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இலங்கைப் பாராளுமன்றம்
Parliament of Sri Lanka



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வருடாந்த செயலாற்றுகை அறிக்கை
ANNUAL PERFORMANCE REPORT

2019

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இலங்கைப் பாராளுமன்றம், ஸ்ரீ ஜயவர்தனபுர கோட்டே
Parliament of Sri Lanka, Sri JayewardenepuraKotte

**Parliament of Sri Lanka
Annual Performance Report for 2019**

Head 16

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Chapter -1 **Organizational Profile / Executive Summary**

Introduction

Parliament of Sri Lanka is a unicameral legislature comprising 225 members. People use their sovereign power to elect 196 of the 225 members while the remaining 29 are selected from the National Lists of the respective political parties according to the proportion of votes secured by each political party at the respective General Election.

The functions of Parliament are to enact laws, oversee the activities of the executive, controlling the public finance and providing space for submission of grievances. In addition, it performs a quasi-judicial role pertaining to Parliamentary privileges and impeachments. The proceedings of Parliament are conducted in accordance with the Standing Orders of Parliament.

The Speaker of Parliament is the presiding officer of Parliament of Sri Lanka and the Parliament Chamber and an impartial person who is at the third place in the priority order of protocol.

The Parliamentary Secretariat assists the duties and functions of the Hon. Speaker, the Hon. Deputy Speaker and the Hon. Deputy Chairman of Committees Parliament. The Secretary General of Parliament is appointed by the President in terms of Article 65 of the Constitution. The Staff of the Parliamentary Secretariat is appointed by the Secretary General of Parliament with the concurrence of the Hon. Speaker.

Provision has been made by the Parliamentary Staff Act No. 09 of 1953 for the administration of the Staff of Parliament. The Parliamentary Secretariat functions as a unique and separate institution. The privileges and powers of Parliament and its Members are defined and declared by the Parliamentary Powers and Privileges Act. This Act governs the administrative process of Parliament. The

Parliamentary Secretariat has been categorized as a Grade A government institution for budgeting purposes.

This Report provides an overview of the activities conducted by the Staff of Parliament during the year 2019 with a view to providing an excellent service and includes the overall financial performance pertaining to the year 2019 under Expenditure Head 16.

Vision, Mission and Objectives

Vision

Becoming an effective and efficient people-centred Parliament which promotes democracy and good governance

Mission

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

Key Objectives of the Parliament

- (i) Exercising the legislative power of the people.
- (ii) Exercising full control over public finance.
- (iii) Exercising oversight over the executive.

Organizational Structure

The secretarial and staff services required for efficient performance of the duties of Parliament headed by the Hon. Speaker are provided by the staff of the Secretary-General of Parliament. (Please see Annex 01 for the organizational structure.)

Departments Belonging to the Office of the Secretary General of Parliament

Serjeant-at-Arms Department

The Serjeant-at-Arms holds the custody of and bears responsibility for protection of the “Mace”, which symbolizes the authority of Parliament, and functions as the official who provides service to the Hon. Speaker. The Department of the Serjeant-at-Arms performs the task of assisting the legislative process by keeping the safe custody of the Mace, which symbolizes the authority of Parliament, by performing other functions that arise from its service to the Hon. Speaker, who wields the apex authority inside the Chamber, and by ensuring that adequate support staff and facilities necessary for the smooth functioning of Parliament and its Committees are available.

The Department of the Serjeant-at-Arms, which is a wing that is directly involved in ensuring the safety and security of Members of Parliament, of members of the Staff of Parliament and of visitors as well as distinguished guests to the Parliament, makes all the arrangements necessary for the creation of a safe and secure environment within the Parliamentary Complex.

Administration Department

The key task of the Administration Department is to contribute strategically towards the personal development and wellbeing of Staff of the Secretary General of Parliament enabling them to perform their duties in a productive manner within a competitive environment.

It has been identified that an active staff with right attitudes, knowledge and skills is essential for implementing decisions strategically for the purpose of achieving the objectives of this supreme institution, rising to challenges posed to it, and being quantitatively and qualitatively capable within a rapidly changing environment.

Having understood its daunting responsibility in serving these purposes, the Administration Department has become firmly committed to ensuring performance, ongoing development and wellbeing of the Staff of the Secretary General of Parliament. An incessant endeavour is made to create a constructive change for this purpose and the Administration Department is vested with the power to formulate and decide on human resource policies so that the Department can guide the organization through correct policies, decisions and measures in the management of its human resources.

Hansard Department

Preparing the Hansard Report containing every speech made in Parliament and compiling Reports of Committees are the responsibilities of the Hansard Department.

The Department consists of the Editor of Hansard, Deputy Editors of Hansard, Assistant Editors of Hansard, Senior Hansard Reporters and Hansard Reporters and equipped with a Committee Reporters' Unit, an Indexing Unit and a Speech Recording Unit.

Every word uttered and heard during debates in Parliament are recorded by Hansard Reporters and scripted by them, and thereafter, handed over to Assistant Editors of Hansard for scrutiny and correcting in case there are any mistakes. The scripts so corrected are handed over to the Deputy Editor of Hansard in the respective section.

All the tasks beyond that point are assigned to the Editor of Hansard, who is tasked with preparing the final version to be sent to the Government Press.

Coordinating Engineer's Department

This Department was established in 1990 for carrying out all civil engineering maintenance work necessary at the Parliamentary Complex, the Official Residence of Speaker of Parliament, the Shravasthi, the Members' Housing Complex in Madiwela, the Staff Quarters in Jayawadanagama and the General's House in Nuwara Eliya.

Operating all services such as lifts, central airconditioning system, closed circuit television (CCTV) surveillance camera system, main television antenna system (MTV), sound system, cold rooms etc

and ensuring proper functioning of all equipment as well as bearing responsibility for maintenance work at affiliated departments (the Ceylon Electricity Board and the National Water Supply and Drainage Board) are conducted under this Department. It also keeps vigilance on repair and restoration work necessary in the Parliament building, carries out new constructions in the Parliamentary Complex, prepares documents necessary for inviting quotations for major new constructions, as well as performs necessary repair and maintenance works in the electrical equipment and systems.

Catering and Housekeeping Services Department

Under the consultancy and guidance provided through the professional and technical expertise of the Hotel Lanka Oberoy, which is a leading international hotel in the field of star-class hotels, the Catering and Housekeeping Department was created as a new Department with the shifting of the seat of Parliament to the Parliamentary Complex in Sri Jayewardenepura Kotte in 1982. Subsequently, this Department was attached to the Staff of the Secretary General of Parliament and has been functioning so to this day.

It comes under a separate Director – Catering and Housekeeping and functions through three subdivisions known as Kitchen, Restaurants and Housekeeping.

The food and beverages and restaurant service mainly consists of 12 sections organized as cafeterias, executive cafeterias, VIP cafeterias and food and supplies division. Five of the cafeterias operate every day and serve between 1,000 and 1,200 diners on non-sitting days.

Yet another duty of this Department is maintaining sanitary and housekeeping services responding to the needs of distinguished persons in the building comprising five floors. At the same time, the housekeeping service should be organized to suit all those who use the Parliament premises in their official or professional capacities.

Information Systems and Management Department

The responsibility for information and communication technology needs of Parliament is borne by the Department of Information Systems and Management. The Department of Information Systems and Management was established in the latter half of the year 2004. The Department functions under the vision of strengthening stakeholders through information systems equipped with modern technology and performs a big role at present in bringing the efficiency and productivity of the work at the Parliamentary Secretariat to a high level. The Department empowers people with knowledge and information pertaining to important decisions and moves taken by Parliament and provides Members of Parliament with accurate and timely information in an efficient manner with a view to assisting them in the decision-making process.

Legislative Services Department

Assisting the legislative process in Parliament, carrying out the work of the legislature efficiently and effectively, making supervision and control over the public funds through various committees in order to ensure responsibility and accountability of the Parliament as well as the public, and conducting research for the Members of Parliament as a legislator, and providing information for debates, implementation of Official Languages Policy with the allied language in the legislative process, assisting to make bills, orders, regulations, rules etc., acceptance and submission of annual reports of statutory bodies, performance reports of ministries, departments, local governments in Parliament, coordinating relevant functions to approve by Parliament as necessary, preparing all relevant agendas, order books or related supplements, schedules relating to sittings of Parliament, day-to-day proceedings in all three languages, etc. are performed by the Department of Legislative Services.

Finance and Supplies Department

The Finance and Supplies Department performs a major role in functions of the Parliament. It is headed by the Director (Finance). As the accounting officer, the Director (Finance) directly reports to and advises the Secretary General of Parliament regarding financial matters.

It has three divisions functioning under it, namely 'Finance and Accounts Office, Supplies and Services Office and Catering Accounts Office.

Performing the ordinary functions assigned to him as the accounting officer and ensuring the management of moneys in accordance with Financial Regulations, laws as well as policies, performing financial control tasks, ensuring the safety and efficiency of assets and implementing adequate internal controls are the main functions of the Director (Finance)

Communication Department

The Communication Department was established in 2019 in order to enhance the present Parliament to an efficient people-centred body from which stakeholders can obtain information relevant to them. This Department is headed by the Director (Communication). Its vision is to improve the quality of interaction within Parliament as well as between Members of Parliament, media, civil society organizations and community groups. The Department functions under two Managers as the Media Division and the Public Relations Division.

The Communication Department manages communication of the Communication Department of Parliament, plans and implements communication strategies, manages communication projects and formulates communication programmes. It also performs the operation of a good relationship between the general public and Parliament and facilitates open people's participation.

Chapter - 2 Progress and Future Outlook

The departments that come under the office of the Secretary General of Parliament and the tasks performed by each department are shown below.

Legislative Services Department

This Department provides services relating to fields of formulation of laws and use of public funds to the Members of parliament.

The following offices function under the Legislative Services Department.

1. Table office.
2. Bills Office.
3. Committee office-1
4. Committee office-2
5. Committee office on Public Accounts.
6. Committee office on Public Enterprises.
7. Committee on Public Petitions.
8. Ministerial Consultative Committee office.
9. Interpreters' office.
10. Library.

The functions performed by each office are stated below.

Table office.

Mission:-

Providing required assistance to perform all activities pertaining to the legislative process of Parliament effectively and efficiently.

Key duties:-

- (1) Arrangements have been made to deliver 02 Order Books of Parliament and 29 addendums connected to them containing motions and questions to be taken up in future in relation to 90 sittings of Parliament held in 2019 prepared by the Table office in Sinhala, Tamil and English and printed by the Department of Government Printing to all Members of Parliament,

Secretaries to Ministries, the relevant statutory bodies, media institutions and heads and relevant officers of Parliament and other relevant institutions including all Ministers, State Ministers and Deputy Ministers, by speed post.

Subsequently, arrangements have been made to place them on the table of each Member of Parliament and deliver them to relevant units in Parliament.

- (2) Arrangements have been made to place, 90 Order papers for 90 sittings of Parliament held in 2019 prepared by the Table office of Parliament and printed by the Department of Government Printing in Sinhala, Tamil and English, on the table of each Member of Parliament on the relevant sitting days and the necessary arrangements have been made to deliver the relevant order paper to all Members of Parliament, Secretaries of Ministries, All ministries, statutory bodies connected to them, the media institutions and the heads and relevant officers of Parliament and other institutions including all Ministers, State Ministers and Deputy Ministers on the first sitting day of the relevant sitting week of every month in which sittings of Parliament were held, by speed post.
- (3) Arrangements have been made by the Government Press to print 90 minutes relating to 90 Sittings of Parliament, with the Table office preparing them in Sinhala, Tamil and English.
- (4) Arrangements have also been made to present to Parliament 445 Performance and Annual reports of Ministries as well as Departments, Corporations and Statutory Boards coming under the purview of those Ministries referred by the respective Ministries and motions containing Orders, Regulations and Directives made under various Acts and published in the Gazette.
- (5) Taking action to register 891 Questions for Oral Answers handed over by the Hon. Members of Parliament, edit them in accordance with the Standing Orders of Parliament, have them translated into other languages (Sinhala or Tamil or English) by the Interpreters' Office as required and have their accuracy confirmed in all three languages by the Table Office and include them in the Order Books or Order Book Addendums as relevant.
- (6) Taking action to accept 58 Private Members' Motions and 04 No Date Motions from the Hon. Members of Parliament, edit them, have them translated into Sinhala or Tamil or English by the Interpreters' Office as required and have their accuracy confirmed in all three languages by the Table Office and include them in the Order Books or Order Book Addendums as relevant.
- (7) Taking action to summon 31 meetings of the Committee on Parliamentary Business, issuing the minutes of those meetings in all three languages and carrying out follow up on the decisions. In addition, action was taken to hold a meeting with the Hon. Speaker and the leaders of political parties and their representatives to decide about the business of Parliament when the third session of Parliament was prorogued in 2019 and preparing the relevant minutes.

- (8) Making arrangements for preparing the orders of the day relevant to 90 sitting days of Parliament including 06 Memoranda received from the President, 99 announcements by the Speaker, 28 government Bills and 08 Private Member's Bills and presentation of decisions of Supreme Court on certain Bills and presentation of papers by Ministers and uploading those documents to the intra net of Parliament for the information of the other Departments and Offices of Parliament.
- (9) Taking action to present 13 votes of condolence in Parliament with relevance to 2019 and send the extracts of the Hansard relevant to each vote together with a covering letter signed by the Secretary General of Parliament to the spouse or close relatives of the late Member of Parliament.
- (10) Assisted in preparing special announcements and decisions made by the Hon. Speaker in respect of the meetings of Parliament.
- (11) Preparation of files with all documents separately for the Chair and the Secretariat to facilitate the conduct of meetings of Parliament was done for 90 sittings of Parliament.
- (12) Brief explanations were made by the Assistant Directors of the Table Office to the Chair including the Speaker, Deputy Speaker and Deputy Chairman of Committees, to the Secretariat including the Secretary General, Deputy Secretary General and Assistant Secretary General regarding the business of the house for the relevant day before the commencement of sittings in respect of the 90 meetings of Parliament conducted in the year 2019.
- (13) Maintaining the computer software programme incorporating all data and information of Members of Parliament and updating same without delay upon various requests made by Members of Parliament and other incidents.
- (14) Taking action to maintain a registry of Members of Parliament according to the Sinhala alphabetical order and the seniority separately within the legislative information computer system and to maintain the relevant lists of names in the English language according to the Sinhala alphabetical order with summary notes together with relevant updates for the voting in the House.
- (15) Issuing documents containing the names, offices, addresses and telephone numbers of the Members of Parliament and other information in the form of hard copies and soft copies, on the written requests made by various Ministries, Departments, Corporations and Statutory Boards and various Embassies and High Commissions situated in Sri Lanka.
- (16) In situations where the Secretary General of Parliament has been ordered to be present as a respondent in respect of a petition referred to the Supreme Court challenging the expulsion of a Member of Parliament from the party or any related judicial proceeding, preparing observations, preparing proxies and preparing all other documents as required regarding such petitions and exchanging such documents with the Attorney General.
- (17) Making arrangements for tabling as required, the reports and relevant documents of the Sectoral Oversight Committees newly introduced to Parliament.

- (18) Planning and implementing a system to manage the files used in the work carried out by the Table Office.
- (19) Carrying out all activities speedily, required for the convening of the Parliament under Standing Order 16 in situations where Parliament has been adjourned, i.e. preparing the gazette notification for convening Parliament, preparing the Order Paper of Parliament, informing the Hon. Members of Parliament in writing expeditiously through speed post.

Accordingly, necessary action was taken to convene Parliament on 11 November 2019 in terms of Standing Order 16, on an occasion the Parliament had been adjourned in the year 2019.

- (20) Preparing the Order Books, Addendums, Order papers and Business of the Day for sittings of Parliament and information about the business of the House scheduled for the upcoming sittings of Parliament in Sinhala, Tamil and English and publishing same on the official website of Parliament to enable the Members of Parliament, Ministries, other institutions and the general public obtain information about the affairs of Parliament speedily.
- (21) Providing an advance written notice to the Attorney General about the government business scheduled to be taken up for debate during each sitting week of Parliament as per the decisions taken at the Committee on Parliamentary Business.
- (22) The Presidential Secretariat and the Prime Minister's office were informed formally in writing as relevant about all the orders, regulations and agreements subsequent to the due passage of such subordinate legislations in Parliament.
- (23) Necessary arrangements were made as appropriate in the circumstances to submit various information in writing relating to the scope of the Table Office to various parties under the Right to Information Act No. 12 of 2016.

Accordingly, such information was provided on 03 occasions during the year 2019.

- (24) In the event of a seat of a Member becoming vacant in terms of Article 66 of the Constitution of the Democratic Socialist Republic of Sri Lanka, the Secretary General of Parliament informs in writing to the Chairman of the Elections Commission in terms in all three languages in terms of the Parliamentary Elections Act No. 1 of 1981 as amended by the Elections (Special Provisions) Act No. 35 of 1988 and accordingly necessary arrangements are made for the new Member of Parliament to be sworn in or take oaths in Parliament.

