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இலங்கைப் பாராளுமன்றம்
Parliament of Sri Lanka



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வருடாந்த செயலாற்றுகை அறிக்கை
ANNUAL PERFORMANCE REPORT

2020

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தலைப்பு
Head 16

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இலங்கைப் பாராளுமன்றம், ஸ்ரீ ஜயவர்தனபுர கோட்டே
Parliament of Sri Lanka, Sri Jayewardenepura Kotte

**Parliament of Sri Lanka
Annual Performance Report for 2020**

Head 16

Contents

Chapter 1 – Organizational Profile / Executive Summary	1
Chapter 2 – Progress and Future Outlook	7
Chapter 3 – Overall Financial Performance for the Year	57
Chapter 4 – Performance Indicators	62
Chapter 5 – Performance in Achieving Sustainable Development Goals	63
Chapter 6 – Human Resources Profile	67
Chapter 7 – Compliance Report	68

Chapter 01

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 2020 with a view to providing an excellent service and includes the overall financial performance pertaining to the year 2020 under Expenditure Head 16.

Vision, Mission and Objectives

Vision

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

Mission

Providing procedural guidance and facilities to Members of Parliament in performing their functions effectively and efficiently as legislators, people's representatives and assiduous scrutinizers of use of public funds.

Main Functions of the Parliament

1. Exercising people's legislative power
2. Exercising full control over public finance
3. Implementing oversight over the executive

Organizational Structure

The Staff of the Secretary General of Parliament provides secretarial and staff services necessary for the efficient conduct of the functions of Parliament headed by the Hon. Speaker. (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 well-being 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 Jayawardenepura 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 02

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

Supplies the professional services to the members of parliament in the areas of lawmaking and monitoring the use of public funds.

The following offices function under the Department of Legislative Services:

1. Table office
2. Bills Office
3. Committee Office-I
4. Committee Office-II
5. PAC Office
6. COPE Office
7. Office of the Committee on Public Petitions
8. Public petitions committee
9. Ministerial Consultative Committee
10. Interpreters' Office
11. Library

The functions of each of the aforesaid offices are shown below.

Table Office

Mission

Provides the necessary support to efficiently fulfill all the work in the House related to the legislative process of Parliament.

Performance of the Table office for the year 2020Main Duties

- (1) Preparing and printing in Sinhala, Tamil and English , 03 Order Books containing the motions and questions scheduled to be taken up at the upcoming sittings of Parliament and 15 relevant Addendums and Order Papers and taking action to regularly deliver the said Order Books and the relevant Addendums and the Order Papers of Parliament to the Ministers, State Ministers, Deputy Ministers, all Members of Parliament, Secretaries to the Ministries and to the relevant Heads of Departments of Parliament and other institutions by local speed post and to place the said documents on the tables in the Chamber.

Action has been taken to place them on the table of every Member of Parliament and to distribute them to the other relevant sections of Parliament in the coming sitting day.

- (2) Action has been taken to prepare 59 order papers in Sinhala, Tamil and English for 59 sitting days in parliament conducted in 2020 and print with the support of the department of government printing and placed on the table of each Member of Parliament and in the first sitting day of the first sitting week in each month in which the Parliamentary sittings were conducted the order papers were delivered to the Ministers, State Ministers, Deputy Ministers, all Members of Parliament, Secretaries to the Ministries and to the relevant Heads of Departments of Parliament and other institutions by local speed post and to place the said documents on the tables in the Chamber.
- (3) Action has been taken to prepare 59 minutes in Sinhala, Tamil and English for 59 sitting days in parliament conducted in 2020 and print with the support of the department of government printing.
- (4) Taking action to present in Parliament 275 Performance and Annual Reports sent to Parliament by Ministries with relevance to the Ministries and the Departments, Co-operations and Statutory Boards under their purview and resolutions containing the orders and regulations prepared under various Acts and published in the Gazette.
- (5) Taking action to register 529 Questions for Oral Answers handed over by the Hon. Members of Parliament, edit them in accordance with the Standing Orders of Parliament, translate them into Sinhala, Tamil and English as required and include them in the Order Books or Order Book Addendums as relevant.
- (6) Action has been taken to prepare the order of business for the day for 59 sitting days including 06 messages from the President, 62 announcements by the Speaker, 18 government bills and 14 Private Members' motions and determinations of the Supreme Court for certain bills and presentation of papers from the ministers and print those documents and provide them to the required parties and upload to the intra net of Parliament to provide necessary information to the department and offices in Parliament.

- (7) Taking action to present 08 votes of condolence in Parliament with relevance to 2020 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.
- (8) Extended support to prepare the special announcements and decisions made by the Speaker with relevance to the sittings of Parliament.
- (9) Preparation of files for the secretariat to facilitate the sittings of parliament for 59 sitting days of Parliament.
- (10) A briefing was given by the Assistant Directors of the Table office about the order of business for the day to the Speaker, Deputy Speaker, Deputy Chairman of Committees and to the Assistant Secretaries and the Secretariat before sessions start for 59 sitting days conducted in 2020.
- (11) Maintain the computer software programme that includes all the data and information of all the Members of Parliament and update it on the requests made by the Members of Parliament.
- (12) Maintain the list of names of the Members of Parliament according to the alphabetical order of the Sinhala language and seniority order in the computer system separately, update, and maintain the relevant list of names to be used in voting in Parliament in English language with summary notes.
- (13) 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.
- (14) Correspondences with the Attorney General and preparation of all the documents, preliminary reports and written observations on the petitions when the Secretary General of Parliament has been named as a respondent in a judicial action with regard to a petition submitted to the Supreme Court challenging the expulsion of an MP from a party or any other judicial action have been done.
- (15) Making arrangements for tabling as required, the reports and relevant documents of the Sectoral Oversight Committees whenever necessary.

-
- (16) A system has been prepared and implemented to manage the files used in the Table Office.
- (17) During an adjournment as mentioned in Standing Order 16 making all necessary arrangements to convene Parliament i.e., preparation of the gazette to convene Parliament, preparation of the agenda, inform the Members of Parliament by speed post.
- (18) 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 the 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.
- (19) 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.
- (20) The Presidential Secretariat, or the Prime Ministers Office and / or relevant ministries have been duly informed all the orders, rulings, regulations and agreements passed in parliament following the due process.
- (21) Necessary action has been taken accordingly to provide various information that comes under the subject area of the Table office to various parties under the Right to Information Act No. 12 of 2016.

Such information has been provided on 10 occasions in 2020.

- (22) Making necessary arrangements for the Secretary General of Parliament to inform the Chairman of the Election Commission in writing in all three languages about a seat fallen vacant in Parliament as per the Article 66 of the Constitution of the Democratic Socialist Republic of Sri Lanka and the provisions in the Parliamentary Elections Act No.1 of 1981 and amended by Elections (Special Provisions) Act No. 35 of 1988 in 2020 and accordingly making arrangements for two newly elected members of parliament to take oath or affirmation.
- (23) Providing active contribution of the Table Office by participating in the meetings, workshops etc. held in 2020 and by providing 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.

- (24) Action has been taken to appear before various courts upon the advice of the Secretary General of Parliament to submit written evidence to judicial activities in which the Secretary General of Parliament is named as a respondent.
- (25) Issuing of service certificates for the information of the required persons or institutions as requested by the Members of Parliament in 2020.
- (26) Information on Members of Parliament, ministries and information needed for legal action have been issued from time to time on the requests made by the people.
- (27) Information of the newly elected Members of Parliament was collected after the General Election conducted in 2020 and the relevant software system of the Parliament was updated on line for the first time.
- (28) Arrangements were made for the newly elected members to take their oath/ affirmation when Parliament was officially declared open after the General Election in 2020.
- (29) A major contributor to the awareness programme conducted for the newly elected Members of Parliament. The table office provided information about the work procedure in Parliament, work procedure during the sittings of Parliament and documents presented by the members of parliament.
- (30) Action was taken to achieve a high performance using zoom application to supervise the preparation of minutes of parliament, order papers, order books and proof reading of all the documents prepared in all three languages as most of the staff members work from home due to the COVID -19 pandemic.

During the budget period in 2020 about a two thirds of the staff members worked from home to assure their safety but action was taken to achieve high performance.

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, 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).

Tasks performed in 2020

1	Gazetted Bills of the Government received by the Bills Office	20
2	Gazetted Bills of the Government presented to Parliament	18
3	Bills printed by the Bills Office	34
4	Bills passed in Parliament	07
5	Government Acts that received Hon. Speaker's certificate	07
6	The number of private members' motions presented to Parliament as per the requests received by the bills office.	14
7	No. of Private Members' Bills forwarded to the Attorney General as per Standing order No. 52 (3)	21

In addition to that the Bills Office carried out the following activities in the year 2020.

- (a) Providing necessary contribution by participating in the sectoral oversight committee meetings held to discuss bills.
- (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 2018 and bind them as a book.
- (e) Providing necessary information to the information officers in Parliament regarding information requested from the outside parties under the Right to Information Act.
- (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.
- (g) Taking steps to compile as a book, the determinations given by the Supreme Court after scrutinizing.
- (h) Making an active contribution in the process to pass 2 appropriation bills in Parliament and the 20th amendment to the Constitution in 2020 and providing active participation in incorporating it with the present Constitution.

Ministerial Consultative Committee Office

Details of the number of Consultative Committees held in 2020

	Consultative Committee	Date	No. of times
1.	Ministerial Consultative Committee on Mass Media	21.11.220	01

2.	Ministerial Consultative Committee on Buddhasasana, Religious and Cultural Affairs	23.11.2020	01
3.	Ministerial Consultative Committee on Irrigation	23.11.2020	01
4.	Ministerial Consultative Committee on Public Service, Provincial Councils and Local Government.	23.11.2020	01
5.	Ministerial Consultative Committee on Urban Councils and Housing	24.11.2020	01
6.	Ministerial Consultative Committee on Agriculture	24.11.2020	01
7.	Ministerial Consultative Committee on Fisheries	25.11.2020	01
8.	Ministerial Consultative Committee on Power	25.11.2020	01
9.	Ministerial Consultative Committee on Plantations	26.11.2020	01
10.	Ministerial Consultative Committee on Youth and Sports	26.11.2020	01
11.	Ministerial Consultative Committee on Lands	26.11.2020	01
12.	Ministerial Consultative Committee on Water Supply	27.11.2020	01
13.	Ministerial Consultative Committee on Health	28.11.2020	01
14.	Ministerial Consultative Committee on Education	28.11.2020	01
15.	Ministerial Consultative Committee on Foreign Affairs	30.11.2020	01
16.	Ministerial Consultative Committee on Power and Energy	30.11.2020	01
17.	Ministerial Consultative Committee on Defence	01.12.2020	01
18.	Ministerial Consultative Committee on Trade	01.12.2020	01
19.	Ministerial Consultative Committee on Port and Shipping	02.12.2020	01
20.	Ministerial Consultative Committee on Tourism	02.12.2020	01
21.	Ministerial Consultative Committee on Environment	03.12.2020	01
22.	Ministerial Consultative Committee on Wildlife and forest conservation	03.12.2020	01
23.	Ministerial Consultative Committee on Industries.	03.12.2020	01
24.	Ministerial Consultative Committee on Labour.	04.12.2020	01
25.	Ministerial Consultative Committee on Transport.	04.12.2020	01
26.	Ministerial Consultative Committee on Justice.	05.12.2020	01
27.	Ministerial Consultative Committee on Finance.	07.12.2020	01
28.	Ministerial Consultative Committee on Highways.	07.12.2020	01

Committee Office

24 committees functioned under the Committee Office in 2020 and a brief description of it is as follows.

