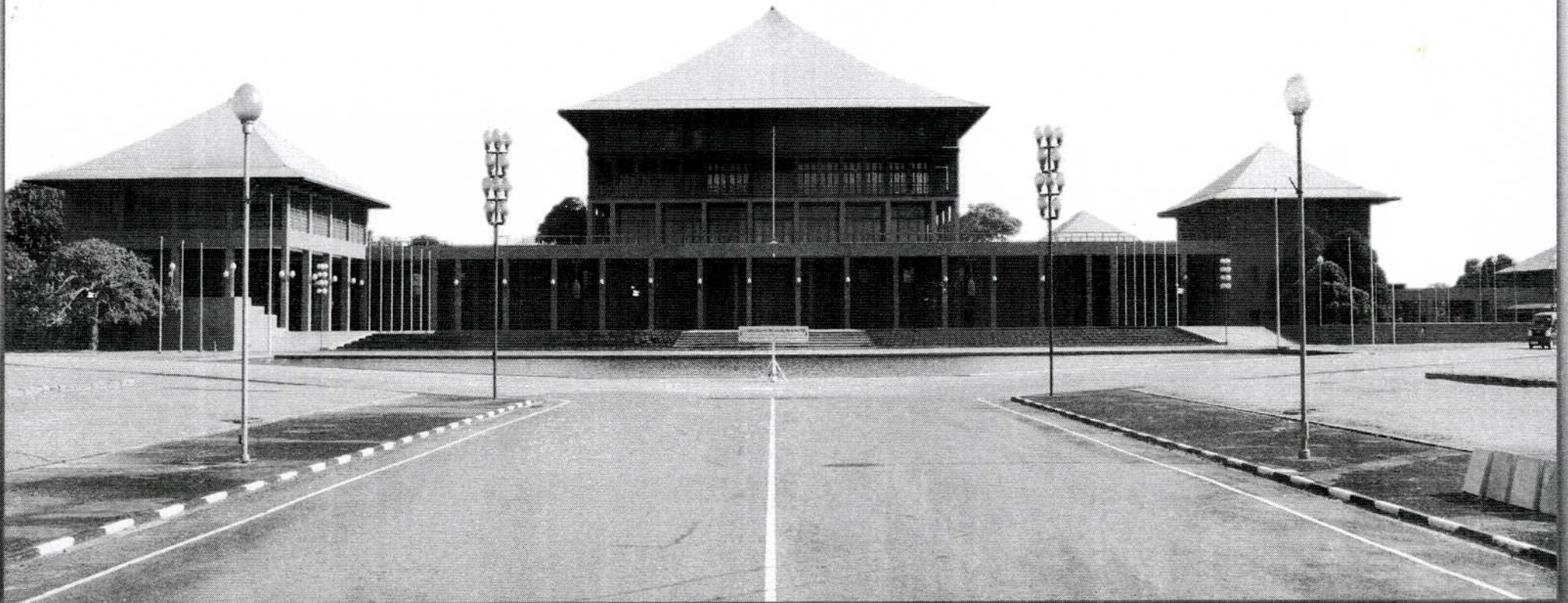




Action Plan 2024

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 ambitions of the people where they are represented, makes laws and exercise control over public funds.

The sovereignty of Sri Lanka lies 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 of the Constitution. Article 76 of the Constitution states that the legislative power of the Parliament is inalienable and outlines its important duties and functions in law making process. The Standing Order which govern Parliament proceedings and its substantive matters are embodied in the rules under Article 74 of the Constitution.

Except for 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 the 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 as well as 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 of the Constitution. Standing Orders make provisions for Parliament to exercise the power of supervision.

Article 148 of the Constitution states that full control over the public funds shall be vested in Parliament.

Hon. Anura Bandaranayake, 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 to further strengthen the functions for democracy and sustainability as Sri Lanka stands as the oldest democratic state in Asia. By the ruling of Speaker made on 09th October 2012, 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 the appointment of the Secretary - General of Parliament and his Staff is appointed under Article 65 (3) of the Constitution with the approval of the Hon. Speaker.

The 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.

The office of the Secretary - General of Parliament functioning under him, as its main responsibility, is providing research, technological and administrative assistance including understanding on the required procedures to meet the constitutional mandate of the members of Parliament. The Parliament Secretariat performs a primary duty to reduce the gap among Parliament, people and their representatives. The Action Plan for the year 2024 has been prepared with a view to providing excellent service. Therefore, it is believed that this Action Plan will actively contribute to enhance the functions of 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.

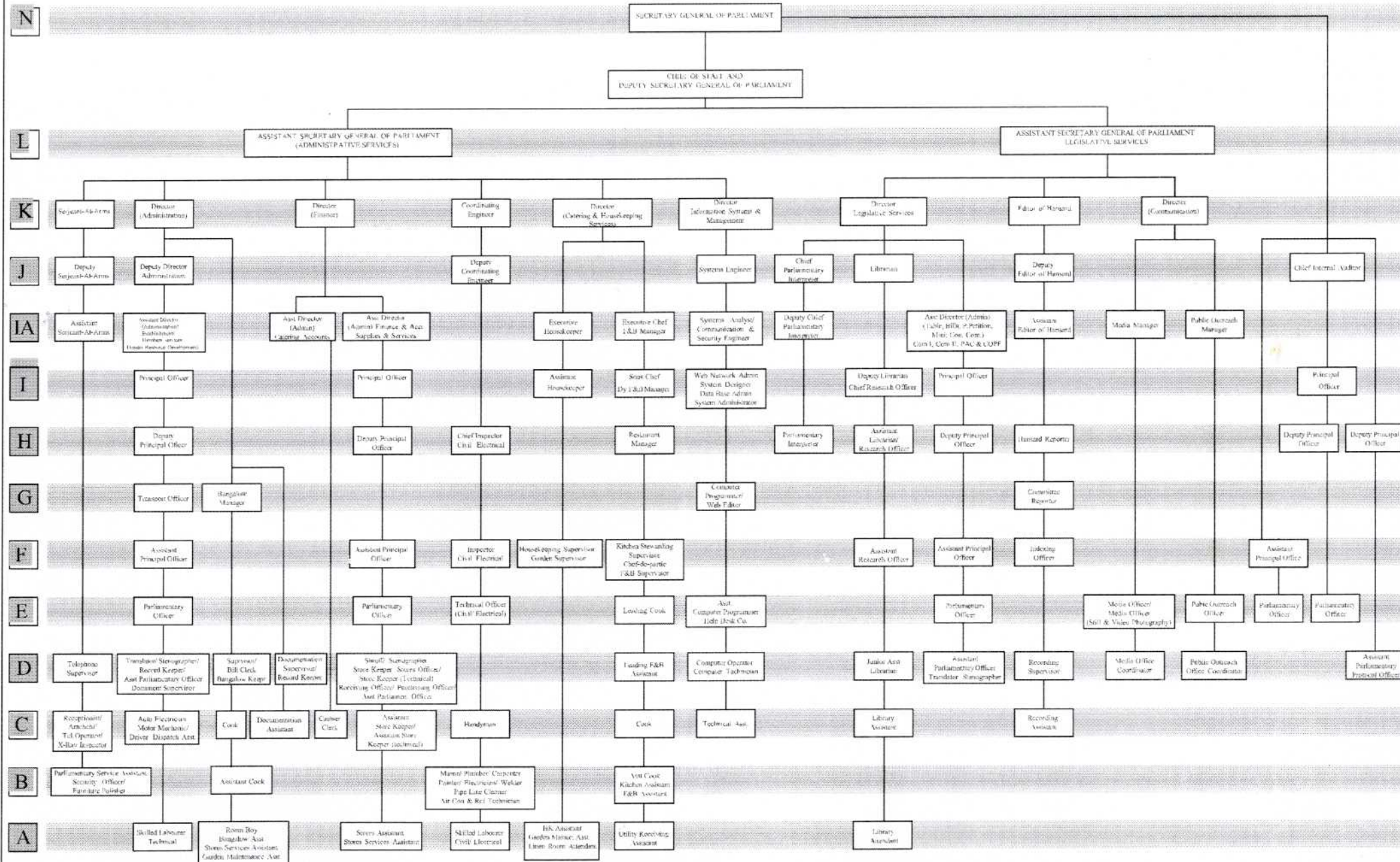
Legal Framework

- *The Constitution of the 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 31 December 2023

No.	Designation	Service	Grade / Class	Salary code	Service Level	Approved Cadre			Existing Cadre			
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other
1	Secretary-General of Parliament	No grade			Senior	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	-	-	0	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)					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	-	-	12	0	0	0
26	Assistant Director (Administration)(Catering Accounts)					1	-	-	1	0	0	0
27	Deputy Chief Parliamentary Interpreter (Sinhala/English/Sinhala)					1	-	-	1	0	0	0
28	Deputy Chief Parliamentary Interpreter (English/Tamil/English)					1	-	-	1	0	0	0
29	Deputy Chief Parliamentary Interpreter (English/Tamil/English)					1	-	-	1	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	0	2
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	-	-	0	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	1	-	-	1	0	0	0				
43	Consultants	6	-	-	1	0	0	1				
44	Principal Officer	15	-	-	13	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	-	-	0	0	0	0				
50	Assistant Parliamentary Officer - Casual	-	-	-	0	0	0	0				
51	Systems Designer	1	-	-	1	0	0	0				
52	Datatabase 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	-	-	22	0	0	0				

Parliament of Sri Lanka - Sri Jayewardenepura, Kotte
Carder Information as at 31 December 2023

No.	Designation	Service	Grade / Class	Salary code	Service Level	Approved Cadre			Existing Cadre			
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other
56	Research Officer (Library)	No grade			Tertiary	7	-	-	7	0	0	0
57	Research Officer - Casual					0	0	0	0			
58	Parliamentary Interpreter (Sinhala/Tamil/Sinhala)					14	-	-	11	0	0	0
59	Parliamentary Interpreter (Sinhala/English/Sinhala)					14	-	-	13	0	0	0
60	Parliamentary Interpreter (English/Tamil/English)					14	-	-	5	0	2	0
61	Assistant Librarian					3	-	-	2	0	0	0
62	Hansard Reporter (Sinhala)					18	-	-	17	0	0	0
63	Hansard Reporter (Tamil)					5	-	-	4	0	0	0
64	Hansard Reporter (English)					18	-	-	12	0	0	0
65	Hansard Reporter - Casual					0	0	1	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	-	-	5	0	0	0
70	Web Editor (English/Sinhala)					1	-	-	0	0	0	0
71	Web Editor (English/Tamil)					1	-	-	1	0	0	0
72	Transport Officer					1	-	-	1	0	0	0
73	Committee Reporter (Sinhala)					9	-	-	7	0	0	0
74	Committee Reporter (Tamil)					1	-	-	0	0	0	0
75	Committee Reporter (English)					5	-	-	2	0	0	0
76	Bungalow Manager					2	-	-	2	0	0	0
77	Assistant Principal Officer					0	-	-	41	0	0	0
78	Indexing Officer					5	-	-	4	0	0	0
79	Indexing Officer - Casual					0	0	0	0			
80	Inspector (Civil)					1	-	-	1	0	0	0
81	Inspector (Electrical)					1	-	-	1	0	0	0
82	Food & Beverages Supervisor					13	-	-	12	0	0	0
83	Kitchen Stewarding Supervisor					1	-	-	1	0	0	0
84	Chef-de- Partie					4	-	-	4	0	0	0
85	Garden Supervisor					1	-	-	1	0	0	0
86	House Keeping Supervisor					5	-	-	4	0	0	0
87	Assistant Research Officer					4	-	-	2	0	0	0
88	Parliamentary Officer					96	-	-	50	0	0	0
89	Parliamentary Officer					0	0	0	0			
90	Assistant Computer Programmer					1	-	-	0	0	0	0
91	Leading Cook					10	-	-	10	0	0	0
92	Technical Officer (Civil)					2	-	-	2	0	0	0
93	Technical Officer (Electrical)					8	-	-	6	0	0	0
94	Help Desk Coordinator					1	-	-	1	0	0	0
95	Public Outreach Officer (Sinhala)					2	-	-	1	0	0	0
96	Public Outreach Officer (Tamil)					2	-	-	2	0	0	0
97	Public Outreach Officer (English)					2	-	-	2	0	0	0
98	Media Officer (Sinhala)					2	-	-	2	0	0	0
99	Media Officer (Tamil)					2	-	-	2	0	0	0
100	Media Officer (English)					2	-	-	2	0	0	0
101	Media Officer (Still & Video Photography)					1	-	-	1	0	0	0
102	Translator (Sinhala/Tamil/Sinhala)					6	-	-	2	0	0	0
103	Translator (Sinhala/English/Sinhala)					7	-	-	1	0	0	0
104	Translator (English/Tamil/English)					4	-	-	1	0	0	0
105	Stenographer (Sinhala)					7	-	-	4	0	0	0
106	Stenographer (Tamil)					5	-	-	1	0	0	0
107	Stenographer (English)					7	-	-	1	0	0	0
108	Telephone Supervisor					1	-	-	1	0	0	0
109	Record Keeper					1	-	-	1	0	0	0
110	Receiving Officer					1	-	-	1	0	0	0