In the year 2019, such arrangements were made on 06 occasions.

- (25) Providing active contribution of the Table Office by participating in the meetings, workshops etc. held in 2018 and by providing the necessary information and guidance in relation to the Document Management System due to be implemented under the sponsorship and direction of Information and Communication Technology Agency with the aim of fully automating the affairs related to all documents prepared by the Table Office and all the other sections under the Department of Legislative Services.

- (26) Taking action to appear in various courts on the instructions of the Secretary General for the submission of documentary evidence on behalf of the Secretary General of Parliament, in judicial proceedings wherein the Secretary General of Parliament has been cited as a respondent.

Bills Office

The function of the Bills office is to make necessary arrangements in order to ensure that the law making process which is the priority legislative function of Parliament is put into action in keeping with the provisions stipulated in the Constitution and the Standing Orders of Parliament.

In order to facilitate this, the Bills Office functions in all three languages and attends to all legislative related matters from the presentation of Bills by government to printing the respective Acts after they receive Hon. Speaker's certificate.

Similarly, Private Members' Bills too are handled in all three languages from the printing of the draft Bill in the gazette up to the printing of the respective Act once it is passed in Parliament subsequent to its being forwarded to the Attorney General for his opinion in regard to the constitutionality of the said Bill as per new standing order No. 52(3).

Duties performed in the year 2019.

1	Gazetted Bills of the Government received by the Bills Office	41
2	Gazetted Bills of the Government presented to Parliament	34
3	Bills printed by the Bills Office	39
4	Number of government bills withdrawn	02
5	Number of government bills withdrawn	03
6	Bills passed in Parliament	24
7	Government Acts that received Hon. Speaker's certificate	23
8	The number of requests received by the Bills Office for presenting Private members bills	06
9	No. of Private Members' Bills forwarded to the Attorney General as per Standing order No. 52 (3)	22
10	No of ministerial reports on the private members' bills presented to Parliament	03
11	The number of bills which had exceeded the period of six months 136 granted for obtaining the ministerial reports and memoranda were sent in that regard	124
12	Number of times the The number of bills which had exceeded the period of six months 136 granted for obtaining the ministerial reports and memoranda were sent in that regard met to consider the Bills	08
13	Number of "Provincial Council Statutes" drafts considered by the Legislative Standing Committee under Standing Order 51 (3)	01
14	Number of Bills referred to receive the view of the Provincial Councils under Standing Order 51(2)(a)	02

In addition, the Bills Office carried out the following activities in the year 2019.

- (a) The officers of this office participated in the meetings of the Sectoral Oversight Committees conducted in respect of Bills and offered necessary contribution.
- (b) Providing necessary facilities to the general public and the Members of Parliament to obtain information of the legislative services included in the intranet of Parliament through the web site of Parliament in all three languages.
- (c) Updating the legislative services information system in relation to bills.
- (d) Taking necessary action to compile all the Acts passed in the year 2019 and bind them as a book.
- (e) Taking action to provide information relating to the Bills Office sought by external parties under the Right to Information Act to the Information Officer of Parliament; and
- (f) Providing information about Bills / Acts and the procedures relevant for passing them in Parliament in response to the requests made by Hon. Members of Parliament, Ministries, Provincial Councils and various other institutions.

The Committee Office - 1

The Committee Office undertakes the activities related to 10 Sectoral Oversight Committees and 8 other Committees and the activities carried out in the year 2019 are as follows.

	<i>Committee</i>	<i>Number of meetings held</i>	<i>Number of considerations</i>				<i>Number of reports presented to Parliament</i>
			<i>Bills</i>	<i>Orders/regulations</i>	<i>Motions/Supplementary estimates</i>	<i>Annual/Performance Reports</i>	
Sectoral Oversight Committee							
1	International Relations	7	1	1	-	1	1
2	National Security	11	1	2	1	-	3
3	Women and Gender <ul style="list-style-type: none"> • Conducting a poster programme to commemorate women with exceptional achievements concurrent to International Day for Women. • Having discussed law reforms in partnership with UNDP and submitting 3 private members bills • Conducting discussions with the participation of USAID for 30% representation of women in national lists. • Implementing decisions of committees, presenting 3 private members' bills for ; <ul style="list-style-type: none"> ❖ Amending the Marriage Registration Ordinance ❖ Introducing minimum age of marriage in Sri Lanka ❖ Amending Civil Procedure Code (Article 627) 	11	-	-	-	2	3

4	Education and Human Resources Development	32	2	26	-	133	7
	<ul style="list-style-type: none"> Conducting a 3-day residential workshop at MAS Institute for the formulation of a national education policy Conducting a discussion at HATCH institute on Artificial Intelligence Conducting a workshop at Waters Edge Hotel to further discuss STEM education. 						
	<u>Sub Committees</u> <ul style="list-style-type: none"> On Education <ul style="list-style-type: none"> ❖ Report on the 2020 circular for the admission of children for Grade one ❖ Report on service related issues in the post of Project Assistant (Non-formal education) affiliated to non-formal education sector On Higher Education <ol style="list-style-type: none"> Observation visit was undertaken to Batticaloa Campus (Pvt) Ltd to compile a report on the institution. Observation visit to look into the affairs of Sri Lankan Aviation College 	10	-	-	-	-	2
5	On Transport and Communication	4	2	1	1	9	3
6	On Agriculture and Lands	9	2	-	-	37	6
7	On Legal Affairs (Anti corruption) and Media	19	3	6	-	17	5
	<ul style="list-style-type: none"> Conducting two public consultation meetings in Gampaha and Galle areas on the drafting of Anti-Corruption Act 						
8	On business and commercial affairs	6	2	1	-	10	3
9	On Energy	3	1	-	-	1	2
	<u>Subcommittees</u> <ul style="list-style-type: none"> Subcommittee on power and renewable energy 	6					
10	On Manufacturing & Services	7	-	-	-	13	1
	<u>Subcommittee</u> <ul style="list-style-type: none"> Subcommittee for upgrading public sector institutions involved in cement production 	2	-	-	-	-	-

Other Committees							
	<i>Committee</i>	<i>Number of meetings held</i>	<i>Number of considerations</i>				<i>Number of reports presented to Parliament</i>
			<i>Bills</i>	<i>Orders/regulations</i>	<i>Motions/Supplementary estimates</i>	<i>Annual/Performance Reports ශ්‍රී ලංකා</i>	
1	On Public Finance Chairman – Hon. M.A. Sumanthiran • Field visit to Batticaloa to identify people's aspirations on 2020 budget	29 1	7	68	65	20	16
2	Select Committee Chairman – Hon Speaker	7	Not relevant				
3	Committee on Standing Orders Chairman – Hon. Speaker	1	Not relevant				-
4	Committee on Ethics and Privileges Chairman – Hon. Thilak Marapana	7	Not relevant				-
5	Select Committee of Parliament to study and report to Parliament its recommendation to ensure National Evaluation Capacity in Sri Lanka	5					
6	Select Committee of Parliament to look into the incidents that took place in the House during Parliament sittings on 14 th , 15 th and 16 th of November 2018 Chairman – Hon. Deputy Speaker Hon. J.M. Ananda Kumarasiri	3	Not Relevant				1
7	Select Committee of Parliament to study and report to Parliament its recommendations to ensure communal and religious harmony in Sri Lanka Chairman – Hon. Speaker No. of Members – 25 • 2 summits have been held in Galle and Kurunegala	7	Not Relevant				1
8	Committee on High Posts Chairman – Hon. Speaker	No. of meetings held	No. of appointments cleared				
			Ambassador/High Commissioner appointments	Secretary to the Ministry appointments	Chairman of institution appointments		
		6	26	11	5		
9	Women Parliamentarians' Caucus		-				
10	Parliamentary Caucus for Children		• Directing the activities related to holding the third meeting of the South Asian Parliamentary Caucus in Sri Lanka.				

Committee Office - II

Tasks relevant to the following Committee on Public Finance, 12 Sectoral Oversight Committees and sub committees are performed by Committee Office II.

Accordingly, the tasks performed by each Committee within 2019 are given below.

	Committee	No. of meetings held	No. of considerations				No. of Reports presented in Parliament
			Bills	Regulations/ Orders	Motions/ Supplementary Estimates	Annual/ Performance Reports	
1	Sectoral Oversight Committee on Public Finance	27	7	68	65	20	16
2	Sectoral Oversight Committee on Economic Development	13	03	08	-	16	09
3	Sectoral Oversight Committee on International Relations	07	01	01	-	01	01
4	Sectoral Oversight Committee on Defence	11	01	02	01	-	03
5	Sectoral Oversight Committee on Sustainable Development and Environment and Natural Resources	06	-	13	01	23	04
6	Sectoral Oversight Committee on Women and Gender	11	04	-	-	02	03
7	Sectoral Oversight Committee on Health, Human Welfare and Social Empowerment	10	-	12	-	15	05
8	Sectoral Oversight Committee on Transport and Communication	04	03	02	01	08	04

9	Sectoral Oversight Committee on Agriculture and Lands	09	02	-	-	37	06
10	Sectoral Oversight Committee on Legal Affairs (Anti-corruption) and Media	19	03	06	-	17	05
11	Sectoral Oversight Committee on Youth, Sports, Arts and Heritage	06	01	04	-	02	02
12	Sectoral Oversight Committee on Internal Administration and Public Management	05	-	-	-	46	03
13	Sub Committees –Committee on Education	10	-	-	-	-	01. Report on the Circular issued by the Ministry of Education for admission of children to Grade One (21.06.2019) 02. Report on solving the service issues of the Non-formal education sector and the post of Affiliated Project Assistant (Non-formal education).

Committee on Public Accounts Office

- During the year 2019, the Committee on Public Accounts has summoned 22 institutions and conducted 31 investigations and 11 investigations on special matters and special consideration has been paid towards the performance and the regulation of financial matters of the government institutions.
- At the same time, the online evaluation of all public institutions carried out by the Committee on Public Accounts annually to evaluate the financial management and performance was successfully completed in 2019 as well with relevance to 2018.(Report is due to be submitted)

Special programmes implemented by COPA in the year 2019

- (a) Collection of Information was done online through a new computer information management system with the aim of regulating and evaluating the financial control and the performance of all 838 government institutions which were under the supervision of COPA for the financial year 2017 and all the aforesaid institutions were evaluated on the basis of the information collected thus. An award ceremony was conducted at the Bandaranaike Memorial International Conference Hall on 5th July 2019 with the patronage of HE the President, the Prime Minister and the Hon. Speaker in order to felicitate the institutions which have achieved a higher performance level as per the aforesaid evaluation.
- (b) A workshop on operational performance due to be introduced newly to the relevant questionnaire was also held on this day with the participation of the Heads of all the institutions.
- (c) As the next step of this programme, several rounds of discussions were held with the Auditor General's Department, the Treasury, Ministry of Public Administration and Disaster Management, Ministry of Home Affairs, the Presidential Secretariat, Office of the Prime Minister and the Ministry of Provincial Councils and Local Government, Sustainable Development Council and the Ministry of Mass Media to revise the questionnaires relevant to online collection of information for 2019 as well.

Presentation of Committee Reports to Parliament

- First report of the Third Session of the Eighth Parliament containing 27 investigations from 06/06/2017 to 08/12/2017 was presented on 21st of February 2019. (Parliamentary Series N0.57)
- Second report of the Third Session of the Eighth Parliament containing 23 investigations from 23/02/2018 to 06/04/2018 and 20/06/2018 to 12/10/2018 was presented on 04th April 2019. (Parliamentary Series N0.76)
- Third report of the Committee on Public Accounts of the Third Session of the Eighth Parliament containing information collected online relevant to evaluating the financial control and the performance of 838 institutions through the computer information management system based on the 2017 financial year was presented to Parliament on 21st June 2019. (Parliamentary Series N0.114)

Institutions investigated by the Committee on Public Accounts during 2019

	Institution	Date of Investigation	Period of Auditor General's Report/Progress of implementing previous orders issued by the Committee/Current Performance considered
01	District Secretariat- Batticaloa	20 th February 2019	2014,2015,2016 and current performance

02	Department of Motor Traffic	20 th February 2019	Progress of implementing previous orders issued by the Committee and current performance
03	Department of the Registrar General	22 nd February 2019	2013, 2014,2015,2016 and current performance
04	Ministry of Foreign Affairs	06 th March 2019	Progress of implementing previous orders issued by the Committee and current performance
05	Sri Lanka Customs	07 th March 2019	2013, 2014,2015,2016 and current performance
06	Excise Department	08 th March 2019	2013, 2014,2015,2016 and current performance
07	Inland Revenue Department	12 th March 2019	2013, 2014,2015,2016 and current performance
08	Ministry of Health, Nutrition and Indigenous Medicine	19 th March 2019	2013, 2014,2015,2016 and current performance
09	Sri Lanka Air Force	21 st March 2019	Current performance
10	Ministry of Education	22 nd March 2019	2017 and current performance
11	Sri Lanka Customs and Department of Motor Traffic	07 th May 2019	Discussion to look into the delay in the work of the proposed automatic computer tallying system to be implemented between Sri Lanka Customs and Department of Motor Traffic
12	Ministry of Education	09 th May 2019	Computer visual programme on physical and mental equilibrium of students
13	North Western Provincial Council	21 st May 2019	2015,2016,2017 and current performance
14	Department of the Registrar General	23 rd May 2019	Computer visual programme
15	Sabaragamuwa Provincial Council	07 th June 2019	2015,2016,2017 and current performance
16	Ministry of Megapolis and Western Development	07 th June 2019	2015,2016 and current performance
17	Sri Lanka Railways	21 st June 2019	2013, 2014,2015,2016 and current performance
18	Pradeshiya Sabha - Dimbulagala	11 July 2019	2014,2015,2016 and current performance
19	Ministry of Education	08 th August 2019	Progress of implementing previous orders issued by the Committee and current performance
20	Department of Government Printing	21 st August 2019	2015,2016 and current performance
21	Western Provincial Council	22 nd August 2019	2017 and current performance
22	Ministry of National Policies, Economic Affairs, Resettlement and Rehabilitation, Northern Province Development and Youth Affairs	23 rd August 2019	2015,2016 and current performance
23	Department of Motor Traffic	04 th September 2019	Progress of implementing previous orders issued by the Committee and current performance
24	Central Provincial Council	05 th September 2019	2015,2016,2017 and current performance
25	Department of Motor Traffic	06 th September 2019	Current situation of the investigation on the 10 vehicles later registered under Category 302 of the Department of Motor Traffic

26	North Central Provincial Council	18 th September 2019	2015,2016,2017 and current performance
27	Inland Revenue Department	19 th September 2019	Current performance
28	Sri Lanka Customs	20 th September 2019	Progress of implementing previous orders issued by the Committee and current performance
29	North Central Provincial Council	24 th September 2019	Investigating about the kidney disease issue in the North Central Province and RO systems
30	Department of Motor Traffic	23 rd October 2019	Progress of implementing previous orders issued by the Committee and current performance
31	Western Provincial Council	07 th November 2019	Special meeting of the Committee on the sale of the 79 perch land of Wattala Mabole Urban Council

Special discussions held by the Committee on Public Accounts during 2019

	Specific Matter	Date of Investigation
01	Audit report on the performance in electronic waste management in Sri Lanka	21 st February 2019
02	Special audit report on the project to import dairy cows	21 st March 2019
03	Special audit report on solid waste management by Colombo Municipal Council	22 nd March 2019
04	Examining the special audit report on the performance of the Department of Wild Life Conservation	27 th March 2019
05	Second summoning	08 th May 2019 24 th May 2019
06	Third summoning	
07	Special audit report on the process of rehabilitation and reintegration of prisoners into society while providing them safety and protection	29 th March 2019
08	Special audit report on misusing the Vilaththiyikulam forest reserve	10 th May 2019
09	Special audit report on Uma Oya multipurpose development project	22 nd May 2019
10	Special audit report on medical supplies and the supply process carried out by the Medical Supplies Division of the Ministry of Health, Nutrition and Indigenous Medicine	06 th June 2019
11	Special audit report on the intervention by public institutions for educational and economic empowerment of persons with disabilities	06 th September 2019

Committee on Public Enterprises

During 2019, the Committee on Public Enterprises held meetings and prepared reports to report to Parliament on the performance and current affairs of the following institutions.

Presentation of Committee Reports

In addition, the Committee on Public Enterprises successfully completed the tasks assigned to it and presented 04 reports on public enterprises on the following dates in relation to the institutions investigated by the Committee.