	Committee	No : of meetings held	No. of considerations				No. of reports Projected to Parliament
			Bills	Orders / Directives	Motions /Supplementary	Annul / Performance	
Sectoral Oversight Committees							
1	On Economic Development	1	-	1	-	15	1
2	On International Relations	1	0	0	-	10	1
3	On National Security	1	0	0	-		1
4	On Sustainable Development and Environment and Natural Resources.	1	-	3	-	1	2
5	On Women and Gender <ul style="list-style-type: none"> • To present 4 private Members' Bills for Introducing minimum age of marriage in Sri Lanka 	4			-	2	2
	<ul style="list-style-type: none"> - For amending the Registration of Marriages Ordinance. - For amending the code of Civil Procedure (section 627) and - For amending the land Development Ordinance (Chapter 464) - By implementing the decisions of Committees. • Presenting 4 Private Member's Bills. - Presenting the report of the committee on reforming the Family Law. - Conducting a press conference on 20102.2020 						

	to educate on the role of the Committee.						
6	<p>On Education and Human Resources</p> <ul style="list-style-type: none"> - Report on the Policy framework to be followed in developing extra reading books on Reproductive Health and Sexual Education and on recommending the Advisory Committee. - Report on the introduction of Technical Degree Courses that target the Industry Sector for the state and Non-state Universities. <p>Sub – committees On Education</p> <ul style="list-style-type: none"> - Report on the issue of service of the officers of the Sri Lanka Teachers’ Service who received appointments on the Sri Lanka principals’ service on Supra service basis. - Report on the issue of service of the officers who received appointments between 1985-1994 on the Sri Lanka Education Administration Service. 	5	-	27	-	28	4
		-	-	-	-	-	2
7	<p>On Health , Human Welfare and Social Empo-</p> <ul style="list-style-type: none"> - Empowerment. - Report on the inquiry in relation to taking over of the Estate Medical Units by the government. 	2	-	2	-	-	2
8	On Transport and Communication.	2	-	1	-	13	2
9	On Agriculture and Lands	1	-	-	-	29	1

10	On Legal Affairs (Anti-corruption) and Media.	4	-	-	-	20	1
11	On Youth, Sports, Arts and Heritage	-	-	-	-	-	-
12	On Business and Commerce	1	-	-	-	6	1
13	On Power Sub. Committees - Sub committee on Power and Renewable Energy	1	-	-	-	6	1
14	On Production and Service The report on the dispute over the ownership of the stock of Ilmanite that was in 'MV Cordiality 'ship that sank in the sea off pulmudai and got shipwrecked, was presented to parliament. Sub. Committees Sub committee on the improvement of the sate institutions connected with manufacturing cement.	2		-	-	16	2
15	On Internal Administration and Public Management.						
16	On Rehabilitation and Rebuilding of the North and East.						

Other Committees

	committee	No: of meeting held	No. of considerations				
			Bills	Orders / Directives	Motions / Supplementary	Annul performance reports	No. of Reports Projected to Parliament
1	On Public Finance Chairmen : Hon.M.A Sumanthiran (8 th Parliament) Chairman : Hon.Anura priyadarshane Yapa • 2 reports that needed to be presented to Parliament on the budgets of 2020 and 2021,	2	3	18	6	36	3
		9	-	1	-	-	3

	in terms of standing Order 121 (5) were presented.					
2	Committee of Selection Chairman : Hon.Karu Jayasuriya, Speaker (8 th Parliament) Chairman : Hon.Mahinda Yapa Abeywardena, Speaker	2 4		Not relevant		
3	Committee on standing orders Chairman : Hon.Mahinda Yapa Abeywardena, Speaker	4		Not relevant		
4	Committee on Ethics and Privileges Chairman : Hon.Tharaka Balasuriya	1		Not relevant		
5	Select committee of parliament to study and report its recommendation to parliament on the certification of National Evaluation capacity of Sri Lanka. • Interim report of the committee	2		Not relevant		1
6	Women Parliamentarians caucus	2		Not relevant		-
7	Children's caucus of Parliament	-		Not relevant		-

		No. of meeting held	No of appointment approved		
			Appointments of Ambassadors / High Commissioners	Appointments of Secretaries to the Ministries	Appointments of Chairmen of the Institution
8	Committee on High Post				
	Chairman – The Speaker, Hon. Karu Jayasooriya (8 th Parliament)	2	10	-	1
	Chairman – The Speaker, Hon. Mahinda Yapa Abeywardena	7	18	13	-
	<ul style="list-style-type: none"> Report of the Committee on High post 				

Office of the committee on Public Accounts

- The committee on Public Accounts has paid significant attention on regularizing the performance and financial control of state institutions by summoning 3 institutions before the committee and conducting 3 investigations and 2 investigations on specific matters in 2020 (the report relating to those investigations are due to be presented to parliament)
- Also, the ‘Online Computer – based Network Evaluation Method’ conducted annually for evaluating the Financial Control and performance of all state institutional relating to Financial year 2018,has been successfully completed by the committee on Public Accounts in 2020 (relevant report has been presented to parliament .

Specific programmes implemented by the Committee on Public Accounts in 2020

- (a) Through the new computer-based information Management System aimed at regularizing the financial control and performance of all state institutions

numbering 844 which were under the supervision of the committee on Public Accounts for the financial Year 2018, information was called for and all state institution evaluated based on such information. The ceremony to present awards and certificates to the state institution, which had shown the highest performance, took place in the parliament complex on 28th February, 2020 with His excellency the President and the then Speaker Hon. Karu Jayasuriya attending as Chief Guests.

- (b) An awareness programme to educate the new Members of Parliament, who were appointed to the committee on Public Accounts of the 9th Parliament, on the functions of the committee, took place in the parliament Complex on 6th October, 2020.
- (c) The Committee on Public Accounts held its first meeting to appoint the Chairmen of the Committee and discuss about the future course of action of the committee on 23rd September, 2020 and commenced its activities.

Presenting the Reports of the Committee to Parliament

- The first report of the Fourth Session of the Eighth Parliament of the committee on Public Accounts which contains information on the evolution of financial control and performance obtained from 844 institutions through the computer based information system based on the financial year 2018, was presented to parliament on 18th February 2020. Parliamentary publication No.116.
- The second report of the Fourth session of the Eighth Parliament containing information on 42 investigations conducted by the committee on Public Accounts from 20/02/2019 to 7/11/2019, was presented to parliament on 18th February, 2020 Parliamentary Publications No 117)

The institutions investigated into by the Committee on Public Accounts in 2020

	Institution	Date of investigation	Period of Auditor-General's report considered / present progress of implementation of pre-committee directives
1	Department of Inland revenue	2 nd December 2020	Years 2017 and 2018 and the present performance
2	Department of Customs	3 rd December, 2020	''
3	Department of Excise	07 th December, 2020	''

Special discussions conducted by the Committee in 2020

No.	Specific matter	Date of Investigation
01	Prepare due for implementing the sustainable development Goals and implementing the sustainable development Goals	07 th October, 2020
02	Human – Elephant conflict in Sri Lanka	9 th October, 2020

Committee on Public Enterprises

The committee on Public Enterprises was in the process of conducting meetings of the committee and preparing reports to report the performance and current activities of the following institution, to parliament in 2020.

Presentation of reports of the committee

In addition to that, the committee on Public Enterprises completed the work entrusted to it and presented to parliament a report on Public Enterprises investigated by the committee on 18th February, 2020.

01	02.12.2019 – Prorogation of the 3 rd Session of the 8 th Parliament	
01	03.01.2020 – Inauguration of the 4 th Session of the 8 th Parliament	07.02.2020

Institutions investigated by the Committee

No.	Name of the Constitution	Date of Investigation
01	Sri Lanka Bureau of Foreign Employment	18.02.2020
02	Sri Lankan Air	19.02.2020
03	Sri Lanka Cricket	20.02.2020
	02.03.2020 – Dissolution of the 8 th Parliament 20.08.2020 – Inauguration of the 9 th Parliament	
04	Appointment of a Chairman for the 9 th Parliament	22.09.2020

Institutions investigated by the Committee

No.	Name of Institution	Date of Investigation
01	Special Audit Report - Lanka Coal (Pvt) Company Limited	06.10.2020
02	Special discussion with the Members of Parliament who are members of the committee	18.11.2020
03	Special Audit Report - Central Expressway	20.11.2020
04	Special Audit Report - Lakwijaya Power plant	24.11.2020
05	Special Audit Report - Water Pollution of the Kelani River	26.11.2020
06	Special Audit Report - Procurement of lotteries	04.12.2020
07	Special Audit Report - Sri Lanka Information Technology Agency	08.12.2020

Office of the Committee on Public Petitions

Meetings of the Committee on Public Petitions have not been held as the members for The Committee have not been appointed by the Committee of selection for the fourth

session of the Eighth Parliament in 2020. Also, two meetings for the first session of the 9th Parliament have been held in that year.

- I To appoint a chairman for the Committee – 24.09.2020
- ii To discuss the future activities of the Committee in the face of the Covid – 19 Pandemic

Therefore, no petitions have been considered in 2020.

