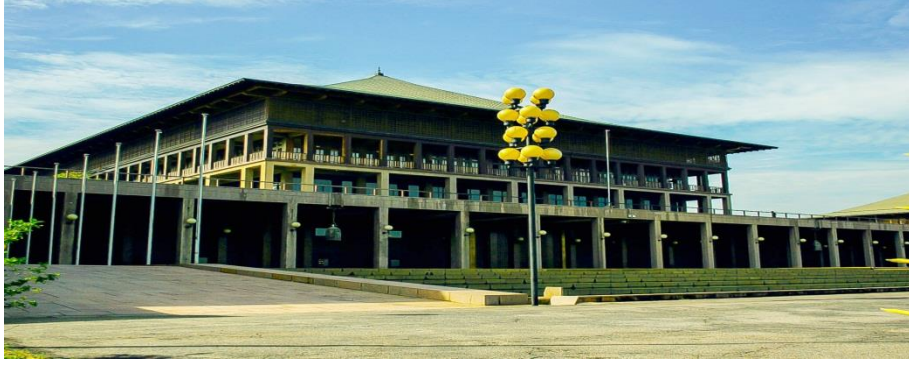




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இலங்கைப் பாராளுமன்றம்  
**Parliament of Sri Lanka**



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வருடாந்த செயலாற்றுகை அறிக்கை  
**ANNUAL PERFORMANCE REPORT**

**2018**

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தலைப்பு

**Head**

**16**

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



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**Parliament of Sri Lanka**  
**Head No. - 16**  
**Annual Performance Report - 2018**

## **1 Mission**

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

## **2 Key Functions**

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

## **3 Organizational Structure**

The secretarial and staff services required for efficient performance of the duties of Parliament headed by the Hon. Speaker are provided by the office of the Secretary General of Parliament. The office of the Secretary General of Parliament consists of the following Departments. (Please refer Annexure 01 for Organizational Structure)

1. Department of the Serjeant-at-Arms
2. Administration Department
3. Department of Legislative Services
4. Hansard Department
5. Co-ordinating Engineer's Department
6. Finance & Supplies Department
7. Catering & House- keeping Department
8. Information Systems & Management Department

The functions of each department are shown below.

### **3.1 Department of Serjeant - At - Arms**

The objective of this Department is

- Facilitating effective functioning of Parliament through the timely and efficient provision of the following services to the Hon. Members of Parliament in the best possible manner
- Ceremonial duties, preservation of order in the Parliament Chamber, custody of the mace and its security, admission of visitors to the Parliament building and supervision of the galleries.
- Preservation of the Parliament building and allocation of accommodation within the Parliamentary Complex.
- Preparation of the seniority lists of Members of Parliament and allotment of seats in the Chamber of Parliament, administration and supervision of seating arrangements.
- To provide professionally appropriate services to the Hon. Speaker, Hon. Members of Parliament and their staff, staff of the Parliament and affiliated staff in order to facilitate the fulfillment of parliamentary procedures.

The key functions performed by the Department during year 2018:-

### **3.1.1 Security Affairs**

#### **General Security Arrangements**

Steps were taken to maintain the security position of the Parliament at an optimal level ensuring the safety of the staff of Parliament, affiliated staff and other public officers that facilitate the Hon. Members of Parliament to attend the sittings of Parliament.

#### **Closed Circuit Camera System**

This is one of the most important sections as far as the security of the Parliament is concerned and the security surveillance are carried out by the Parliament Police under the co-ordination and supervision of the Department of Serjeant – at- Arms.

#### **Security of the outside security area of Parliament**

Under the previously stated special situations, steps were taken to strengthen the security of the outside area of the Parliament and under that; sometimes the

security of the Hon. Speaker's official residence was strengthened. Necessary steps were taken with regard to the security of the MPs' Quarters.

### **Control of dengue and other mosquito- borne diseases**

These programmes started from the year 2012 under a sub section related to the security and under that programme various projects were implemented this year from time to time to destroy mosquitos in the Parliamentary premises, Hon. Speaker's official residence and MPs' Quarters at Madiwela.

Deliver official condolence messages

About 98 official condolences messages have been delivered under the instructions of the Hon. Speaker/ Secretary General of Parliament.

### **Issuing of official identity cards**

Issuing of identity cards to the media personnel in Parliament and providing temporary passes until the proper security clearance is given was started at the end of 2018.

Official identity cards issued for the Hon. Members, Parliament staff, affiliated staff, the Police and the former MPs were printed in Parliament. The colour temporary passes that have been issued to the reception counters were updated as double side printed colour temporary passes. The number of total identity cards issued in 2018 is about 3500.

Department of Serjeant – at – Arms contributed to organize the following functions and ceremonies.

- Public employees' oath taking ceremony.
- Organizing activities related to visits of foreign diplomats.
- Organized the final round of the island wide art exhibition and prize awarding ceremony named "We are the community, We are the democracy" conducted by the Sri Lanka Parliament, Ministry of Education, PAFFREL and the March 12th movement under the instructions of the Hon. Speaker and the Secretary General of Parliament.
- Necessary arrangements were made to conduct the ceremony to hand over the

deed of Parliament complex in Sri Jayawardhanapura – Kotte, officially to the Speaker, Hon. Karu Jayasooriya on 20.06.2018 at Committee Room No. 01.