1. 24th January 2019
2. 21st August 2019
3. 23rd October 2019
4. 07th November 2019

Institutions investigated by the Committee within 2019

No.	Name of the Institution	Date of Investigation
01	Merchant Bank of Sri Lanka	20.02.2019
02	Mahaweli Authority	21.02.2019
03	Inventors Commission	22.02.2019
04	State Mortgage and Investment Bank	07.03.2019
05	Sri Lanka Rupavahini Corporation	08.03.2019
06	National Design Centre	11.03.2019
07	Sri Lanka Foreign Employment Bureau	15.03.2019
08	National Institute of Post Harvest Management	21.03.2019
09	Central Bank of Sri Lanka	22.03.2019
10	Housing Development Authority	02.04.2019
11	Sri Lanka Airlines	03.04.2019
12	Paddy Marketing Board	07.05.2019
13	Inventors Commission	08.05.2019
14	National Institute of Post Harvest Management	09.05.2019
15	Bataloa Campus Pvt.Ltd.	21.05.2019
16	Ceylon-German Technical Training Institute	23.05.2019
17	National Dangerous Drugs Control Board	24.05.2019
18	Sri Lanka Airlines	19.06.2019
19	Saumyamoorthi Thondaman Memorial Foundation	20.06.2019
20	National Medicines Regulatory Authority	09.07.2019
21	Social Security Board	10.07.2019
22	Ranaviru Seva Authority	11.07.2019
23	Mahapola Scholarship Foundation	12.07.2019
24	Lanka Electricity Private Company	07.08.2019
25	Mahaweli Authority	08.08.2019
26	Industrial Development Board	09.08.2019
27	Sri Lanka Air force	20.08.2019
28	Lanka Sathosa	21.08.2019
29	National Water Supply and Drainage Board	22.08.2019
30	Ceylon Electricity Board	23.08.2019
31	Sri Lanka Cricket	03.09.2019
32	National Savings Bank	04.09.2019
33	People's Bank	05.09.2019
34	Bataloa Campus Private Company	17.09.2019
35	Geological Survey Mines Bureau	18.09.2019

36	Institute of Indigenous Medicine	20.09.2019
37	Ceylon Electricity Board	08.10.2019

Public Petitions Committee Office

The first meeting of the Committee for the year 2019 was held on 05-02-2019 and during the year under consideration, a total of 33 meetings were held in the third session, in which 421 petitions were considered and 179 files were completed.

Approximate unedited statistics pertaining to the functions of the Committee on Public Petitions are given below.

1.	The total number of petitions received by the committee office within the Year 2018	586
2.	Number of petitions rejected by the Office on the grounds of inconsistency with the Standing Orders	248
3.	Number of petitions accepted by the Office for future action	338
4.	Number of petitions referred to the Hon. Speaker for approval in 2019 (Out of these 392 petitions, 57 had been received in 2017 while the remaining 335 were petitions received in 2018)	392
5.	Number of petitions submitted to Parliament in 2019 (Action was taken in year 2019, to submit to Parliament, the petitions received in the year 2018 but had not been submitted to Parliament in that year)	402
6.	Number of petitions submitted to the Parliamentary Commissioner for Administration (Ombudsman) for investigations	16
7.	Number of Committee meetings held	33
8.	Number of petitions considered by the Committee	421
9.	Number of petitions pertaining to which notifications have been received to confirm that recommended relief measures were received within the year	06
10.	The number of files of petitions completed (Files closed after relief measures were granted or because necessary provisions are not available to grant relief)	179

Ministerial Consultative Committees

Ministerial Consultative Committees were established in April 2018 under the standing order No. 112 of the new standing orders of Parliament and the office for the Ministerial Consultative Committees was established in August 2018

The details of the meetings of the Ministerial Consultative Committees held in the year 2019

	Ministerial Consultative Committees Held	Date Held	No. of Meetings Held
1.	Ministerial Consultative Committee on Mahaweli Development and Environmental Affairs	07.02.2019	1
2.	Ministerial Consultative Committee on Defence	26.02.2019	1
3.	Ministerial Consultative Committee on Agriculture, Rural Economic Affairs, Irrigation and Fisheries and Aquatic Resources Development	08.03.2019 09.07.2019	2
4.	Ministerial Consultative Committee on Industries and Commerce, Resettlement of Protracted Displaced Persons and Cooperative Development, Vocational Training and Skills Development	15.03.2019 05.04.2019 09.05.2019 20.06.2019 11.07.2019 25.07.2019 23.08.2019 19.09.2019	8
5.	Ministerial Consultative Committee on Public Administration and Disaster Management and Livestock Development	19.03.2019 23.05.2019	2.
6.	Ministerial Consultative Committee on Megapolis and Western Development	22.03.2019 20.08.2019	2
7.	Ministerial Consultative Committee on Labour and Trade Union Relations	26.03.2019	1
8.	Ministerial Consultative Committee on Ports and Shipping and Southern Development	26.03.2019 10.07.2019 17.09.2019	3
9.	Ministerial Consultative Committee on Justice and Prison Reforms	03.04.2019	1
10	Ministerial Consultative Committee on Transport and Civil Aviation	19.06,2019	1
11	Ministerial Consultative Committee on Science, Technology and Research	21.06.2019	1
12	Ministerial Consultative Committee on Education	09.07.2019 26.07.2019	2
13	Ministerial Consultative Committee on Health, Nutrition and Indigenous Medicine	12.07.2019 22.08.2019	2
14	Ministerial Consultative Committee on Digital Infrastructure and Information Technology	09.08.2019	1
15	Ministerial Consultative Committee on Development Strategies and International Trade	21.08.2019	1
16	Ministerial Consultative Committee on Finance	17.09.2019	1
17	Ministerial Consultative Committee on Internal and Home Affairs and Provincial Councils and Local Government	20.09.2019	1

Interpreters' Office

Services provided by the Parliamentary Interpreters' Office in the year ended 31st December 2019 are as follows:

- i. Provision of simultaneous interpretation services in Sinhala/English, Sinhala/Tamil, Tamil/English languages to Members of Parliament inside the chamber of Parliament on sittings days.
- ii. Simultaneous interpretation facilities were made available in Sinhala/English, Sinhala/Tamil, Tamil/English languages to the Hon. Members of Parliament, public officers and other officials participating in meetings of Sectoral Oversight Committees and other meetings held at Committee Rooms.
- iii. Provision of consecutive interpretation for the Members of Parliament who speak Tamil language at committees such as the Committee on Parliamentary Business and the Committee on Public Petitions which are held in committee rooms which are not equipped with simultaneous interpretation paraphernalia.
- iv. Translation of questions for oral answers and questions not for oral answers and the questions asked from the Prime Minister, published in the Parliamentary Order Book into Sinhala/English, Sinhala/Tamil, Tamil/English languages. Number of Questions translated by each stream of the Interpreters' Office in year 2019.

Stream	Number of Questions
Sinhala/English	630
Sinhala/Tamil	432
Tamil/English	10

During year 2019, many documents were forwarded to the Interpreters' Office for translation by the Table Office, Committee on Public Enterprises, Committee on Public Accounts, Committee on Public Petitions, Sectoral Oversight Committees, Consultative Committees, Committee on Public Finance, Department of Sergeant-at-arms, Establishment Office, Office of the Hon. Speaker and other offices of Parliament. Details of the official documents translated into Sinhala/English, Sinhala/Tamil, Tamil/English languages by each stream of the Interpreters Office in year 2019 are given below:

Stream	No. of Pages Translated
Sinhala/English	1044
Sinhala/Tamil	1044
Tamil/English	774

Library

The library concluded the programme for the preservation of historic documents and publications commenced in the year 2018 under the patronage of USAID. Under this programme all the historic documents in the Library were digitized.

The following publications were acquired to the main collection of the Library during the previous year .

Books	-950
Newspapers	- 29
Periodicals	-17

The Library issued 1618 books and other documents in year 2019

At the same time copies of rare and important documents of various subjects, which have been digitized under different subjects were provided as per the requirements of the Hon. Members of Parliament.

Fulfilling the requirements of information of the Hon. Prime Minister ,the Hon. Chief Government Whip ,the Hon. Leader of the House, the Hon. Leader of the Opposition and the Hon Members of Parliament and also the whole Staff of Parliament including the Secretary General of Parliament was another important task carried out by the library .

Similarly the requests for information made from time to time by various government and private institutions including the Presidential Secretariat, the Ministries and Departments of the Government and also by Non Governmental Organizations were granted .

Around 634 information files related to timely topics of national importance were issued in the year 2018.

Over 3000 news items and articles published in daily national newspapers and periodicals on important current issues were photocopied or scanned during the year for immediate reference by the Hon. Members.

Further, around 275 documents and reports which were prepared obtaining necessary information from the various publications of Parliament such as Hansard reports, parliamentary series, bills and acts, from gazette notifications, performance reports of ministries and the printed copies and electronic copies of the annual reports and performance reports of corporations, boards and various other institutes.

The annual parliamentary diary was compiled even this time for the year 2020 and around 4200 (Large-1200,Medium -3000)copies of it were printed through the Government Printers and were distributed among the Hon. Speaker of Parliament ,Hon. Deputy Speaker of Parliament , Hon. Deputy Chairman of Committees, Hon. Members of Parliament , the whole Parliament staff ,and the other ancillary staff of Parliament .

The Research Unit of the library has fulfilled the following functions during the previous year :
Facilitating requests made by Members of Parliament - 290

Preparation of speeches for the Hon. Speaker/ Parliament delegations travelling abroad for matters related to the Secretariat -57

Background reports on Bills: 20

Technical reports: 04

Serjeant-at-Arms Department

The objective of this Department is to provide timely and efficient professional services to the Hon. Speaker, Hon. Members of Parliament, the staff of Parliament and affiliated staffs for facilitating necessary for the achievement of Parliamentary process.

1. Main Functions During the Year 2019

Office Administration Activities

- Management of the number of officers attached to the Office of the Serjeant-at-Arms was achieved and the work associated with the subjects under 158 files existing under the Department Office was performed in an efficient manner.
- Receptionists were transferred among different reception counters every 03 months and their lists of duties were prepared.
- Monthly lists of duties were prepared for duties at the Telephone Exchange.
- Monthly lists of duties were issued to Security Officers they were deployed at respective Security Counters and on duties on weekends and public holidays.
- Monthly lists of duties were prepared for X-Ray Inspectors and they were deployed to perform duties at the x-ray machines.
- Action was taken to engage furniture polishers as per the requests received for polishing office furniture and ordering raw materials necessary for polishing work and issuing them in an orderly manner.
- Deploying Parliamentary Services Assistants for duty in the Parliamentary Chamber as well as for work at various offices in the Parliamentary Complex .
- Providing necessary instructions and supervision for all the staff attached to the Department.

Security Activities

- **Implementing Special Security Measures**

As it has been observed that special measures have to be taken in order to maintain the security status of Parliament in an ideal manner according to the apparent international security trends, steps were taken to initiate a series of discussions on security affairs with the participation of intelligence agencies and relevant defence sections and as stressed by such security sections, steps were taken to obtain security status reports, study on such reports further and make recommendations, and to implement identified special security arrangements by having further discussions with relevant heads of defence sections.

During the retrospective security studies it was observed that the decisions so taken proactively ultimately paid off by saving the Parliamentary Complex from an attack in the dimension of the one on 21st April 2019. As such, the protection of not just Members of Parliament, members of the Parliamentary Staff and government officials who come for official purposes but even the people who visit Parliament.

Preparatory measures were taken in collaboration with the Sri Lanka Army and the Sri Lanka Navy to prevent water from flowing into the Parliament building due the awful whether accompanied with rains which prevailed in the months of September and October last.

Action was taken to make special security arrangements in and out of the Parliament building in line with the Ceremonial Opening of the Fourth Session of the Eighth Parliament by His Excellency Gotabhaya Rajapakse, President of the Democratic Socialist Republic of Sri Lanka.

It is a significant feature that security arrangements were put into effect by the action on the part of the Sri Lanka Army, the Sri Lanka Air Force, the Sri Lanka Navy and the Special Task Force jointly with the Serjeant-at-Arms in addition to the Parliamentary Police Division to ensure the protection of the Parliamentary Complex for the first time after the establishment of Sri Jayewardenepura Kotte as the seat of Parliament.

- **The Condensed Report on the Steps Taken to Maintain the Security of the Parliamentary Complex at an ideal level from 01.01.2019 to 20.01.2020**
 - i. Quick steps were taken to obtain a security status report on the Parliamentary Complex from the Intelligence Sections.
 - ii. The Parliamentary Police Division and intelligence sections as well as all relevant defence sections were convened several times to study and discuss the contents of the above-mentioned report appropriate decisions were made in a manner that the Parliamentary tradition and privileges were safeguarded.
 - iii. Action was taken to identify all the security nerve centres in the Parliamentary Complex and deploy officers of the Parliament Police to strengthen security.
 - iv. The police officers were given special training on inspecting vehicles and vehicle inspection was intensified.
 - v. Frisking was intensified.
 - vi. Materials or objects brought into the Parliamentary Complex and the Parliament building were restricted.
 - vii. The wearing of the identity card by all serving within the Parliamentary Complex was made compulsory.
 - viii. A new arrangement was introduced with regard to admission and parking vehicles that arrive for official duties and a new procedure was adopted for the process of issuing passes.
 - ix. The number of police officers available for the security of Parliament Complex was increased.
 - x. Instructions were issued to integrate the capacity to obtain comprehensive records when installing the new CCTV Surveillance System (with facilities to identify faces and identify vehicle registration numbers and to monitor during night).
 - xi. Steps were taken to increase the security of the outer security zone and the number of daily security patrols was increased.
 - xii. Special security was introduced at main entrances to the Parliamentary Complex, which is operated 24 hours a day.
 - xiii. Taking steps to carry out search operations in the Parliamentary Complex and Parliament building more methodically and on continual basis.
 - xiv. The surveillance and patrolling activities by the officers of the Parliament Naval security Detachment were expanded and additional boats were deployed.

- xv. Steps were taken to place officers of the Sri Lanka Air Force at several locations in the vicinity of the Parliamentary Complex to counter attacks using drones and to introduce new technology for surveillance and facing threats.
- xvi. Security surveillance was carried out from the Parliamentary Complex and preparations were made to face visible threats if they occur.
- xvii. Steps were taken to be prepared in case any emergency situation arises in the Parliamentary Complex or Parliament building.
- xviii. Subjecting relevant matters to discussion, resolution of issues and taking of quick steps in respect of such matters, if any, were facilitated through a regular coordination meeting attended by all stakeholders conducted on the Monday of each week in which Sittings of Parliament are held.
- xix. An operations room was established and operated for coordinating the security matters in the Parliamentary Complex.
- xx. Obtaining of security clearance process was fast-tracked through implementing an intelligence security unit for handling security matters within the Parliamentary Complex.
- xxi. It was made compulsory to carry out the overall security clearance process through the Department of Serjeant-at-Arms.
- xxii. Steps were taken to –
 - a. Carry out the inspection of firefighting equipment
 - b. Conduct the updating activities
 - c. Replenish fire extinguishers and
 - d. Conduct awareness workshops
- through staff of the Parliamentary Firefighting Service Unit.
- xxiii. Workshops were conducted to enlighten the staff on security matters.
- xxiv. Steps were taken to display the boards depicting how the staff should vacate the building during an emergency in the respective places and making arrangements to display stickers which show the type of each fire extinguisher and instructions on how it should be used. (Implementation is underway.)
- xxv. Archway Metal Detectors received as a donation from the Republic of China and the Government of Australia were installed at every entrance to the building and every entrance to the Galleries.
- xxvi. The X-Ray Inspection machine received under the aegis of the Sri Lanka Police was installed at the Entrance of special guests.
- xxvii. New applications and procedures were introduced in respect of issuing passes for entry, vehicles and electronic equipment etc and the application of obtaining security reports was modified to be on par with the present.
(A separate new division named Access Control and Passes Division was established in order to streamline these activities.)
- xxviii. Steps were being taken to enable guests, suppliers etc to enter Parliament under a more methodical course of action by regulating the entry management activities through construction of buildings at points of access at Jayanthipura and Pinniyara. (This work is being commenced in collaboration with the Urban Development Authority and the Sri Lanka Navy.)
- xxix. The concept paper pertaining to the implementation of the E-Security System has been referred to the administration. It is necessary to find a sponsor to fund it.

xxx. Steps have been taken strengthen security at the Speaker's Official Residence and Members' Housing Scheme at Madiwela. However, this work will be subjected to further study and further security measures will be taken in due course.

- **Parliamentary Inner Perimeter Security**

Even amidst the challenging conditions as aforementioned, the activities for maintaining security to make Parliamentary premises and other locations belonging to the Parliament as a reliable place in terms of security was carried out successfully even in the year 2019 so that Hon. Members of Parliament, who are people's representatives, could deliberate freely and disperse and the staff of the Secretary General of Parliament, ancillary and affiliated staffs and other government officials, who facilitate such deliberations, could provide their service.

- **Parliamentary Outer Perimeter Security**

Steps were taken under the aforementioned special circumstances to intensify the outer perimeter security on occasion security had to be intensified at the Official Residence of the Hon. Speaker as well as Members' quarters.