Rough, unedited data in regard to the functions of the Committee on Public Petitions are as follows;

The total number of Petitions received by the office in 2020 – 637

8th Parliament – 64

9th Parliament – 573

The number of Petitions not accepted by the office of the Committee on Public Petitions for being inconsistent with the standing orders – 22

The number of Petitions accepted by the office of the Committee on Public Petitions for future action

8th Parliament 0

(as the Committee on Public Petitions was not appointed for the 4th Session of the 8th Parliament)

9th Parliament

- The number of Petitions referred to the Hon.Speaker , for approval - 307
- The number of Petitions Presented to – 263
- The number of Petitions referred to the Ombudsman (Parliamentary Commissioner for Administrative matters) - 03

Ministerial Consultation Committees Office

No.	Ministerial Consultation Committees conducted	Conducted Date	No. of times conducted
01	Ministerial consultative committee on Mass Media	2020.11.21	01

02	Ministerial consultative committee on Buddha Sasana, Religious and Cultural Affairs	2020.11.23	01
03	Ministerial consultative committee on Irrigation	2020.11.23	01
04	Ministerial consultative committee on Public Service Provincial Councils and Local Government	2020.11.23	01
05	Ministerial consultative committee on Urban Development and Housing	2020.11.24	01
06	Ministerial consultative committee on Agriculture		01
07	Ministerial consultative committee on Fisheries	2020.11.25	01
08	Ministerial consultative committee on Power	2020.11.25	01
09	Ministerial consultative committee on Plantation	2020.11.26	01
10	Ministerial consultative committee on Youth and Sports	2020.11.26	01
11	Ministerial consultative committee on Lands	2020.11.26	01
12	Ministerial consultative committee on Water Supply	2020.11.27	01
13	Ministerial consultative committee on Health	2020.11.28	01
14	Ministerial consultative committee on Education	2020.11.28	01
15	Ministerial consultative committee on Foreign Affairs	2020.11.30	01
16	Ministerial consultative committee on Energy	2020.11.30	01
17	Ministerial consultative committee on Defence	2020.12.01	01
18	Ministerial consultative committee on Trade	2020.12.01	01

19	Ministerial consultative committee on Ports and Shipping	2020.12.02	01
20	Ministerial consultative committee on Tourism	2020.12.02	01
21	Ministerial consultative committee on Environment	2020.12.03	01
22	Ministerial consultative committee on Wildlife and Forest Conservation	2020.12.03	01
23	Ministerial consultative committee on industries	2020.12.03	01
24	Ministerial consultative committee on Labour	2020.12.04	01
25	Ministerial consultative committee on Transport	2020.12.04	01
26	Ministerial consultative committee on Justice	2020.12.05	01
27	Ministerial consultative committee on Finance	2020.12.07	01
28	Ministerial consultative committee on Highways	2020.12.07	01

Interpreters' Office

Services provided by the Parliamentary Interpreters' Office in the year ended 31st December 2020 are as follows .

- Provision of simultaneous interpretation services in Sinhala/English, Sinhala/Tamil and Tamil/English languages for the Members of Parliament inside the chamber of Parliament on sitting days.
- Provision of simultaneous interpretation services in Sinhala/English, Sinhala/Tamil and Tamil/English languages for the Hon. Members of Parliament, public officers and various officers participating in meetings of Consultative Committees and other meetings held in Committee Rooms.
- Provision of consecutive interpretation for the Hon. Members of Parliament who speak Tamil, at the meetings of the Committee on Parliamentary Business,

Committee on Public Petitions and meetings held in Committee Rooms that are not equipped with simultaneous interpretation facilities.

- Translation of questions for oral answers, questions not for oral answers and questions to the Prime Minister published in the Parliamentary Order Book into Sinhala/English, Sinhala/Tamil and Tamil/English languages. The number of questions of all the aforesaid types translated by each stream in 2020 is as follows:

Stream	Number of questions
Sinhala/English	689
Sinhala/Tamil	661
Tamil/English	15

Within the year 2020, many official documents forwarded to this office for translation by the Table Office, Committee on Public Enterprises, Committee on Public Accounts, Committee on Public Petitions, Consultative Committees, Committee on Public Finance, Department of the Sergeant-at-Arms, Establishment Office, the office of the Hon. Speaker and other offices of Parliament were translated into Sinhala/English, Sinhala/Tamil and Tamil/English languages and the number of pages translated by each stream is as follows:

Stream	Number of pages translated
Sinhala/English	1051
Sinhala/Tamil	768
Tamil/English	496

Library

The programme commenced for the preservation of historic documents under the USAID programme was completed in 2018. All very old documents in library including Parliamentary publications were digitized through this programme. The project to digitize selected documents in the library of Parliament funded by USAID and implemented with DMS, could be completed this year. The analysis process of this project is being carried out by the library staff.

A library data management system called “Koha” was established during this period and 80% of the data in the old system was transferred to this. A barcode printer and reader was donated to the library by USAID. Barcoding all the library books was commenced.

The number of publications acquired during last year for the main collection of the library is given below.

Books - 963

News papers - 30

Periodicals- 20

221 books and other documents were issued by the library in 2020.

In 2020, the library issued to the Hon. Members of Parliament approximately 560 dockets containing urgent information relevant to various subjects of national importance, with the help of various reference books, newspapers, magazines and the internet.

Over 3000 news items and articles published in the daily and weekly national newspapers on important current issues were photocopied or scanned during the year to be forwarded to the Hon. Members of Parliament for their immediate attention. Approximately 150 documents and reports relevant to the Bills taken up in Parliament during that period were prepared.

Information on Parliamentary matters was provided by the library to the office of the Secretary General of Parliament and Parliament staff for official purposes.

Key functions performed by the Research Unit of Parliament within the financial year 2020 from 01.01.2020 to 31.12.2020:

Affairs of the Hon. Speaker/Secretariat and preparation of speeches required by delegates of Parliament participating in foreign conferences

Background reports for Bills	}	- 28
Technical reports		- 03
Requests from Members of Parliament		- 260

Serjeant-at-arms Department

This department is always committed to provide professional and timely services to the Hon. Speaker, Hon. Members of Parliament and their staff, Parliament staff and affiliated staff to facilitate the functioning of Parliament.

1. Key functions performed in 2020 :-

Security Affairs

- **Implementation of special security measures**

With the visible local and international security trends, as it was deemed that special measures had to be taken to maintain the security of Parliament at an optimal level, steps were taken to commence a series of discussions about security measures with the participation of the relevant security sectors including the intelligence agencies and as emphasized by the relevant sectors in those discussions, speedy action was taken to obtain security status study reports, further study them and make recommendations and to implement special security arrangements identified through further discussions with the relevant heads of institutions of security sector.

- **Summary report on the measures taken to maintain the security of Parliament complex at an optimal level in 2020.**

- i. Conducting 03 meetings chaired by the Hon. Speaker to review the security arrangements.
- ii. Conducting 15 security coordination meetings.
- iii. Conducting 4 other meetings relevant to security affairs.
- iv. Conducting 04 workshops relevant to security affairs.
- v. Convening all relevant security sectors including Parliament Police and intelligence agencies on several occasions and after studying the situation with them and discussion and consultation, taking appropriate decisions related to security arrangements to safeguard Parliamentary tradition and privileges.
- vi. Identifying all crucial security locations in the Parliament complex and deploying officers of Parliament Police to strengthen the security.
- vii. Providing special training to police officers for vehicle checking and commencing stricter vehicle checking.
- viii. Introducing more meticulous body search of persons.
- ix. Restriction of items brought into the Parliament complex and building.
 - x. Making it compulsory to wear the identity card for all staff serving in Parliament complex.
 - xi. Introducing a new arrangement for entry and parking of vehicles arriving for official purposes and introducing a new system for issuing passes.
 - xii. Increasing the number of police officers deployed for the security of the Parliament complex.
- xiii.** Taking action to establish the new CCTV system with the facility for obtaining comprehensive reports (with all facilities such as coverage for all areas, facial identification, vehicle number identification, night time monitoring facilities)
- xiv. Taking steps to strengthen the security of the outer perimeter and increasing the number of daily security surveillance patrols.
- xv. Providing special security at the main entrances to the Parliament complex and implementing those measures on 24 hour basis.
- xvi. Taking steps to carry out the search operations in the Parliament complex and building in a more systematic and regular manner.
- xvii. Expanding monitoring of the surrounding waters of Parliament complex by the officers of the Navy sub unit for security of Parliament and deploying additional boats for that purpose.
- xviii. Taking action to position officers of the Air Force at certain locations in close proximity to the Parliament complex to face drone strikes and introducing new technology for surveillance and facing threats.

- xix. Carrying out security surveillance from the Parliament complex supported by the three armed forces, the police and the Special Task Force and taking steps to face any visible threat.
- xx. Taking steps to face any emergency situation that might arise within the Parliament complex or building.
- xxi. Discussing security matters and in case of any security issues, taking speedy measures to address them by taking steps to hold a meeting to coordinate security affairs of Parliament on Monday of every sitting week with the participation of all relevant parties.
- xxii. Making it mandatory to carry out the entire process of obtaining security clearance for Parliament through the Department of the Serjeant-at-arms.
- xxiii. Taking action to set up boards indicating the plan for the staff to vacate the building in an emergency and making arrangements to display notices giving information on the type of firefighting equipment installed at each location and the manner of operating them.
- xxiv. The concept paper for the implementation of E-Security System has been submitted to the administration. A financial sponsor has to be found to fund the project.

- **Inner Perimeter Security**

Despite the aforesaid challenging situations, maintaining the Parliament complex and other complexes belonging to it as security-wise trustworthy for the Hon. Members of Parliament who are people's representatives to assemble, discuss and disperse freely and for the Parliament staff, affiliated staff and other public officers who facilitate such functions, was carried out successfully in 2020 as well.

Outer Perimeter Security

Steps were also taken to intensify the security of the outer perimeter amidst the aforesaid extraordinary situations and security of the Hon. Speaker's Official residence as well as of the housing complex for the Hon Members of Parliament had to be intensified at certain occasions.

- **Security of the waterway surrounding the Parliament complex**

As usual, security matters in Diyawanna Oya were handled by Sri Lanka Navy. Several initial rounds of discussions were held for commencing a new boat service for tourists instead of the boat service started by Sri Lanka Navy at Diyawanna Oya and the relevant sectors were advised to take the final steps.

- **Obtaining security clearance reports.**

The number of applications forwarded to the State Intelligence Service for updating/obtaining security information is as follows.

✓ Members of Parliament staff	- 660
✓ Members of others staff	- 135
✓ Members of affiliated staff	- 62

- **Affairs related to diplomatic delegations**

Functions within the scope of the Department in relation to visits of the limited number of diplomatic delegations due to the COVID-19 pandemic, were performed successfully.