Parliament of Sri Lanka - Sri Jayewardenepura, Kotte
Carder Information as at 31 December 2023

No.	Designation	Service	Grade / Class	Salary code	Service Level	Approved Cadre			Existing Cadre			
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other
111	Receiving Officer - Casual								0	0	0	0
112	Purchasing Officer					1	-	-	1	0	0	0
113	Stores Officer					1	-	-	0	0	0	0
114	Shroff					1	-	-	1	0	0	0
115	Junior Assistant Librarian					4	-	-	4	0	0	0
116	Computer Operator					13	-	-	11	0	0	0
117	Computer Operator - Casual								0	0	0	0
118	Assistant Parliamentary Officer					8	-	-	7	0	0	0
119	Computer Technician					2	-	-	2	0	0	0
120	Supervisor Bill clerk					3	-	-	1	0	0	0
121	Leading Food & Beverages Assistant					14	-	-	14	0	0	0
122	Documentation Supervisor					1	-	-	1	0	0	0
123	Recording Supervisor					1	-	-	1	0	0	0
124	Store Keeper					1	-	-	1	0	0	0
125	Store Keeper - Casual								0	0	0	0
126	Store Keeper (Technical)					1	-	-	1	0	0	0
127	Bungalow Keeper					1	-	-	1	0	0	0
128	Assistant Parliamentary Protocol Officer					5	-	-	3	0	0	0
129	Public Outreach Office Coordinator (Sinhala)					1	-	-	1	0	0	0
130	Public Outreach Office Coordinator (Tamil)					1	-	-	1	0	0	0
131	Public Outreach Office Coordinator (English)					1	-	-	0	0	0	0
132	Media Office Coordinator (Sinhala)					1	-	-	0	0	0	0
133	Media Office Coordinator (Tamil)					1	-	-	0	0	0	0
134	Media Office Coordinator (English)					1	-	-	0	0	0	0
135	Receptionist					17	-	-	11	0	0	0
136	Telephone Operator					9	-	-	8	0	0	0
137	Arachchi					1	-	-	1	0	0	0
138	Driver					31	-	-	31	0	0	0
139	Driver - Casual								0	0	0	0
140	Despatch Assistant					6	-	-	6	0	0	0
141	Library Assistant					5	-	-	0	0	0	0
142	Documentation Assistant					5	-	-	5	0	0	0
143	Cook					24	-	-	24	0	0	0
144	Recording Assistant					5	-	-	5	0	0	0
145	Recording Assistant - Casual								0	0	2	0
146	Cashier Clerk					4	-	-	4	0	0	0
147	X-Ray Inspector					12	-	-	11	0	0	0
148	Auto Electrician					1	-	-	1	0	0	0
149	Handyman					3	-	-	3	0	0	0
150	Assistant Store Keeper					2	-	-	2	0	0	0
151	Assistant Store Keeper (Technical)					1	-	-	1	0	0	0
152	Motor Mechanic					2	-	-	1	0	0	0
153	Motor Mechanic - Casual								0	0	0	0
154	Technical Assistant					2	-	-	2	0	0	0
155	Parliamentary Service Assistant					77	-	-	72	0	0	0
156	Parliamentary Service Assistant - Casual								0	0	0	0
157	Security Officer					15	-	-	15	0	0	0
158	Food & Beverages Assistant					34	-	-	25	0	0	0
159	Assistant Cook					8	-	-	7	0	0	0
160	Kitchen Assistant					5	-	-	5	0	0	0
161	Furniture Polisher					4	-	-	4	0	0	0
162	Furniture Polisher - Casual								0	0	0	0
163	Mason					2	-	-	3	0	0	0
164	Carpenter					6	-	-	4	0	0	0
165	Plumber					6	-	-	5	0	0	0

No grade
Salary Scale is specially designed for Parliament Staff

Primary

Parliament of Sri Lanka - Sri Jayewardenepura, Kotte
Carder Information as at 31 December 2023

No.	Designation	Service	Grade / Class	Salary code	Service Level	Approved Cadre			Existing Cadre			
						Permanent	Contract	Casual	Permanent	Contract	Casual	Other
166	Painter	No grade			Salary Scale is specially designed for Parliament Staff	8	-	-	7	0	0	0
167	Electrician					8	-	-	8	0	0	0
168	Welder					1	-	-	0	0	0	0
169	Pipe Line Cleaner					2	-	-	2	0	0	0
170	Air Conditioning & Refrigeration Technician					2	-	-	2	0	0	0
171	Housekeeping Assistant					95	-	-	82	0	0	0
172	Housekeeping Assistant (Casual)								0	0	0	0
173	Garden Maintenance Assistant					16	-	-	16	0	0	0
174	Garden Maintenance Assistant - Dying Cadre								0	0	0	2
175	Sanitary Labourer					0	-	-	0	0	0	0
176	Room Boy					8	-	-	8	0	0	0
177	Linen Room Attendant					1	-	-	1	0	0	0
178	Utility Receiving Assistant					21	-	-	21	0	0	0
179	Stores Services Assistant					6	-	-	4	0	0	0
180	Bungalow Assistant					4	-	-	2	0	0	0
181	Skilled Labourer (Civil)					12	-	-	7	0	0	0
182	Skilled Labourer (Civil) - Dying Cadre								0	0	0	1
183	Skilled Labourer (Electrical)					5	-	-	5	0	0	0
184	Skilled Labourer (Electrical) Dying Cadre								0	0	0	1
185	Skilled Labourer (Technical)					1	-	-	1	0	0	0
186	Stores Assistant	1	-	-	1	0	0	0				
187	Library Attendant	4	-	-	4	0	0	0				
Total						994	0	0	839	0	5	7

Service Level	Approved Cadre			Existing Cadre			
	Permanent	Contract	Casual	Permanent	Contract	Casual	Dying Cadre
Senior	68	0	0	56	0	0	3
Tertiary	176	0	0	140	0	3	0
Secondary	268	0	0	216	0	0	0
Primary	482	0	0	427	0	2	4
Total	994	0	0	839	0	5	7
	994			851			

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.		

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.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	Conducting ceremonies and programmes in an immaculate and qualitative manner. Receptive to international recognition/appreciations	<ul style="list-style-type: none"> •Preserving conventional values •Preserving good will and stimulating for collaboration and co-operation among nations.
	ii. Reception and facilitation of visits of VVIP/VIP and other foreign delegations to Parliament.													Improve bilateral relationship		
	iii. Lying in State Ceremonies/Unveiling of Portraits.															
Visitor Administration and Gallery Control	i. Assisting stake-holders and public	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	Sharing and learning background at Parliament.	Assisting in preserving the Democracy.
	ii. Regulation and Control of Galleries.															Enlighting public on Parliament practice and procedure and imparting knowledge.
	iii. Facilitate tours including school and university visits.															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	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.	SA/DSA/ASA														Smooth functioning of Chamber and legislative process.. Ensuring secure and threat-free environment for accomplishment of the mission of the Parliament of Sri Lanka	Safety of all the stakeholders engaged in Parliamentary activities including the buildings assets of the supremest institution in the country.
	ii. Continuous upgrading and updating of Security systems/arrangements to meet the updated threat analysis.																
	iii. Security clearance process with regard to Parliament/Ancillary /Other Staff including security personnel, suppliers, MPP Drivers etc. planned for the year		√	√	√	√	√	√	√	√	√	√	√				
	iv. Conducting Fire Drills, Fire Fighting Exercises and Workshops including Explosives.																
	v. Administration of keys.																
	vi. Handling X ray inspections using existing resources.																
	vii. Taking and maintaining safety measures to prevent epidemics and sources of disease transmission in the Parliament premises.																
	viii. Maintenance of response capabilities																

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					
	ix. Maintenance of technical security	SA/DSA/ASA																	
	x. Liaison with the three forces, Police and intelligence agencies																		
	xi. Co-ordination of specialized resources																		
	xii. Planning on major events involving foreign dignitaries		√	√	√	√	√	√	√	√	√	√	√	√	√	√			
	xiii. Planning on special category threats.																		
	xiv. Investigating issuing security clearance to buildings to be construct within the Parliament Parameter																		
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.	<ul style="list-style-type: none"> •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 according to the request made for the year. Safe-keeping of furniture and fittings.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Facilities provided to MPP and staff in an effective and efficient manner.	<ul style="list-style-type: none"> •Assistance in preserving Parliamentary Democracy. •Facilitate for Smooth functioning of Parliament System 	

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		
Passes	Issue of all relevant access passes to the building and Parliamentary Complex including Identity cards of MPP, Staff, officers' passes, passes of service providers, Drivers of Hon. MPPs, Secretaries of Cabinet Ministries 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.	<ul style="list-style-type: none"> •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.
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	√	√	√	√	√	√	√	√	√	√	√	√	<ul style="list-style-type: none"> •Providing timely efficient and effective service. •Control and regulate reception and Telephone exchange •Maintennance of furniture and uniforms •Welfare and infrastructure 	Assistaing in day to day functions of the Parliament
	vii. Issuance of uniforms to the staff of the SA Department.		√													

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			
Information and Publications	<p>i. Updating data relating to the department in the Parliament Web, uploading images of MPP and Parliament Staff to the Parliament Web and Intranet,</p> <p>ii. preparation of the Fact sheets, controlling the filming and photography in the Parliamentary Complex and Parliament Documentary.</p> <p>iii. Publications on the office of the SA, its history & missions, objectives & functions and review & update the same</p> <p>iv. Maintenance and upgrading of e-library.</p>	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	<p>Maximum sharing of information and adherence to rules and regulations. Taking maximum effects for the preservation of historical facts exploring e-concepts. Establishment of easy access for historical references.</p>	<p>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.</p>
Sales of items depicting archeological /historical objectives	Controlling and regulating the Parliament Souvenir Shop, Exhibition Centre related work including paintings, murals, wooden, silver and gold carvings.	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	<p>Revenue generation and promotion. Protection of historical values.</p>	<ul style="list-style-type: none"> •Moderate profit generation. •Preserve history, maintain dignity and preservation of artifacts.
Departmental	<p>i. Facilitating Staff Meetings, Security related Meetings, held as and when required. ii. Approval of various constructions around the Parliamentary Complex,</p> <p>iii. Facilitating all staff related matters and departmental functions. Total Number of staff 124.</p>	SA/DSA/ASA	√	√	√	√	√	√	√	√	√	√	√	√	√	<p>Control and maintain discipline and achievement of administrative goals to ensure smooth functioning of day-to-day activities.</p>	<ul style="list-style-type: none"> •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 functioning 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 for staff members.		√	√	√	√	√	√	√	√	√	√	√				
	iv. Maintaining and Providing staff quarters &		√	√	√	√	√	√	√	√	√	√	√				

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 by providing Food & Services by the Staff of the 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)/ 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

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			
	v. Settling of 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 Electricity, Water & Telephone facilities without interruption
	vi. Co-ordinating group insurance scheme for MP's with the Ministry of Public Services, Provincial Councils & Local Government	ADA(MS) / PO(MS)	√	√	√	√	√	√	√	√	√	√	√	√	√	No. of Medical claims made	Ensure healthy lives and well-being of MPs
	vii. Co-ordinating supply of office equipment for MPP	ADA(MS) / PO (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) / PO(MS)	As per the sheduled												No. of classes held	Improve skills of MPs	
	ix. Providing stationary on monthly basis to MPP	ADA(MS) / POMS)	√	√	√	√	√	√	√	√	√	√	√	√	√	No. of Sationary packages issued	Improve facilities of office work of MPs
	x. Informing / reminding MPP to handover dully filled Declaration of the Assets & Liabilities forms to Parliament.	SGP/DA/DDA/ ADA(MS)/ PO (MS)			√				√							No. of Declarations of the Asset & Liabilities forms handed over	On time handing over of Declarations of the Asset & Liabilities forms by MPP

