / Estimate			Internal Audit Plan							
	Objectives and Expected output	Budget estimate	Proposed Activities	Audit field and internal audit Activities	Risk rating	Time Frame for internal audit operation				Resource to be used	Type of
				are available to make right decision on cost reduction purpose. 4. Check the reliability of overall performance and internal control system of Souvenir Shop	3	v				10	SA/FA
4	Refurbishment of Parliament complex project. Completing of selected projects in phase 1.		1. Refurbishment of main building. 2. Construction of Pinniyara entrance building 3. Renovation of Jayanthipura entrance.	Development activities. 1. Check the availability of a formal project plan. 1.1 To make sure accountabilities and responsibilities been clearly defined and documented. 1.2 Have the scope, objectives, cost and impacts been communicated to all involved parties. 2. Check the project management methodology. 2.1 Check the target dates established for each milestone are deliverable. 3. Check the methods being employed for project estimating. 3.1 Are actuals compared against estimates to analyze variance. 3.2 Check the risk management procedures.	4 4 4	v				180 180 160	PA PA PA
5	Maintenance services Supporting the punctuality of Parliament		1. Maintaining electrical and machinery maintenance in Parliament building.	Development activities 1. Check the progress of energy monitoring utilizing and controlling project. 2. Check the critical equipment breakdown incidents with the preventive maintenance plan. 3. Check the cost estimates and compare with actual expenditure. (housing projects) 4. Check the availability of service and maintenance agreement for identified critical equipment/systems.	3 2 3 2	v			v	160 145 150 300	PA SA FA SA
6	Welfare Facilitating maximum welfare to the members of Parliament and the		1. Providing staff quarters. 2. Issuing bus passes, railway season	Establishment and HRM activities 1. Check the selection procedure of the staff quarters. 2. Check and evaluate the progress of	3 4			v		32 40	SA SA

INTERNAL AUDIT PLAN - 2023 PARLIAMENT OF SRI LANKA

No.	Proposed Activities as per the Action plan / Estimate			Internal Audit Plan								
	Objectives and Expected output	Budget estimate	Proposed Activities	Audit field and internal audit Activities	Risk rating	Time Frame for internal audit operation				Resource to be used	Type of	
	staff.		3. Providing accommodation 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 4 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 2023

Parliament of Sri Lanka

Operation of Audit Plan-2023

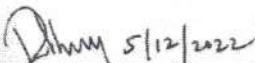
No of working days of the year	240 Days.
Less: Annual Eligible Leave (officer)	45 Days.
Available Days of the Year	195 Days.
Working hours per day	7 Hours.
No of Staff	4 Nos.
Total Man Hours	5460 Hours.

Staff of Internal Audit Unit

Chief Internal Auditor	01
Principal Officer	01
Deputy Principal Officer	01
Assistant Parliamentary 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.


Chief Internal Auditor
Parliament of Sri Lanka.

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

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.Chef	Executive Chef
EHK	Executive Housekeeper
PO	Principal Officer