- **Security Activities in the Water Body around the Parliamentary Complex**

As it is wont, the security activities of the Diyawanna Reservoir were undertaken by the Sri Lanka Navy. Several rounds of initial discussions were conducted to replace the boat service commenced in the Diyawanna Reservoir by the Sri Lanka Navy with a new tourist boat service. Relevant sections have been informed to take final steps in this regard.

- **Use of Security Inspection Archways**

The following were installed anew:—

- the three security inspection archways received from the People's Republic of China,
- and two similar ones received from the Government of Australia, and
- and one security inspection archway donated by the Sri Lanka Police to Parliament.

Steps were taken to repair and install three old archways belonging to the Parliament. Accordingly steps were taken to provide special protection to entrances to the Parliament building and entrances to the public galleries.

- **CCTV Security Camera System**

The security surveillance through this system, which is an important one in respect of security affairs of the Parliament, is carried out by the Parliament Police under the coordination and supervision of the Department of the Serjeant-at-Arms.

The work pertaining to the installation of the new system was completed in the year 2019 and they are in operation at experimental level by 31st December 2019.

- **Issuing of Official Identity Cards / Issuing of Entry Passes / Updating of Colour-Coded Temporary Passes**

- The printing of official identity cards to Hon. Members of Parliament, former Members of Parliament, members of the staff and ancillary and affiliated staffs and retired members of the staff was done successfully at the Parliamentary Complex itself in this year, too.

In addition, the issuing of passes to those who access Parliament for various official purposes was also carried out while steps were taken to introduce temporary identity cards to staffs recruited for service within the Parliament building and a new identity card for Parliamentary media personnel.

Steps were also taken to issue temporary passes printed on both surfaces, which is easier and more sensible in terms of security, in place of the colour temporary passes that had existed until 2008.

As such, the number of identity cards and colour temporary passes issued stood at 3,000.

- **Controlling Persons Entering the Parliament Building and Fulfilling the Access Management Activities in a Proper Manner and Functioning of the Reception Sections**

As the plans pertaining to the improvement of the access control system with the facilities to issue various passes so that the offices of the Serjeant-at-Arms, the Deputy Serjeant-at-Arms and the Assistant Serjeant-at-Arms and the Office of the Department of Serjeant-at-Arms and the Access Control Office are linked in a network and the work pertaining to the improvement of buildings and facilities at Jayanthipura and Pinniyara Entrances were not commenced, it was not possible to activate the access control computer system.

Nevertheless, it was possible to make the activities of the access control office more methodical and to make the work more efficient by increasing the number of members of its staff by the end of December 2019.

- **Performing the Function of Conveying the Condolences on Behalf of Hon. Speaker / Secretary General of Parliament**

Instances of officially conveying condolence on the instructions of the Hon. Speaker / Secretary General of Parliament was 110. The ordering of wreathes and conveying them were undertaken and settling of bills has been done in this regard.

- Arrangements have been made to coordinate and organize the ceremony to pay state respect to the late Hon. D. M. Jayarathna, the former Prime Minister, at the ceremonial hall of Parliament on 22.11.2019.

- **Arrange air travel facilities for the Speaker**

Arrangements have been made in 2019 to provide air travel facilities on five occasions for the Hon. Speaker.

- **Security checks by x ray systems**

Security checks and maintenance of the systems established at the staff entrance, Jayanthipura entrance, Members' entrance, and the public entrance were carried out properly in this year. Activities to maintain and develop the X ray system were also carried out.

Details of the number of items checked by the X ray machines in 2019 are shown below.

	Jayanthipura entrance	Staff entrance	Members' entrance	Public entrance
Sitting days of Parliament	775	800	30	60
Non sitting days of Parliament	800	750	05	-

- **Closed circuit security camera system**

This is one of the most important sections as far as the security of the Parliament is concerned and the security surveillance are carried out by the Parliament Police under the co-ordination and supervision of the Department of Serjeant – at – Arms. Maintenance of the system is done by the Department of Information systems and management. Arrangements have been made to install a new system in this year. Reports required for that system.

- **Observe and report the arrival time and the departure time of the members of the staff**

Using the camera system installed in October 2012 further observations on the arrival and departure times of the staff were done and reported to the establishments office in the year 2019 and approximately 330 reports have been presented.

- **Discussions held with the staff of the department**

Monthly meetings were held with the representatives from each section for a progress review, performance improvement and problem solving and all the staff of the department met once in three months, the officers attached to the office of the Serjeant at Arms department met once in two weeks. This helped to solve many problems related to the duties and to develop new concepts using new ideas.

- **Activities with regard to foreign delegations**

Activities within the sphere of the department with regard to the visits made by foreign delegations were carried out successfully.

2. Details of the ceremonies, seminars, workshops and discussions organized by this department and other developments

Department of the Serjeant at Arms gave its contribution to organize the following functions.

- ❖ Public employees' oath taking ceremony in 2019.
- ❖ “Bak maha divuruma” on 03.04.2019 for a country free from drugs.
- ❖ Make necessary arrangement for foreign delegations on their arrival.
- ❖ Provide full patronage for the ceremonies and workshops organized by the protocol office.
- ❖ Recommendations issued by the Department of Serjeant at Arms on security helps to improve the proper functioning of security sections.
- ❖ Organized the dinner and cultural events at the Speaker's house after the budget debate with the support of the Police.

3. Other important tasks.

- Provide necessary facilities to His Excellency the President and the Hon. Prime Minister on their arrival to Parliament.
- Provide official requirements of the Hon. Speaker.
- Custodian of the maze.

- Perform the rituals and traditions when the maze is used in sitting days.
- Prepare the seniority lists of Members of Parliament. In 2019 it has been amended 22 times.
- Administration and the supervision of the allotment of seats in the Chamber of Parliament. Allotment of seats were amended 23 times in 2019.
- Supervise whether the documents related to the order of the business for the day directed from the Table office have been placed on their tables before the commencement of the sittings of Parliament.
- Mark the attendance of the Members of Parliament on sitting days and enter that information into the computer system.
- Administration of the staff of the department.(The number of members in the staff is 140)
- Grant the approval / recommendations to allocate spaces in Parliament for various purposes.
- Organize the security meetings, meetings with the Secretary General of Parliament and meetings with regard to various ceremonies, taking minutes and preparation of relevant documents.
- Maintain the firefighting system in collaboration with the fire brigade. Arrangements have been made to refill the expired fire extinguishers. The department of fire brigade check the firefighting equipment from time to time.
- Safe custody of keys in Parliament building and the Committee complex. (There are about 1000 keys in Parliament building and 11 keys in Committees.)
- Due to the inclement weather condition in September and October in 2019 the Ministry of Disaster management was informed and sand bags were laid around the Parliament deploying the soldiers, and other alternative security measures have been adopted to prevent water entering into the Parliament complex.
- Due to the inclement weather condition in October 2019 the east side wall of the Parliament was damaged due to slope failure and action is being taken to repair that dam after coordinating with the Ministry of Disaster Management and under the supervision of the coordinating engineer's department.
- Cleaning the uniforms of the staff of the department and administration work of the linen room.

Coats	Shirts	Trousers	Sarees	Towels	Flags	Belts	Hand gloves and cushion covers
787	8918	8651	605	55	60	35	32

- Allocate rooms for Hon. Ministers, allocate rooms for Hon. Members of Parliament to conduct interviews and allocate rooms for party leaders.
- Administration and allocation of lockers in the dressing rooms of the members of parliament and the staff of the department.
- Administration of the Hon. Members' recreation room.
- Make necessary arrangements to prepare photograph boards of the Hon. Members of Parliament.
- Preparation of draft annual estimates for the Department of Serjeant at Arms.
- Work related to artefacts exhibition stand.
- Open and maintain the new souvenir shop and monitor the souvenir shop at Jayanthipura.
- Update information into "Instruction to Visitors" through the web site. Update information under the department of Serjeant at Arms.
- Arrangements have been made to prepare and print a book named "The post of the Serjeant at Arms in Sri Lanka, its mission, objective and functions" in the three languages. Make arrangements to give it to the visitors and schoolchildren who come to visit Parliament.
- Prepare and submit action plans for the department of Serjeant at arms.

- Polish office furniture. Approximately 431 chairs, tables, cupboards and various other office equipment were polished in 2019.
- Open a reception desk at the Serjeant at Arms department and organized the welcoming of visitors.

4. *The functions carried out by this department in 2019 are detailed below.*

I. VIP visits

Approximately 450 VIP visitors have arrived.

- II. Issuing passes for visitors of various categories. Due to the security measures taken after the Easter Sunday attack in 2019 the issuing of passes was limited and the passes issued in this year were low compared to other years due to not having the budget debate.

(a) Issuing of annual passes. (Approximately)

Government Officials' passes	Box passes of government officials	Cafeteria passes	Passes for private secretaries.	Vehicle passes for Secretaries	Vehicle passes for Members' of Parliament
460	223	59	13	62	33

(b) Issuing of daily passes for government officers. (Approximately)

Government Officials' passes	Gallery passes of government officials	Box passes of government officials
56	140	363

(c) Personal vehicle passes for the staff (Approximately)

Motor Cars	Motor cycles and three wheelers
344	311

- (d) 188 passes have been issued for newspaper reporters and newspaper messengers.

(e) Issuing of passes to watch the Parliament (Approximately)

(i) Number of gallery passes issued in 2019	1840
(ii) Group passes (one for each group) to watch the Parliament	320
(iii) Temporary monthly passes	1419
(iv) Number of school children and other people who came to visit Parliament	1660

(f) Gate passes.

- (i) Passes issued to bring mobile phones, laptops and camera equipment in to the Parliament building -4560

(g) Passes for ministerial/ departmental staff.

- (h) Considerable number of passes had been issued to the motor cycle messenger coming from various ministries and departments in 2019.

5. *Issuing of security clearance certificates to construct buildings at the close proximity of Parliament.*

Number of applications received to get security clearance certificate to construct houses and buildings and the number of approvals given and the meetings conducted in this regard are shown below.

Number of applications received	Number of applications to which approval has been given	Proposed site inspections	Meetings conducted with the urban development authority and the relevant local authorities.	Number of letter transactions
105	97	100	24	1349

6. The repairs, putting up of name boards, purchases and other tasks performed in 2019

- i. Checking, repairing and refilling of fire extinguishers (cylinders).
- ii. Implementing emergency exit programmes and check the necessary equipment like emergency ladders etc., and maintain those equipment.
- iii. Repairing items and fixing new name boards.
- iv. Providing facilities for the media personnel coming to Parliament and coordinate such activities.
- v. Preparing and fixing name boards in all three languages in the government officers' box and staff box in the second floor.
- vi. Fix gallery numbers in an easily visible manner.
- vii. Vehicle checking tents were erected in Nugasewana, Jayanthipura and Pinniyara entrances.
- viii. Providing necessary security measures for the Parliament's Committee complex (Govijana Madiraya) and attach staff to the telephone section, reception and the security counters according to a duty roster.

7. Telephone Exchange

In a normal working day approximately 2829 telephone calls are received through the telephone exchange and in a sitting day approximately 5323 telephone calls are exchanged and in 2019 approximately 923160 telephone calls were coordinated by the telephone exchange.

8. Reception desk

Steps were taken to improve the smooth functioning of the reception desk, and the public reception desk has received approximately 18620 visitors and public officers' reception desk has received approximately 44402 officers and passes have been issued for them after completing documentary requirements.

9. Parliament Souvenir shop

Steps were taken in 2019 to introduce new souvenirs, and an income of approximately Rs. 1,761,005.00 was received from the souvenir shop at the public entrance and an income of approximately Rs. 362,582.00 was received from Jayanthipura souvenir shop. The profit earned from those two souvenir shops in 2019 was approximately Rs. 190,380.00/-.

Administration Department

- Organizing local and foreign training courses on Human Resources Development, Language Proficiency, Computer skills, Cookery, Accountancy, Library Services and other related fields in order to develop the knowledge, skills and attitudes of the members of all sections of the staff including the recruitment of the most suitable persons to the staff, promoting them and handling matters pertaining to their discipline, in order to provide an efficient and high quality service to the Members of Parliament, to perform their role of Formulating Laws, Monitoring and Financial Control as well as organizing programmes aimed at enhancing the productivity of the staff through positive attitudes, are handled by the Department of Administration.
- In addition to the above, providing approved facilities and services to the Hon. Members of Parliament expeditiously and with high quality in order for them to carry out the duties of their posts and managing matters pertaining to transportation of the staff are carried out by the Department of Administration.

Department of Administration consists of the following offices.

1. Establishments office
2. Members' Services office
3. Transport office
4. Unit on the Right to Information

The duties performed by those office are listed below.

Establishments Office

The main responsibility of the Establishments Office is to maintain the human resource at an optimal level in order to make the staff of the Secretary General of Parliament efficient and productive. For that, in addition to institutional functions such as recruitments and promotions, providing local and foreign training opportunities to the members of the staff, too, was done with the objective of developing knowledge, skills and capacities of the staff.

1. Training programmes

1.1 Local training programmes/ courses/ awareness programmes

Training programmes/ courses/ awareness programmes were organized through the following institutes (out bound) and within the Parliament complex for approximately 478 members of the staff.

- Skills Development Fund
- Prag institute
- Sri Lanka Standard Institute
- Sri Lanka Institute of Tourism and Hotel Management
- Sri Lanka Institute of Development Administration
- British Council
- Tharanaya Sansadaya
- Sri Lanka German Technical Institute

- Sri Lanka Institute of Information Technology
Web site development programme
- Official languages training programmes
Sinhala language training programmes
Tamil language training programmes
- Positive thinking training programmes
- Department of Government Printing
Diploma on Computer Graphic Designing

1.2 Foreign training programmes/ Education training programmes/ Seminars

Training Programme	Number of officers participated
ITEC Training programmes (India)	06
Study Programme – Legislative Assembly of Karnataka (India)	10
Internship Programme for Foreign Parliamentary officials (India)	07
Study visit to China	01
Legislative Drafting	01

2. **Functions of the Establishment Office**

2.1 Recruitments – 67 new employees were recruited to the staff of Parliament and the posts to which they were recruited are shown below.

- Director(Finance) 01
- Media Manager 01
- Public Service Manager 01
- Parliamentary Interpreter 03
- Food and Beverage assistant 05
- Skilled Labourer(Civil) 01
- Committee Reporter 01
- Assistant Cook 01
- Bungalow Manager 01
- Receiving Officer 01
- Stenographer 02
- Driver 01
- Assistant research Officer 02
- Housekeeping Assistant 22
- Goods receiving Assistant 06
- Hansard Reporter 02
- Receptionist 05
- Media Officer 06
- Public Service Officer 05

The following procedures were followed in making the above recruitments.

- Publishing advertisements in newspapers
- Calling the applicants who have met the qualifications out of the applications received, for written examinations/practical tests.
- Conducting the written competitive examinations/practical tests and conducting interviews for the qualified applicants out of them.
- Completing the other procedures relevant for recruitment.

2.2 Loans

Making arrangements in relation to granting property loans and distress loans of the members of the staff.

No. of officers who obtained property loans in the year 2019- 09

No. of officers who obtained distress loans in the year 2019- 304

2.3 Official quarters.

The Establishments Office handles the task of allocating official quarters of the Jayawadanagama Housing Complex to the members of the staff. In this process, applications are called from the members of the staff who have met the criteria for receiving the relevant quarters and quarters are given to the eligible members. Accordingly, three quarters have been given in 2019. Further, the establishments' office handles matters such as maintenance, payment of water bills and electricity bills of that housing complex.

2.4 Others.

Approving the annual salary increments of the staff, handling matters relating to promotions and sending on retirement, Maintaining the Personal files and arrival departure and leave records of all members of the staff, Granting compensation to employees who meet with accidents while on duty, Updating the computerized personal files, Obtaining assets and liabilities declarations from the executive officers, Effecting the internal transfers of the Administration unit, Issuing internal circulars, Responding to letters received by mail, Making arrangements relating to issuing of duty free vehicle permits, Maintaining the personal files of the members of the staff of the Hon.Speaker, Hon.Deputy Speaker and the Hon.Deputy Chairman of Committees and doing the necessary things relating to those files and other institutional matters.

3. Transport facilities

766 S.L.T.B. passenger bus passes were issued for the staff and the amount of money spent on that in 2019 was Rs.27, 863,257.50. Concessionary railway passes were issued.

4. Free Railway Warrants.

Issuing of free railway warrants and settlement of free railway warrant bills. The amount of money spent on that up to October 2019 was Rs. 629,900.00.

5. Insurance scheme.

- Introduction of a new insurance scheme for the staff of Parliament.
- Absorbing the new members of the staff in to the insurance scheme, Updating the personal details of the insured, Reimbursing the medical bills of the insured, Paying compensation in the event of a death and making arrangements to cover up the remaining balance of the insurance in the event of the death of the insured from their balance.
- The amount of money spent on that in 2019 was Rs.8, 109,600.00.