2 Providing security clearance certificates for construction of buildings in the area around the security zone of Parliament.

3

Details on the number of applications received to obtain security clearance certificate of Parliament for development and construction of houses, the number approved and the meetings held in that connection are as follows.

No. of applications received	No. of applications granted approval	Inspection of Proposed worksites	No. of correspondences
81	76	81	532

Administration Department

Administration Department consists of the following offices.

1. Establishment Office
2. Members' Services Office
3. Human Resource Development Office
4. Transport Office
5. Right to Information Unit

Key functions performed by those offices are as follows.

Establishment Office

Supervisory control of human resource activities in order to make the staff of the Secretary General of Parliament efficient and productive is the primary responsibility of the Establishment Office. Institutional functions such as recruitment and promotion as well as maintenance of personal files of all members of the staff for that purpose are carried out.

Institutional Functions

1 Recruitment

17 new employees were recruited into the Parliament staff in 2020.

2. Loans

Processing 110 Distress loan applications and 13 property loan applications from the members of the staff.

3. Staff Quarters

Allocation of staff quarters at Jayawadanagama Housing Complex for Parliament staff is done by the Establishment Office. Applications were called from eligible members of the staff and action has been taken to provide staff quarters for two (02) applicants who qualified.

4. Other Functions

Granting of annual increments to the staff, attending to promotions and retirements, maintenance of personal files and attendance and leave registers of all members of the staff, granting compensation for employees who meet with accidents during working hours, updating computerized personal files, obtaining statements of assets and liabilities from officers of the Executive Grade, handling internal transfers of the Department of Administration, issuing internal circulars, handling the mail, handling the affairs related to the issuance of duty free vehicle permits, maintenance of personal files of the staff of the offices of the Hon. Speaker, Hon. Deputy Speaker and the Hon. Deputy Chairman of Committees and handling affairs related to those files and other institutional affairs.

5. Railway warrants and bus passes

Issuance of S.L.T.B. bus passes and railway warrants for the staff and settling the bills for railway warrants.

6. Insurance Scheme

Enrollment of new members of the staff in the insurance scheme, updating personal information of those covered by the insurance scheme, reimbursing medical bills of those covered by the insurance scheme, granting of compensation in the event of a death and in the event of the death of an employee covered by the insurance scheme taking action to reimburse his/her loan arrears out of the insurance benefit.

7. Telephones

- Information to be provided by parliament for the Sri Lanka Telecom directory was provided
- Updating and printing the telephone guide of Parliament complex

8. Meth Sevana Holiday Resort

Carrying out the tasks of reservation of rooms in Meth Sevana Holiday Resort in Anuradhapura and other recognized related to it, settling the electricity bills, water bills and electricity bills of it, providing essential items required by it and undertaking the maintenance work.

Members' Service Office

The main responsibility of this office is to provide the services required by the Members of Parliament and this office carries out the aforesaid tasks in coordination with other departments/ sections and external institutions..

Objectives

1. Making necessary arrangements to hold meetings of the House Committee
2. Providing the facilities required by the Members of Parliament
3. Administrative activities of the Members' Housing Complex at Madiwala
4. Administrative activities of the General's house

Accordingly, the following activities were carried out by our office during the year 2020.

1. Holding the meetings of the House Committee
One committee meeting and a special committee meeting were held
2. Providing facilities
 - (a) Providing holiday resort facilities
76 members have obtained the holiday resort facilities at the General's House and the number of rooms provided to the Members of Parliament from time to time is 324
 - (b) Providing official residence facilities

51 houses became vacant in the Members Housing Complex at Madiwala in the year 2020 and the aforesaid houses have been provided to the Members of the 9th Parliament after renovating them completely
 - (c) Facilities for Having Insurance Coverage

Facilities have been provided to 72 Members and Ministers to get insurance coverage through the Group Health Insurance Scheme (Hospital Insurance) in coordination with the Ministry of Parliamentary Affairs
 - (d) Providing stationery
1424 parcels have been provided (within a period of 7 months)
3. Carrying out Coordination Activities
 - Coordinating the renovation activities of the Members' Housing Complex at Madiwala with the Engineer's Department
 - 51 houses have been completely renovated in addition to the ordinary repair activities carried out on a daily basis.
4. Development Activities

General's House- Garden beautification activities – 103 rare plants were planted in the garden under the patronage of the Department of Forest Conservation.

Providing the necessary infrastructure facilities to maintain the recommended health protection methodologies in the General's House in order to control the pandemic situation.

Housing Complex at Madiwala – Establishing a Members' Service Sub Office in the premises of the Housing Complex in order to perform the coordination activities and administrative activities in an efficient manner.

5. Printing a manual which includes information about the services and facilities provided to the Hon. Members of Parliament along with instructions for them in all three languages and providing it to the Hon. Members of Parliament of the Ninth Parliament

Human Resource Development Office

The Human Resource Development Office was established on 07th January 2020 for developing the human resources of the staff of the Secretary General of Parliament according to a decision of the Cabinet of Ministers made on 19th July 2019.

Accordingly, the Annual Performance Report-2020 of the Human Resource Development Office is given below.

1. Preparing a booklet entitled "The Booklet on Research And Development " for the benefit of the all the staff.
2. Conducting 11 local training programmes. The details of those programmes are given below.
3. Even though foreign training workshops were planned in the year 2020 they had to be cancelled due to the covid-19 pandemic situation that prevailed in that year.

	Name of the Training Programme	Venue and Date of the Programme	No. of Officers Participated
1	Institutional Performance through Research and Development	Nipunatha Piyasa 30 th January 2020	05
2	. Using the tools of Information Technology to perform the office work in an efficient and productive manner .	Committee Room No.06 Parliament 30 th January 2020	30
3	Development of basic/ soft skills for creating gender sensitivity	Taj Samudra Hotel 11 th February 2020	80
4	Workshop on Management and Planning for the the Parliamentary Research Staff	Taj Samudra Hotel 24 th ,25 th ,and 26 th of February 2020	25

5	Development of basic/ soft skills for creating gender sensitivity	Muwanpick Hotel 25 th February 2020	80
6	Development of basic/ soft skills for creating gender sensitivity	Muwanpick Hotel 10 th March 2020	80
7	Workshop on ‘‘How to conduct a virtual meeting’’	Committee Room No.06 Parliament 23 rd ,25 th and 26 th of June 2020	52
8	Workshop for empowering the knowledge on the role of the legislative services in Parliament	Committee Room No.02 Parliament 30 th June and 01 st and 02 nd of July 2020	20
9	Training on ‘‘handling cameras and video editing’’	Committee Room No.08 Parliament 17 th and 18 th of September 2020	26
10	Awareness program on the gazette notifications of the government	Committee Room No.02 Parliament 16 th September 2020	110
11	Discussion on the activation of the Legislature	Committee Room No.02 Parliament 17 th December 2020	05

Transport Office

The transport office performs the tasks of managing the fleet of vehicles owned by Parliament and providing transport facilities to the Parliament staff and ancillary staff. The fleet of vehicles stood at 89 by the end of the year 2020 and it consists of the official vehicles and other vehicles allocated to the Hon. Speaker, Hon. Deputy Speaker and the Hon. Deputy Chairman of Committees and the official vehicles allocated to the Secretary General of Parliament, Deputy Secretary General and Assistant Secretaries General and the vehicles used by the Department Heads and other officers who are entitled to have official vehicles and the vehicles allocated for the common use of the staff.

The transport office attends to the task of proper maintenance of the vehicles and keeps the records of the costs of maintenance work along with the running charts related to the planning of maintenance work. The transport office also undertakes the repair of vehicles and keeps the records of the costs incurred for such repair.

Right to Information Unit

The performance of the Right to Information Unit in the year 2020 ,which was established as per Right to Information Act No.12 of 2016,is as follows.

No.of requests made in the year	100
No. of requests for which the information asked for was provided completely	49
No. of requests for which the information asked for was provided partially	21
No. of requests for which the provision of the information requested was rejected	30
The number of appeals submitted to the Nominated Officer	11
The number of appeals submitted to the to the Right to Information Commission	04
The number of requests for which information was provided upon the appeals submitted to the Nominated Officer	00
The number of requests for which information was provided upon the appeals submitted to the Right to Information Commission	00
The average period of time (days) taken to provide information	10

Hansard Department

The 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 the year 2020 are as follows .

1. Covering 58 Parliamentary sitting days and printing the 58 Hansard reports of the aforesaid Parliamentary sitting days.
2. Publishing the relevant 58 Hansard reports on the parliamentary website
3. Covering 42 meetings of different committees held throughout the year.

Coordinating Engineer's Department

- The task of ensuring that 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 Co-ordinating Engineer.
- Providing. A modern and efficient working environment with sophisticated facilities for Members of Parliament and staff by managing the physical infrastructure facilities efficiently.

The activities performed by the Coordinating Engineer's Department in the year 2020 are as follows.