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		
Human Resource Development Office																
Identifying and Developing Trainers/ Resource Persons	Updating the Internal Pool of Trainers/ Resource Persons	PO(HRD)	√	√	√	√	√	√	√	√	√	√	√	√	No. of Trainers Identified	Creation of a Conversant Internal Pool of Trainers
	Updating the External Pool of Trainers/ Resource Persons		√	√	√	√	√	√	√	√	√	√	√	√	No. of Trainers Identified	Creation of a Conversant External Pool of Trainers
	Conducting Internal “Training of Trainers” (TOT) Programmes						√								No. of Trainers Identified	Maintenance of a Pool of Internal Trainers
Improving Knowledge, Skills & Attitudes of the Staff of Parliament Secretariat	Conducting Internal Training Programmes to Improve Knowledge	PO(HRD)	√	√	√	√	√	√	√	√	√	√		√	No. of Participant Attended	Improving the Knowledge of Staff Members on the Respective Fields
	Conducting External Training Programmes to Improve Knowledge		√	√	√	√	√	√	√	√	√	√		√	No. of Participant Attended	Improving the Knowledge of Staff Members on the Respective Fields
	Conducting Internal Training Programmes to Develop Skills		√	√	√	√	√	√	√	√	√	√			No. of Participant Attended	Developing the Skills of Staff Members on the Respective Fields

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 Develop Skills	PO(HRD)	√	√	√	√	√	√	√	√	√	√	√	√	No. of Participant Attended	Developing the Skills of Staff Members on 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	PO(HRD)	√						√						No. of newly recruited employees Attended	Make the newly recruited employees aware of Procedures, Culture, Structure and the Environment of Parliament
Developing Policies	Selection for Local Training Programmes	PO(HRD)												√	Streamlining the selection process for Local & Foreign training	
	Selection for Foreign Training Programmes	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)	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		√															
	ITEC (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	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	PO(HRD)	Depend on the prevailing issues												No. of Participant Attended	Awareness of the participats on the respective issue.		

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			
Transport Office																	
Transport	i. Providing Staff transport facilities.	DA/DDA	√	√	√	√	√	√	√	√	√	√	√	√	i. Obtain maximum attendance		
	ii. Settling of all fuel bills, other repair and all kind of maintenance bills relating to vehicles		√	√	√	√	√	√	√	√	√	√	√	√	ii. Settling bills in time		
	iii. Renewal of revenue licenses, Insurance policy and maintenance of all vehicles		√	√	√	√	√	√	√	√	√	√	√	√	iii. Renewing in time		
	iv. Dispatching all important and urgent documents		√	√	√	√	√	√	√	√	√	√	√	√	iv. Dispatching documents in time		
Documentation Section																	
Documentation	i. Printing documents	DA/DDA/ ADA(E)/ Documentation Supervisor	√	√	√	√	√	√	√	√	√	√	√	√	i. Circulating the documents 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 the Record Room	Record keeper	√	√	√	√	√	√	√	√	√	√	√	√	ease of accessability		

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.	Hansard reporter	√	√	√	√	√	√	√	√	√	√	√	√	√	Accurate reporting	Public awareness
	ii. Preparation of verbatim reports of Committees of Parliament.		√	√	√	√	√	√	√	√	√	√	√	√			
	iii. Preparation of verbatim reports of local and international conferences when necessary .	Hansard reporters/ Committee reporters															
	iv. Covering Party Leaders' Meetings and special meetings.		√	√	√	√	√	√	√	√	√	√	√	√	√		
Editing	i. Editing House proceedings ensuring accuracy.	EH/DEHs/AEHs	√	√	√	√	√	√	√	√	√	√	√	√	Ensuring the preparation of accurate Handsards/ Committee Reports in time.	Public awareness	
	ii. Editing Committee proceedings.		√	√	√	√	√	√	√	√	√	√	√	√			
	iii. Proof reading, preparing and sending corrected Hansard for final binding.		√	√	√	√	√	√	√	√	√	√	√	√			
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.	EH/DEHs	√	√	√	√	√	√	√	√	√	√	√	√	Ensure the adherence to Standing Orders during a debate Issue of CDs	Supporting Parliamentary Procedure	
	ii Authorizing release of CD after expunction.		√	√	√	√	√	√	√	√	√	√	√	√		Public awareness	

DEPARTMENT OF HANSARD

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

DEPARTMENT OF CATERING HOUSEKEEPING SERVICES

GOAL: PROVIDE WITH QUALITY FOOD, FOOD AND BEVERAGE SERVICES AND MAINTANING HIGHEST STANDARDS OF CLEANNESS IN PARLIAMENT PREMISES																	
Area of Responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Food & Beverage	Providing meals to MP's	DC & H/K, E.Chef, ADA(Catering Acc)	√	√	√	√	√	√	√	√	√	√	√	√	√	7050 meals per annum	
Food & Beverage	Providing meals to the staff & MP's Guest	DC & H/K, E.Chef, ADA(Catering Acc.)	√	√	√	√	√	√	√	√	√	√	√	√	√	374650 meals per annum	
Training	Implementing of in service training	DC & H/K	√	√	√		√	√	√	√	√	√			10 Training Sessions		
Plants & floral decorations	Supplying ornamental flowers/plants for indoor decorations/providing pots & plants	DC & H/K, EHK	√	√	√	√	√	√	√	√	√	√	√	√	Sitting weeks 2040nos Non sitting 672nos , Special function - numbers varies subject to request.		
Gardening	Maintaining the garden & plant nursery	DC & H/K, EHK, Garden Sup.	√	√	√	√	√	√	√	√	√	√	√	√	285245 Sq. feet		
Laundering	Laundering uniforms & linen	DC & H/K, AHK	√	√	√	√	√	√	√	√	√	√	√	√	Average pieces 270,000		

DEPARTMENT OF CATERING HOUSEKEEPING SERVICES

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	
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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		

CIVIL SECTION

Parliament Complex																		
Refurbishment Repairs & 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, and access road entrance	CE/DCE (SL NAVY, RDA, Parliament)	√	√	√	√	√	√	√	√	√	√	√	√	√	Complete the building & road construction		
	iii. Construction of Public Toilet,	CE/DCE (SL NAVY, Parliament)	√	√													Complete the building construction	
	iv. Construction of Two nos of Toilet complex with Disable Toilets at the Ground floor	CE/DCE (US Aid, Parliament)	√	√	√	√	√	√	√								Complete the building construction	
	v. Fixing of Aluminum Mesh around Court yard	CE/DCE (SL NAVY, Parliament)	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Complete the Aluminum mesh fixing work	
	vi. Fixing of stainless steel welded mesh & painting work at the Main kitchen in the Parliament complex	CE/DCE CIC/IC(SL NAVY, Parliament)	√	√	√	√	√										Complete the SS mesh fixing work	
	vii. Maintenance of Building internal, external painting, general repairs	CE/DCE/CIC/IC / TO-C	√	√	√	√	√	√	√	√	√	√	√	√	√	√	To maintain the archeological value of the buildings	
	viii. Renovation of toilet complex at Parliament Police Station	CE/DCE/CIC/IC / TO-C/ Parliament Police				√	√	√	√	√	√					Complete the renovation work of toilet		

DEPARTMENT OF CO-ORDINATING ENGINEER

Area of Responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
	ix. Regular maintenance works and special Repairs and construction	CE/DCE/CIC/IC / TO-C	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection archeological value of the buildings	
Hon. Speaker's Residence																	
Repairs & Maintenance	i. Construction of Sore Room Roof	CE/DCE/CIC/IC / TO-C	√	√	√	√										Complete the Store room Roof	
	ii. Maintenance of Building internal, external painting, general repairs	CE/DCE/CIC/IC / TO-C					√	√	√	√	√	√	√	√	√	Complete the renovation work of toilet	
	iii. Regular maintenance works and special Repairs and construction	CE/DCE/CIC/IC / TO-C	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection archeological value of the buildings	
Madiwela MPP Quarters																	
Repairs & Maintenance	i. Road renovation and laying asphalt concrete around road net works in complex	CE/DCE/CIC/IC / TO-C /RDA	√	√	√	√	√	√	√							Complete the road renovation	
	ii. Overall repairs of housing units 10	CE/DCE/CIC/IC / TO-C	√	√	√	√	√	√	√	√	√	√	√	√	√	Complete the Housing units and handed over to Member service	
	iii. Regular maintenance works & and special Repairs and construction	CE/DCE/CIC/IC / TO-C	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection archeological value of the buildings	

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			
Jayawanagama Staff Quarters																	
Repairs & Maintenance	i. Overall repairs of housing units	CE/DCE/CIC/IC / TO-C	√	√	√	√	√	√	√	√	√	√	√	√	√	Complete the Housing units and handed over to Establishment	
	ii. Regular maintenance works and special Repairs and construction	CE/DCE/CIC/IC / TO-C	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection archeological value of the buildings	
General House at N'Eliya																	
Refurbishment Repairs & Maintenance	i. Refurbishment of Old and New building, and new construction	CE/DCE/CIC/IC / TO-C /CECB/SL ARMY	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection archeological value of the buildings	
	ii. Regular maintenance works & special Repairs and construction	CE/DCE/CIC/IC / TO-C/Handyman	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection archeological value of the buildings	
Meth Sevana Pilgrim Rest																	
Repairs & Maintenance	i. Fixing Aluminum door sashes and Safety window grills	CE/DCE/CIC/IC / TO-C	√	√	√	√	√	√	√	√	√	√	√	√	√	Complete fixing door sash and grills	

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			
	ii. Regular maintenance works and special Repairs and construction	CE/DCE/CIC/IC / TO-C	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection archeological value of the buildings	
Police Single Men/ Women Barrack & Kennel division																	
Repairs & Maintenance	i. Renovation of toilet complex at Single women barrack	CE/DCE/CIC/IC / TO-C / Parliament Police						√	√	√	√					Complete the renovation work of toilet	
	ii. Renovation of the Main Kitchen of Police mess	CE/DCE/CIC/IC / TO-C / Parliament Police			√	√	√	√	√							Complete the renovation work of the main kitchen	
	iii. Construction of Motor bicycle Shed	CE/DCE/CIC/IC / TO-C / SL NAVY		√	√	√	√	√								Complete the construction of shed	
	iv. Regular maintenance works and special Repairs and construction	CE/DCE/CIC/IC / TO-C	√	√	√	√	√	√	√	√	√	√	√	√	√	For long term usage and protection archeological value of the buildings	
SECTION OF ELECTRICAL																	
Electrical Maintenance - Elevator System in Parliament Complex	System - Daily Inspection All devices of floors - Ground floor to 4th Floor Switches , Indicators, Leveling & Door operating	Chief Inspector - Electrical Covering Areas	√	√	√	√	√	√	√	√	√	√	√	√	√	Maintain of error free running condition.	Keeping good running condition of all technical/Electrical operatons for Elevators.
	All devices of Car - Door operating, Light, Fan, Emergency stop switch,	10 Passenger and 2 Dumbwaiters															

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				
	Indicators, Emergency phone, Safety systems, Noise & Vibration.	and all related equipments maintain by full comprehensive maintenance agreement accordance with the terms and conditions.	√	√	√	√	√	√	√	√	√	√	√	√	√			
Electrical Maintenance - Elevator System in Parliament Complex	System - Weekly Inspection Taking weekly voltage readings of machine room electrical devices. (AC Motor,DC Generator,Truction Motor,Controller.etc.																	
	System - Monthly Inspection		√	√	√	√	√	√	√	√	√	√	√	√	√			
	Monthly																	
	Full service and maintenance of Machine Room equipment's, Hoist way fixing items, Lift Car Fixing items and Safety Systems																	
	All lifts ARD System -Upgrading / item replacement		√	√	√	√	√											
	Machine Room Painting													√	√			
	AC Motor/DC Generator - Upgrading (Lift - 2,4,5,8,9)		√	√	√	√	√											

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			
Electrical Installations	Replacing / Installing of Globe Post Light in Parliament Complex	Drafting of Electrical & Technical tender drawings, Preparing of Specifications, supervision of installations.								√	√	√	√	√	√	Completion of Globe lamp posts Replacing / installing of around the Parliament Complex	Facilitate security and improve exterior decoration by completing exterior lighting related to the basic design of the Parliament complex.
		Maintanance of Fire Hydrant System as per request by SA and under CE's	√	√	√	√	√	√	√	√	√	√	√	√			