- Organized the felicitation ceremony to commemorate the 150<sup>th</sup> birth anniversary of Sir D. B. Jayatilaka at Presidential Secretariat on 13.02.2018.
- Organized the inaugural ceremony and other activities of the “EVAL-COLOMBO 2018” held in the Parliamentary Complex on 19.09.2018.
- Preparation of the seniority lists of Members of Parliament.
- Administration and supervision of the allotment of seats in the Chamber of Parliament.
- Supervised whether the documents related to the order of the business for the day directed from the Table office have been placed on their tables before the commencement of the sittings of Parliament.
- Maintained the firefighting system in collaboration with the fire brigade. Defects in mobile firefighting equipment have been rectified and updated.
- The new souvenir shop has been modernized declared open and is in operation now and supervision of the functioning of the Jayanthipura new souvenir shop.
- The functions that were performed by this Department in 2018 are described below in detail.

#### **Issuing Passes of different categories**

Item	Number
(a) Issuing annual passes (approximately)	
Passes of Government Officials	880
Box Passes of Government Officials	230
Cafeteria Passes	77
Passes of Private Secretaries	21
Vehicle Passes of Secretaries	70
Vehicle Passes of Members of Parliament	37
(b) Issuing of daily passes for government officers (Approximately)	
Passes of Government Officers	64
Gallery Passes of Government Officers	95
Box Passes of Government Officers	340
(c) Personal Vehicle Passes of the Staff (Approximately)	

Motor cars	339
Motor Cycles and Three wheelers	401
(d) Vehicle Passes issued for the drivers of the Members of Parliament	34
(e) Vehicle Passes issued for Journalists	179
(f) Vehicle passes issued for Newspaper Messengers	21
(g) Issuing Passes to watch the Parliament (approximately)	
Gallery Passes	4600
Group Passes	1700
Monthly average of the passes issued temporary	180
Number of school students and other persons who Visited to watch the Parliament	124260
(h) Gate Passes	
Passes issued to bring Mobile Phones, Camera Equipment etc.	
In to Parliament	6700
Monthly average of passes issued thus	558
Number of gate passes issued to take away goods	1190
Monthly average of the passes issued	99
(i) Issuing of new Identity cards introduced for Journalists	45
(J) Passes for the staffs of Ministries/Departments	

A significant number of Letters of Permission were issued to Motor cycle Messengers from various Ministries and Departments to visit parliament in 2018. Granting Security Clearance Certificates for constructing buildings within the zone around the Parliament.

Item	Number
Number of applications received	90
Number of applications for which approval has been granted	88
Inspection of proposed sites	40
Number of meetings with the Urban Development Authority and the Relevant Local Government Authorities	04
Number of correspondences	1147

#### **Parliament Souvenir shop**



While steps were taken to introduce a number of new items in 2018, an income of Rs. 1,547,197.00 has been earned from the new souvenir shop.

## **3.2 Administration Department**

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

Department of Administration consists of the following offices;

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

The duties performed by those offices are listed below

### **3.2.1 Establishments Office**

The main responsibility of the Establishments Office is to maintain the human resource at an optimal level in order to make the staff of the Secretary General of Parliament efficient and productive. For that, in addition to institutional functions such as recruitments and promotions, providing local and foreign training

opportunities to the members of the staff, too, was done with the objective of developing knowledge, skills and capacities of the staff.

### **Training Programmes**

#### **Local training programmes / courses / awareness programmes**

Training programmes / courses were organized through the following institutes (outbound) and within the Parliament complex for approximately 545 members of the staff:

- Skills Development Fund Ltd.
- MILODA Institute
- Construction Equipment and Training Centre (CETRAC)
- Sri Lanka Institute of Tourism and Hotel Management
- Sri Lanka Institute of Development Administration
- British Council
- Tharanaya Sansadaya
- Olanway Institute
- National Science Foundation
- Language proficiency training programmes at the Department of Official Languages
- Sinhala language proficiency training programmes
- Tamil language proficiency training programmes
- Training programme on positive thinking by Major W.J.M.D. Navaratne
- Department of Government Printing
- Diploma in Computer Graphics Designing

Foreign Training Programmes. Educational Training Programmes/ Seminars

<b>Name of the Programme</b>	<b>No.of Officers</b>
Training Programme for the Senior Staff of Parliament (India)	17

2018 Seminar on Human Resources Development for Developing Countries (China)	02
12 <sup>th</sup> Triennial Conference on Commonwealth Hansard Editors Association (UK)	02
Study Programme – Legislative Assembly of Karnataka (India)	08
Workshop at the House of Commons (UK)	02
Internship Programme for Foreign Parliamentary officials (India)	06
Certificate Course in Performance Management Systems (India)	01
Legislative Drafting (India)	01
Leadership Development Programme for Enhanced Public Service Delivery-I (India)	01

### **Functions of the Establishments Office**

Approval of annual salary increments for the staff, activities pertaining to promotions and retirements, maintaining personal files of all members of the staff and arrival/departure and leave registers, awarding compensation for employees in the event of accidents during duty hours, updating computerized personal files, obtaining assets and liabilities statements of executive officers, internal transfers of the Administration Division, issuing internal circulars, dealing with letters

received by post, performing activities relating to the issuance of duty-free vehicle permits and other establishments activities.

### **Recruitments**

19 employees were recruited for the Parliament staff and followings are the respective designations.