1. Civil Section

No	Description	Cost (Rs.)
1	Parliament Complex	
1.1	Allocating rooms for the offices of the party leaders on the third floor (without labour charges)	200,000.00
1.2	Repairing the main kitchen and the corridos during the period of covid-19 quarantine curfew (Tiling and grouting the floor and the walls) (without labour charges)	98,800.00
1.3	Laying concrete on the floor of the Sanyo Cold Room and installing a pipeline system to drain out the waste water (without labour charges)	24,000.00
1.4	Installing a part of the ceiling of the staff cafeteria newly and painting the staff cafeteria during the period of covid-19 quarantine curfew (without labour charges)	246,728.00
1.5	Making a pantry with automatic taps and fixing it in the Members' Cafeteria for the use of Hon. Members of Parliament in conformity with the covid -19 health regulations (without labour charges)	166,635.00

1.6	Fixing a sink with 4 taps in the staff cafeteria, installing a pipeline and waste water system in it and completing the work having tiled the floor for the use of the employees (without labour charges)	75,420.00
1.7	Undertaking the essential painting work, repairing the pipeline systems, repairing trolleys and chairs, attending to the essential carpentry maintenance work in the building of Parliament (without labour charges)	150,000.00
1.8	Constructing vegetable washing water tanks, sinks and a garden for cleaning the vegetables received by the kitchen, in conformity with the covid-19 health regulations.(without labour charges)	35,220.00
1.9	Partitioning the radio room on the 4 th floor and dividing it into rooms	55,600.00
1.10	Making Foot Operated Sinks (14) and fixing them at suitable places in order that Hon. Members of Parliament, officers, employees and visitors that come to Parliament could wash their hands in conformity with the covid-19 health regulations (without labour charges)	230,500.00
1.11	Replacing the taps in the staff cafeteria, public cafeteria and the rest room of the drivers with Long Lever Taps (15) in order that hands could be washed in conformity with the covid-19 health regulations without labour charges	69,925.00
1.12	Installing a mobile parcel counter at Jayanthipura Entrance, which is constructed using a Container Box.	921,115.00
2	Members Housing Complex at Madiwal	
2.1	Painting the houses in the Members' Housing Complex at Madiwala -50 Members' houses(without labour charges)	1,833,504.85
2.2	Repairing the door frames, ceilings and barge boards, replacing the locks and panels of the doors and windows -35 Members' Houses (without labour charges)	430,773.90
2.3	Making the pantry cupboards of the houses in the Members' Housing Complex at Madiwala newly and fixing them having completed the work after necessary repairs and painting work. 52 Members' Houses (without labour charges)	598,462.68

2.4	Painting the police posts at the Members' Housing Complex at Madiwala and repairing the poles of the roof of the vehicle search post(without labour charges)	22,414.36
2.5	Painting the remaining part of the boundary wall of the Members' Housing Complex at Madiwala (without labour charges)	16,820.00
2.6	Repairing the sinks in the kitchens and the bathrooms (fixing Swan neck taps) of the houses in the Members Housing Complex at Madiwala- 50 Houses (without labour charges)	346,627.10
2.7	Preparing flower beds with bricks and plastering them for the beautification of the garden.	22,380.00
3	Methsevana Holiday Resort -Anuradhapura	
3.1	Adopting a pest control methodology to control the termites through a recognized institution in order to protect the wooden parts(roof and Jambs) of the aforesaid building (Anti treatment for pest control)	156,600.00
4	Generals House Nuwara Eliya	
4.1	Making 4 Foot Operated Sinks and fixing them at the General's House so that the Hon. Members of Parliament ,officers, employees and visitors that come to the General's House could wash their hands in conformity with the covid-19 health regulations.(without labour charges)	48,848.00
5	Hon. Speakers Official Residence	
5.1	Carrying out the interior repair work and painting work in the official residence of the Hon. Speaker before the newly elected Speaker resides in it. .(without labour charges)	297,300.00
5.2	Preventing the water leakage between the roof of the VIP toilet system and the main building and carrying out the painting work. .(without labour charges)	15,000.00
5.3	Carrying out the repair and painting work of Roller Shutter kept in the verandah	47,304.00
5.4	Making Foot Operated Sinks and fixing them at proper places so that Hon. Members of Parliament, officers, employees and visitors that come to the official residence could wash their hands in conformity with COVID-19 health regulations. .(without labour charges)	5,400.00

5.5	Carrying out all repair work and painting work in the official residences of the employees and the security officers(without labour charges)	85,865.00
5.6	Upgrading garbage storage shed and repairing the gabel of the roof of the main building	47,375.00
No.	Description	Cost(Rs.)
6	Employees Houses at Jayawadanagama	
6.1	Repairing the house bearing the No. 2H-25, painting the inside and outside walls, repairing the ceiling and the pipeline system of the bathrooms (without labour charges)	175,363.00
6.2	Repairing the sinks of the bathrooms and kitchens of the employees' houses, repairing roofs , repairing the door locks and fixing new locks – 05 houses(without labour charges)	25,000.00
7	Hon. Deputy Speaker's Official Residence	
7.1	Carrying out the interior repair work and painting work in the house proposed for the Hon. Deputy Speaker(without labour charges)	242,160.00
	Total cost	6,591,140.89

2. Air Conditioning Section

- Maintenance and Service of the machines

Maintenance work of the following new and old machines owned by the air conditioning and refrigeration section was carried out throughout the year 2020.

	Machines/ Equipment	Number
	Parliament Complex	
1	Air Handling Units	28
2	Fan Coil Units	41
3	Water Chillers	04
4	Cooling Towers	06
5	Package Type Air conditioners	02
6	Split Type Air conditioners	46
7	VRV Air conditioner Indoor Units	28

8	VRV Air conditioner Outdoor Units	06
9	Cold Rooms	06
10	Cold cupboard / Refrigerators	16
11	Ice cube Machine	03
12	Water coolers	03
13	Air curtain	05
14	Exhaust Fan	29
15	Primary Chilled Water Pumps	04
16	Secondary Chilled Water Pumps	22
17	Condenser Water Pumps	06
	Hon. Speaker's Residence	
1	Split Type Air conditioners	17
2	Refrigerators	02
3	Ice cube Machine	01
	Pilgrim Rest – Anuradhapura	
1	24000BTU/hr Air conditioners	05

Services Provided by Outside Institutions

	Date	Description	Cost (Rs.)
1	VRV air conditioning system		383,229.00
1.1	2020.01.17	Annual service agreement for the VRV air conditioning system	80,323.65
1.2	2020.08.11	Repairing the air leakage of the VRV air conditioning system	41,040.00
1.3	2020.12.08	Replacing the sensors of the VRV air conditioning system	98,143.65
2	Cold Rooms		
2.1	2020.04.18	Repairing the air leakage in the Deep freezer section	20,579.40
2.2	2020.04.25	Repairing deep freezer by replacing the Dixcell	21,805.00
2.3	2020.09.05	Repairing the Chiller by replacing the Compressor	115,646.00
2.4	2020.09.02	Repairing the door of the deep freezer	67,532.40
2.5	2020.11.12	Repairing the Chiller by replacing the sensors	11,124.00
3	Cerentral Airconditioning System		
3.1	2020.01.09	The annual service agreement of the air conditioning system	356,186.16
3.2	2020.08.10	Last payment for Cooling Tower No.02	251,899.20
3.3	2020.11.20	Advance payment for Cooling Tower No.01	253,243.80

- **New installations of 2020**

	Date	Machines	Place	Performed by
01	2020.06.17	Removal, Re-fixing and Servicing of all the G 1 pipes in the Cooling tower No:02	Cooling tower No:02 Bambalapitiya	Abans
02	2020.12.14	Fixing new 30000BTU air conditioner and 04 new 12000BTU air conditioners in the Deputy Speaker's residence in	Deputy Speaker's residence	Abans.
03	2020.12.18	Bambalapitiya	Department of Information Systems	Abans

3.Closed Sound Control Unit

Date	System	Description of Work
2020-January to 2020-December	Sound Conference System – Parliament Chamber	<p>Check the functionality of the system.</p> <p>Frequently check the Electronics Voting system.</p> <p>Provide Sound/Recording of the Parliament proceedings.</p> <p>Backup the E-Voting database.</p>

2020-January to 2020-December	Sound Conference Systems CR-01 to CR-08 and Speaker's Residence.	Power up and check the functionality of the systems. Virus guard update of the PC's. Check the Multi Media Projectors. UPS's backup. Audio recording.
2020-January to 2020-December	Car call-up National Anthem playing	Checked and maintenance the systems.
2020-January to 2020-December		Provide Audio/Recording facilities for outdoor events.
June 2020	Com. Room – 02	<u>Installed the UPS for Lighting System</u> Layering the wiring at committee room 02 for backup the light system via UPS when failed the CEB power.
August 2020	Car Call up	Extension to Pinniyara
September 2020	Chamber Sound conference system	Replaced the ear pads.
September 2020	Com. Room – 01	Rearrange the cable arrangement in sound conference rack at com. Room -01
September 2020	Com. Room – 01	Connected the MMP and two LCD displays to sound conference system
September 2020	PA System	New extension for public cafeteria.

- **Elevator System of Parliament**

The repair work and the daily maintenance activities are carried out by the Elevators Company Private Limited as per the complete maintenance agreement entered into between Parliament and the Elevators Company Private Limited.

Accordingly, the maintenance activities of 09 passenger lifts, 01 service lift and 02 Dumbwaiter lifts established in Parliament have been conducted in the year 2020.

- **Access Control and Video Surveillance system in Parliament**

Control and investigation activities are conducted by the Department of the Serjeant At Arms of Parliament and servicing was undertaken by us. At present, the functions undertaken by the above system are handled by the Establishments division through

the camera system and arrangements had been made to remove the above system on 19.01.2021 for the renovation purposes of the service entrance.

- **Fire Protection System of Parliament**

We undertake the supervision of maintenance and renovation activities of the Fire Protection System of Parliament (excluding Refillable fire extinguishers) from July 2020 on the directions of the Department of the Serjeant at arms and as instructed by the coordinating engineer.

Finance and Supplies Department

The Finance and Supplies Department consists of three Offices supervised by the Director (Finance);

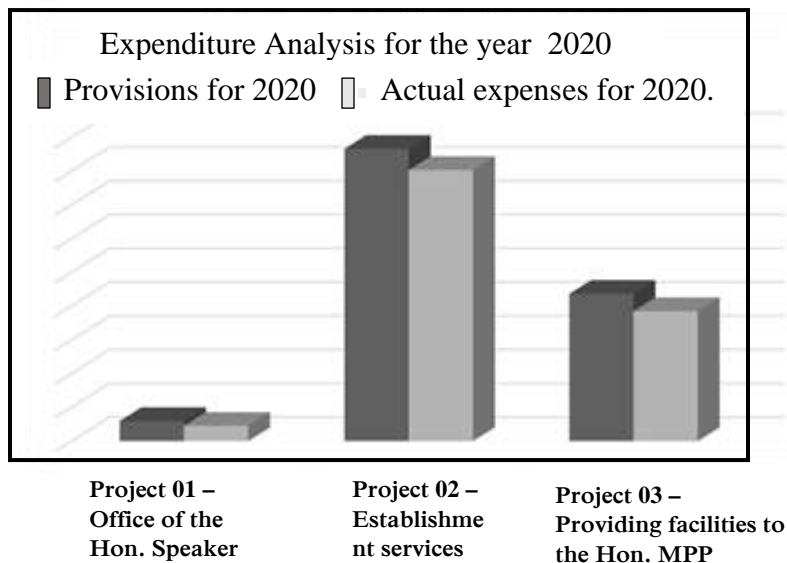
1. Finance and Accounts Office.
2. Supply and Services Office.
3. Catering Accounts Office.