6. Telephone

- Making arrangements to provide new telephone connections to the Hon.Speaker, Hon.Deputy Speaker and Hon.Deputy Chairman of Committees and the staff of those offices and the staff of Parliament.
- Providing new telephone connections to the parliament complex.
- Providing information to be provided by the Parliament to the Sri Lanka Telecom telephone directory.
- Updating the internal telephone directory of Parliament and printing it.

7."Methsevana" holiday bungalow at Anuradhapura.

Making arrangements relating to reservations and related activities, payment of water bills, electricity bills and telephone bills and providing essential goods and maintenance activities of the "Methsevana" holiday bungalow at Anuradhapura.

8. Disciplinary actions.

Dealing with the anti-disciplinary acts of the members of the staff.

Members' Service Office.

While the primary responsibility of this office is providing the Members of Parliament with the required facilities, it carries that task out in coordination with the other Departments/ sections of Parliament.

Aims

1. Making the necessary arrangements to conduct House committees.
2. Providing the Members' of Parliament with the facilities required.
3. Administration of the Madiwela Members' housing scheme.
4. Administration of the General's House.

Accordingly, our section has carried out the following functions in 2019.

1. Conducting House committees.

01 committee has been conducted.

2. Provision of facilities.

(a) Holiday bungalow facilities-

278 Members of Parliament have sought the holiday bungalow facilities at the General's House and accordingly the number of rooms reserved by the Members from time to time is 1043.

(b) Quarters facilities.

4 houses at the Madiwela Members' Housing scheme became vacant in 2019 and 4 Members of Parliament have obtained them.

(c) Insurance facilities.

120 Members of Parliament/Ministers have been provided with facilities by the Collective Insurance scheme (Hospital Insurance) in co-ordination with the Ministry of Parliamentary Affairs.

(d) Provision of stationary.

224 parcels have been provided (each Member of Parliament is provided with a parcel every month)

(e) Training courses.

30 Members of Parliament have participated at the English language-training course conducted by the British Council. Financial allocations required for this course have been made by the Westminster Foundation.

3. Co-coordinating activities.

(a) Provision of safety bulbs and coordinating their repairs- with the Divisional Secretariat and the Ceylon Electricity Board.

(b) Necessary coordinating activities for obtaining the Assets and Liabilities declarations of the Members of Parliament.

(c) Coordinating the issuing of firearms to the Members of Parliament-with the Ministry of Defense.

(d) Coordinating the repairs of the Members' housing scheme at Madiwela-with the department of Engineering.

In addition to day-to-day repairs, 55 houses have been totally repaired.

(e) Conducting Dengue eradication activities at the Members' housing scheme at Madiwela-

with the Department of Health.

(f) Conducting insect control activities at the Members 'housing scheme at Madiwela-coordination with the House keeping Department.

4. Settlement of service provision bills.

Speaker's House-Rates, Telephone, Water, Electricity, Newspapers and laundry bills

Madiwela Housing scheme-Rates, Telephone, Water and Electricity bills.

General's House-Rates, Telephone, Water, Electricity, Newspapers and laundry bills.

5. Developments.

General's House- Starting an Exercise hall (Exercise and sports equipment have been obtained under the allocations of the Ministry of Sports)

Promoting landscaping.

Beautiful Nuwaraeliya, spring flower festival 2019.

The following victories have been achieved at the competition held with the public institutions in line with the festival.

Best quality flower cultivation competition- First place.

Beautiful fence maintenance competition- First place.

Best home garden- Second place.

Madiwela housing scheme-

Renovating the parapet wall around the housing scheme.

Renovating the drainage system.

Transport Office.

Transport office is responsible for managing the fleet of vehicles belonging to Parliament and providing transport facilities to the staff of Parliament and affiliated staff.

The fleet of vehicles of parliament which was 93 in number at the end of 2019, consisted of the official vehicles allocated to the Hon.Speaker, Hon.Deputy Speaker and the Hon.Deputy chairman of committees and other vehicles including the official vehicles of the Secretary General of Parliament, Deputy Secretary General and the Assistant secretaries General and the vehicles allocated to the Heads of department, vehicles used by other officers who are entitled to official vehicles and vehicles for general use.

The Transport Office handles matters pertaining to the proper maintenance of vehicles and maintains the running charts relevant to costs of maintaining those vehicles and planning maintenance activities. In addition to that, the transport office maintains reports of costs of repairs effected to those vehicles.

Details of the tasks performed and services rendered by the Transport Office in 2019 are as follows;

(a) Provision of transport facilities to the staff of the Secretary General of Parliament and the affiliated staffs to travel back and forth Parliament daily and expanding the transport facilities of the staff by creating new destinations.

i. Extending the destination of the Maradana bus, which travelled daily at 4.20 up to Peliyagoda.

(b) Provision of transport facilities to the staff of the Secretary General of Parliament and affiliated staff for official duties during office hours.

(c) Provision of transport facilities to diplomatic officials, ministerial officers, suppliers and visitors to Parliament daily from Jayanthipura main entrance up to Parliament access entrance.

(d) Provision of transport facilities for the welfare needs of the staff of the secretary general of Parliament and the affiliated staff (including weekends and public holidays).

(e) Provision of vehicles to the officers of the Supplies and Services office daily to bring the goods and things needed by Parliament.

(f) Maintenance and repair activities of and providing fuel to all vehicles belonging to the fleet of vehicles of the Secretary General of Parliament. (at the end of 2019 the fleet consisted of 93 vehicles)

i. Assigning vehicles to the Hon. Speaker, Hon. Deputy Speaker and the Hon. Deputy chairman of committees and their staffs.

ii. Assigning vehicles to the Secretary General of Parliament and other officers who are entitled to official vehicles.

iii. Provision of fuel to the vehicles of the fleet of vehicles of Parliament and the vehicles assigned to VIPs and officers.

(g) i. calling for tenders and selecting an insurer for obtaining the collective insurance cover for all vehicles of the fleet of vehicles of the Secretary General of Parliament.

ii. Making arrangements for a motor vehicle inspector of the Department of Motor Traffic to visit Parliament to inspect the buses, Lorries and the ambulance and obtaining fitness certificates for them.

(h) Performing the light repairs of all vehicles of the fleet of vehicles of the Secretary General of Parliament by the vehicle workshop of Parliament.

(i) Delivery of letters that should be delivered by hand:-

i. Letters delivered to Ministries by Parliament.

ii. Letters to be delivered to the Department of Government Printing by Parliament (eg. for printing materials such as Order Papers)

iii. Letters to be delivered to the members of Independent commissions.

iv. Letters to be delivered to Diplomatic Missions by Parliament.

(j) Organizing the matters pertaining to modernizing the fleet of vehicles belonging to the Secretary General of Parliament in collaboration with the National Budget Department and obtaining new vehicles for the Parliament fleet.

(k) 5 Motor bicycles and a 30 seater TATA bus (economically unproductive to use) were transferred to the Civil Security Department under the disposal of vehicles in terms of Public Finance Circular 02/2015.

Right to Information Unit

Access to information was incorporated in to the constitution as a fundamental human right by the 19th amendment brought on 15.05.2015. Accordingly, the Right to Information Act was presented to Parliament in June 2016 and it became a law upon the Hon. Speaker making his certification on 04.08.2016.

In terms of the orders of that Act, a Right to Information unit was established in Parliament.

The performance of the Right to Information unit is as follows.

No .of requests received during the year	130
No .of requests for which information was provided in full	42
No. of requests for which information was provided partially	15
No .of requests for which provision of information was rejected	68
No. of appeals made to the designated officer	20
No. of appeals made to the Information commission	03
No. of requests for which information was provided upon being appealed to the designated officer.	11
No. of requests for which information was provided upon appeals being made to the Information commission	00
Time generally taken to provide information(Days)	10

Hansard Department

Ensures impartial, accurate and timely reporting of Parliamentary proceedings, proceedings of Parliamentary Committees, conferences and CPA and IPU conferences and indexing and monitoring the audio recordings.

The activities performed by the Hansard Department in 2019 are as follows:

1. Covering 90 parliamentary sitting days and printing the relevant 90 Hansard Reports
2. Publishing the relevant 90 Hansard Reports on the parliamentary website
3. Covering 201 meetings of Committees held during the year

Committee Public Enterprises (COPE)	- 42
Committee on Public Accounts (COPA)	- 42
Committee on High Posts	- 06
Committee on Public Finance	- 27
Committee on Ethics and Privileges	- 07
Sectoral Oversight Committees	- 29
Select Committee on the Bomb Attack on the Easter Day	- 22
Steering Committee of the Constitutional Assembly	- 01
Select Committee for the Inquiry of the Incident in the Well of the House of Parliament in November 2018	- 10
Legislative Standing Committees	- 05
Women's Cause, Children's Cause	- 02
Select Committee on National Evaluation Capacity	- 05
4. Editing all the minutes of committee (201) meetings and sending them to the relevant Committee Offices.
5. Covering the Conference of Third Annual South Asia Parliamentarian Platform for Children and preparing the report of it
6. Reporting the proceedings of the Committees held in outstation areas .
Reporting the proceedings of the Select Committee on National Religious Reconciliation held in Galle and Kurunegala ; Reporting the proceedings of the Committee on Public Finance held in Batticaloa , Reporting the proceedings of the Sectoral Oversight Committee on Education and Human Resources held in Thulhiriya
7. Covering the sessions of Committee on Parliamentary Affairs
8. Proof reading of 103 unedited Hansard reports (volume 264-274)
9. Sending 41 edited Hansards for printing (volume 267- 270)
10. Preparing the special Hansard Report which includes Votes on Condolences held for 8 days
11. Publishing edited Hansard Reports on the Parliamentary website (Volumes 263-270)
12. Making indexes concerning 117 Hansard reports (volumes 273-274)
13. Maintaining an index about the day-to-day activities of Parliament and keeping records of the time taken for those activities, and maintaining a register with classified subjects for future use.
14. Providing the information of the procedures taking place in Parliament to the relevant officials when required
15. Providing the relevant answers to the questions asked under the provisions of the Right to Information Act
16. Voice recording the proceedings of Parliament
17. Voice recording the proceedings of Committees

18. Granting required approvals for issuing CDs on the proceedings of Parliament.
19. Providing the necessary assistance for the duties of the Interview Boards ,Tender Boards, Technical Evaluation Boards and for the other official duties
20. Providing the services of the Hansard Reporters to the Hon .Speaker , the Secretary General of Parliament ,Deputy Secretary General and the Assistant Secretary General when required.

Co-ordinating Engineer's Department

- Ensuring that the Parliament building is effectively and efficiently maintained and protected as a public building of significant value to the nation, is done by the Department of the Coordinating Engineer.
- Providing a modern and efficient working environment with sophisticated facilities for members of Parliament and the staff by managing the physical infrastructure facilities efficiently.

The activities performed by the Co-ordinating Engineer's Department in 2019 are as follows:

1. Civil Section

No.	Description	Expenditure(Rs.)
1	Parliamentary Complex	
1.1	Renovating the side wall in front of Jaya Sri Maha Bodhi , which had collapsed , through Sri Lanka Low Land Development Board	13,078,897.00
1.2	Fixing iron supports for the Branches of Jaya Sri Maha Bodhi, which have lowered towards the ground (without wages for laborers)	170,000.00
1.3	Developing the road leading up to Pinniyara Entrance from Gate NO. 03 , having laid carpet , through Maganaguma	33,354,983.02
1.4	Preparing plans and estimates for 4 Guard Rooms for the Police upon the request of the Department of Serjeant –at – Arms and handing over them having constructed them through an outside institution	480,000.00
1.5	Preparing plans and estimates for medicine racks in the Ayurvedic Medical Centre and handing over them having made them through an outside institution	157,883.5
1.6	Making a rack with wooden slotted angled shelves for the office of the Leader of the House in order to keep documents and fixing it in that office (without the wages of the laborers)	182,946.00
1.7	Painting the required places in the Parliament Complex , carrying out the repair work in water pipe system and carrying out essential carpenter maintenance work(without the wages of the laborers)	50,000.00
1.8	Laying tiles on the floor of the kitchen(without the wages of the laborers)	13,500.00

1.9	Constructing a backup room in the Machine Room in order to place battery backup of the CCTV system of the Parliamentary Complex	185,000.00
1.10	Making a rack with wooden slotted angled shelves for the Stores of the Sound Mixing Room in order to keep the items there and fixing it in that office (without the wages of the laborers)	85,640.00
1.11	Constructing a GI water pipe system for the Transport section in order to obtain compressed water to wash vehicles (without the wages of the laborers)	15,000.00
1.12	Preparing the floor of the residential camp of the Navy Detachment that carries out the renovation work of Parliament and providing water supply to the aforesaid camp having laid water pipes from Pinniyara entrance . (without the wages of the laborers)	248,930.00
1.13	Carrying out the essential maintenance work of the Fire Hydrant System used for extinguishing fire at Parliament Complex through an outside institution	176,850.00
1.14	Making the wooden table of the Public Reception Counter ewly	176,850.00
2	Housing Complex of the Members of Parliament at Madiwela	
2.1	Renovating the rain water drainage system at Housing Complex of the Members of Parliament at Madiwela(Estimate : 4,456,270 rupees	2,183,720.50
2.2	painting the houses of the Housing Complex of the Members of Parliament at Madiwela- 13 member houses (without the wages of the laborers)	261,222.00
2.3	Constructing the Pantry Tops of the houses in the Members Housing Complex, Madiwela in concrete and fixing new pantries to match with them. – Nine houses- (Excluding Labor charges)	386,331.00
2.4	Laying concrete slabs in the Rear Gardens of the houses in the Members Housing Complex, Madiwela and arranging drainage facilities. (Excluding Labor charges)	21,000.00
2.5	Painting police posts of the Madiwela Housing Complex. (Excluding Labor charges)	9,935.00
2.6	Painting the boundary wall of the Madiwela Housing Complex . Excluding Labor charges) 75% of the painting work has been completed by now.	120,200.00

2.7	Repairing the door window frames, changing the door locks and changing door window panes.- 23 houses of the Madiwela Housing Complex (Excluding Labor charges)	142,857.00
2.8	Repair work and fixing Swan neck taps for the kitchen sinks and bathrooms of the houses of the Madiwela Housing Complex-10 houses (Excluding Labor charges)	101,655.00
2.9	Repairing the railings and gates of the houses of the Madiwela Housing Complex and fixing gratings for the drainage canals. (Excluding Labor charges)	48,900.00
2.10	Arranging flower beds in bricks for landscaping purposes (Excluding Labor charges)	32,695.00
3	Methsewana Parliament Holiday Bungalow - Anuradhapura	
3.1	Painting and repairing the inside and outside walls , railings, doors and windows of the building prior to the All night Pirith ceremony held on 26/27.06.2019 . (Excluding Labor charges)	197,000.00
3.2	Fixing the door frames and door panes of the washrooms attached to the 05 rooms, emergency repair of pipelines, painting the walls, windows and doors of the rooms and other mandatory repair work. (Excluding Labor charges)	43,000.00
4	Senpathi Medura – Nuwaraeliya	
4.1	Quotidian maintenance work required for the buildings of the Senpathi Medura ((Excluding Labor charges)	71,440.00
5	Hon. Speaker’s residence	
5.1	All the repair work and painting work of the bungalow keeper’s quarters. (Excluding Labor charges)	263,000.00
6	Jayawadanagama Staff Quarters	
6.1	Repairing House number 1 E- 01 , painting inside and outside walls , and repairing the ceiling and the water supply pipelines of the Washrooms (Excluding Labor charges)	85,500.00

6.2	Repairing House number 1 E- 01 , painting inside and outside walls , and repairing the ceiling and the water supply pipelines of the Washrooms(Excluding Labor charges)	101,500.00
6.3	Repairing the Boundary wall and the gate of House number 1H-08 and painting the boundary wall. (Excluding Labor charges)	15,238.00
6.4	Changing the plywood door and repair work of House number 5 F -41(Excluding Labor charges)	5,950.00
6.5	Repairing House number 5F- 40 , painting inside and outside walls , and repairing the ceiling and the water supply pipelines of wash rooms (Excluding Labor charges)	68,850.00
6.6	Repairing House number 5 F -33, painting inside and outside walls , and repairing the ground floor ceiling and the water supply pipelines of wash rooms (Excluding Labor charges)	80,500.00
6.7	Repairing the sinks of the washrooms and kitchens of the staff quarters and water supply to washing machines – 10 Houses (Excluding Labor charges)	9,000.00
7	Shrawasthi Mandiraya	
7.1	Complete refurbishment of the building proposed to be allocated in the Shrawasthi Building for the Secretary General of Parliament as the official residence (Excluding Labor charges)	1,725,000.00
	Total Expenditure	54,222,123.02