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			
Fire Protection System & Fire Detection System	Installing of new Fire Detection System in Parliament Complex	Drafting of tender drawings of proposed Fire Detection System & Preparing Specifications, supervision of installations.								√	√	√	√	√	√	Upgrading of fire detection in all floors and critical places in Parliament Complex and improving rescue operatins	Maintaining of good reccue operation in case of fire in Parliament Complex

DEPARTMENT OF FINANCE AND SUPPLIES - FINANCE AND ACCOUNTS OFFICE

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 2023 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		√	√	√	√	√	√	√	√	√	√	√	√			
Loans	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 instalments with interest.	Motivated, committed and work oriented staff.	
	ii. Preparing Advance Accounts and updating the loan balances		√	√	√	√	√	√	√	√	√	√	√				
Reports	Preparation of Appropriation Account (Final Accounts)	DF/ADA(F&A)												√	Annual financial performance	Secure accountability of public funds	
	Bank Reconciliation		√	√	√	√	√	√	√	√	√	√	√				
	Imprest Reconciliation Report				√			√			√			√			
	Revenue Estimates							√						√			
	Annual Cash Flow Statement		√														

DEPARTMENT OF FINANCE AND SUPPLIES - SUPPLIES AND SERVICES OFFICE

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																					
Activity	Responsi-bility	Time Line												Year	Expected Output	Outcome					
		January	February	March	April	May	Jun	July	August	September	October	November	December								
Annual Procurements:																					
(Procurement Process started & carried on from 2023 -2024)																					
Parliament Diaries	ADA (S&S) PO (S&S)												√	√	√	√	2024	To select a suitable supplier to purchase of Diaries for the year 2025	Smooth function of Parliament		
Cleaning Items				√	√	√												2024		To select a suitable supplier/suppliers to	
Cleaning Equipment				√	√	√									√	√		2024		To select a suitable supplier/suppliers to purchase of Cleaning Equipment for the year 2024	
Food Items														√	√	√	√	2024		To select a suitable supplier/suppliers to purchase of Food Items for the year 2024	
Bottled Drinking Water																√	√			2024	To select a suitable supplier to purchase of Bottled Drinking Water for the year 2024
		√																2025		To select a suitable supplier to purchase of Bottled Drinking Water for the year 2024	
Uniforms (excluding shoes)		√	√	√	√													2024	To select a suitable supplier/suppliers to purchase of Uniforms for the year 2024		

DEPARTMENT OF FINANCE AND SUPPLIES - SUPPLIES AND SERVICES OFFICE

Activity	Responsi-bility	Time Line												Year	Expected Output	Outcome
		January	February	March	April	May	Jun	July	August	September	October	November	December			
Shoes & Socks	ADA (S&S) PO (S&S)		√	√	√	√								2024	To select a suitable supplier/suppliers to purchase of Shoes & Socks for the year 2024	Smooth function of Parliament
Purchase of Linen Items											√	√	√	2024	To select a suitable supplier/suppliers to purchase of Linen Items for the year 2024	
Items required for Souvenior Shop				√	√	√	√							2024	To select a suitable supplier/suppliers to purchase of Souvenior Items for the year 2024/2025	
Pest Control - Parliament											√	√	√	2024	To select a suitable supplier to award the contract of Pest & Termite control for the year 2023/2024	
Laundry-Staff Uniforms & Linen (Par., GH, MH, Sp. Res.)			√	√										2024	To select a suitable supplier/suppliers to award the contract of Laundry for the year 2024	
Insurance of Property (Par. & J. Cafeteria)											√	√	√	2024	To select a suitable supplier to award the contract of Insurance for the year 2025	

DEPARTMENT OF FINANCE AND SUPPLIES - SUPPLIES AND SERVICES OFFICE

Activity	Responsi-bility	Time Line												Year	Expected Output	Outcome	
		January	February	March	April	May	Jun	July	August	September	October	November	December				
Servicing, Repairing and Refilling of Fire Extinguishers	ADA (S&S) PO (S&S)	√	√	√	√	√	√	√	√	√	√	√	√	√	2024	Current service agreement is valid from 10.12.2021 to 09.12.2024 and therefore, uninterrupted service is expected during the year	Smooth function of Parliament
General Purchases:																	
Photocopy Papers	ADA (S&S) PO (S&S)			√			√			√				√	2024	Supply of Photocopy papers for MPPs & the offices of Parliament for the year 2024	Smooth function of Parliament
Cleaning Items				√	√	√									2024	Supply of Cleaning Items for relevant sections of Parliament, GH, MS & Sp.Res. for the year 2024	
Cleaning Equipment				√			√			√					2024	Supply of Cleaning Equipment for relevant sections of Parliament for the year 2024	
Envelopes		√	√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Envelopes for MPPs & the offices of Parliament for the year 2024	

DEPARTMENT OF FINANCE AND SUPPLIES - SUPPLIES AND SERVICES OFFICE

Activity	Responsi-bility	Time Line												Year	Expected Output	Outcome
		January	February	March	April	May	Jun	July	August	September	October	November	December			
Food Items	ADA (S&S) PO (S&S)	√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Food Items for MPPs & the staff of the Parliament for the year 2024	Smooth function of Parliament
Bottled Drinking Water		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Drinking water for MPP s for the year 2024	
Uniforms (excluding shoes)					√	√	√	√	√	√	√	√	√	2024	Supply of uniforms for the staff of Parliament, GH, MS, Sp. Res. & the staff of the Hon Sp., Dy. Sp. & DCC for the year 2024	
Purchase of Linen Items		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Linen items for the staff & the relevant sections of Parliament for the year 2023	
Items required for Souvenior Shop		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of souvenior items for the Souvenior Shop of Parliament for the year 2024	
Pest Control - Parliament		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Pest & Termite Control service for the year 2024	
Laundry-Staff Uniforms & Linen (Par. & Meth)		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Laundry service for the year 2024	
Insurance of Property (Par. & J. Cafeteria)		√	√	√	√	√	√	√	√	√	√	√	√	2024	Insurance coverage for the year 2025	

DEPARTMENT OF FINANCE AND SUPPLIES - SUPPLIES AND SERVICES OFFICE

Activity	Responsi-bility	Time Line												Year	Expected Output	Outcome
		January	February	March	April	May	Jun	July	August	September	October	November	December			
Stationeries & Office Requisites (General Items)	ADA (S&S) PO (S&S)	√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Stationeries & general office requisites for the offices of Parliament for the year 2024	Smooth function of Parliament
Toners & Cartridges		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Toners & Cartridges for the offices of Parliament for the year 2024	
Binding Materials		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Binding materials for the Binding section of Parliament for the year 2024	
News Papers		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Newspapers for the offices of Parliament for the year 2024	
Fabrication of Seals (by Petty Cash)		√	√	√	√	√	√	√	√	√	√	√	√	2024	Fabricate & supply of seals as per the neediness of the Parliament staff for the year 2024	
Requests from Anciliary Departments		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of necessary items for the Anciliary Dpt.s of Parliament for the year 2024	

DEPARTMENT OF FINANCE AND SUPPLIES - SUPPLIES AND SERVICES OFFICE

Activity	Responsi-bility	Time Line												Year	Expected Output	Outcome
		January	February	March	April	May	Jun	July	August	September	October	November	December			
Purchase of Hand Gloves & Face Masks	ADA (S&S) PO (S&S)	√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Hand Gloves & Face Masks for the relevant sections of Parliament for the year 2024	Smooth function of Parliament
Fuel (For Generator at Parliament & Hon Sp.Res.)		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of fuel for the generators of Parliament & Hon Sp.Res. for the year 2024	
Bulk Gas (Parliament)		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Bulk Gas for the Parliament during the year 2024	
Fuel Gell				√			√			√			√	2024	Supply of Fuel Gell for the Catering section of Parliament for the year 2024	
Purchase of Tyres & Tubes		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Tyres, Tubes & Rim tapes for the Parliament, Hon. Sp, Dy. Sp. & DCC for the year 2024	
Fire Hydrant System		√	√	√	√	√	√	√	√	√	√	√	√	2024	Purchasing of items when needs a repair/maintenance during the year 2024	
Photocopy Machines		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Photocopy Machines for the offices of Parliament for the year 2024	

DEPARTMENT OF FINANCE AND SUPPLIES - SUPPLIES AND SERVICES OFFICE

Activity	Responsi-bility	Time Line												Year	Expected Output	Outcome
		January	February	March	April	May	Jun	July	August	September	October	November	December			
Fax Machines, Scanners & Printers	ADA (S&S) PO (S&S)	√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Fax Machines, Scanners & Printers for the offices of Parliament for the year 2024	Smooth function of Parliament
Audio Visual Equipment		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Audio Visual Equipment for the offices of Parliament for the year 2024	
Computer Accessories		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Computer Accessories for the offices of Parliament for the year 2024	
Catering and Housekeeping Equipment		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Consumable & Inventory items for the Catering and Housekeeping Dept. of Parliament for the year 2024	
Garden Equipment		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Garden equipment for the Garden section of Parliament for the year 2024	
Furniture Polishing Materials		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of furniture polishing materials for the Furniture Polishing section of Parliament for the year 2024	

DEPARTMENT OF FINANCE AND SUPPLIES - SUPPLIES AND SERVICES OFFICE

Activity	Responsi-bility	Time Line												Year	Expected Output	Outcome
		January	February	March	April	May	Jun	July	August	September	October	November	December			
Office Furniture & Equipment (Tables, Chairs, Fans etc.)	ADA (S&S) PO (S&S)	√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of office furniture & equipment for the offices of Parliament for the year 2024	Smooth function of Parliament
Electrical Items (Bulbs, Wires & Cables)		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of electrical items for the Electrical section (Dept. of CE) of Parliament for the year 2024	
Civil Maintenance Items / Hardware Items		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of civil items (paint, AC, machinery & equipment) for the Civil section (Dept. of CE) of Parliament for the year 2024	
Timber and Plywood		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Timber and Plywood for the CE Dept. of Parliament for the year 2024	
Glass and Mirrors		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Glass & Mirrors for the CE Dept. of Parliament for the year 2024	
Cement and Sands		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Cements & sands for the CE Dept. of Parliament for the year 2024	
Purchases for Interior Improvements (Carpets, Curtains etc.)		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of interior improvement items for the offices of Parliament for the year 2024	

DEPARTMENT OF FINANCE AND SUPPLIES - SUPPLIES AND SERVICES OFFICE

Activity	Responsi-bility	Time Line												Year	Expected Output	Outcome
		January	February	March	April	May	Jun	July	August	September	October	November	December			
Safety Items	ADA (S&S) PO (S&S)	√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of safety items for the offices of Parliament for the year 2024	Smooth function of Parliament
Fabrication of Rubber Stamps		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of required rubber stamps for the offices of Parliament for the year 2024	
Purchase of AC Machines and Fans		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of for the offices of Parliament for the year 2024	
Capital inventory items/ Consumable items for Hon. Speaker's Residence		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of inventory items/ Consumable items for Hon. Speaker's Residence for the year 2026	
Capital inventory items/ Consumable items for Hon. President and Prime Minister		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of inventory items/ Consumable items for Hon. President and Prime Minister for the year 2024	
Interior Improvements		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of necessary items for Interior Improvements of Parliament for the year 2024	

DEPARTMENT OF FINANCE AND SUPPLIES - SUPPLIES AND SERVICES OFFICE

Activity	Responsi-bility	Time Line												Year	Expected Output	Outcome
		January	February	March	April	May	Jun	July	August	September	October	November	December			
Services:																
Refilling of Fire Extinguishers	ADA (S&S) PO (S&S)	√	√	√	√	√	√	√	√	√	√	√	√	2024	Repairing and maintenance of Fire Extinguishers for the year 2024	Smooth function of Parliament
Photocopy Machines (Service Agreements)		√	√	√	√	√	√	√	√	√	√	√	√	2024	Repairing of machines and renewing of Service Agreements for the year 2025 (Parliament, Hon Sp. Res., GH, MS)	
Fax Machines (Service Agreements)		√	√	√	√	√	√	√	√	√	√	√	√	2024		
Weighing Scales (Service Agreements)		√	√	√	√	√	√	√	√	√	√	√	√	2024		
Service Agreement - Fingerprint Machines		√	√	√	√	√	√	√	√	√	√	√	√	2024		
IT Related Service Contracts (Annual Renewals)		√	√	√	√	√	√	√	√	√	√	√	√	2024		
Furniture Repair		√	√	√	√	√	√	√	√	√	√	√	√	2024		
Services: Plant, Machinery & Equipment		√	√	√	√	√	√	√	√	√	√	√	√	2024		
Removal of Building Debris, Cut Down trees etc		√	√	√	√	√	√	√	√	√	√	√	√	2024		
Hiring & Outsourcing - Parliament & Hon. Sp.'s Residence		√	√	√	√	√	√	√	√	√	√	√	√	2024	Hiring & outsourcing items for the Parliament & Hon Sp's Residence during the year 2024	