• Assistant Serjeant-at-Arms	01
• Director (Catering and Housekeeping)	01
• Parliamentary Officer	03
• Transport Officer	01
• Driver	01
• Sanitary Labourer	02
• Trained Labourer (Civil)	03
• Stores Service Assistant	01
• Utility Receiving Assistant	01
• Garden Maintenance Assistant	04
• Catering Assistant	01

### **Loans**

Performing activities relating to the granting of property loans of the members of the staff.

No. of officers who obtained property loans for the year 2018 - 09

No. of officers who obtained distress loans for the year 2018 - 265

### **Official Quarters**

Allocation of quarters at the Jayawadanagama Housing Scheme to the staff of Parliament is carried out by the Establishments Office. In the year 2018, applications were called from amongst the members of the staff who had fulfilled the required qualifications and 05 quarters were provided to 05 eligible officers.

Further, maintenance activities and surveys on water and electricity bills of the quarters so provided were handled by the Establishments Office.

### **Transport Facilities**

750 travel passes of the SLTB were issued to the staff in the year 2018 spending a sum of Rs. 26,403,470.80.

### **Staff Insurance Scheme**

Introduction of a new insurance scheme for the staff of Parliament with effect from 01.01.2019. Absorbing new staff members into the new insurance scheme, updating personal information of the insured, reimbursing medical bills of the insured, awarding compensation in the event of death and taking action to set off arrears of loans of the insured from insurance in the event of death.

The amount spent in the year 2018 for the above purposes was Rs. 4,723,772.96.

### **“Meth Sevana” Holiday Resort, Anuradhapura**

Reservation of the “Meth Sevana” holiday resort - Anuradhapura and other related activities, settling water bills, electricity bills and telephone bills thereof, provision of essential items and maintenance activities are handled by the Establishments Office.

### **Disciplinary Actions**

Taking measures with regard to anti-disciplinary acts committed by the members of the staff.

## **3.2.2 Members Service Office**

Provision of advice and services required to make the entitlements and approved facilities available for the Hon. Members of Parliament and coordinating with other Departments of Parliament and external offices are done by this office.

Reservation of rooms at General’s House in Nuwara - Eliya, the Holiday Bungalow for the Hon. Members of Parliament and allocating houses at Madiwela

Housing Complex for eligible Hon. Members of Parliament and coordinating the maintenance work of the houses in the said housing Complex are also carried out. Organizing a workshop on Health for All and Universal Health Coverage conducted by the Sri Lanka Medical Association for the Hon. Members of Parliament and making the necessary arrangements to issue the digital identity card issued by the Department of Registration of People for the Hon. Members of Parliament were done by this Office in 2018.

### **3.2.3 Transport Office**

Managing the fleet of vehicles owned by Parliament and providing transport facilities for the staff of Parliament and affiliated staff are carried out by the Transport Office.

The fleet of vehicles, 92 in number by the end of 2018, consists of the official vehicles and other vehicles allocated to the Hon. Speaker, Hon. Deputy Speaker and the Hon. Deputy Chairman of Committees, official vehicles of the Secretary General, Deputy Secretary General and the Assistant Secretaries General, vehicles used by Heads of the Departments and other officers entitled for official vehicles and the vehicles allocated for common use for the staff.

Proper maintenance of vehicles, maintaining running charts and records on cost of maintenance for planning maintenance activities are done by the Transport Office and records on maintenance of vehicles and maintenance cost are also maintained.

### **3.2.4 Right to Information Unit**

Access to information was incorporated as a fundamental human right into the 19th Amendment to the Constitution introduced on 15.05.2015. Accordingly, the Right to Information Bill was presented to Parliament in June 2016 and it became law subsequent to certificate of the Hon. Speaker on 04.08.2016.

A Right to Information Unit was established in Parliament as per the provisions of the said Act.

Performance of the Right to Information Unit is as follows.

No. of requests received within the year	152
Total No. of requests for which information was fully provided	70

Total No. of requests for which information was partly provided	26
No. of requests for which provision of information was declined	51
No. of appeals received by the Nominated Officer	29
No. of appeals submitted to the RTI Commission	02
No. for which information was provided by the Nominated Officer based on appeals	10
No. for which information was provided based on appeals submitted to the RTI Commission	02
Average time taken for providing information (days)	10

### 3.3 Legislative Department

Provides professional services to the Hon. Members of Parliament in relation to law making and oversight of public finance.

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. Ministerial Consultative Committee Office
9. Interpreters' Office
10. Library

The functions of these offices are mentioned below.

### **3.3.1 Table Office**

Preparing and printing in Sinhala, Tamil and English , 04 Order Books containing the motions and questions scheduled to be taken up at the upcoming sittings of Parliament and 24 relevant Addendums and Order Papers and minutes for 77 sittings of Parliament.

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.

Taking action to present in Parliament 427 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.

Taking action to register 1198 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.

Taking action to accept 55 Private Members' Motions and 13 No Date Motions from the Hon. Members of Parliament, edit them, translate them into Sinhala, Tamil and English as required and include them in the Order Books or Order Book Addendums as relevant.

Taking action to summon 37 meetings of the Committee on Parliamentary Business, issuing the minutes of those meetings in all three languages and carrying out follow up on the decisions. In addition to that, holding 19 Party Leaders' Meetings with the Hon. Speaker to decide about the business of



Parliament when Parliament was prorogued on two occasions in 2018 and preparing the relevant minutes.