2. Electrical Division

Number	Description	Expenditure (Rs.)
01	Parliamentary Complex	
1.1	Fixing new cameras for committee room number 05 and 06 , implementation and monitoring the recording work	78 M
1.2	Renovating the office of the journalists and establishing a new studio and monitoring the work	30 M
1.3	Conservation of the speeches made by the Hon. MPP during the sessions	100,000
1.4	Providing copies of the speeches made by the Hon. MPP on their request.	100,00
1.5	Maintenance of the elevators established in Parliament complex and for maintenance costs.	
	2019 January to March	1,287,014.08 (With tax)
	2019 April to June	1,287,014.08 (,,)
	2019 July to September	1,351,364.76 (,,)
	2019 October to December	1,351,364.76 (,,)
1.6	Duties rendered during hours outside the agreed time duration related to the maintenance of the elevators established in Parliament complex For the year 2019	395,563.65
1.7	Changing the cables of the elevators Expenditure for Elevator numbers 4,6,8,9	3,110,771.17
1.8	Changing the elevator batteries Elevator numbers 1,2,3,4,5,8,9	153,160.00
1.9	Electric bulbs required for the canteen of the Jayanthipura Security Building , Vehicle yard, Police post, Nugasevana Security Building ,Bachelors Quarters, Bachelor quarters for Sri Lanka Women Police Dogs Division and related electrical repair work (Excluding Labour charges)	400,000.00
1.10	Installing the electric cables and devices of the Nuga Sewana Security building.	80,000.00

1.11	Fixing a new water pump for the plant nursery and providing electricity	150,000.00
1.12	Updating the single phase electric supply which had been obtained for the Pinniyara First Security cabin	25,000.00
2	Hon. Speaker's Residence	
2.1	For the agreements related to the elevators, telephones and the generator of the Hon. Speaker's residence. -2019	700,000.00
2.2	For service agreements related to the Fire Extinguishing system of the Hon. Speaker's residence	65,000.00
2.3	Electrical maintenance work of the Hon. Speaker's residence (Excluding labour charges)	500,000.00
2.4	For the repair work of the MATV system of the Hon. Speaker's residence	350,000.00
2.5	Fixing new lamp posts in the Hon. Speaker's residence	2,400,000.00
3	Shrawasthi Mandiraya	
3.1	Complete electrical repair of one house of the Shrawasthi Mandiraya	428,903.45
4	Anuradhapura - Methsewana	
4.1	Electrical decorations for the Alms giving conducted at the Anuradhapuraa Meth Sevana	75,000.00
5	Senpathi Niwasa - Nuwaraeliya	
5.1	The electricity generator of the Senpathi Niwasa – as per the Annual service maintenance agreement	69,000.00
5.2	Removing the telephone exchange system of the Senpathi Niwasa which is 15 years old and fixing a new telephone exchange system.	250,000.00
5.3	Repairing the front section of the security lamp system of the Senpathi Niwasa	150,000.00
5.4	Fixing the canopy above the kitchen stove of the Senpathi House	75,000.00

3. Air Conditioning Division

Number	Duties accomplished	Expenditure (Rs.)
1	Servicing and Maintenance of the Central A/C system	1, 944, 034.41
2	Servicing and Maintenance of the VRV Central A/C system	596, 625.69
3	Repairing refrigerators and repairing emergency break downs in two cooling rooms.	85, 526.21

4	Repairing the air conditioners of the Hon. Speaker's Residence	37, 802.88
5	Maintenance of AHU machines	65, 000.00
6	Repairing refrigerators and the air conditioners	70, 000.00
7	Repairing Secondary Chilled Water Pump	29, 000.00
8	Changing the Telephone Exchange Room	100, 000.00
9	Repairing the Cooling Towers	12, 500.00
	Total Expenditure	2,940,489.19

Finance and Supplies Department

The head of the Finance and Supplies Department is the Director (Finance).The Director –Finance , as the accounting officer, is entrusted with the duty of reporting and instructing the Secretary General of Parliament regarding the financial matters.

Following three offices function under Finance and Supplies Department;

1. Finance and Accounts Office.
2. Supply and Services Office.
3. Catering Accounts Office.

The above three offices function under three assistant directors.

Other major responsibilities of the Director –Finance include the accomplishment of duties as per the powers assigned by the Secretary General of Parliament as the Chief Accounting Officer and ensuring the financial management as per the financial regulations, laws , policies and procedures of the government . In addition, the following duties are performed by the Finance and Supplies Department.

- i. Planning the Budget and making expenditure estimates, Revenue collection and budget control, accounting, preparing final account reports.
- ii. Purchasing goods that Parliament require, storing, issuing and administration of procurement.
- iii. Making payment of salaries and allowances to Members of parliament, retired Members of Parliament, staff and retired members of the staff, temporary and relief employees.
- iv. Making payments for suppliers and service providing institutions.

Catering & Housekeeping Services Department

- i. Supplying quality Food and Beverages for Members of Parliament, Staff and guests.
- ii. Management of Restaurants and Kitchen.
- iii. Indoor and outdoor decorations of the building, cleaning affairs, and other maintenance work.

Information Systems & Management Department

Performing all parliamentary Information Technology based administration by maintaining Information technology infrastructure efficiently, improving internet connections, management and maintenance of parliamentary internet facility efficiently and effectively, maintaining parliament website , updating and maintaining Information Communication devices.

The performance of the Information Systems and Management Department for the year 2019 is follows.

1. Maintenance of end user equipment/devices
 - a. In house repairs - 130 Nos.
 - b. Company repairs - 183 Nos.
 - c. Services & maintenance- 1416 Nos.
 - d. Total jobs -- 1729 Nos.
2. New developments of In-house Applications;
 - a. Mobile App for MPP; Mobile App for Staff
3. Maintenance of in-house developed applications;
 - a. Staff Payroll System
 - b. MPP Payroll System
 - c. Public Petitions Management Information System
 - d. Members' Information System
 - e. Ex-member System (Member Pension System)
 - f. ICT equipment Maintenance System
 - g. Job maintenance - CE
 - h. Members' Services Information System
 - i. Attendance Management System (staff)
 - j. Buss Passes Information System
 - k. Bills Program
 - l. HR personal files Information System
 - m. Stock maintenance Information System
 - n. Intranet Portal
 - o. Regulation Management System
 - p. Thrift Society
 - q. Questions
 - r. High Post Committee Process
 - s. Loan Application Handling
 - t. Insurance Management System
 - u. Staff Advisory Committee
 - v. SMS Portal
 - w. Catering Item Maintenance System
 - x. Staff Mobile App

4. Maintenance of Services maintenance Agreements:
 - a. Renewal of Checkpoint Firewall-support & License
 - b. Renewal of SSL Certificate
 - c. Barracuda E-mail Security Gateway
 - d. McAfee Endpoint Security Solution
 - e. Attendance System
 - f. Veeam Renewal
 - g. Hitachi Unified Storage Systems Renewal
 - h. VMWare Renewal
 - i. Network Monitoring System Renewal
 - j. LK Domain renewal
5. Conducting Training Programs:
 - a. Provided Training for staff
6. Maintenance of Parliament Website:
 - a. Website publishing to keep content up-to-date
 - b. Website content translation to other two languages and proofreading
 - c. Website Feedback monitoring to manage communication with website visitors
 - d. Website Performance monitoring to measure success
 - e. Website Hardware monitoring to supervise hosting
 - f. Regular maintenance of streaming sections
 - g. On demand video management with translations
 - h. Upload full clip with translations
 - i. Maintenance of website database
7. Mobile App – monitoring the Mobile App
8. Regular maintenance and enhancement of Digital Signage system
9. Regular maintenance of Attendance Management System
10. Regular maintenance of virus guard & windows update server
11. Regular maintenance of distributed directory service
 - a. Centralized user management
 - b. Centralized security IT policy management
12. Maintenance of E-mail and Messaging Services
 - a. Maintaining email service with high availability
 - b. Bulk SMS System send messages to Hon. MPP
13. Maintenance of DR site for backups and high availability
14. Maintenance of ICT Infrastructure :
 - a. Regular maintenance of Network and ICT Equipment/ devices
 - b. Oversee ICT Network Infrastructure services
 - c. Perform day to day network administrative task, including network monitoring, performance tuning, testing etc.
 - d. Providing wireless service for Hon. MPP, Staff & Guest
15. Installation of new equipment

16. ICT work on Committee Complex building
17. Drafting Project RFP :
 - a. Supply, Maintenance and Upgrade Network Infrastructure
 - b. Implementing CCTV System in Parliament
 - c. Upgrading Network Infrastructure
 - d. Implementing Archiving MIS
 - e. Enhanced Digital Signage System of Parliament
18. Project Management
 - a. Document Management System
 - b. Archiving Management Information System
 - c. Upgrade the Digital Signage System
 - d. CCTV System

Communication Department

The Department of Communication, which is the latest Department of the Parliament of Sri Lanka, came into existence in September 2019. The Department consists of two main Divisions:

1 Media Division

- Improve the quality of interactions between the Parliament of Sri Lanka and Members of Parliament as well as between citizens, media, civil society organizations and community groups.
- To educate the public on parliamentary affairs and to engage them in the works of Parliament.
- Empower the citizens with knowledge and information on important matters relating to parliamentary democratic process and decisions taken by the Parliament.
- Provide timely and accurate information to media and journalists that transmit to the public information about the activities of Parliament.
- To ensure the institutionality and sustainability of the public service and communication efforts of Parliament, and to coordinate the relationship that is built between the public and the Parliament.
- To ensure that the information about Parliament is openly and accurately provided in the highest quality to the public in Sri Lanka for their understanding of the roles and responsibilities of the Members of Parliament in general as well as within the Parliament.

Functions performed in year 2019.

1. Media releases

From 07 August to 31 December 2019

The Department of Communication releases to all media communications with true and accurate information together with relevant photographs and audio-visual recordings covering all functions

of Parliament including the proceedings of the House of Parliament, committees of Parliament, Sittings of Parliament, and special events attended by the Speaker.

	Sinhala	Tamil	English	Total
Media releases	110	102	98	310

2. Media corrections

Department of Communication is always in the process of releasing corrections for the inaccurate news items published in media regarding Parliament and its functioning. The Department explores all accurate information related to the relevant matter and make corrections to such news.

The number of corrections that have been made during the period from 07 August to 31 December 2019 was 08.

3. Audio Video Coverage

The Department of Communication makes audio and video recordings of all special events, ceremonies, meetings, workshops, public service activities and meetings of committees that are open to media. These recordings are used for audio and video productions that are produced and published in the internet and social media by the Department and that are released to the media as well.

The number of audio-video coverages that have been done by the Department from 07 August to 31 December 2019 was 40.

4. Audio-visual productions

The Department of Communications produces various audio-visual products in order to educate the public on the affairs of Parliament with a view to making the Parliament of Sri Lanka a more effective, public-focused institute.

Type of production	Number of products
Documentary programmes – Narrative (Department of the Serjeant-at-arms)	01
Documentary programmes – short	12
Interviews – long	05
Interviews – short	10
News programmes	08

5. Maintaining the official YouTube channel and official social media network sites.

Permission to maintain the official YouTube Channel and official social network accounts of Parliament was granted from the third week of October 2019. The number of uploads that have been made since then until 31 December 2019 is as follows:

Type	No. of uploads
YouTube	37
Facebook	88
Twitter	65
Instagram	68

6. Media Center of Parliament

The Media Center of Parliament and the Audio Video Recording Studio are managed by the Department of Communications. On every sittings day of Parliamentary, all journalists who are engaged in reporting the parliamentary sessions do their reporting from the Media Center of Parliament. The Department of Communication looks into all the needs of journalists and carry out the necessary coordination.

There are 64 daily-reporting journalists who are currently registered with the Media Center of Parliament.

7. Audio-video recording studio

The audio-video recording studio is used by parliamentary media personnel and the parliamentarians for their audio-video recording needs. It is also used for audio and video productions produced by the Department of Communications of Parliament.

Party that used the studio	No. of times it was used
Parliamentarians	02
Media personnel	04
Department of Communications	45

8. Media Coordination

The Media Division of the Department of Communications coordinates all the media in Sri Lanka in the event of special functions of Parliament as well as the affairs of the Sectoral Oversight Committees.

The number of occasions where media-coordination was done from 07 August 2019 to 31 December 2019 was as follows:

Type	No. of occasions
Sectoral Oversight Committees	06
Special events of Parliament	05
Special media discussions (Parliamentary Select Committee on Easter Sunday Attacks)	01

Public Services Office

- Establishment of Parliament strongly in the Sri Lankan and global contexts as an institution to maintain the democratic existence of a country unbroken while engaging in legislation, public representation and monitoring of the use of public funds of the country is the primary function of the Public Services Office of the Department of Communications that was established in the last quarter of 2019. In addition, the following activities, too, are carried out by this division:
- Welcoming all visitors to Parliament friendly, efficiently and without delay.
- Planning, coordinating and managing tourist programmes and other programmes within the Parliamentary Complex in order to provide to visitors to Parliament an advanced and high-quality knowledge about the structure, traditions and functions of Parliament.
- Planning, coordinating and managing awareness programmes about the Parliament on invitation outside the Parliament and so as to fulfil the needs.
- Planning, coordinating and managing awareness programmes about Parliament for specific groups of the society.
- Representing Parliament of Sri Lanka in cases of special concern to society and management of such programmes.
- Providing the facilities and a quality service as requested by the Department of the Serjeant-at-Arms for the management of visitors to Parliament and special programmes.
- Providing the facilities and services requested by Hon Members of Parliament or the Foreign Relations and Protocol Office, the Members' Service Office or the Parliament Secretariat.

1. Training Programmes

The staff of the Public Services Office were directed to a residential training course that was conducted with the participation of foreign resource persons and another training course in order to enhance the knowledge, skills and capacity of the officers of the Public Services Office.

2. Corporate functions

- At present, the Public Services Office has introduced nearly 20 programs for visitors to Parliament. At the request of the guests, the programme that is most appropriate for them will be planned and presented for them.
- Special Programmes on the affairs, tradition and role of the Parliament involving the high-ranking officers of Parliament are planned and presented to special groups who visit Parliament.

3. Awareness Programs

Institutes that participated in the awareness programmes of the Public Services Office during the last quarter of 2019 are as follows:

- ❖ Newly appointed officers in the Administrative Service - SLIDA
- ❖ Visakha Vidyalaya, Royal College and Ananda College, Colombo
- ❖ Architectures group of Mr. Channa Daswatta
- ❖ National Cadet Corps from the SAARC region
- ❖ Delegation of Ministers in charge of the subject of Law in the Commonwealth and the representatives.
- Plans are in place to commence awareness programmes externally from next year onwards for the school community and people living in faraway areas, who are unable to visit the Parliament, but are submitting requests in order to gain knowledge about the role of parliament.
- Support is extended as required to the functions held in Parliamentary and protocol activities wherever necessary.

4. Special Occasions

The following are the occasions of special concern to society where Parliament of Sri Lanka was represented:

- ❖ World AIDS Day
- ❖ International Day for People with Special Needs
- ❖ International Anti-corruption Day
- ❖ World Human Rights Day

❖ International Migrants Day

Number of visitors to whom services were provided by the Public Services Office during the last quarter of 2019 (approximately):

Visitors who arrived as individuals and groups - 350

Internal Audit Division

Special tasks performed by this Office during year 2019 are listed below:

1. Audit and Management Committee

1.1 Four meetings , of Audits and Management Committee which is established in the Parliament as per section 41 of National Audit act No. 19 of 2018 , have been held as follows in connection with the matters pertaining to 2019 .

Meeting	Date	minutes sent	steps taken to	follow-up
		To treasury ?	Implement decisions ?	done ?
1 st quarter	29.03.2019	yes	yes	yes
2 nd quarter	02.07.2019	yes	yes	yes
3 rd quarter	01.10.2019	yes	yes	yes
4 th quarter	28.01.2020	yes	yes	being done

1.2 implementing following decisions which were taken by Audit and Management Committee .

- Assigning the full responsibility with the respective sectional Heads , to do annual performance assessment which is done at the time of awarding annual salary increment , more accurate and open manner in order to retain the motivation of the staff in a satisfactory level and to improve the employee efficiency focusing on the identified aspects which need the improvement .
- Deciding to perform a site inspection by the internal audit office before making new purchases in order to reassess the actual necessity of office amenities and capital assets .

2. Following systems were introduced and improved with the intervention and the leadership of internal Audit office in 2019 , outside the Audit plan .

- (i) Systematizing the management Information data system of maintenance articles store .
- (ii) Conducting necessary programs and conducting follow up activities on food and beverages Audit Control Accounting system of Catering and Housekeeping Department .
- (iii) Pointing out the necessity of a maintenance and operations Data system on the Vehicle reserve which will ease the management decisions and submitting the basic plan to the computer section .

3. Following steps were taken by the Audit control office in 2019 under cost control programme of Audit plan .

- I. Being able to record a very significant progress (Monthly average declined approximately from Rs. 1.5 Million to Rs. 9 lakh.) by December 2019 , by updating Computer system enabling to have a report from the respective sectional heads certifying the responsibility of usage , identifying the cost of monthly usage of stationary which amounts to Rs. 20 million in the parliament , per year .
- II. In-depth study on the main electricity bill which costs Rs. 7 Million monthly and Taking steps to formulate a report including prompt solutions that are necessary to reduce the cost mechanically by conducting an electricity audit with the participation of coordinating Engineer and Superintendent of Electricity focusing on the maximum demand on which a considerable sum is spent (more than Rs. 1 million) .
- III. Intervening to control the food and beverages supply cost in 2018 by means of curbing malpractices , cost analysis and constant reminders , even though there was the Budget debate in 2019 .
- IV. Contributing to keep the new purchases at a minimum level by intervening to asset management, by managing identified internal office instruments surplus among other sections in accordance with necessity throughout the year .