DEPARTMENT OF FINANCE AND SUPPLIES - SUPPLIES AND SERVICES OFFICE

Activity	Responsi-bility	Time Line												Year	Expected Output	Outcome	
		January	February	March	April	May	Jun	July	August	September	October	November	December				
Others:																	
Valuation of Fixed Assests	ADA (S&S) PO (S&S)						√								2024	Valuation of fixed assets belong to Parliament once a time	Smooth function of Parliament
Annual Board of Surveys & Stock Verifications		√	√	√	√	√	√	√	√	√	√	√	√	√	2024	Performing Board of Surveys & Stock Verifications during the year 2024	
Preparing Procurement Plans, Progress Reports & Performance Reports		√	√	√	√	√	√	√	√	√	√	√	√	√	2024	Preparing of Procurement Plans, Progress Reports & Performance Reports during the year 2024	
Re-imbusement of Cost of Office Equipment		√	√	√	√	√	√	√	√	√	√	√	√	√	2024	Re-imbusement of Cost of Office Equipment purchased by officers.	
Taking over of Inventory Items issued to employees at their retirement		√	√	√	√	√	√	√	√	√	√	√	√	√	2024	Taking over of Inventory Items issued to employees at their retirement during the year 2024	
Special Procurements		√	√	√	√	√	√	√	√	√	√	√	√	√	2024	Special Procurements to be implemented during the year 2024	
Preparing Annual Estimates							√	√							2024	Preparing of draft annual estimates pertaining to the year 2025	
Information to RTI Section		√	√	√	√	√	√	√	√	√	√	√	√	√	2024	Furnishing information to RTI Section during the year 2024	

DEPARTMENT OF FINANCE AND SUPPLIES - SUPPLIES AND SERVICES OFFICE

Activity	Responsi-bility	Time Line												Year	Expected Output	Outcome
		January	February	March	April	May	Jun	July	August	September	October	November	December			
Management of Jayanthipura Cafeteria	ADA (S&S) PO (S&S)	√	√	√	√	√	√	√	√	√	√	√	√	2024	Management of Jayanthipura Cafeteria during the year 2024	Smooth function of Parliament
Government and Internal Audit Queries		√	√	√	√	√	√	√	√	√	√	√	√	2024	Submitting replies for Government and Internal Audit Queries during the year 2024	
Printing Work		√	√	√	√	√	√	√	√	√	√	√	√	2024	Performing the printing work of Parliament from Government Press during the year 2024	
Petty Cash		√	√	√	√	√	√	√	√	√	√	√	√	2024	Handling & managing Petty cash during the year 2024	
Purchase of Equipment, Machineries and Tools for Offices (except fax machines, Photocopy machines and Equipment & Machineries for Catering, HK & Gardening sections)		√	√	√	√	√	√	√	√	√	√	√	√	2024	Supply of Equipment, Machineries and Tools for Offices (except fax machines, Photocopy machines and Equipment & Machineries for Catering, HK & Gardening sections) during the year 2024	
Purchase of catering equipemnt		√	√	√	√	√	√	√	√	√	√	√	√	2024	Timliness quality food supply	

DEPARTMENT OF FINANCE AND SUPPLIES - CATERING AND ACCOUNTS OFFICE

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
Non Financial Assets.	Fixed assets record ,Transfer ,as per Issue Order	Catering Account Office	√	√	√	√	√	√	√	√	√	√	√	√	Reports General 66,47 and Board of survey.	Compliance with Financial Regulation
	Work with Non Financial Assets Management System newly implemented by Treasury		√	√	√	√	√	√	√	√	√	√	√	√	Treasury reporting of Motor vehicle,Plant Machineries,Furniture & Office Equipment	Treasury Compliance on Non Financial Assets Portfolio.
Catering Accounts.	Monthly recovery of Catering revenue from ministries and ancillary institutes	Catering Account Office	√	√	√	√	√	√	√	√	√	√	√	√	Monthly recovery statement	Execute recovery in timely manner
	Monthly prepare the statement showing cost of food consumed,Collection and Food Budgets		√	√	√	√	√	√	√	√	√	√	√	√	Month end report	Informations to decision making
	Analyse of cost for monitoring controlling and revisioning prices				√			√			√			√	Variance analysis report	Cost Efficiency
	Suggestions with user requirements to adopt the Catering Item Maintenance System					√					√					System generated reports

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) Agenda 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 Parliament.		
	3) Preparation of Minutes of Parliament with the decisions of House and attendance of MPP.	ADA(T)/PO(T)/ Subject Officers of three Language 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.	√	√	√	√	√	√	√	√	√	√	√	√	√			

DEPARTMENT OF LEGISLATIVE SERVICES- TABLE OFFICE

	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.	
2) Committees on (i) Parliamentary Business / or Party Leaders' as the case may be. (ii) Liaison Committee (iii) Backbenchers Committee	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.	ADA(T)/PO(T)/ Subject Officer.	√	√	√	√	√	√	√	√	√	√	√	√	√	Allocation of Time and Business for each Sitting of Parliament.	Facilitate every step related to Committee on Parliamentary Business / or Party Leaders' as the case may be.
3) Votes of Condolence of late MPP.	1) Extracts of Hansard to be sent to spouses or the relatives of late MPP.	ADA(T)/PO(T)/ Subject Officer.	√	√	√	√	√	√	√	√	√	√	√	√	√	Expressing Deepest Sympathies of Parliament.	Expressing Deepest Sympathies of Parliament to the relatives of late MPPs.
4) Parliamentary Questions.	1) Registration. 2) Editing. 3) Translation. 4) Refusals. 5) Publishing. 6) Correspondence.	ADA(T)/PO(T)/ Subject Officers of three Language Streams.	√	√	√	√	√	√	√	√	√	√	√	√	√	Publishing Parliamentary Questions in the Order Book/Addenda for future dates of Parliament.	Smooth functioning of each and every steps related to Questions asked in House by the MPPs.
5) Private Members' Motions	1) Registration. 2) Refusals. 3) Editing if required. 4) Translation. 5) Publishing. 6) Correspondence.	ADA(T)/PO(T)/ Subject Officer.	√	√	√	√	√	√	√	√	√	√	√	√	√	Publishing Private Members' Motions in the Order Book/Addenda for future dates.	Publishing Private Members' Motions in the Order Book/Addenda for future dates with zero error status.

DEPARTMENT OF LEGISLATIVE SERVICES- TABLE OFFICE

6) No-date Motions	<ol style="list-style-type: none"> 1) Registration. 2) Editing if required. 3) Translation. 4) Publishing. 	ADA(T)/PO(T)/ Subject Officers of three Language Streams.	√	√	√	√	√	√	√	√	√	√	√	√	√	Publishing future business without date fixed.	Follow all the steps related to No-date Motions without any delay
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)	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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 SERVICE - BILLS OFFICE

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

DEPARTMENT OF LEGISLATIVE SERVICE - BILLS OFFICE

	ii. Obtaining certificates on Bills from Attorney-General's Department	DLS/ADA(B) PO(B) & all officers	√	√	√	√	√	√	√	√	√	√	√	√	- do -	
	iii. Providing necessary information to the Departments of Attorney-General and the Legal Draftsman regarding the 2 nd and 3 rd reading of Bills and other matters related to Bills and Acts.	- do -	√	√	√	√	√	√	√	√	√	√	√	√	- do -	
	iv. Providing information to the "Right to Information" Unit, Parliament.	ADA(B) PO(B)	√	√	√	√	√	√	√	√	√	√	√	√	- do -	Making an informed Community
	v. Updating the Bills Process system in the Legislative Information System of Parliament.	DLS/ADA(B) PO(B) & all officers	√	√	√	√	√	√	√	√	√	√	√	√	- do -	
iii. House Proceedings	i. Attending to all matters connected with making announcements by the Hon. Speaker in the House with regard to Bills and Acts of Parliament and Determinations of the Supreme Court on Bills.	DLS/ADA(B) PO(B) & all officers	√	√	√	√	√	√	√	√	√	√	√	√	Making announcement on Bills and Acts.	Having a sound law in the Country
	ii. Making arrangements to introduce Bills in the House and other necessary arrangements at the 2 nd Reading and 3 rd Reading stages of a Bill.	- do -	√	√	√	√	√	√	√	√	√	√	√	√	- do -	
	iii. Attending to all matters in connection with communicating the opinion of the Parliament to Provincial Councils when Provincial Councils sought the opinion of Parliament on Statues under Article 154G(5)(b).	- do -	√	√	√	√	√	√	√	√	√	√	√	√	- do -	

DEPARTMENT OF LEGISLATIVE SERVICE - BILLS OFFICE

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

DEPARTMENT OF LEGISLATIVE SERVICE - 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 I

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
Coordination	Liaising with relevant Ministries/ Government Institutions/Other Relevant Parties and Summoning the relevant Institutions and Parties	DLS/ADA (Committee)	√	√	√	√	√	√	√	√	√	√	√	√	Effective coordination with the Govt. Institutions and other Parties.	Considering the matters referred by any Committee, a Minister or by Parliament and any other matter
Documentation	(i) Summerizing Information, Preparing Minutes, Writing Reports, Briefing the Committee, following up Actions	DLS/ADA (Committee)	√	√	√	√	√	√	√	√	√	√	√	Maintaining of most accurate documentation	(i) No. of reports to be presented to the Parliament	
	(ii)Advertising information regarding the Committee on High Posts	DLS/ADA (Committee)	√	√	√	√	√	√	√	√	√	√	√	Evaluation based decisions/effective recommendations	(ii)No. of Appointees considered and approved by the Committee	
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 - COMMITTEE OFFICE II

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Co-ordination	Liaising with Committee Members, Ministries, Government Institutions, Attorney General's Department, Legal Draftsman's Department and other stakeholders and summoning relevant institutions and parties	DLS / ADA (CO II)	√	√	√	√	√	√	√	√	√	√	√	√	√	Effective coordination with the Government Institutions and other Parties.	No. of Committee Meetings held
Reporting	Considering the Bills, Annual Reports, Annual Performance Reports and other matters referred to the Committee by Parliament, Ministries	DLS / ADA (CO II)	√	√	√	√	√	√	√	√	√	√	√	√	√	Evaluating Bills, Annual Reports and other matters referred to the Committee	No. of Reports presented to the Parliament considering Bills, Annual Reports, Annual Performance Reports, Other matters
Documentation	Summarizing Information, Briefing the Committee, Preparing Minutes, Writing Reports, Taking follow up actions	DLS / ADA (CO II)	√	√	√	√	√	√	√	√	√	√	√	√	√	Preparation and maintenance of most accurate documents and reports	No. of Reports presented to the Parliament

DEPARTMENT OF LEGISLATIVE SERVICES - COMMITTEE OFFICE II

Youth Representation	Co-ordination and Summoning of Youth Representatives	DLS / ADA (CO II)	√	√	√	√	√	√	√	√	√	√	√	√	Obtaining views, opinions and suggestions of Youths in relation to the matters discussed in the Committees	i. No. of Youth Representatives participated in the Committees
																ii. No. of reports presented to the Committee by Youth Representatives
Field Visits and Workshops	When invited by an Institution or decided by the Committee	DLS / ADA (CO II)	√	√	√	√	√	√	√	√	√	√	√	√	Be thorough with matters discussed / to be discussed at the Committees	No. of Field 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 and reports	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	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	committee meetings	Maintaining financial discipline and better management practices, and high performance level.
	Continuation of the financial and performance evaluation of all Government institutions based on the financial year 2022& 2023 through the online evaluation system, (Management Information System - MIS), 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 (approximately 835) for the financial year 2022, and initiation of the online evaluation system for the financial year 2023 with amended questionnaires.
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 reports could vary as per the decisions taken by the Committee)	Maintaining financial discipline and better management practices

DEPARTMENT OF LEGISLATIVE SERVICES - COMMITTEE ON PUBLIC ACCOUNTS OFFICE

	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 presented in Parliament	Maintaining financial discipline and better management practices and high performance level.
	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 and high performance level.