Most of the powers vested with the Secretary General of Parliament as the Chief Accounting Officer related to public finance have been transferred to the Director (Finance) with a view to conducting the financial management work more efficiently and diligently. The main functions of the department are as follows;

- i. Formulation of the budget, preparation of expenditure estimates, revenue collection, budget control, accounting, formulation of reports of final accounts.
- ii. Purchase, storing and issuance of items required by Parliament and administration of procurement activities.
- iii. Payment of salaries and allowances to the Members of Parliament, retired MPP, Staff and the retired staff, casual and relief workers of Parliament.
- iv. Settlement of Payments to the suppliers and the service providers.

90% Of the total allocations made for Parliament through the budget 2020 have been utilized and certain allocations have been slightly under utilized due to the inability of accomplishing certain expected work based on the situation which prevailed in the country.

The recurrent expenditures remained 93.4%, out of the total expenditures of the year 2020 and only 6.6% of the total expenditure had been borne on the capital expenditure of the said year, as a policy decision had been taken by the General Treasury on limiting Capital Expenditure.



Supply and Services Office.

Mainly, the responsibility vested with the Supply and Services office is to supply the goods and services required to maintain the services provided by the 09 departments established in Parliament and the offices and divisions coming under the said departments to carry out the parliamentary proceedings.

Accordingly, the following functions related to different offices and divisions established in the Parliamentary Complex, speaker's residence, Madiwela MP Quarters, General's House, Nuwaraeliya, Staff quarters Jayawadanagama and Methsevana Holiday Bungalow , Anuradhapura are undertaken by the Supply and Services Office of Parliament.

Accordingly, the major functions rendered by the Supply and Services Office in the year 2020 are indicated below. (Capital Procurement).

Capital Procurement for the year 2020.

The following Capital Procurements have been conducted following the competitive bidding system and the Market price comparison method.

Serial Number	Details of Procurement	Date of completion /to be completed	Total amount spent / expected to be spent (tax included) Rs.	Special remarks
1.	Supply, Installation, Commissioning & Maintenance of Video Surveillance System)	2020.10.09	111,155,704.14 (Actual expenditure made)	The contract has been awarded on 10 th April,2019. The completion of the contract has delayed until 2020.10.09 due to the extreme weather conditions that prevailed in the end of 2019 , Covid pandemic which came up in the beginning of 2020 and several other reasons.
2.	Improvements to the Network Infrastructure in Parliament	2021.02.25	Expenditure to be borne is Rs.80,212,309.20. (2020 Actual expenditure made within the year is Rs..48,127,385.52.)	The contract has been awarded on 29 th November,2019.The contract implementation has got delayed until February 2020 due to the inadequacy of provisions. Further, the contract had been suspended for a few months from February 2020 due to the Corona pandemic and the contract is expected to be completed on 25, February 2021 under a new project plan.
3.	Upgrading E-mail & Active Directory Services in Parliament	2021.02.22	Amount to be spent is Rs.. 5,220,389.57.	The procurement activities have been commenced in October 2020 and the contract has been awarded on 20 th November 2020. It has been planned to complete this by 22 nd February, 2021.
4.	Procurement of Equipment, Tools / Utensils and Machinery for Catering & Housekeeping Department	2020.12.31	3,501,242.52 (Actual expenditure made)	Fully completed.

5.	Fabrication, Supply & Fixing of Container Parcel Counter at Jayanthipura Security Building	2020.09.25	921,115.31 (Actual expenditure made)	Fully completed..
Total Expenditure			201,010,760.74	

Catering and Housekeeping Services Department

Providing Quality food to the Members of parliament, staff and the guests

1. Taking precautions and implementing measures required to disinfect the parliament premises in line with the spread of Covid 19 and ensuring safety of Members of Parliament and the staff
2. Providing food to the Members of Parliament and the staff according to the quarantine guidelines.
3. Successfully accomplishing the requirements related to the budget debate period and the events organized in the Speaker's residence after the budget speech with short notice.
4. Canteen and Kitchen management
5. Internal and external cleaning activities of Parliament building, other maintenance work and establishing a safe and healthy environment.

Information Systems and Management Department

Maintenance of Information technology and Communication infrastructure effectively, developing internet connections, maintenance and management of parliament intranet efficiently and effectively, maintaining and updating the Parliament website, maintaining the information communication technical devices, and accomplishing the information technology-based administration activities of parliament are among the major tasks undertaken by the Department of Information Systems and Management.

The Performance of the Department of Information Systems and Management for the year 2020 is indicated below.

1. New developments of In-house Applications;
 - a. Record Room Management System
2. 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. Bus 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
- y. Members Mobile App
- z. Transport Management System
- aa. Member Portal
- bb. Committee Room Allocation System
- cc. Media Portal
- dd. RTI Application

3. 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. VMWare Renewal
- h. Network Monitoring System Renewal
- i. LK Domain renewal

4. Conducting Training Programs:

-
- a. Provided Training for staff
 - b. Provided Training for MP's (Mobile App)
 5. 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
 6. Mobile App – monitoring the Mobile App
 7. Regular maintenance and enhancement of Digital Signage system
 8. Regular maintenance of Attendance Management System
 9. Regular maintenance of virus guard & windows update server
 10. Regular maintenance of distributed directory service
 - a. Centralized user management
 - b. Centralized security IT policy management
 11. Maintenance of E-mail and Messaging Services
 - a. Maintaining email service with high availability
 - b. Bulk SMS System send messages to Hon. MPP
 12. Maintenance of DR site for backups and high availability
 13. 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
 - e. Oversee network cabling work of Hansard DEP and Interpreter Section
 - f. Monitoring CCTV System
 14. Installation of new equipment
 - a. Video Conference System (CR – 07)
 - b. Convert CR – 01 as Training Centre.
 15. Drafting Project RFP :
 - a. Supply, Maintenance and Upgrade Network Infrastructure
 - b. Upgrading Network Infrastructure
 - c. Implementing Archiving MIS
 - d. Enhanced Digital Signage System of Parliament
 - e. Upgrading ADP Email System
 16. Project Management

- a. Document Management System
- b. Archiving Management Information System
- c. Upgrade the Digital Signage System
- d. CCTV System

Department of Communication

The Department of Communication has been functioning in Parliament of Sri Lanka for one and half years as its newest department which was established in the year 2019. It comprises of two main divisions.

1.1 Media Division

The major functions of the Media Division of the Department of Communication are as follows.

- Enhancing the quality of the interaction among Parliament of Sri Lanka, Members of Parliament, citizens, media, civil society organizations and community groups
- Raising general awareness on the parliamentary business and getting the public to participate in matters undertaken by Parliament.
- Empowering the citizens on knowledge and information on the decisions taken by parliament and important information relevant to Parliamentary democracy.
- Providing opportune and accurate information to media and journalists who disseminate information on parliament related activities to the general public.
- Ensuring the institutionality and the sustainability of public service and communication efforts of Parliament and coordinating the link formed between the general public and Parliament
- Providing the most accurate information of highest standard on Parliament to Sri Lankans with a view to enhancing the knowledge of the people of the country on Parliament generally and the responsibilities and functions of Parliament and the Members of Parliament.

Functions undertaken by the Media Division in the year 2020
1. Media Releases

The Department of Communication provides media releases with relevant photographs and audio-visual tapes containing accurate information covering all the activities including the proceedings of the House, proceedings of committees and meetings and special events attended by the Hon. Speaker to all media networks. These media releases are issued to the official website of parliament as well.

From 2020 January 01 To December 31

	Sinhalese	Tamil	English	Total
Media releases	205	193	191	589

2. Media Corrections.

The Department of Communication is constantly engaged in the provision of rectifications to erroneous news published on media related to Parliament and its functions. Here, the rectification of news is performed after exploring all the accurate information related to the particular matter. The number of rectifications done from 01 January 2020 to 31st December is 08.

3. Audio-visual coverage

The Department of Communication undertakes the audio-visual recordings of all the special events, other occasions, meetings, workshops, public service affairs, and the on-camera committee proceedings held in Parliament. These recordings are made by the Department and issued to media institutions and are utilized for audio visual posts issued to internet and social media.

The number of audio-visual coverages done from 01 January to 31 December 2020 is 45.

4. Live telecast of Parliament sittings

The Department of Communication embarked upon live telecasting of parliament sittings through Facebook and YouTube with the start of the 9th Parliament. The number of live telecasts done from 01 January to 31 December 2020 is as follows.

Model	Number of live screenings
Official YouTube Channel (Parliament of Sri Lanka)	51 Days
Official Facebook (Parliament of Sri Lanka)	51 Days

5. Audio visual productions

The Department of Communication is engaged in producing different audio visual productions with a view to making Parliament of Sri Lanka , a more productive and people centered institution and to raise the public awareness on the proceedings of Parliament.

Type of production	Number
Documentaries - (Narrative)	09
Documentaries - (short)	15
News telecast - (short)	42
Interviews - (lengthy)	21
Interviews - (short)	10
News Programmes	08

6. Maintaining the official YouTube channel and official social media sites.

The number of uploads done from 01 January to 31 December 2020 with the authorization of maintaining the official YouTube channel and official social media sites, is as follows.

Model	Number of uploads
YouTube	115
Facebook	495
Twitter	702
Instagram	140

A series of webinars was organized by the Department of Communications to impart knowledge to the Parliamentary staff. The Department of Communication organized webinars , coordinated resource persons on a variety of topics and provided technical services .

The number of webinars held from 1st January 2020 to 31st December 2020 is 15.

1. “Parliamentu Witthi ” Official Newsletter of the Parliament

The official Parliamentary Newsletter, Parliamentary withthi , was first issued in August 2020. It covers the activities of the Parliament, special occasions as well as many facts that the public needs to know about Parliament and the parliamentary system. This newsletter is released monthly as an e-copy to around 2500 different organizations across Sri Lanka.

The number of newsletters, issued from January 1st 2020 to December 31st 2020 is 05.

2. ” Parli menthu Sara Sanhitha “ Annual Research Journal

” Parli menthu Sara Sanhitha “ is a research textbook on representative democracy, the parliamentary system and parliamentary activities which has been compiled by the experts on the subject matter and various scholars. This book is Published under the auspices of the Secretariat of Parliament and edited by the Department of Communications and it provides knowledge to scholars and those who are interested in the parliamentary system. This book is published annually.

The number of research books published from January 1, 2020 to December 31, 2020 is 01.

7. “GLIMPSES OF PARLIAMENT ” Official Collection of photographs of Parliament

The collection of photographs , showing the various attractions and important places in the Parliament building complex was issued by the Department of Communications in August 2020. This collection of photographs has been issued to apprise the public who do not have access to the Parliament Building and all its important places .