4. Following tasks were completed in 2019 under special projects on the advice of higher management under internal Audit plan.

- (i) Strategic planning to recover the property and distress loans of the parliamentary employees who had vacated posts due to various reasons with loan balances which were due to be recovered for the state for over 15 years and recovering the loans from a considerable number of individuals.
- (ii) Moving the parliamentary Committee complex and all the assets which were placed in “Govi Jana Mandiraya “ , safely to the parliament on a government policy decision , and handing over the building complex which was fully renovated by the Navy to the Ministry of Agriculture after inspections and documentations .

5. Following sectors under the following Departments were inspected in 2019 and recommendations were made to the respective Heads of department/ sections .

1. Sergeant At Arms Department
2. Administration Department
3. Legislative Services Department
4. Finance and Supplies Department
5. Catering and Housekeeping Department
6. Coordinating Engineers Department
7. Information systems and Management Department .

6. Inspecting all pension files and certifying no claim certificates

7. Discussing rectifying measures with the respective Heads of Department and sectional Heads followed by adhoc and applicable audit quarries and implementing the same .

8. Inspecting the public cafeteria of the parliament and making the respective officers aware of the prevailing shortcomings

9. Submitting reports including following special matters to the audit and management Committee as per annual audit plan and implementing them .

- I. Review of financial and physical progress and performance progress as per Annual plans , action plan and procurement plan .
- II. Review of bank reconciliation statements
- III. Inspecting the advance account of the public servants, suggesting timely techniques to maintain them accurately and efficiently and taking the Auditor General's approval .
- IV. Total inspection of institutional affairs and providing required observations to the management.
- V. Suggesting system improvements on store management and implementation.
- VI. Suggesting and introducing new internal administration strategies.
- VII. In-depth inspection of sectors involving high risks and bringing to the attention of higher management.
- VIII. Inspecting Common deposit Account and taking measures to release the deposits as necessary and releasing allowances due to be paid for the retired officers .
- IX. Examining vehicle repair costs.

10 . Following annual reviews were performed by the Internal Audit office in 2019

- Providing guidance for asset management
- Preparing annual internal audit plan
- Providing essential guidance for issuance and purchasing of food items
- Providing guidance for store management.
- Reviewing recurrent and capital costs
- Examining salary conversions and personal files , randomly

11. Conducting pre internal audits on following Purchases / services

- Purchasing food items to the parliament
- The payments for fuel for the vehicles of parliamentary secretariat , Hon. Speaker , Hon. Deputy Speaker and Hon . deputy chairman of the Committees
- Payments for laundering uniforms pertaining to Sergeant At arms Department , Catering and Housekeeping Department , official residence of the Speaker , “ Generals House “ Nuwaraeliya and “ Methsewana” Anuradhapura .
- Payments to the Condominium Management Authority for Common amenities and Health Services.

Foreign Relation and Protocol Office

In 2019 , The Foreign relations and the protocol office fulfilled all duties and services pertaining to the tours which were organized by Commonwealth parliamentary association , inter parliamentary association, SAARC parliamentarians association and other national and international associations .

All matters pertaining to Following conferences, Workshops, Tours, Meetings and Study Tours were organized.

Name of the tour	Number of MP's participated	Number of officers participated
The standing committee meeting of the Commonwealth Speakers – waleta. Molta. From 9th January to 12 th January.	1	3
The Asian conference – Committees on Public Account of the Commonwealth 2019 - Kualalampur. Malaysia from July 31 st to 4 th August of 2019 .	1	1
5 th Commonwealth parliamentary Association Asian Zonal Conference – Islamabad-Pakistan. From July 29 th to August 2 nd of 2019	5	1
64 th Commonwealth parliamentary Conference – Kampala, Uganda – from 22 nd September to 30 th September 2019	1	1
Westminster Conference on effective Parliaments – London , United kingdom, from 24 th November to 30 th September .	-	1
Asian pacific Zonal conference - the task of parliamentary Committees in fighting against Human trafficking and Enforced labor . Perth – Australia – from 15 th to 19 th December 2019 .	2	1
Meetings regarding 140 th Inter parliamentary Conference – Doha, Qatar , from 6 th to 12 th April 2019 .	5	3
The official visit of parliamentary representatives of Sri Lanka – Germany, from 2 nd to 8 th June 2019 .	6	1
Workshop on Interantional Trade – Singapore, from 2 nd to 14 th June 2019	2	1
2 nd International Caucus on development of parliamentarianism. Moscow , Russia, 30 th June to 3 rd July .	2	1
The official visit of parliamentary delegates of Sri Lanka .- China, from 14 th July to 21 st July .	7	5
The Conference of South Asian Regional Speakers on Sustainable Development – Maldives, from 31 st August to 13 th September 2019.	1	3
The official visit of the President of Shura Council Saudi Arabia to Sri Lanka - from 7 th September to 11 th September 2019 .	Delegation of 15.	

The meeting on the indicators development on democratic parliaments – Geneva –Switzerland , from 11 th to 15 th September .	1	-
The Zonal conference against the terrorism and Extremism which aids the terrorism in Asian pacific . - Kuala Lumpur, Malaysia, from September 30 th to 4 th October . 2019.	2	-
Meetings regarding 141 st Inter parliamentary Conference – Belgrade , Serbia , from 11 th to 19 th October 2019 .	1	1
The official visit to Sri Lanka of Norwegian Delegates - from 18 th to 21 st February 2019 .	Delegation of 4.	
The west minister Foundation for democracy - expert conference - London . United Kingdom. From 23 rd to 27 th March 2019 .	1	1
The Conference on parliamentary approach of Open Government group . Ottawa , Canada . From 27 th may to 3 rd june 2019.	4	
Study tour – Washington City, United States of America from June 3 rd to 7 th .	1	
Parliamentary caucus of Eurasian members of parliament- Bishkek city , Kirgiz republic , from 6 th to 7 th June 2019 .	2	1
Asian pacific caucus on green Economy 2019 - Bangkok, Thailand. From 3 rd to 13 th June . 2019.	-	1
The Sri Lankan visit of His Excellency (Dr) Mr . Van gang. From 15 th to 18 June 2019 .		
The study Conference on post Legislative Scrutiny of Asia . Yangon. Myanmar. from 15th June to 19 th June 2019.	1	2
The study visit of parliamentary officers. Bangalore. Karnataka State. India. From 24 th June to 28 th June.		10
The study tour of Westminster foundation for democracy on exchange of United Kingdom experiences on Sectoral oversight committees. London. UK. From July 1 st to 5 th July 2019.	8	2
The parliamentary leadership summit organized by parliamentary democracy Group. – Washington city, USA from 15 th to 24 th July 2019 .	3	-
Roxton workshop 2019 and meetings of parliamentary democracy Group – UK . From 26 th July to 1st August 2019 .	-	1

The study tour of parliamentary officers. – China. From 25 th August to 31 st August . 2019.	-	22
The 3 rd session of Asian parliamentary caucus on Children - Colombo Sri Lanka . from 1 st to 4 th September 2019.	A delegation of 50 from 8 SAARC countries participated.	
35 th parliamentary Internship programme of foreign parliamentary officers – lock sabha secretariat, India. – From 2 nd September to 1 st October.	-	5
Study tour of parliamentary officers _ London – UK. From 18 th November to 22 nd November 2019.	-	5
The conference on improvement of political Content of Asian Zone of Commonwealth . – Bangkok- Thailand. From 1 st December to 4 th December.	2	-

The affairs of parliamentary friendship associations (already there are 55 Associations)

The affairs pertaining to various foreign study tours organized for Parliamentary officers.

Protocol and media affairs pertaining to various diplomatic and other delegates who call on Hon. Speaker, Hon. Deputy speaker and Hon. Deputy Chairman of the Committees .

The duties pertaining to Visa, passport , reservation of special entrance with regard to members of parliament and the ministers and protocol duties in connection with airport .

Chapter - 3 Overall Financial Performance for the Year

ACA-F

**Statement of Financial Performance
for the period ended 31st December 2019**

Rs.

Budget 2019	Note	Actual		
		2019	2018	
-	Revenue Receipts	-	-	
-	Income Tax	1	-	ACA-1
-	Taxes on Domestic Goods & Services	2	-	
-	Taxes on International Trade	3	-	
-	Non Tax Revenue & Others	4	-	
-	Total Revenue Receipts (A)	-	-	
-	Non Revenue Receipts	-	-	
-	Treasury Imprests	2,783,945,000	2,538,700,000	ACA-3
-	Deposits	13,659,476	20,643,320	ACA-4
32,000,000	Advance Accounts	77,634,455	36,184,434	ACA-5/5(a)/5(b)
-	Other Receipts	41,200,188	47,581,735	
-	Total Non Revenue Receipts (B)	2,876,439,119	2,643,109,489	
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)	2,876,439,119	2,643,109,489	
-	Less: Expenditure	-	-	
-	Recurrent Expenditure	-	-	
1,219,000,000	Wages, Salaries & Other Employment Benefits	5	1,185,887,349	ACA-2(ii)
1,297,128,000	Other Goods & Services	6	1,135,136,940	
347,760,000	Subsidies, Grants and Transfers	7	326,248,555	
-	Interest Payments	8	-	
-	Other Recurrent Expenditure	9	-	
2,863,888,000	Total Recurrent Expenditure (D)	2,647,272,844	2,370,363,710	
-	Capital Expenditure	-	-	
623,500,000	Rehabilitation & Improvement of Capital Assets	10	105,532,381	ACA-2(ii)
159,875,000	Acquisition of Capital Assets	11	51,396,339	
-	Capital Transfers	12	-	
-	Acquisition of Financial Assets	13	-	
5,000,000	Capacity Building	14	3,114,376	
25,000,000	Other Capital Expenditure	15	16,000,000	145,934,795
813,375,000	Total Capital Expenditure (E)	176,043,096	218,511,240	
-	Main Ledger Expenditure (F)	52,656,919	52,459,198	
-	Deposit Payments	16,181,028	21,241,540	ACA-4
40,000,000	Advance Payments	36,476,000	31,217,658	ACA-5/5(a)/5(b)
-	Total Expenditure G = (D+E+F)	2,875,972,859	2,641,334,148	
-	Imprest Balance as at 31st December 2019, H = (C-G)	466,260	1,775,341	

Statement of Financial Position
As at 31st December 2019

ACA-P

	Note	Actual	
		2019 Rs	2018 Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	14,629,618,132	8,816,905,074
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	124,446,206	125,604,661
Cash & Cash Equivalents	ACA-3	792	5,505
Total Assets		14,754,065,130	8,942,515,240
<u>Net Assets / Equity</u>			
Net Worth to Treasury		119,835,540	118,472,443
Property, Plant & Equipment Reserve		14,629,618,132	8,816,905,074
Rent and Work Advance Reserve	ACA-5(b)		
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	4,610,666	7,132,218
Imprest Balance	ACA-3	792	5,505
Total Liabilities		14,754,065,130	8,942,515,240

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 04 to 74 and Notes to accounts presented in pages from 75 to 98 form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.


 Chief Accounting Officer
 Name :
 Designation :
 Date : 26.02.2020
W. B. D. DASANAYAKE
 Secretary General of Parliament
 Parliament
 Sri Jayewardenepura - Kotte.


 Accounting Officer
 Name :
 Designation :
 Date : 26.02.2020
W. B. D. DASANAYAKE
 Secretary General of Parliament
 Parliament
 Sri Jayewardenepura - Kotte.


 Chief Financial Officer/ Chief Accountant/
 Director (Finance)/ Commissioner (Finance)
 Name :
 Date : 26.02.2020
W. A. Samantha Upananda
 Director (Finance)
 Parliament of Sri Lanka
 Sri Jayewardenepura Kotte.

**Statement of Cash Flows
for the Period ended 31st December 2019**

	2019 Rs.	Actual 2018 Rs.
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	41,200,188	47,581,735
Revenue Collected from the Other Heads	-	-
Imprest Received	2,783,945,000	2,538,700,000
Total Cash generated from Operations (a)	2,825,145,188	2,586,281,735
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	2,321,024,290	2,102,255,473
Subsidies & Transfer Payments	326,248,555	266,977,767
Expenditure on Other Heads	1,295,779	-
Imprest Settlement to Treasury	792	5,505
Total Cash disbursed for Operations (b)	2,648,569,416	2,369,238,745
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	176,575,772	217,042,990
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	41,470,588	-
Total Cash generated from Investing Activities (d)	41,470,588	-
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of	51,396,339	44,310,840
Other Investment	124,646,757	174,200,400
Advance Payments	39,481,712	-
Total Cash disbursed for Investing Activities (e)	215,524,808	218,511,240
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	(174,054,220)	(218,511,240)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	2,521,552	(1,468,250)
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	13,659,476	-
Total Cash generated from Financing Activities (h)	13,659,476	-
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	16,181,028	1,468,250
Total Cash disbursed for Financing Activities (i)	16,181,028	1,468,250
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	(2,521,552)	1,468,250
Net Movement in Cash (k) = (g) -(j)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

Performance of Utilization of Allocation

RS.,000

Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	2,511,350,000	2,511,350,000	2,302,552,491	92%
Capital	210,700,000	210,700,000	162,443,253	77%

Performance of the Reporting of Non- Financial Assets

Rs.,000

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2020	Balance as per financial Position Report as at 31.12.2020	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	7,695,422,300	7,695,422,300	-	100%
9152	Machinery and Equipment	1,216,019,832	1,216,019,832	-	100%
9153	Land	5,709,426,000	5,709,426,000	-	100%
9154	Intangible Assets	-	-		
9155	Biological Assets	-	-		
9160	Working in Progress	-	-		
9180	Lease Assets	8,750,000	8,750,000		100%

*Auditor General's Report is attached at the end

Chapter - 4

Performance Indicators

Institutional Performance Indicators (Based on the Action Plan)

Specific Indicators	Actual output as a percentage (%) of the expected output		
	90% - 100%	75% - 89%	50% - 74%
1. Providing necessary instructions, documents, translation service and other routine ancillary services required for keeping the business of the House of Parliament running smoothly.	✓		
2. Proper maintenance of the services required for the legislative process such as parliamentary committee meetings, committee meetings, and other special committees, etc.	✓		
3. Presentation of official reports of Parliament, presenting required information about Parliament and its proceedings	✓		
4. Providing secretariat facilities for efficient functioning of the Parliament and its Committees.		✓	
5. Raising awareness among the public on Parliament and its functions		✓	

Chapter - 5

Performance in Achieving Sustainable Development Goals

Identified Sustainable Development Goals	Target	Achievement Indicator	Percentage		
			0-49%	50-74%	75-100%
Establishing peace and strengthening the mechanism that establish justice and equity	Build effective, accountable and transparent institutions at all levels.	16.6.1 <i>Primary government expenditures as a proportion of original approved budget</i> by sector			
		16.6.2 Proportion of the <i>population satisfied with their last experience of public services</i> . <u>Indicators</u> Steps taken by Parliament to maintain transparency <ul style="list-style-type: none"> • Opening Parliamentary Business and Committee Business to the Media • Publishing Hansard and Committee Reports on the Parliament website • Publishing Committee Schedules on the Parliamentary Website • Open Parliamentary Process • Public outreach programmes • Providing information under the Right to Information Act • Active disclosure of information • Public participation in the parliamentary process 			√ √ √ √ √ √ √ √
		16.7 Proportion of positions in government agencies compared to the national distributions	√		
		16.7.2 Proportion of population who believe decision-making is inclusive and responsive, by sex, age, disability and population group <u>Indicators</u> Committees where the Hon. Speaker makes decision on the public policy regime under the leadership of the leaders of political representation in Parliament or of their representatives, viz, <ul style="list-style-type: none"> • Committee on Parliamentary Business • House Committees • Liaison Committee • Committee of Backbenchers 	√ √		√ √

		<p>Administrative Affairs / Secretarial Affairs</p> <ul style="list-style-type: none"> • Between Sectional Heads and employees • With Sectional Heads, Heads of Departments and Top Management • Perhaps, with top management, between employees (between departments) 			<p>√</p> <p>√</p> <p>√</p>
	<p>16.10</p> <p>Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements</p>	<p>16.10.2</p> <p>Constitutional or policy guarantee for public access to information</p> <p><u>Indicators</u></p> <p>Access to information by the public through the Parliament website</p> <p>On request</p> <p>Under the Right to Information Act</p> <p>Through the Library of Parliament</p> <p>Access to documents already compiled for future information needs of users</p> <p>Under the Right to Information Act</p> <p>Public services</p> <p>Research publications</p> <p>Committee reports</p> <p>Other parliamentary publications</p>			<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>
Zero hunger	Ensuring food security	Taking steps to minimize waste of food and to raise awareness among the members of the staff on the importance of minimizing waste of food.			√