Making arrangements for preparing the orders of the day relevant to 77 sitting days of Parliament including 01 Memorandum received from the President, 93 announcements by the Speaker, 43 government Bills and 06 Private Member's Bills and presentation of decisions of Supreme Court on certain Bills and presentation of papers by Ministers and uploading those documents to the intra net of Parliament for the information of the other Departments and Offices of Parliament.

Taking action to present 12 votes of condolence in Parliament with relevance to 2018 and send the extract 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.

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.

Making arrangements for tabling as required, the reports and relevant documents of the Sectoral Oversight Committees newly introduced to Parliament.

Planning and implementing a system to manage the files used in the work carried out by the Table Office.

Providing active contribution for developing the final draft in the process of amending the Standing Orders of Parliament.

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.

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.

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

### **3.3.2 Bills Office**

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

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

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

A description of the Acts relevant for the year 2018 is given below.

<b>Item</b>	<b>No.</b>
Gazetted Bills of the Government received by the Bills Office	43
Gazetted Bills of the Government presented to Parliament	39
Bills printed by the Bills Office	39

Bills withdrawn by the Government	00
Bills passed in Parliament	35
Government Acts that received Hon. Speaker's certificate	35
The number of requests received by this office for presenting Private members bills	18
No. of Gazetted Private Members' Bills presented to Parliament	06
No. of Private Members' Bills printed by bills office	06
No. of Private Members' Bills forwarded to the Attorney General as per Standing order No. 52 (3)	15
The number of bills regarding which the Attorney General had issued his observation report and the relevant Members of Parliament were made aware of the said reports	12
The number of bills which had exceeded the period of six months granted for obtaining the ministerial reports and memoranda were sent in that regard	136
The number of Private Members' Bills withdrawn	01
The number of Acts that were passed and on which the Hon. Speaker's certificate was endorsed in the year 2018	

<b>Act No.</b>	<b>Act Title</b>	<b>Endorsed on</b>
1/2018	Fisheries (Regulation of Foreign Fishing Boats) (Amendment)	2018-02-08
2/2018	Anti-Dumping and Countervailing Duties	2018-03-19
3/2018	Safeguard Measures	2018-03-19
4/2018	Excise (Amendment)	2018-03-19

5/2018	International Convention for the Protection of All Persons from Enforced Disappearance	2018-03-21
6/2018	Trusts (Amendment)	2018-03-28
7/2018	Intellectual Property (Amendment)	2018-03-28
8/2018	Active Liability Management	2018-03-28
9/2018	Judicature (Amendment)	2018-05-15
10/2018	Penal Code (Amendment)	2018-05-21
11/2018	Code of Criminal Procedure (Amendment)	2018-05-21
12/2018	Civil Aviation (Amendment)	2018-05-21
13/2018	Sri Lanka Tea Board (Amendment)	2018-06-05
14/2018	Shop and Office Employees (Regulation of Employment and Remuneration) (Amendment)	2018-06-18
15/2018	Maternity Benefits (Amendment)	2018-06-18
16/2018	National Defence Fund (Amendment)	2018-06-22
17/2018	General Sir John Kotelawala Defence University (Special Provisions)	2018-06-28
18/2018	1990 Suwaseriya Foundation	2018-07-04
19/2018	National Audit	2018-07-17
20/2018	Nation Building Tax (Amendment)	2018-07-30
21/2018	Land (Restrictions on Alienation) (Amendment)	2018-07-30
22/2018	Bribery (Amendment)	2018-07-30
23/2018	Apartment Ownership (Special Provisions)	2018-08-15
24/2018	Mutual Assistance in Criminal Matters (Amendment)	2018-08-15
25/2018	Value Added Tax (Amendment)	2018-08-16
26/2018	Excise (Amendment)	2018-09-03
27/2018	Amaradeva Aesthetic and Research Centre	2018-09-03
28/2018	Medical (Amendment)	2018-09-19
29/2018	Carriage by Air	2018-09-28
30/2018	Pradeshiya Sabhas (Amendment)	2018-09-28
31/2018	Institute of Personnel Management Sri Lanka (Amendment)	2018-09-28

32/2018	New Villages Development Authority for Plantation Region	2018-10-04
33/2018	Economic Service Charge (Amendment)	2018-10-04
34/2018	Office for Reparations	2018-10-22
35/2018	Finance	2018-11-01

In addition to that the Bills Office carried out the following activities in the year 2018.

- 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.
- Updating the legislative services information system in relation to bills.
- Taking necessary action to compile all the Acts passed in the year 2018 and bind them as a book.
- Taking steps to compile as a book, the determinations given by the Supreme Court in regard to the bills that were challenged before it as per Article 121 (1) of the Constitution, out of the government bills presented to Parliament in the year 2018 and print it.
- 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 .
- Making an active contribution to task of formulating the new standing orders and undertaking the proof reading of it in all three languages.
- Contributing to the task of proof reading the Draft Constitution presented by the Constitutional Assembly in all three languages.

### **3.3.3 The Committee Office**

The Committee Office undertakes the activities related to 10 Sectoral Oversight Committees and 8 other Committees and the activities carried out in the year 2018 are as follows.