The number of photo collections issued from January 1st , 2020 to December 31st , 2020 is 01.

2.1 Public Service Bureau of the Department of Communications

The main function of the Public Service Bureau of the Department of Communications, which has a very short history is Establishment of the Parliament of Sri Lanka in a Sri Lankan and Universal Context as a strong institution which maintains the democratic existence of a country uninterruptedly, while engaging in legislation, representation of the people and investigating I to the use of public funds in the country.

In addition, the following activities are also carried out by this division.

- Extending a Friendly, efficient and prompt welcome to all visitors to Parliament.
- Program planning, coordination and management using social media as a platform to impart high quality knowledge to the citizens on the structure, tradition and the role of Parliament even in the midst of the Covid -19 challenge not only in local scenario but in the global context.
- Planning, coordinating and managing awareness programs on Parliament, outside the Parliament as per the invitations, meeting the requirements.

- Designing, coordinating and managing Parliamentary awareness programs for special groups in society.
- Representing the Parliament of Sri Lanka and the management of such programs on special occasions that draw the attention of the society.
- Providing facilities and a quality service to the Serjeant-at-Arms Department when requested by the same for the management of limited special guests and special programs even in the face of the Covid 19 challenge.
- Providing facilities and services for special guests, when requests are made by the Hon. Members of Parliament, the Foreign Relations and Protocol office, the Members Services office or the Secretariat of Parliament

Training programs

the officers and staff of the Public Service Bureau was provided with to several training courses with the participation of staff and external resource persons , to enhance their knowledge, skills and capacity.

Organizational functions

- Despite the new normal situation, the Public Service Bureau has introduced nearly 20 programs for visitors to Parliament. Most appropriate program will be presented to them in an organized manner at the request of the visitors .
- Special programs on parliamentary affairs, Conventions and role in which the senior officials of Parliament are involved are presented in an organized manner , for special groups that visit the Parliament.
- The institutions that participated in the awareness programs of the Public Service Bureau only in the first quarter of the year 2020 are as follows.
 - January 22nd 2020 – Special Program on Parliamentary Affairs, Conventions and functions and the Role of the parliamentary Committees, for 30 Local Journalists from Matale.
 - February 10th , 2020 – Special Program on the Parliamentary Conventions and the Role of the Committees , for the Islamic Movulavis’
 - 18th February 2020 – Special Program on Parliamentary Affairs, Conventions and Role for 65 Undergraduates of the Department of Political Science, University of Sri Jayewardenepura
 - 20th February 2020 – Special Program on Parliamentary affairs , conventions , and Roles for the students of the College of Journalism of Sri Lanka.
 - 16th March 2020 – Faculty of Social Sciences and Anthropology, Kotelawala University of Defense Sciences .

- 3rd February , 2020 – St. Mary’s College, Kegalle, held the inaugural session of their student Parliament and the support was extended by participating in it and response of the Parliament of Sri Lanka , was given .
 - 28th August, 2020 – At the invitation of the **Organization of Professional Associations** of Sri Lanka (OPA), Parliament held an external open discussion on the role of Parliament with special attention on the role of a committees.
 - 29th September 2020 – At the invitation of Sri Lanka Youth Services Council, an open dialogue session on the Parliament of Sri Lanka and its Role was held on for 260 Members of Youth Parliament.
 - For the first time in the history of the country, Kegalle Maha Vidyalaya had arranged for a student parliament to be held online on December 20. The Parliament of Sri Lanka provided the necessary support and observation for this purpose.
- a number of awareness and question and answer sessions on various topics were organized by means of the webinars in order to maintain consistent public relations and staff interaction during the period at a time the journalists and the public were restricted from attending the Parliament of Sri Lanka,
 - Plans are afoot to launch outreach programs for the school community, civic and grassroots organizations and outsiders that will not be able to attend Parliament even after the covid restrictions are over, in order to raise awareness on the role of parliament from next year. The following research books, booklets and pamphlets are currently being edited for those programs.

Research books

○ Parliament of Sri Lanka; Democratic Governance based on the aspirations of the people(ශ්‍රී ලංකා පාර්ලිමේන්තුව ; ජනතා අභිලාෂය අග්‍රඵලය කරගත් ප්‍රජාතන්ත්‍රවාදී ආණ්ඩුකරණය) - a book based on a scholarly readership. Currently , being edited .

○ The Story of Parliament(පාර්ලිමේන්තුවේ කතාව) - A book that contains a unique set of events from the early days of the legislature in this country to the present day. Editing in progress.

Children’s publications

- The Story of the Bird Parliament(කුරුලු පාර්ලිමේන්තුවේ කතාව)

Other works

- An Introduction to the Parliament of Sri Lanka(ශ්‍රී ලංකා පාර්ලිමේන්තුවට හැදින්වීමක්)

The youngest MPs in the country (මෙරට ළාබාලතම මන්ත්‍රීවරු)

- Women who won the Parliament (මැතිසඛය දිනූ කාන්තාවෝ)

○ Tamil and Muslim politicians who refined the Parliament (පාර්ලිමේන්තුව ඔප කළ දෙමළ සහ මුස්ලිම් දේශපාලඥයෝ)

- Highlights of Sri Lankan Hansards (ලංකා හැන්සාඩ් රුවන් වැකි)
 - The Library of the Parliament of Sri Lanka ශ්‍රී ලංකා පාර්ලිමේන්තුවේ පුස්තකාලය
- are being prepared as a pamphlet.

Leaflets

- o Democracy and Parliament(ප්‍රජාතන්ත්‍රවාදය හා පාර්ලිමේන්තුව)
- o Role of Parliament (පාර්ලිමේන්තුවේ කාර්යභාරය)
- o How is a bill passed ?(පනතක් සම්මත වන්නේ කෙසේද ?,)
- o Committee on Parliamentary Committees(පාර්ලිමේන්තු කාරක සභා ක්‍රමය)
- o Architectural features of the Parliament of Sri Lanka(ශ්‍රී ලංකා පාර්ලිමේන්තුවේ ශාඛනිර්මාණ ලක්ෂණ)

are in printing stage

Published documents

o On the recommendation of the Director General of Health Services, a trilingual booklet with guidelines to be followed by the Members of Parliament and staff of the Parliament of Sri Lanka in the face of the Covid 19 Challenge, was printed and distributed.

Compilation of Sinhala and Tamil feature articles for the official newsletter of the Parliament of Sri Lanka. Page designing and editing (July-August-November-December issues)

o Creating trilingual poster layouts that include health guidelines to follow in the face of the Covid-19 challenge in the workplace

Visits to the Parliament of Sri Lanka have been restricted due to the Covid Challenges , and a new social media space called New Parliament(අලුත් පාර්ලිමේන්තුව) has been launched to disseminate accurate, reliable information about Parliament to schools, universities, professional communities and organizations with Internet access.

Internal Audit Division

Performance of the Internal Audit Division in the year 2020

The functions performed by this division in the year 2020 are given below.

- Implementation of the Audit Plan 2020 by 70% progress despite the epidemic of Covid-19.

- Three meetings of the Audit and Management Committee of Parliament were held in connection with the activities of the year 2020 and the implementation of the decisions taken by the Committee and the follow up of the relevant activities were continued.
- Conducting urgent and appropriate audit inspections outside the audit plan and taking necessary remedial action.

Foreign Relations and Protocol Office

In the year 2020, Foreign Relations and Protocol Office carried out all the functions and services of the Commonwealth Parliamentary Association, the Inter-Parliamentary Association and the SAARC Association of Parliamentarians.

Due to the Covid-19 epidemic in 2020, the office did not attend conferences, workshops, tours, meetings, study tours, and attended for only one conference.

Name of the tour	Number of members, participated.	Number of the officers, participated.
25 th Commonwealth Speakers' Conference – Ottawa, Canada – January 6 th to 11 th , 2020	1	1

- Minor activities related to Parliamentary Friendship associations were carried out. (There are currently 55 associations.)
- Arrangements regarding various diplomatic and other delegations who came to meet the Speaker .
- Allocating visas, passports and airport special guest terminals for the travels of MPs and ministers, conferences, workshops, tours, meetings, study tours and the duties related to the airport were carried out on a very small scale.

Chapter – 03

Overall financial performance for the year

Statement of Cash Flows for the Period ended 31 st December 2020		
	Actual	
	2020 Rs.	2019 Rs.
Cash Flows from Operating Activities		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected for the Other Heads	40,925,756	41,200,188
Imprest Received	2,401,018,000	2,783,945,000
Total Cash generated from Operations (a)	2,441,943,756	2,825,145,188
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	1,934,295,271	2,321,024,290
Subsidies & Transfer Payments	367,818,995	326,248,555
Expenditure on Other Heads	5,071,539	1,295,779
Imprest Settlement to Treasury	13,999	792
Total Cash disbursed for Operations (b)	2,307,199,804	2,648,569,416
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	134,743,953	176,575,772
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	31,053,608	41,470,588
Total Cash generated from Investing Activities (d)	31,053,608	41,470,588
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of	90,190,100	51,396,339
Other Investment	72,253,153	124,646,757
Advance Payments	13,591,222	39,481,712
Total Cash disbursed for Investing Activities (e)	176,034,476	215,524,808
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	(144,980,868)	(174,054,220)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	(10,236,916)	2,521,552
Cash Flows from Financing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	28,089,826	13,659,476
Total Cash generated from Financing Activities (h)	28,089,826	13,659,476
Less - Cash disbursed for:		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	17,852,910	16,181,028
Total Cash disbursed for Financing Activities (i)	17,852,910	16,181,028
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	10,236,916	(2,521,552)
Net Movement in Cash (k) = (g) -(j)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

ACA-P

Statement of Financial Position
As at 31st December 2020

	Note	Actual	
		2020 Rs	2019 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	14,712,230,373	14,629,618,132
Financial Assets			
Advance Accounts	ACA-5/5(a)	107,475,791	124,446,206
Cash & Cash Equivalents	ACA-3	13,999	792
Total Assets		14,819,720,163	14,754,065,130
Net Assets / Equity			
Net Worth to Treasury		92,628,210	119,835,540
Property, Plant & Equipment Reserve		14,712,230,373	14,629,618,132
Rent and Work Advance Reserve	ACA-5(b)	-	-
Current Liabilities			
Deposits Accounts	ACA-4	14,847,581	4,610,666
Imprest Balance	ACA-3	13,999	792
Total Liabilities		14,819,720,163	14,754,065,130

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 05 to 73 and Notes to accounts presented in pages from 74 to 85 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 : 24.01.2021	 Accounting Officer Name : Designation : Date : 24.01.2021	 Chief Financial Officer/ Chief Accountant/ Director (Finance)/ Commissioner (Finance) Name : Date : 24.01.2021
--	--	---

Notes :

- Property, Plant & Equipment Reserve includes Leased Creditors amounting to Rs. 7,026,933.53 and Rs. 8,425,718.48 respectively for the years 2020 and 2019.
- Office and Communication equipments received as grants from various foreign donor agencies are being valued and such values will be included in the Financial Statements to be prepared for the year 2021.