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 to Parliamentary Process	Librarian and it's staff	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Enhancing the library's information capacity involves acquiring new materials, digitizing existing resources, and subscribing Journals to expand and update the collection, ensuring relevance and accessibility.	Ensuring swift access to information for MPs, facilitating informed decision-making and effective parliamentary engagement
ii. Information	Preparing information packs and providing information for MPs, Parliamentary Secretariate, Committees, and other government institutions. RTI Requests, Providing information to its research section for their background reports, factsheets and other publications	Librarian and it's staff	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Facilitating informed decision-making, the process of providing information to Members of Parliament and policymakers involves offering comprehensive, accurate, and timely data to support legislative discussions and policy formulation.	Improving national policy making through research and evidence-based decision-making for societal advancement and well-being

DEPARTMENT OF LEGISLATIVE SERVICES - LIBRARY

iii. E - Library	Providing E - Library Facility for all user of the Library.	Librarian and it's staff	√	√	√	√	√	√	√	√	√	√	√	√	Simplified retrieval and sharing of information involve user-friendly interfaces, efficient communication channels, ensuring quick access, and seamless distribution for enhanced collaboration	Efficient service delivery saves time and resources, providing quick, user-friendly solutions for enhanced effectiveness and satisfaction.
iv. Publication	Publishing information bulletins, books and brochures as per demands from MPP and Parliament Secretariat. Publishing Handbook and other publications	Librarian and it's staff	√	√	√	√	√	√	√	√	√	√	√	√	Enhancing user knowledge, fostering parliamentary understanding for informed governance engagement and participation, promoting a balanced perspective on facts and processes of Parliament.	Elevating user awareness through library publications, disseminating information to enhance engagement, knowledge, and participation among patrons

DEPARTMENT OF LEGISLATIVE SERVICES - LIBRARY

v. Maintenance	Maintaining up to date Hansards, Acts, Bills, Order Books, Order Papers, Parliamentary Proceedings, Oath Papers, Government Reports, Parliamentary Series, Table documents, Papers presented and Other Documents	Librarian and it's staff	√	√	√	√	√	√	√	√	√	√	√	√	Safeguarding the library's invaluable documents involves employing archival methods, climate-controlled storage, and digital preservation to ensure the long-term integrity and accessibility of these significant resources	Preserving library documents ensures their longevity and availability for future use, maintaining historical and informational value.
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DEPARTMENT OF LEGISLATIVE SERVICES - RESEARCH DIVISION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
Facilitate Members of Parliament to perform their Legislative Functions	I) Produce following research products: - Background papers for bills / regulations / constitutional amendments <u>- Information Notes</u>		√	√	√	√	√	√	√	√	√	√	√	√	√	Number of products produced	Quality and evidence- based Parliamentary debates
	II) Answer members information requests(on- demand Service)		√	√	√	√	√	√	√	√	√	√	√	√	√	Number of Information requests received	
Improve Parliamentary oversight functions through information and research	I) Provide information and research requirements for Parliamentary Committees		√	√	√	√	√	√	√	√	√	√	√	√	√	Number of Information requests received	Strengthening the Parliamentary oversight functions
	II) Provide aforementioned research products		√	√	√	√	√	√	√	√	√	√	√	√	√	Number of products provided	
Establish a link between parliament and public	I) Share selected research products with the public		√	√	√	√	√	√	√	√	√	√	√	√	√	Number of products shared	Openness, Transparency , and the Strengthening of democratic participation
	II) Issue a publication based on enacted Legislations						√							√		Number of Publications issued	
Maintain a strong network with Academic, Policy, and Research Institutions	I) Organize guest lecture series				√				√					√		Number of guest lectures organized	Improvement of quality of Parliamentary debates
	II) Publish Parliamentary Research Journal						√									Number of Research Journals issued	

DEPARTMENT OF LEGISLATIVE SERVICES - RESEARCH DIVISION

Review policies for the evidence-informed Parliamentary Legislative process	I) Preparation of policy briefs on evaluations of policies and development programmes												√	√	Numbers of Policy Briefs Prepared	Evidence based decision-making in Parliament
	II) Produce Budget Analysis												√	√	Numbers of Budget Analysis Produced	
Collaborate and corporate with other Department/ sections under the Parliament Secretariat	I) Provide research products and Answer to research and information requests		√	√	√	√	√	√	√	√	√	√	√	√	Number of Information requests received	Improved intuitional capacity
	II) Accomplish tasks assigned by the Secretary General Parliament		√	√	√	√	√	√	√	√	√	√	√	√	Number of tasks assigned by the SGs office	
Facilitate Members of Parliament/ Secretariat to represent international conference	Provide talking points / Speeches and information needs		√	√	√	√	√	√	√	√	√	√	√	√	Number of Talking points / Speeches / information papers prepared	Strengthening Parliamentary Partnerships in international arena

DEPARTMENT OF INFORMATION SYSTEMS AND MANAGEMENT

GOAL: PROVIDING A RICH SOURCE OF INFORMATION TO MEMBERS OF PARLIAMENT TO ENGAGE IN INFORMED DEBATE AND DECISION MAKING;																		
Area of Responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
Strengthening Institutional Capacity	i. Providing training and capacity building for IT Staff	DISM/SE/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 60 Computers, 10 Laser Printers, 05 Dot Matrix Printers and 60 UPSS and Windows OS & Office Packages				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	iv. Purchasing new equipment	
	v. Monitoring and regular maintenance of ICT Infrastructure		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	v. Improved ICT infrastructure	
	vi. Maintenance of Intranet Portal		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	vi. Smooth functioning and action	
	vii. Upgrading i-parliament Database										✓	✓	✓				vii. Upgraded Database	
	viii. Monitoring of Archival System with Document Management System		✓	✓	✓	✓											viii. Access to archived documents	
	ix. Implementing Access Management Information System		✓	✓	✓												ix. Improved public access	
	x. Development of Recruitment & Human Resources MIS								✓	✓	✓	✓	✓				x. Improved HRM	

DEPARTMENT OF INFORMATION SYSTEMS AND MANAGEMENT

	xxiv. Development and implementation of Management Information System (Dashboard) for the Supplies & Services Office	DISM/SE/CSE	✓	✓	✓													xxiv. Dashboard for the Supplies & Services Office		
Strengthening Legislative Process via IT Systems	i. Providing awareness training on Document Management System - Hansard	DISM/SE/CSE	✓															i. Trained staff		
	ii. Providing awareness training on Document Management System - Table Office		✓																ii. Trained staff	
	iii. Implementation of Research Management Information System		✓																iii. Strengthening Research Management System	
	iv. Development and implementation of Voting Management Information System		✓	✓	✓														iv. Voting Management System	
	v. Development and Implementation of Public User Dashboard for SOC						✓	✓	✓	✓	✓								v. Public User Dashboard	
	vi. Development and implementation of Committee Reporting System (Verbatim)		✓	✓	✓														vi. Committee Reporting System (Verbatim)	
	vii. Development and implementation of Committee Dashboard		✓	✓	✓														vii. Committee Dashboard	
Strengthening Government Oversight via IT Systems	i. Development and implementation of new COPA Management Information System	DISM/SE/CSE	✓	✓	✓	✓												i. New COPA MIS		
Strengthening Leadership and Representative Roll of MPP	i. Providing awareness training on MPP Portal/Mobile App	DISM/SE/CSE											✓	✓				i. Improved access to information		

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 approaches.	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Maintain and Update social media platforms on parliament with latest updates	Maintain and Update social media platforms on parliament with interms of creating a public centered parliament
4. Enhance the efficiency of Media Center to facilitate journalists and MPs.	Maintain proper practices at the Media Center.	Maintain of proper standard documentation system for Media Center.	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Maintain proper practices at the Media Center.	Maintain proper practices at the Media Center.

DEPARTMENT OF COMMUNICATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome	
			January	February	March	April	May	June	July	August	September	October	November	December			
5.Enhance the efficiency of Recording studio to facilitate journalists and MPs.	Fullfil the studio with necessary updated equipment such as camera equipment, lights and etc.	Maintain proper practices at the Recording Studio	√	√	√	√	√	√	√	√	√	√	√	√	√	Systemization and uplift the utilization of Recording Studio.	uplift the utilization of Recording Studio with bebenefit of standardized audio visual productions.
6. Issuance of the official e news letter of parliament "Parliamentu Vitthi " monthly	Coordinatong 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.

DEPARTMENT OF COMMUNICATION

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome		
			January	February	March	April	May	June	July	August	September	October	November	December				
8. Enhance the credibility of Parliamentary reporting.	1.Training workshops for media officers on Committee reporting 2. Cover all the committees, functions and delegations and prepare necessary press notes to be released to media.	Provide necessary knowledge and information on parliamentary reporting	√								√						Enhance the quality and credibility of parliamentary reporting towards the public	Public awareness on the securing parliamentary democracy of the country.
9.Promotional Campaign for the parliament through other sources	1. Produce impressive short video clips to promote the parliament 2. Produce promotional video clips to be displayed in LED video walls 3. Wall art campaign as a mode of nonverbal communication 4. Live chat pop up tool on the website for proactive outreach.	Produce promotional video clips,interviews,travelogues ,public service announcements, to be utilized as a audio visual aid at various campaigns.	√	√	√	√	√	√	√	√	√	√	√	√	√	√	Making Parliament and its activities more familier 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. Production is in the last stage now 2. Check the final version of the documentary 3. Preview the production with the management 4. finalize the documentary	Final version of the production	√	√	√	√	√	√									Public awareness of parliamentary affairs monthly with bunch of information monthly.	An official documentary of Parliament of Sri Lanka which contains every aspect of the parliament as a democratic institution and a documentary about the women parliamentarians for history
Public Outreach Section																		
1. To increase public awareness and participation in the work of the parliament.	Develop a responsible year calendar for SLP with outreach events and a strategy to implementation	Increase public participation/engagement	√	√	√	√	√	√	√	√	√	√	√	√	√	√	A program Calander with outreach programs on Parliament Awareness and Advocacy.	A responsive public awareness on Sri Lanka Parliament, it's theory and Practice
2. An open parliament – To encourage Transparency, Participation, and Accountability throughout the Legislative Process .	Develop a plan to conduct OPC programs with the guidance of Open Parliament Cacucus & SLP secretariat	Adopt Open Parliament principles in SLP with creative ways	√	√	√		√	√	√	√	√	√	√			District level Programs with the participation of All stakeholders of SLP (Districts will be chosen according to MPP requests) .	Ensure Public Access to legislative procedure.	