	Committee	Number of meetings	Number of considerations				Annual and performance reports	Number of reports presented to Parliament
			Bills	Orders/Regulations	Motions/Supplements			
	Sectoral Oversight Committee							
1	International Relations	3	-	3	--	10	2	
2	National Security	3	1	2	--	10	2	
3	Women and Gender • Conducting a series of discussions of six meetings with the participation of USAID and Caucus of Women Parliamentarians	9	-	-	--	1	1	
4	Education and Human Resources Development Sub Committees •Education •Higher Education •Investigating and Reporting into the incident related to the Principal of Tamil Maha Vidyalaya in Badulla	9 13 14 1	4	41	--	45	6	
5	Transport and Communication	7	2	4	1	5	7	
6	Land and Agriculture Field Monitoring Visits •Ampara	10 1	1	--	--	16	2	
7.	Legal Affairs (Anti corruption) and Media	19	12	3	-	14	7	
8	Business and Commerce	5	1	-	-	12	3	
9.	Power	5	1	-	-	9	3	
10	Manufacturing and Services	4	-	-	-	8	1	

Sub Committee						
• The sub committee for developing the public institutions that manufacture cement	3	-		-		

### 3.3.4 Committee Office - II

Tasks relevant to the following 6 Sectoral Oversight Committees are performed by Committee Office II.

Accordingly, the tasks performed by each Committee within 2018 are given below.

	Sectoral Oversight Committee	Number of meetings conducted	Number of considerations				Number of reports presented to Parliament
			Bills	Orders/Regulations	Motions/Supplementary Estimates	Annual and performance Reports	
1	Economic Development	14	05	07	--	38	11
2	Sustainable Development, Environment and Natural Resources	06	--	07	01	09	02
3	Health and Human Welfare, Social Empowerment	07	03	06	--	20	06
	Sub Committees						
	Upcountry New Villages, Infrastructure and Community Development	00	--	--	--	--	--

4	Youth, Sports, Arts and Heritage	08	..	01	--	14	02
5	Internal Administration and Public Management	09	01	01	01	82	04
6	Reconciliation and North and East Reconstruction	04	--	--	--	03	01

### 3.3.5 Committee on Public Accounts Office

During the year 2018, 18 institutions have been summoned to COPA and 20 investigations, and 04 investigations on Special matters have been conducted.

Special Consideration has been paid towards the performance and the regulation of Financial matters of the government institutions.

#### Special programmes implemented by COPA in the year 2018

Collection of Information was done online through a new computer information management system with the aim of regulating and evaluating the Financial control and the performance of all 837 government institutions which were under the supervision of COPA for the financial year 2016. All the aforesaid institutions were evaluated on the basis of the information collected thus. An award ceremony was conducted with the patronage of HE the President, the Prime Minister and the Hon. Speaker in order to felicitate the institutions which have achieved a higher performance level as per the aforesaid evaluation.

The MPP and the officers of COPA were given the opportunity to participate in a Training programme to exchange ideas on the functions of the Committees of Public Accounts of the Sri Lankan and British Parliaments and to enhance their knowledge on the important factors to be focused on with a view to developing the Functions of COPA.



## Presentation of Committee Reports

The first COPA report of the second session of the eighth Parliament, containing the information on the Financial Control and the Performance of the 837 institutions obtained online through the computer information system based on the financial year 2016, was presented to Parliament on 19<sup>th</sup> June, 2018.

## Institutions examined by the Committee on Public Accounts in the year 2018.

No	Name of the Institution	Date examined	Auditor General's Reports Considered
1	Department of Motor Traffic	23.02.2018	2015 and the progress on the implementation of the recommendation of the Committee
2	Ministry of Tourism promotion and Christian Religious Affairs	06.03.2018	2015
3	Department of Christian Religious Affairs	06.03.2018	2014 and 2015
4	Department of Corporative Development	21.03.2018 07.11.2017	2011,2012,2013,2014 and 2015
5	District secretariat – Moneragala	22.03.2018	2011,2012,2013,2014 and 2015
6	Department of Muslim Religious and Cultural Affairs	06.04.2018	, 2013,2014 ,2015
7	District Secretariat – Galenbindunuwewa	20.06.2018	,2012,2013,2014 and 2015
8	Sri Lanka Air Force	21.06.2018	2013,2014 ,2015 and the current performance
9.	Urban Council- Trincomalee	04.07.2018	2013,2014 ,2012 and the current performance
10.	Department of Motor Traffic	06.07.2018	2016 and the progress of the implementation of the recommendation given by the Committee.
11	Ministry of Foreign Affairs	07.08.2018	2014,2015,2016
12	Ministry of Fisheries and Aquatic Resources	08.08.2018	2014 and the current performance

13	Ministry of Defense	10.08.2018	2013, 2014, 2015
14	Ministry of Resettlement and Hindu Religious Affairs	23.08.2018	2014,2015,2016
15	Department of Resettlement and Hindu Religious Affairs	23.08.2018	2014, 2015, 2016 and the current performance
16	Ministry of Education	24.08.2018	2015,2016
17	Municipal Council- Matale	06.09.2018	2013,2014, 2015, 2016
18	Ministry of Foreign Employment	07.09.2018	2014,2015,2016
19	Western Provincial Council	18.09.2018	2015,2016 and the current performance
20	Department of Motor Traffic	12.10.2018	Progress on the implementation of the recommendation given by the Committee.