Good health and well-being	Maintaining a healthy and efficient staff	<ul style="list-style-type: none"> • Three Medical Centres (two Ayurvedic and one Western) are functioning in the parliament premises for the benefit of the Members of Parliament and the staff. • All staff members are covered by a medical insurance scheme, which also benefits the family members of the staff. • A gymnasium is maintained for the use of Members of Parliament and the staff members • Steps have been taken to establish a day care center and a pre-school for the use of the children of the staff members. • Better sanitary facilities have been provided in the premises. 	√		√
Quality education	Providing vocational and quality education opportunities to all	<ul style="list-style-type: none"> • Steps are being taken to establish a dedicated Human Resource Development Office to ensure professionalism. • Provide local and foreign training opportunities for staff members 	√		√
Gender equality	Providing equal opportunities for both males and females	<ul style="list-style-type: none"> • Gender equality is guaranteed in recruitment / promotions / payroll as well as in training opportunities for staff 			√
Clean water and sanitation	Providing clean water and sanitation opportunities to all	<ul style="list-style-type: none"> • Better sanitation facilities are provided within the premises. • Coordinate with relevant authorities and assist in the conservation of the wildlife and the water in the surroundings in order to protect the environment. 			√
Affordable clean energy	Ensuring supply of sustainable and modern energy	<ul style="list-style-type: none"> • Modern technology has been introduced to manage electricity efficiently and effectively 		√	
Life in Water	Conservation of water resources for sustainable development	<ul style="list-style-type: none"> • Coordinate with relevant authorities and assist in the conservation of the wildlife and the water in the surroundings in order to protect the environment. 			√

Life on land	Conserving eco system and the bio diversity	<ul style="list-style-type: none"> • Coordinating with the relevant authorities and supporting to protect the environment and to conserve the wildlife and the water around the premises. • Digitalization of daily activities in order to minimize paper work. Ex: ePack, Electronic Records Management System, e-cabin, SMS portal, Digital library, Computerised office procedures • The trilingual website of the Parliament and the mobile app provide information required by the general public. 			<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>
Peace, Justice and Strong Institutions	Building a comprehensive institution in order to create a peaceful and comprehensive society	<ul style="list-style-type: none"> • Right to Information Unit has been utilized to provide active information ensuring transparency. • A separate department has been established for media and public relations by the Parliament. • Measures have been taken to modernize the media centre of the Parliament. • The Parliament is equipped with trilingual environment where simultaneous interpretation is available to ensure ethnic harmony. • Members of the staff represent all ethnic and religious groups of the country. • The trilingual website of the Parliament and the mobile app provide information required by the general public. 			<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>

Chapter - 6

Human Resources Profile

Designation	Approved cadre				Present number of employees			
	S.G.P	Hon. Speaker	Hon. Deputy Speaker	Hon. Deputy Chairman of the Committees	S.G.P	Hon. Speaker	Hon. Deputy Speaker	Hon. Deputy Chairman of the Committees
Senior level	67	5	5	5	54	5	5	5
Tertiary level	173	0	0	0	149	0	0	0
Secondary level	269	14	6	6	208	14	6	3
Primary level	474	26	10	10	448	26	9	9
Temporary / casual	0	0	0	0	20	0	0	0
Total(as at 31.12.2019)	983	45	21	21	879	45	20	17

Chapter - 7

Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1	The following Financial statements/accounts have been submitted on due date			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not Applicable		
1.4	Stores Advance Accounts	Not Applicable		
1.5	Special Advance Accounts	Not Applicable		
1.6	Others	Not Applicable		
2	Maintenance of books and registers (FR445)/			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		

2.8	Stocks Register has been maintained and update	Complied		
2.9	Register of Losses has been maintained and update	Complied		
2.10	Commitment Register has been maintained and update	Complied		
2.11	Register of Counterfoil Books (GA — N20) has been maintained and update	Complied		
3	Delegation of functions for financial control (FR 135)			
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Not Applicable		Using an improved package instead of the Government Payroll Software Package
4	Preparation of Annual Plans			
4.1	The annual action plan has been prepared	Complied		
4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	Complied		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		
5	Audit queries			

5.1	All the audit queries has been replied within the specified time by the Auditor General	Complied	Failed to reply one query withing the specified time frame	Action will be taken to rectify this delay. Internal Audit Unit will coordinate this matter
6	Internal Audit			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Complied		
6.2	All the internal audit reports has been replied within one month	Complied		
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	Complied		
7	Audit and Management Committee			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Complied		
8	Asset Management			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of 12 the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Complied		

8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	Not complied	Board of survey was conducted and report were submitted. But not within the stipulated time period.	Action will be taken to expedite the board of Survey process in the year 2020
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Not complied	Action were carried out and recommendation were implemented. But not within the specified time frame	- Do -
8.5	The disposal of condemn articles had been carried out in terms of FR 772	complied		
9	Vehicle Management			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	complied		
9.3	The vehicle logbooks had been maintained and updated	complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	complied		
10	Management of Bank Accounts			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		

10.2	The dormant accounts that had existed in the year under review or since previous years settled	Not applicable		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	Complied		
11	Utilization of Provisions			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Complied		
12	Advances to Public Officers Account			
12.1	The limits had been complied with	Complied		
12.2	A time analysis had been carried out on the loans in arrears	Complied		
12.3	The loan balances in arrears for over one year had been settled	Not Complied		Required measures are being taken.
13	General Deposit Account			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	The control register for general deposits had been updated and maintained	Complied		
14	Imprest Account			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	Complied		
14.3	The ad-hoc sub imprests had been issued exceeding the limit approved as per F.R. 371	Complied		

14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Complied		
15	Revenue Account			
15.1	The refunds from the revenue had been made in terms of the regulations	Complied		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Complied		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	Not Applicable		
16	Human Resource Management			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Not Applicable		
17	Provision of information to the public			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation	Complied		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	Complied		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Complied		
18	Implementing citizens charter			
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number	Not Applicable		

	05/2008 and 05/2018(1) of Ministry of Public Administration and Management			
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular	Not Applicable		
19	Preparation of the Human Resource Plan			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Complied		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Complied		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Not Applicable		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Complied		
20	Responses Audit Paras			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		

Auditor General's Report

My No. JPA/D/PAR/FS/19/01

Date: - 04th August 2020

Chief Accounting Officer

2 Parliament

3 Summary Report of the Auditor General in terms of Section 11 (1) of the National Audit Act No.19 of 2018 on the Financial Statements of the Parliament for the year ended 31 December 2019

1. Financial Statements

1.1 Qualified Opinion

The audit of the financial statements of the Parliament for the year ended 31st December 2019 comprising the statement of financial position as at 31st December 2019 and the statement of financial performance and the cash flow statement for the year then ended was carried out under my direction in pursuance of the provisions made in Article 154 (1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with the provisions of the National Audit Act No.19 of 2018. This Report includes my opinions and observations on this financial statement referred to Parliament in terms of section 11 (1) of the National Audit Act No.19 of 2018. The Auditor General's Report to be submitted in pursuance of the provisions in Article 154 (6) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with the provisions in section 10 of the National Audit Act No.19 of 2018 will be tabled in Parliament in due course.

In my opinion, except for the effects of the matters described in the paragraph 1.6 of this report, the financial statements prepared in terms of the Public Accounts Circular No.271/2019 dated 03rd December 2019 give a true and fair view of the financial position of the Parliament which is as at 31 December 2019 and of its financial performance and its cash flows for the year then ended, in accordance with the generally accepted Accounting Policies.

1.2 Basis for Qualified Opinion

I carried out my audit in accordance with the Sri Lanka Auditing Standards (SLAuSs). My responsibilities falling under those standards are further described in the section of Auditor's Responsibilities for the audit of the financial statement in my report. I believe that the audit evidence that I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

1.3 Responsibilities of the Chief Accounting Officer and the Accounting Officer on Financial Statement

The Chief Accounting Officer is responsible for the preparation of financial statements that give a true and fair view in accordance with the generally accepted Accounting Principles and in terms of the Public Accounts Circular No.271/2019 dated 03rd 2019 and for such internal control as management determined is necessary to enable the preparation of financial statements that are free from material misstatement whether due to fraud or error.

As per Section 16 (1) of the National Audit Act No.19 of 2018, it is the responsibility of the Parliament to maintain proper books and records of all its income and expenditure and assets and liabilities in order to enable it to prepare annual and periodic financial statements that have to be prepared by it.

Accounting Officer should ensure that an effective internal control system is developed and maintained in terms of Sub-Section 38 (1) (c) of the National Audit Act, and make necessary changes to carry out a review from time to time on the effectiveness of such system and maintain it accordingly as an expedient mechanism.

1.4 Auditor's Responsibility on Audit of Financial Statement

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from the material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance; however is not a guarantee that an audit conducted in accordance with the Sri Lanka Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise due to fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to make influence on the economic decisions of users taken based on these financial statements.

As a part of an audit in accordance with Sri Lanka Auditing Standards, I exercise professional judgment and maintain professional scepticism throughout my audit. I also:

- Identify and assess the risks of material misstatement of the financial statement, whether due to fraud or error, design and perform audit procedures to responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from an error, as the fraud may involve collusion, fake, deliberate omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the internal control.

- Evaluate transactions and events that are based for structure and content of the financial statements which include disclosure whether they are included in the financial statement in a fair and appropriate manner.
- Evaluate the total presentation, structure and content of the financial statements, including the disclosures and whether the financial statements represent the underlying transactions and events in a manner that achieve fair presentation.

I brought the important audit findings, major weakness of internal control and other matters been identified during my audit into the notice of the Chief Accounting Officer.

1.5 Report on Other Legal Requirements

A statement is given by me on the following matters in terms of section 6 (1) (d) of the National Audit Act No.18 of 2018.

The following recommendations made by me on the financial statement relevant to previous year had not been implemented.

Reference to Para	Audit Observations	Recommendations
1.6.3. (c) (i)	According to the reconciliation statement of the Advance 'B' accounts submitted for audit, except debit balance from the officers who went on transfer, the total loan balance which had to be recovered as at 31 st December 2018 was Rs.3,175,733. Out of the said amount, Rs.811,763 loan balance has been remaining for range from 01 to 23 years. However, such loan balance had not been recovered.	The provisions prescribed in the 1 st para of the National Budget Circular No.118 dated 11 th October 2004 and the provisions prescribed in the Chapter XXIV of the Establishment Code for the para 8 of the above circular showing reference to sections 8.1 and 8.2 of the Chapter XLVII of the Establishment Code should be followed.

1.6 Audit Opinion on the Financial Statement

1.6.1. Statement of Financial Performance

Differences which include Rs.950,000 of salary, wages and other employee benefits, Rs. 19,428,000 of other goods and services, Rs.64,260,000 of relief grants and transfers, Rs. 84,638,000 of total recurrent expenditure and Rs.325,000 of acquisition of capital assets had been observed between the values shown in the financial statements of the year 2019 and the budget statics values of the year 2019 which had been shown in the left column of the statements of financial performance that had been submitted in ACA-F format in the financial statements of the year under review.

1.6.2. Statements of Financial Position

- (a) Rs. 8,425,718 of balance of remaining value and lease investment value to be paid in respect of the leased assets that should be in checking of outstanding for the end of the year under review was not properly reflected in the outstanding summary statement. The said remaining Rs.8,425,718 had not been included under lease investment and current liability under non-capital assets of the statements of financial position (ACAP format) at the end of the year under review, as lease creditors.
- (b) 05 motorcycles and a Tata bus included in the Performance Report on disposal in 2019 had not been incorporated under the heading of disposal in the statements of non-capital assets (ACA 06 Format).
- (c) The details have been given in the chapter 3 of the Circular on Public Accounts No.SA/ AS/AA/Circular dated 24th January 2013 in respect of the valuation of the non-current assets. However, no action had been taken to assess the following lands and buildings owned by Parliament and account them.
 - I. The land on which Madiwela Housing Complex constructed and the houses standing on it
 - II. The land on which Nuwareliya General House constructed and the building standing on it
 - III. The land on which Anuradhapura Meth Sevena constructed and the building standing on it
 - IV. The land and the building on the location where Sirawasthi Mandiraya is situated
- (d) The assets received as donation to the Parliament had not been included in the list of such donated properties. Further, no action had been taken to assess and account such assets.

1.6.3. Other observation on the financial statements

- (a) Notes of the accounts showing the reporting basis to be made in accordance with the account's formats given in the Circular No. 271/2019 dated 03rd December 2019 were submitted with the financial statements.
- (b) Aggregated amount of Rs.459,617 which includes the damage due to accidents of 02 vehicles occurred in the year under review and the damage caused to the sound systems and the booth for the officers in the Chamber of Parliament due

to a quandary situation arisen and the loss of Rs.172,251 that compelled further to recover/write off/give up had been included in the statement of loss and write-off (note i) without including them into the statement of write-off from the books (note ii) of the financial statements of the year 2019.

1.6.4. Advance accounts outstanding

- (a) According to the reconciliation statement of the public officer's advance accounts submitted for the audit, the total outstanding balance that had to be recovered as at 31st December 2019, was Rs.2,879,893 excluding loan outstanding of the officer who went on transfer. Out of it, Rs.1,394,202 has been remaining as outstanding from 01 to 24 years. However, no action had been taken to recover that outstanding loan.
- (b) Rs.124,446,206 of outstanding in Advance control accounts and total Rs.123,947,946 in summary of single outstanding category were found as at 31st December 2019 and therefore a difference of Rs.498,260 had been observed.

2. Financial Review

2.1. Expenditure control

- (a) Rs.29,327,010 had remained as saving from the net provision of Rs.40,400,000 that had been provided for 04 expenditure heads under recurrent expenditure. It had shown a 58-98 range of percentage of the total provision that had been provided.
- (b) 11 capital expenditure heads were found where they had saved by exceeding 50 percent from the net provision. The aggregated amounts of such net provision and savings had been found as Rs.773,550,000 and Rs.623,898,239 respectively.

2.2. Reaching Agreements on Obligations and Liabilities

- (a) As per para 3.4 of the Public Accounts Circular No. 271/2019 dated 3rd December 2019, the statement of liability and obligation under note iii has to agree with the statement of liability and obligation issued relevant to respective expenditure heads by the Treasury, and any liability or obligation not reported in so-called manner should not be settled in the year 2020 as an expenditure of the previous year. However, Rs.216,177,251 recurrent expenditure not included in the statement of liability and obligation issued in respect of respective expenditure heads by the Treasury had been settled in the year 2020.
- (b) Total Rs.7,521,315 of liability and obligation reported in the note (iii) of the financial statement had not been included in the list of liability.

- (c) Total Rs.37,166,928 of liability that had been included in the list of liability as a payable liability was not reported in the note (iii) of the financial statement of the year under review.
- (d) Total Rs.18,953,211 of liability that had been reported according to the list of liability was mentioned that it has been settled in the months of January and February 2020. However, such settlement of payment had not been observed during the time when the vouchers were examined in the months of January and February 2020.
- (e) In terms of the financial regulation No. 94 (2), only the liability under the expenditure head relevant to such expenditure that is annual recurrent in respect of the supplies and services should be shown under the note (iv) to the financial statement. However, total Rs.15,424,808 of the liability not relevant to the liability and obligation under supplies and services had been shown under the note (iv).

2.3. Non-compliance to the laws, rules and regulations

The following non-compliance to the law, rules and regulations were observed.

Reference to the non-compliance to the laws, rules and regulations	Non-compliance
(a) Financial Regulation of the Democratic Socialist Republic of Sri Lanka Financial regulation No. 104, 109	The copies of the reports of general 283, 284 and 285 that should be prepared in terms of the financial regulation, in respect of the loss of Rs.747,482 for 10 accidents that had taken place in the year 2019 had not been submitted for audit.
(b) Public Accounts Circular Para 03 of the Circular No.05/2016 dated 31 st March 2016	A copy of board of survey report had not been submitted by completing the 2019 board of survey within the stipulated time frame.
(c) Combined Services Circular No. 02/2017 issued by the Ministry of Public Administration and Management Services dated 04 th May 2017 and section 3.1 of the Circular No. 2004/ප්‍රස/1 (2016 Amendment) issued by the National Libraries and Documentation Service Board dated 22 nd December 2016.	The board of survey on library books to be conducted as at 31 st December 2019 had been done so as at 06 th December 2019, and a shortage of 91 books was observed as at that date.

3. Operational Review and Performance

The relevant audit observations on the income, expenditure, assets and the operational review in respect of the liabilities, the sustainable development, good governance and the human resource management will be included in the report submitted in terms of the section 10 of the National Audit Act No.19 of 2018 that has been mentioned in the para 1.1 above.

M.G.B.G.P. Fernando

Assistant Auditor General

For Auditor General