W. B. D. DASANAYAKE
Secretary General of Parliament
Parliament
Sri Jayewardenepura - Kotte.

W. B. D. DASANAYAKE
Secretary General of Parliament
Parliament
Sri Jayewardenepura - Kotte.

G. Sarath Kumara
Director (Finance)
Parliament of Sri Lanka
Sri Jayewardenepura Kotte

		ACA -F	
Statement of Financial Performance			
for the period ended 31st December 2020			
Rs.			
Budget 2020	Note	Actual	
		2020	2019
-	Revenue Receipts		
-	Income Tax	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	2,401,918,000	2,783,945,000
-	Deposits	28,089,826	13,659,476
31,000,000	Advance Accounts	30,361,824	37,634,455
-	Other Receipts	40,925,756	41,200,188
-	Total Non Revenue Receipts (B)	2,500,395,406	2,876,439,119
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)	2,500,395,406	2,876,439,119
	Less: Expenditure		
-	Recurrent Expenditure		
1,225,500,000	Wages, Salaries & Other Employment Benefits	5	1,177,619,164
833,350,000	Other Goods & Services	6	757,084,331
452,500,000	Subsidies, Grants and Transfers	7	167,818,995
-	Interest Payments	8	
-	Other Recurrent Expenditure	9	
2,511,350,000	Total Recurrent Expenditure (D)	2,302,552,491	2,647,272,844
	Capital Expenditure		
102,500,000	Rehabilitation & Improvement of Capital Assets	10	70,265,969
107,600,000	Acquisition of Capital Assets	11	90,190,100
-	Capital Transfers	12	
-	Acquisition of Financial Assets	13	
2,000,000	Capacity Building	14	1,987,184
-	Other Capital Expenditure	15	16,000,000
210,700,000	Total Capital Expenditure (E)	162,443,253	176,043,096
	Main Ledger Expenditure (F)	31,244,318	52,656,919
	Deposit Payments	17,852,910	16,181,028
15,500,000	Advance Payments	13,391,408	36,476,000
	Total Expenditure G = (D+E+F)	2,496,240,062	2,875,972,859
-	Imprest Balance as at 31st December 2020 H = (C-G)	4,155,344	466,260

Basis of Reporting

1) **Reporting Period**

The reporting period for these Financial Statements is from 01st January to 31st December 2020.

2) **Basis of Measurement**

The Financial Statements have been prepared on historical cost modified by the revaluation of certain assets and accounted on a modified cash basis, unless otherwise specified.

The figures of the Financial Statements are presented in Sri Lankan rupees rounded to the nearest rupee.

3) **Recognition of Revenue**

Exchange and non exchange revenues are recognised on the cash receipts during the accounting period irrespective of relevant revenue period.

4) **Recognition and Measurement of Property, Plant and Equipment (PP&E)**

An item of Property, Plant and Equipment is recognized when it is probable that future economic benefit associated with the assets will flow to the entity and the cost of the assets can be reliably measured.

PP&E are measured at a cost and revaluation model is applied when cost model is not applicable.

5) **Property, Plant and Equipment Reserve**

This revaluation reserve account is the corresponding account of PP&E.

6) **Cash and Cash Equivalents**

Cash & cash equivalents include local currency notes and coins on hand as at 31st December 2020.

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	1,298,632,073	1,298,632,073	-	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 - 04
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 - 05

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 			<p>√</p> <p>√</p> <p>√</p>

		<ul style="list-style-type: none"> 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>√</p> <p>√</p> <p>√</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>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>

Chapter - 06**Human Resources Profile**

The approved cadre for year 2020 and the number of employees currently serving are mentioned below.

Position	Approved cadre				Number of employees currently serving			
	S.G. of Parli.	Hon. Speaker	Hon. Deputy Speaker	Hon. Deputy Chairman of Committees	S.G. of Parli.	Hon. Speaker	Hon. Deputy Speaker	Hon. Deputy Chairman of Committees
Senior level	68	8	5	5	54	8	5	5
Tertiary level	173	0	0	0	144	0	0	0
Secondary level	269	12	6	6	202	12	6	6
Primary level	474	25	10	10	431	25	10	10
Casual / Temporary	0	0	0	0	0	0	0	0
Total (By 31.12.2020)	984	45	21	21	830	45	21	21

**Chapter 07 -
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	One of the queries was not answered within the due time period	The delay would be rectified. The Internal Audit Division in coordinating the activities in this regard
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	The board of survey was conducted and the report has been submitted. But not withing the due period.	Measures will be taken to conduct the Board of Survey as soon as possible with 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	Measures were taken to implement the recommendations. But not withing the due period.	- Same -
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	complied		

	Circular No. 30/2016 of 29.12.2016			
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	Complied		

	updated in terms of Right To Information Act and Regulation			
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 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Not Applicable		
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/DPAR/SS/2020/01

Date: - 05 July 2021

Secretary General (Chief Accounting Officer)

Parliament

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 2020.

1. Financial Statements

1.1 Qualified Opinion

The audit of the financial statements of the Parliament for the year ended 31 December 2020 comprising the statement of financial position as at 31 December 2020 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 in Article 154 (1) of the Constitution of the Democratic Socialist Republic of Sri Lanka. 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 give a true and fair view of the financial position of the Parliament which is as at 31 December 2020 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

My opinion is qualified based on the matters described in the paragraph 1.6 of this report. 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 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 pursuance of the provisions prescribed in Section 38 of the National Audit Act No.19 of 2018 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 the relevance of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- 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.

- (a) Statement of finance is conformity with the previous year's statement of finance.
- (b) Observations made by me on the statement of finance relevant to the previous year had been implemented.

1.6 Audit Opinion on the Financial Statement**1.6.1. Statement of Financial Position****(a) Non Capital Assets**

The following observations are made.

- (i) Valuation had to be carried on non-current assets in terms para 3 of the Public Accounts Circular No. SA/AS/AA/Circular dated 24th January 2013, such valuation for lands and buildings owned by Madiwela Quartes, Nuwara-eliya General House and Meth-Sevana at Anuradhapura of Parliament had not been carried out and accounted.
- (ii) Assets received as a gift amounting to Rs.52, 217,264 had not been accounted.

(b) Advance Accounts

The following observations are made.

- (i) A difference of Rs.498, 260 and Rs.125, 843 at beginning and closing balances in the year under review was observed respectively between the outstanding of advance control accounts and the total in the summary of single outstanding category and as a result a difference of Rs.62, 218 was found as at 30th June 2021.
- (ii) According to the statement of reconciliation prepared with regard to the advance paid to public officers, Rs.398, 702 from interdicted officers, Rs.232, 362 from the officers who vacated their posts and Rs.310, 387 from other officers were not recovered even though 5 years lapsed. Existing total balance had been Rs.941,450.
- (iii) As per para 04 of the Circular No. 292/2017 dated 29th December 2017 of the Department of Public Accounts, the amount of Rs.162,024 to be recovered from the demised officers and the officer went on retirement from 2018 and in previous years had been shown in advanced accounts.

2. Financial Review**2.1. Reaching Agreements on Obligations and Liabilities**

The following observations are made.

- (a) As per para 3.4 of the Public Accounts Circular No. 271/2019 dated 3rd December 2019, Rs.289,990 not included in the statement of liabilities and obligations issued to respective expenditure head by the Treasury had been settled in 2021 as recurrent expenditure.
- (b) Rs.3, 199,200 of debt not included in the statement of liability and obligation issued to each expenditure head by the Treasury and in the schedule of liabilities had been settled in January and February of 2021.
- (c) In terms of the Financial Regulation No.94 (2), Rs.194, 831 of debts unrelated to liabilities under the Supply and Services had been shown in note iv of the statement of financial liability.

2.2. Other Observations

Sound systems and booth for officers in the Chamber of Parliament were damaged due to a quandary situation arisen in the House. As a result of this incident Rs.89,872 of loss incurred to Parliament which was to recover/write off/give up and that amount had been included in the statement of loss and write off without including it in the statement of write off from books in the financial statement of the year under review.

3. Operational Review

3.1. Action Plan

It was observed that Rs.5, 018,000 of estimate of expenditure for local and foreign training had been included. However, only Rs.2, 000,000 had been received and therefore it is observed that such plan was not used as an effective economic instrument.

3.3. Annual Board of Survey

The following observations are made.

- (a) As per the Circular No. 5/2016 of Public Accounts dated 31st March, 2016, the Board of Survey Report for the year 2020 has not been submitted to the Auditor General. The Board of Survey Report for the year 2019 was submitted on 04th December 2020.
- (b) According to the Combined Services Circular No. 02/2017 issued by the Ministry of Public Administration and Management Services dated 04th 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 22nd December 2016, the books in the library have not been counted and reported.

3.4. Irregular Transactions

Vehicle Import Permits were issued to 03 Parliament Employees who had not completed six (06) years of active service in the executive post at the 'Senior Level' (Active Service Period (between 02 months and 01 year) for which the relevant vehicle import permit is entitled) in contradiction to para 1.2 of the Trade and Investment Policy Circular No. 01/2018 dated the 15th February of 2018 with regard to the proposal to provide licenses to import vehicles on concessionary price basis, the letter No. TIP/SS/01/84 dated 25th April 2019 sent to the Secretary General of Parliament by the Director General of the Department of Trade and Investment Policies and the provisions and instructions of the Circular on Obtaining Permits for Importation of Vehicles on Concessionary Price to Parliamentary Staff.

4. Human Resource Management

The number of approved cadre as at 31st December 2020 was 984 and the actual number of cadre stood as 831. Accordingly 153 vacancies existed. Therefore, a 15 per cent of vacancy is observed in the total cadre.

M.I. Pushpamali
Assistant Auditor General
For Auditor General

ORGANIZATIONAL CHART PARLIAMENT OF SRI LANKA