#### Special investigations conducted by the COPA in 2018

No	Special Matters investigated	Dates of Investigation
1	Investigation on the Public Debt Management	05.04.2018 and 20.09.2018
2	Intervention of the relevant public Institutions on the importation of Quality food	19.09.2018
3	Examination of the Performance Audit Reports on the intervention of relevant Public Institutions with pertinence to the contribution of New Inventors to the national economy.	21.09.2018

#### 3.3.6 Committee on Public Enterprises

Performance and current activities of the following institutions were considered by the Committee on Public Enterprises in 2018 in order to be reported to Parliament. Necessary meetings were held and reports were compiled for this purpose.

#### Presentation of Reports

Furthermore, a report on public enterprises was submitted to Parliament on 21 March 2018 after examining public enterprises and completing the tasks assigned to the Committee.

Establishments examined by the Committee in 2018 are as follows

Number	Name of the Institution	Date of Examination
01	Open University	2018.03.20
02	Rajarata University	2018.03.21
03	Lanka Hospitals	2018.03.22
04	Aesthetic University	2018.03.22
05	Buddhist and Pali University	2018.03.23
06	Rajarata University	2018.04.03
07	Ceylon Petroleum Corporation	2018.04.03
08	Lanka Hospitals	2018.04.04
09	University of Moratuwa	2018.04.04
10	State Pharmaceutical Corporation	2018.04.06
11	People's Bank	2018.07.17
12	Janatha Estate Development Bank	2018.07.18
13	National Transport Commission	2018.07.19
14	Elkaduwa Plantation	2018.07.20
15	National Transport Commission	2018.08.07
16	Public Utilities Commission	2018.08.07
17	National Water Supply and Drainage Board	2018.08.08

18	Road Development Authority	2018.08.09
19	State Engineering Corporation	2018.08.10
20	Land Commission	2018.08.23
21	Road Development Authority	2018.08.24
22	Securities and Exchange Commission	2018.09.04
23	Post Graduate Institute of Archaeology	2018.09.05
24	National Council for Persons with Disabilities	2018.09.07
25	Road Development Authority	2018.09.18
26	Sri Lanka Ports Authority	2018.09.19
27	Industrial Development Board	2018.09.20
28	Sri Lanka Tea Board	2018.09.21
29	Football Federation	2018.10.09
30	Sri Lanka Mahaweli Authority	2018.10.10
31	State Pharmaceuticals Manufacturing Corporation	2018.10.11
32	Lanka Electricity Pvt. Ltd.	2018.10.26

### **3.3.7 Public Petitions Committee Office**

The first meeting of the Committee for the year 2018 was held on 20-02-2018 during the year under consideration, a total of 7 meetings were held, 79 petitions were considered and 24 files were closed in the first session while a total of 12 meetings were held, 152 petitions were considered and 68 files were closed in the second session of Parliament.

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

Item	Number
The number of total petitions received by the committee office within the Year 2018	621
Number of petitions rejected by the Office in grounds of inconsistency with the Standing Orders	239
Number of petitions accepted by the Office for future action	382
Number of petitions referred to the Hon. Speaker for approval in 2018 (Out of these 343 petitions, 42 had been received in 2017 while the remaining 301 were petitions received in 2018)	343
Number of petitions submitted to Parliament in 2018 ( Action was taken in year 2018, to submit to Parliament, the petitions which remained from years 2015, 2016, 2017)	333
Number of petitions submitted to the Ombudsman for investigations	18
Number of Committee meetings held	19
Number of petitions considered by the Committee	231
Number of petitions pertaining to which notifications have been received to confirm that recommended relief measures were received within the year	5
(Files closed after relief measures were granted or because necessary provisions are not available to grant relief)	92

### 3.3.8 Consultative Committee Office

Ministerial Consultative Committees were established in April 2018 under the standing order no. 112 of the new standing orders of Parliament. The office for the

Ministerial Consultative Committees was established in August 2018. Therefore, formulating annual targets for year 2018 was not practical.

Hence, details pertaining to the activities carried out after the establishment of this office in August 2018 are given in Annex 01:

<b>Number</b>	<b>Ministerial Consultative Committees held</b>	<b>Date Held</b>	<b>Meetings Held</b>
1	Ministerial Consultative Committee on Land and Parliamentary Reform	2018.07.19 2018.10.25	02
2	Ministerial Consultative Committee on Health, Nutrition and Indigenous Medicine	2018.09.18	01
3	Ministerial Consultative Committee on Ports and Shipping	2018.09.20	01
4	Ministerial Consultative Committee on Foreign Affairs	2018.10.09	01
5	Ministerial Consultative Committee on Defence	2018.10.17	01
6	Ministerial Consultative Committee on Agricultural Affairs	2018.10.26	01

### **3.3.9 Interpreters' Office**

Services provided by the Parliamentary Interpreters' Office in the year ended 31 December 2018 are as follows:

- Provision of simultaneous interpretation services in Sinhala/English, Sinhala/Tamil, Tamil/English languages to Members of Parliament inside the chamber of Parliament on sittings days.
- Simultaneous interpretation facilities were made available in Sinhala/English, Sinhala/Tamil, Tamil/English languages to the Hon. Members of Parliament, public officers and other officials participating in meetings of Sectoral Oversight Committees and other meetings held at Committee Rooms.
- Provision of consecutive interpretation at committees such as the Committee on Parliamentary Business and the Committee on Public Petitions which are held in committee rooms which are not equipped with simultaneous interpretation paraphernalia.
- Translation of questions for oral answers and questions not for oral answers

published in the Parliamentary Order Book into Sinhala/English, Sinhala/Tamil, Tamil/English languages. Number of Questions translated by each stream of the Interpreters' Office in year 2018 :