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 Develop Productive Relationships and Networks with Ministries, Departments, others Institutions & MPPs including their personal staff.	Identification of key stakeholders of the program, analysis of their knowledge and demand.	Create an overall program on Knowledge Sharing on Parliament which Works collaboratively with MPP at their request	√	√	√				√	√		√	√			Awareness Programs with the request of Ministries/State Institutions/ MPP/ Personal Staff	Strengthen the Legislature
4. To open a new space for youth empowerment and democratic governance	Selected youth institutions to work continuously with SLP and creating a new dialogue with academia	A certificate program on parliament practice & procedure in requested Universities / Awareness programs / workshops on request			√							√				Training youth as effective leaders.	Recognize young people as key stakeholders in the national agenda

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 include children's participation in democracy from Student Parliaments.	continuous coordination with Ministry of Education & student Parliaments Island-wide	sharing knowledge and how legislative procedure works in SLP with student parliament members , introducing electronic voting for School parliaments & providing necessary materials.	√	√	√		√	√	√		√	√	√		Involving children in public decision-making processes and Establish Parliament Education Center in a digitalized space	Inclusion of children's voices, interests and concerns in Parliamentary Democracy
6. To Create New Engagements	More public engagement and attraction towards SLP.	Trilingual animated videos (07) for children under age 15.													Increased Public Awareness	Knowledge & Opportunities for All to engage in governance and participate in political and decision-making process.
		-Conversion of necessary documents in Parliament to braille language and audio books for differently abled communities.	√	√	√	√	√	√	√	√	√	√	√	√		

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				
		- Research and writing statements on special occasions for Hon.Speaker and SLP. - Official Documentary on SLP -Virtual Tour of SLP - Layout and Printing of 02 Activity Books on SLP for																
7.Educating General Public	Receiving Visitors to SLP	- Guided parliamentary Tours - Approved Tour Paths - approved Tour Scripts - Hourly Time Slots - Facilitating SLP Events -Event coordination															Facilitating public participation and increasing Awareness on parliament Democracy	Re- build Trust among SLP and Public

CO-ORDINATING SECRETARY TO THE SECRETARY GENERAL OF PARLIAMENT

Area of responsibility	Activity	Responsibility	Time Line												Expected Output	Outcome
			January	February	March	April	May	June	July	August	September	October	November	December		
Coordinate SGP's scheduled events Under the guidance of the CS to SGP regularly	Update Daily events/schedules	-Update and coordinate work of SGP's Office with the relevant Departments and third party involved	√	√	√	√	√	√	√	√	√	√	√	√	Do regular work efficiently	Smoothly carry forward the regular duties without a hassle
	-Co ordinate the Government/Non-Government/International officials related to the work of the Parliament SGP Office	Daily Ad hoc work of the SGP Office														
	-Participate the official events when it is necessary to represent															
Coordinate donor agencies to facilitate the development projects of the Parliament	-The projects according to the (PDAP) Parliamentary Development Action Plan to be accomplished within the year:	Coordinate donor agencies according to the required development areas (departmental wise and as a whole)	√	√	√	√	√	√	√	√	√	√	√	Development of Parliament	Strengthening the nation's legislative body	
	· Strengthen the capabilities of committees															
	· Implement the Parliament's Communications Strategy															
	· Improve systems and procedures to ensure engagement of the public, civil society and youth															
	· Parliament develops and implements a human resource plan															
	· Support the installation of an electronic -DMS															

CO-ORDINATING SECRETARY TO THE SECRETARY GENERAL OF PARLIAMENT

Coordinate donor agencies to facilitate the development projects of the Parliament	· Expand the Parliamentary Internship Programme	Coordinate donor agencies according to the required development areas (departmental wise and as a whole)	√	√	√	√	√	√	√	√	√	√	√	√	√	Development of Parliament	Strengthening the nation's legislative body
	· Establish a leadership development programme for mid-level and senior staff																
	· Update and revise the Open Parliament (OP) Action Plan																
	· Develop new tools for outreach activities																
	· Establish a Parliamentary Budget Office																
	· Build capacity of women MPs to engage in decision-making process																

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	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.		√	√	√	√	√	√	√	√	√	√	√	√	ii Assisting MPs and staff of the Parliament at forein tours and			
	iii. Assisting MPPs/ Staff to obtain visas,air tickets, passports and		√	√	√	√	√	√	√	√	√	√	√	√				
	iv. Receiving and seeing off delegates and visitors.	√	√	√	√	√	√	√	√	√	√	√	√					
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, suc 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 - 2024

Parliament of Sri Lanka

Head No: 16

	Expenditure items (with Expenditure Codes)	Imprest Requirement for the approved expenditure plans																Rs.'000
		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	176,422	392,922	1,352,922
II	Other Allowances paid with salary(Except object code 1003)	72,735	72,735	72,735	218,205	72,735	72,735	72,735	218,205	72,735	72,735	72,735	218,205	72,735	72,735	72,739	218,209	872,824
III	Overtime and Holiday pay (1002)	500	500	500	1,500	500	500	500	1,500	500	500	500	1,500	500	650	750	1,900	6,400
IV	All other Recurrent Expenditure	80,000	100,000	120,000	300,000	100,000	100,000	100,000	300,000	100,000	150,000	200,000	450,000	150,000	150,000	203,096	503,096	1,553,096
	Total Recurrent	259,735	279,735	300,235	839,705	279,735	279,735	280,235	839,705	279,735	329,735	380,235	989,705	329,735	333,385	453,007	1,116,127	3,785,242
V	Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VI	Other all Capital Expenses	40,500	40,500	40,500	121,500	40,500	40,500	40,500	121,500	40,500	40,500	40,500	121,500	40,500	40,500	40,500	121,500	486,000
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																	
IX	Other Advance Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grand Total	301,235	321,235	348,735	971,205	321,235	321,235	323,735	966,205	321,235	371,235	423,735	1,116,205	371,235	374,885	501,507	1,247,627	4,301,242

GF
19-12-2023

Procurement Plan - 2024
Parliament of Sri Lanka

S/N	Description	Estimated Cost	Procurement Method	Procurement Activities & their Scheduled Date of Completion																			Contract No. Amount Name of the Contractor	Remarks	
				Appointment of PC & TEC	Preparation of Bid Documents	App. Bidding Documents by PC	Pre- PQ Application	Scrutiny PQ applications	Approve PQ application by CATH	NOL FFA	Invite Bids	Clarific/ Pre- Bid Confere.	Respond to Clarifica.	Bid Received/ Bid Opening	Tech. Eva.	Fin. Eva.	Final Eva.(PC)	Recmm by CATH	NOL from FFA	Cab Approval	Com: Award	Com: Signed			Complete Works/ Goods/ Service Delivered
Goods																									
1	Purchase of Food Items -2024 (i.e. for the period 01.01.2024 -30.04.2024)	212,000,000.00	NCB	02.09.2023	26.10.2023	06.11.2023	N/A	N/A	N/A	N/A	10.11.2023	N/A	N/A	01.12.2023	10.12.2023		13.12.2023	N/A	N/A	N/A	19.12.2023	22.12.2023	30.04.2024	13 Suppliers	
2	Purchase of Food Items -2024/2025 (i.e. for the period 01.05.2024 -30.04.2025)		NCB	-	05.02.2024	26.02.2024	N/A	N/A	N/A	N/A	04.03.2024	N/A	N/A	18.03.2024	08.04.2024		15.04.2024	N/A	N/A	N/A	18.04.2024	22.04.2024	30.04.2025		
3	Purchase of Bottled Drinking Water - 2024/2024 (i.e. for the period 01.03.2024 - 01.03.2025)		Shopping	23.01.2024	26.01.2024	05.02.2024	N/A	N/A	N/A	N/A	06.02.2024	N/A	N/A	20.02.2024	21.02.2024		26.02.2024	N/A	N/A	N/A	26.02.2024	29.02.2024	01.03.2025		
4	Purchase of Uniforms -Except Shoes -2024 (i.e. for the period 01.01.2024-31.12.2024)	10,400,000.00	Shopping	16.01.2024	15.02.2024	20.02.2024	N/A	N/A	N/A	N/A	01.03.2024	N/A	N/A	15.03.2024	21.03.2024		01.04.2024	N/A	N/A	N/A	08.04.2024	25.04.2024	31.12.2024		
5	Purchase of Shoes for Uniformed Staff - 2024 (i.e. for the period 07.12.2022-31.03.2024)	2,000,000.00	Shopping	23.01.2024	24.01.2024	19.02.2024	N/A	N/A	N/A	N/A	01.03.2024	N/A	N/A	15.03.2024	19.03.2024		26.03.2024	N/A	N/A	N/A	01.04.2024	04.04.2024	31.12.2024		
6	Purchase of Parliamentary Diary Covers - 2024	1,300,000.00	Direct Contract	01.10.2024	-	-	N/A	N/A	N/A	N/A	-	N/A	N/A	-	-		22.10.2024	N/A	N/A	N/A	22.10.2024	01.12.2024	07.12.2024		
7	Purchase of Cleaning Equipment - 2024	3,500,000.00	Shopping	10.02.2024	20.02.2024	22.02.2024	N/A	N/A	N/A	N/A	28.02.2024	N/A	N/A	05.03.2024	12.03.2024		20.05.2024	N/A	N/A	N/A	25.03.2024	28.03.2024	01.04.2024		
8	Purchase of Cleaning Items - 2023/2024	17,400,000.00	Shopping	10.02.2024	20.02.2024	22.02.2024	N/A	N/A	N/A	N/A	28.02.2024	N/A	N/A	05.03.2024	12.03.2024		20.05.2024	N/A	N/A	N/A	25.03.2024	28.03.2024	01.04.2024		
9	Stationeries & Office Requisites	30,000,000.00	Shopping	as requests received			N/A	N/A	N/A	N/A		N/A	N/A					N/A	N/A	N/A					
10	Purchase of Photocopy Papers -2024 1st QTR (i.e. for the period 01.01.2024-31.03.2024)			07.12.2023	-	-	N/A	N/A	N/A	N/A	04.01.2024	N/A	N/A	21.01.2024	-		23.01.2024	N/A	N/A	N/A	31.01.2024	-	31.03.2024		
11	Purchase of Photocopy Papers -2024 2nd QTR (i.e. 01.04.2024-30.06.2024)			07.03.2024	-	-	N/A	N/A	N/A	N/A	12.03.2024	N/A	N/A	19.03.2024	-		21.03.2024	N/A	N/A	N/A	25.03.2024	-	30.06.2024		
12	Purchase of Photocopy Papers - 2024 3rd QTR (i.e. for the period 01.07.2024-30.09.2024)			06.06.2024	-	-	N/A	N/A	N/A	N/A	12.06.2024	N/A	N/A	19.06.2024	-		21.06.2024	N/A	N/A	N/A	25.06.2024	-	30.09.2024		
13	Purchase of Photocopy Papers - 2024 4th QTR (i.e. for the period 01.10.2024-31.12.2024)			06.09.2024	-	-	N/A	N/A	N/A	N/A	12.09.2024	N/A	N/A	19.09.2024	-		21.09.2024	N/A	N/A	N/A	25.09.2024	-	31.12.2024		
14	Purchase of Tyre for 2024	11,000,000.00	Shopping	as requests received			N/A	N/A	N/A	N/A		N/A	N/A				N/A	N/A	N/A						
15	Purchase of Envelopes - 2024/2025	5,400,000.00	Shopping	01.03.2024	as requests received			N/A	N/A	N/A	N/A		N/A	N/A				N/A	N/A	N/A			31.03.2025		
16	Purchase of Souvenir Items - 2024/2025 (i.e. for the period 26.09.2024-25.09.2025)	3,000,000.00	Shopping	10.05.2024	19.05.2024	29.05.2024	N/A	N/A	N/A	N/A	08.06.2024	N/A	N/A	02.07.2024	-		24.08.2024	N/A	N/A	N/A	20.08.2024	26.09.2024	25.09.2025		
17	Purchase of 30 PCs, office packages, UPSs, 05 Dot matrix Printers, 10 laser printers	14,000,000.00	Shopping	01.03.2024	as requests received			N/A	N/A	N/A	N/A	28.03.2024	N/A	N/A				N/A	N/A	N/A			30.09.2024		
18	Safety Items	1,200,000.00	Shopping	as requests received			N/A	N/A	N/A	N/A		N/A	N/A					N/A	N/A	N/A					
19	Purchase of Garden Requirements	500,000.00	Shopping	as requests received			N/A	N/A	N/A	N/A		N/A	N/A					N/A	N/A	N/A					
20	Repair/replacement of Sofas/fixtures, carpets and other essential requirements in Speaker's Residence 2023	800,000.00	Shopping	as requests received			N/A	N/A	N/A	N/A		N/A	N/A					N/A	N/A	N/A					
21	Upgrade of Mobile app of Parliament - 2023	250,000.00	Direct	07.08.2023	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	14.08.2023	N/A	N/A	N/A	03.10.2023	N/A	31.03.2024	100%	
22	Purchase of Rack Server to Parliament Network Room 2023	3,500,000.00	Shopping	15.11.2023	16.11.2023	18.11.2023	N/A	N/A	N/A	N/A	16.02.2024	N/A	N/A	28.02.2024	26.02.2024		07.03.2024	N/A	N/A	N/A	16.03.2024	N/A	30.04.2024		
23	Purchase of Cutlery, Crockery, Glasswear for Hon. Speaker's Residence	1,519,500.00	Shopping	10.11.2023	15.11.2023	16.11.2023	N/A	N/A	N/A	N/A	23.11.2023	N/A	N/A	07.12.2023	-		09.12.2023	N/A	N/A	N/A	28.02.2024	-	31.08.2024		
24	Purchase of Two door upright chiller for catering stores	1,300,000.00	Shopping	16.02.2024	22.02.2024	26.02.2024	N/A	N/A	N/A	N/A	05.03.2024	N/A	N/A	25.03.2024	01.04.2024		11.04.2024	N/A	N/A	N/A	18.04.2024	22.04.2024	01.05.2024		
25	Purchase of Dish washer Machine to Catering Dept	8,000,000.00	Shopping	18.02.2024	20.05.2024	03.06.2024	N/A	N/A	N/A	N/A	18.06.2024	N/A	N/A	02.07.2024	16.07.2024		23.07.2024	N/A	N/A	N/A	30.07.2024	06.08.2024	13.07.2024		
26	Purchase of Rice Steamer for Catering Dept	1,500,000.00	Shopping	18.02.2024	13.05.2024	27.05.2024	N/A	N/A	N/A	N/A	03.06.2024	N/A	N/A	18.06.2024	02.07.2024		09.07.2024	N/A	N/A	N/A	16.07.2024	23.07.2023	06.08.2024		
27	Purchase of Band Saw Machine for catering Dept	3,000,000.00	Shopping	18.02.2024	18.06.2024	09.07.2024	N/A	N/A	N/A	N/A	23.07.2024	N/A	N/A	06.08.2024	27.08.2024		03.09.2024	N/A	N/A	N/A	10.09.2024	18.09.2024	25.09.2024		
28	Purchase of Q Rolling bars, flags	10,000,000.00		18.02.2024	05.03.2024	19.03.2024	N/A	N/A	N/A	N/A	05.04.2024	N/A	N/A	19.04.2024	06.05.2024		20.05.2024	N/A	N/A	N/A	10.06.2024	17.06.2024	15.07.2024		
29	Vedio Broadcasting System	6,100,000.00		18.02.2024	13.02.2024	28.02.2024	N/A	N/A	N/A	N/A	19.02.2024	N/A	N/A	04.03.2024	06.03.2024		10.03.2024	N/A	N/A	N/A	24.03.2024	27.03.2024	20.04.2024		
30	Hardware for Parliament Website	38,000,000.00		18.02.2024	13.02.2024	28.02.2024	N/A	N/A	N/A	N/A	22.02.2024	N/A	N/A	07.03.2024	10.03.2024		14.03.2024	N/A	N/A	N/A	28.03.2024	04.04.2024	06.05.2024		