<b>Stream</b>	<b>Number of Questions</b>
Sinhala/English	427
Sinhala/Tamil	448
Tamil/English	07

- During year 2018, many additional documents were forwarded to the Interpreters' Office for translations by the Table Office, Committee on Public Enterprises, Consultative Committees, Committee on Public Finance, Department of Sergeant-at-arms, Establishment Office, Office of the Hon. Speaker and other offices of Parliament. Details of the additional official documents translated into Sinhala/English, Sinhala/Tamil, Tamil/English languages by each stream of the Interpreters Office in year 2018 are given below:

- 

Stream	Num
Sinhala/English	970
Sinhala/Tamil	840
Tamil/English	827

### **3.3.10 Library**

The library commenced a new programme for the preservation of historic documents and publications under the patronage of USAID. This marks a turning point in the history of the Parliament Library. Under this programme for a document archival system, historic documents in the Library are digitized. This process will ensure that historic documents and publications are preserved and convenience of access to the users.

At present, old Hansard reports, Acts and Session reports are being digitized. Our target is to complete this project successfully by August 2019.

During the year, following publications were acquired to the main collection of the Library:

Books	957
Newspapers	35
Periodicals	11

The Library issued 1468 books and other documents in year 2018.

The Library issued approximately 620 dockets on timely topics of national significance.

Over 3500 news items and articles published in daily national newspapers and periodicals on important current issues were photocopied or scanned during the year for immediate reference of the Hon. Members.

Further, around 250 documents and reports which were prepared obtaining necessary information from various publications of Parliament such as Hansard reports, parliamentary series, bills and acts, from gazette notifications, performance reports of ministries and the printed copies and electronic copies of the annual reports and performance reports of corporations, boards and various other institutes.

The Research Unit of the library has fulfilled the following functions in year 2018:

Facilitating requests made by Members of Parliament:	310
Preparation of speeches for the Hon. Speaker/ Parliament delegations travelling abroad for matters related to the Secretariat	62
Background reports on Bills:	27
Technical reports:	06
Research papers:	05

### 3.4 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 2018 are as follows:

- Covering 77 parliamentary sitting days.
- Covering 108 committees including Committee on Public Enterprises (COPE), Committee on Public Accounts (COPA), Committee on High Posts, Committee on



Privileges, Sectoral Oversight Committees, Children's Caucus, Committee on Standing Orders, Committee on Public Finance, Steering Committee of the Constitutional Assembly, Consultative Committees (Special), Select Committees, Parliamentary Committee on Ensuring Communal and Religious Harmony, and Committee on Ethics and Privileges.

- Covering the sessions of Committee on Parliamentary Affairs
- Proof reading of 90 unedited Hansard reports (volume 256-263)
- Sending 121 edited Hansards for printing (volume 248- 257)
- Binding 11 volumes of Hansard reports as books and sending to the Printer
- Sending Hansard reports containing motions of Condolence on 12 Members of Parliament, for printing.
- Editing the minutes of 108 committee meetings and sending them to the relevant Committee Offices.
- Providing the services of Hansard reporters on request to the Hon. Speaker, Secretary General of Parliament / Deputy Secretary General / Assistant Secretary General.
- Making 10 indexes concerning 107 Hansard reports and sending for printing (volume 253-262)
- Maintaining an index about the day-to-day activities of Parliament and keeping records of the time taken for those activities, and maintaining a register with classified subjects for future use.
- Collecting and compiling information about the procedures taking place in Parliament and providing such information to the Hon. Speaker, Secretaries General and other officers as required.
- Voice recording the proceedings of Parliament and Committees.
- Granting required approvals for issuing CDs on the proceedings of Parliament.
- Reporting of the proceedings of the Committee of the Speakers of South Asian Countries on Achieving Sustainable Development Goals.
- Publishing in the website the edited Hansards together with the index from Volumes 216 – 256.

### 3.5 Co-ordinating Engineer's Department

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

The activities performed by the Co-ordinating Engineer's Department in 2018 are as follows:

<b>No.</b>	<b>Description</b>	<b>Cost (Rs.)</b>
1	Maintenance activities of the Parliament complex	
1.1	Amount spent on repairs, maintenance and painting of the Parliament complex	680,300.00
1.2	Amount invested on fabrication and fixing, constructions and improvements as appropriate according to the requirement of the parliament.	321,657.00
1.3	Construction of the greenhouse and the new water supply and pipeline system.	134,000.00
2	Members' Official Residence Complex in Madiwela	
2.1	Modernizing the drainage system at Madiwela members' official residence complex – Phase 1, Length of the drainage system 590 m.	2,337,653.00

(Estimate – Rs. 4,456,270)

Construction work of 309.5 m of the drainage system has been completed at present)

2.2	Normal maintenance, improvements and constructions and house painting at Madiwela members' residence – 13 residences of members (without labour cost).	868,222.00
3	“Meth Sevana” Circuit Bungalow – Anuradhapura	
3.1	Modernizing, maintenance and repairs were carried out at “Meth Sevana” Circuit Bungalow in Anuradhapura.	421,000.00
4	General's House – Nuwara Eliya	
4.1	Modernizing, repairs, maintenance, improvements, fence and sanitary facilities at the General's House in Nuwara Eliya, the circuit bungalow of the Hon. Members of Parliament	605,000.00
5	Official Residence of the Hon. Speaker	
5.1	Construction of a new VIP toilet system for guests and visitors to Hon. Speaker's official residence.	5,862,203.00
5.2	Maintenance and improvements at Hon. Speaker's Official Residence	105,000.00
6	Staff quarters at Jayawadanagama	
	Maintenance and repairs at the staff quarters in Jayawadanagama housing complex.	2,584,100.00
	Total cost	13,909,535.00