Procurement Plan - 2024
Parliament of Sri Lanka

		Procurement Activities & their Scheduled Date of Completion																												
31	Backup Solution	9,000,000.00		18.02.2024	13.02.2024	20.02.2024	N/A	N/A	N/A	N/A	26.02.2024	N/A	N/A	11.03.2024	13.03.2024	18.03.2024	N/A	N/A	N/A	02.04.2024	09.04.2024	06.05.2024								
32	Purchase of firewall stackable Switches	2,000,000.00		01.03.2024	05.03.2024	20.03.2024	N/A	N/A	N/A	N/A	01.04.2024	N/A	N/A	18.04.2024	22.04.2024	30.04.2024	N/A	N/A	N/A	05.05.2024	10.05.2024	30.09.2024								
33	Purchase of Streaming Licence	1,000,000.00		16.02.2024	22.02.2024	26.02.2024	N/A	N/A	N/A	N/A	05.03.2024	N/A	N/A	25.03.2024	01.04.2024	11.04.2024	N/A	N/A	N/A	18.04.2024	22.04.2024	25.08.2024								
34	Purchase of Furniture and Office Equipment	650,000.00		01.03.2024	as requests received																									
Services																														
1	Insurance of Parliament Building & Jayanthipura Cafeteria 2024 (i.e. for the period 01.10.2024 - 31.12.2024)	3,000,000.00	Shopping	27.10.2023	17.11.2023	27.11.2023	N/A	N/A	N/A	N/A	27.11.2023	N/A	N/A	11.12.2023	14.12.2023	15.12.2023	N/A	N/A	N/A	20.12.2023	-	31.12.2024								
2	Pest & Termite Control Services - 2024/2025 (i.e. for the period 01.01.2024-30.04.2025)	3,000,000.00		10.10.2024	11.10.2024	20.10.2024	N/A	N/A	N/A	N/A	27.10.2024	N/A	N/A	10.11.2024	13.11.2024	17.11.2024	N/A	N/A	N/A	24.11.2024	01.12.2024	29.04.2025								
3	Servicing & Refilling of Fire Extinguishers	800,000.00		01.08.2024	03.08.2024	15.08.2024	N/A	N/A	N/A	N/A	16.08.2024	N/A	N/A	last time this contract is awarded for 3 yrs cost 4 lks per yr.																
4	Laundry - 2024/2025 (for Parliament & Methsevana) (i.e. for the period 02.01.2024 - 28.02.2025)	17,400,000.00		23.01.4.2024	07.02.2024	02.02.25024	N/A	N/A	N/A	N/A	07.02.2024	N/A	N/A	15.02.2024	16.02.2024	19.02.2024	N/A	N/A	N/A	22.02.2024	29.02.2024	28.02.2025								
5	Service Agreements	40,000,000.00		02.08.2024	22.08.2024	25.08.2024	N/A	N/A	N/A	N/A	27.08.2024	N/A	N/A	10.09.2024	16.09.2024	19.09.2024	N/A	N/A	N/A	23.09.2024	27.09.2024	31.08.2024								
6	Improvements to the existing lifts	1,500,000.00		20.02.2024	03.03.2024	06.03.2024	N/A	N/A	N/A	N/A	11.03.2024	N/A	N/A	26.03.2024	01.04.2024	08.04.2024	N/A	N/A	N/A	18.04.2024	25.04.2024	31.08.2024								
7	Furniture Repair	2,000,000.00		as requests received																										
Civil Works																														
1	Purchasing & Installation of two post Hydraulic Car Lift	1,500,000.00	Shopping	05.10.2023	15.10.2023	16.10.2023	N/A	N/A	N/A	N/A	20.10.2023	N/A	N/A	30.10.2023	01.11.2023	N/A	03.11.2023	N/A	N/A	N/A	13.11.2023	20.11.2023	31.05.2024							
2	X ray Room Partitioning of Speaker's Residence	1,000,000.00	Shopping	19.02.2024	08.07.2024	22.07.2024	N/A	N/A	N/A	N/A	29.07.2024	N/A	N/A	20.08.2024	03.08.2024	10.02.2024	N/A	N/A	N/A	18.09.2024	25.09.2024	25.10.2024								
3	Renovation of barracks	35,000,000.00	NCB	26.02.2024	11.03.2024	25.03.2024	N/A	N/A	N/A	N/A	03.04.2024	N/A	N/A	08.04.2024	17.04.2024	19.04.2024	N/A	N/A	N/A	03.05.2024	15.05.2024	31.07.2024								
4	Rehabilitation & Improvements of Parliament Complex (SGP Office renovation)	3,000,000.00	Shopping	12.01.2024	23.01.2024	23.01.2024	N/A	N/A	N/A	N/A	09.02.2024	N/A	N/A	16.02.2024	22.02.2024	26.02.2024	N/A	N/A	N/A	29.02.2024	06.03.2024	13.03.2024								
	Rehabilitation & Improvements of Parliament Complex	2,000,000.00		when required																										
5	Replacing VIP lift 01 Nos	25,000,000.00	NCB	26.02.2024	21.03.2024	25.03.2024	N/A	N/A	N/A	N/A	30.03.2024	N/A	N/A	21.04.2024	29.04.2024	29.04.2024	06.05.2024	N/A	N/A	N/A	20.05.2024	26.05.2024	30.06.2024							
6	Supply and Installation of Submersible Electrically Driven Dry Well Type Sewerage Pumping Sets and Accessories for Sewerage Pump House	42,325,000.00	NCB	16.01.2024	20.02.2024	02.02.2024	N/A	N/A	N/A	N/A	06.02.2024	N/A	N/A	28.02.2024	01.03.2024	05.03.2024	N/A	N/A	N/A	10.03.2024	20.03.2024	25.06.2024								
7	Rehabilitation of Sravasti Building	100,000,000.00	NCB	16.02.2024	29.02.2024	05.03.2024	N/A	N/A	N/A	N/A	11.03.2024	N/A	N/A	03.04.2024	10.04.2024	18.04.2024	N/A	N/A	N/A	25.04.2024	30.04.2024	31.09.2024								
8	CCTV for Madawela MPP Quarters	5,900,000.00	NCB	15.02.2024	15.03.2024	21.03.2024	N/A	N/A	N/A	N/A	27.03.2024	N/A	N/A	18.04.2024	02.05.2024	06.05.2024	N/A	N/A	N/A	10.05.2024	20.05.2024	31.08.2024								
9	Renovation of General's House	50,000,000.00	Direct Contract																											
10	Acquisition of Capital Assets for General House & Speaker's Residence	10,000,000.00	Shopping	As requests received																										

Internal Audit Plan - 2024

Serial Number	Activities for Auditing identified by the internal auditing on evaluation of risk	Risk Assessment	Period to perform Internal Audit				Number of Audit reports expected to	Resource to be used - Hours
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
1	Financial Management							
1.1	Financial Control evaluation Reviewing and assessing the effectiveness of internal controls related to financial process and transactions. Examining policies, procedures and systems in place to safeguard assets, ensure accuracy in financial reporting and prevent fraud.	2.1		√		√	2	225
1.2	Financial reporting compliance	2						
1.2.1	Ensuring compliance with regulatory requirements in financial reporting			√			1	225
1.2.2	Reviewing financial statements disclosures and accounting practices to ensure accuracy and transparency.		√				1	
1.3	Internal financial controls testing Testing the design and operating effectiveness of internal controls, ensuring they are functioning as intended to mitigate risks and achieve financial objectives.	2.1.2	√	√	√	√	1	225
1.4	Audit of financial transactions examine individual	3,4						
	financial transactions to verify their accuracy , Completeness, and compliance with policies and regulations. Testing a sample of transactions to assess the integrity of the financial data.		√	√	√	√	1	225

Internal Audit Plan - 2024

2	General Administration							
2.1	Focuses on ensuring efficiency, effectiveness, and compliance with policies and procedures across various administrative functions.	1		√		√		150
2.1.1	Change management and improvement initiatives. Providing recommendations for change management initiatives and improvements based on audit findings.	4		√		√	1	100
2.1.2	Customer service and satisfaction Assessing the quality of customer service provided by administrative units within the organization.	1,2,3	√	√	√	√	1	100
2.1.3	Compliance with regulations and standards. Ensuring compliance with relevant laws, regulations, circulars, governing administrative Practices.	5,6	√			√		100
2.2	Information systems and management Ensuring security, efficiency, and reliability of an organization's IT infrastructure and systems.	7*1						
2.2.1	IT governance review Evaluating the alignment of IT strategies and objectives with overall organizational goals.	7*1		√			1	100
2.2.2	IT security assessment Reviewing the effectiveness of IT security measures. Including access control, data encryption and firewalls.	7*1	√	√	√	√		100

Internal Audit Plan - 2024

2.2.3	<p>Data management and privacy</p> <p>Evaluation the management, storage, and protection of data within the organization.</p> <p>Ensure compliance with data privacy regulations, assess data back up procedures and review data retention policies.</p>	7*1			√			100
2.2.4	<p>Cyber security awareness and training evaluation</p> <p>Reviewing the effectiveness of cyber security training and awareness programs for staff members.</p>	7*1			√			150
2.3	<p>Building/structure/equipment and premises maintenance</p> <p>Assessing and ensuring the efficiency ,safety and compliance of maintenance processes and practices within the organization's physical facilities.</p>	7*1					1	100
2.3.1	<p>Maintenance procedures review</p> <p>Evaluating the effectiveness of maintenance procedures and schedules for building and critical equipment systems.(electrical/plumbing/critical equipment and component)</p> <p>Assess the adequacy of preventive maintenance plans, Their alignment with industry best Practices.</p>	7	√					100

Internal Audit Plan - 2024

2.3.2	Energy efficiency and sustainability Assessing initiatives aimed at energy conservation, sustainability practices and environmentally friendly maintenance approaches. Review energy usage pattern, efficiency measures.	7*ix	√	√	√	√	1	150
2.3.3	Facility condition assessment. Evaluating the overall condition of facilities and infrastructures.	7*xiii		√				
2.3.4	Vendor and contractor management Assessing contracts and agreements with maintenance service providers/contractors. Review contracts terms ,service level agreements ,performance against agreed up on Standards.	7			√		1	150
3	Special assignments							690
4	Conduct audit and management committee meetings		√	√	√	√		900
5	Conducting pre audit activities assigned by the SGP		√	√	√	√		690

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