### **3.6 Finance and Supplies Department**

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

Following Departments are functioning under Finance and Supplies Department;

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

### **3.7 Catering & Housekeeping Services Department**

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

### **3.8 Information Systems & Management Department**

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

The performance of Information system and management department 2018 is follows;

1. Maintenance of end user equipment/devices

In house repairs	–	158 Nos.
Company repairs	–	105 Nos.
Services & maintenance	-	1462 Nos.
Total jobs	-	1725 Nos.

2. New developments of In-house Applications:

Transport Information Management System

Chamber Management Information System

Mobile App development for MPP and Staff (2018/2019)

3. Maintenance of in-house developed applications;

4. Maintenance of Service maintenance Agreements:

5. Conducting Training Programs for staff

6. Maintenance of Parliament Website:

7. Mobile App – Improving the Mobile App

8. Regular maintenance of Digital Signage system

9. Regular Maintenance of Attendance Management System

10. Regular maintenance of virus guard & windows update server

11. Maintenance of E-mail and Messaging Services

12. Maintenance of DR site for backups and high availability

13. Maintenance of ICT Infrastructure :

14. Installation of new equipment

15. Drafting Project RFP :

16. Project Management

### 3.9 Internal Audit Office

The performance of Internal Audit office for 2018 is as follows

#### 1. Audit and Management Committee

1.1. The Audit and Management Committee which has been established in the parliament held 4 meetings in 2018 in following manner with the object of efficient utilization of Public Property and Human resources in terms of State Finance Circular No. PF / PE / 7 dated 15.03.2000.

Meeting	date of the meeting	Whether minutes, sent to treasury?	Whether steps taken to implement the decision taken in the meeting	Whether Follow-up carried out on the decisions taken in the meetings.
1 <sup>st</sup> quarter	2018.03.28	yes	yes	Yes
2 <sup>nd</sup> quarter	2018.07.10	yes	yes	yes
3 <sup>rd</sup> quarter	2018.10.15	yes	yes	yes
4 <sup>th</sup> quarter	2018.12.31	yes	yes	Being implemented

#### 1.2 Implementing following decisions taken by the Audit and Management Committee.

Appointing a shadow officer who is employed in the same office in place of each subject officer. Thereby it will be convenient to get the information in the absence of the subject officer.

Sending Parliamentary Drivers over 50 years of age once a 6 months and the drivers below 50 years once a year for a medical test conducted by National transport medical institution of Lanka Transport Board .

Some meetings were conducted to discuss the issues pertaining to the computer programs that have been provided to the offices of the Parliament. An assessment on Computer programs has been conducted by the Internal Audit office and the information has been submitted to the

Director Information Systems and Management. Improvements on computer programs are being undertaken in accordingly.

Following sectors were audited in 2018 and recommendations were submitted to respective Heads of the Department / Sectional Heads.

Auditing all pension files and certifying no claim certificates.

Conducting ad hoc and apt audits and informing respective Heads of department /Sectional Heads.

Internal audits in the offices of Legislative Services Department.

There exists an issue in arriving at a conclusion pertaining to the functions of these offices since the functions of these offices have a direct bearing on the functions of the parliament, and they generally depend on the Government Policy decisions and the Committees decisions. The management was informed of the issues pointed out by the respective offices and the proposals that were made for the inspiration of the staff.

Inspection of the public cafeteria of the Parliament and bring the attention of the respective officers pertaining to the existing short comings.

A report including following facts were tendered to the management Committee.

Annual Estimates, Action Plan, Financial and Physical progress in terms of Procurement Plan.

Bank reconciliations

Advance account of the public officers.

Establishment functions were audited.

Store management and Board of survey

Inspection of cost on vehicle repair

Following annual reviews were undertaken by the Internal Audit office for 2018.

Preparing of annual internal audit plan

Intervention in preparation of annual action plan

Necessary guidance for issuing and receiving food items.

Guidance pertaining to storage management.  
 Analysis of food and beverages expenditure and reporting.  
 Reviewing current and recurrent expenditure  
 Checking random personal files and salary conversions.  
 Analyzing the job satisfaction of the staff and reporting.  
 Checking transport expenses and vehicle expenses of the staff

Conducting Pre - Internal Audit on following purchases / service reception

Purchasing of food items for Parliament.

Making payments for the fuel for the vehicles of Parliament secretariat, Hon. Speaker Hon. Deputy Speaker, Hon. Deputy Chairman of the Committees.

Making payments for uniforms and Laundry services in Sergeant at arms Department, Catering and Housekeeping Department, Hon. Speakers residence, General's House Nuwaraeliya and "Meth Sevana" Anuradhapura .

Making payments for Condominium Management Authority for public facilities and health services.

### **Foreign Relations & Protocol Office**

The Foreign Relations and Protocol Office had mainly carried out tasks and services with regard to the Commonwealth Parliamentary Association, Inter-Parliamentary Association and SAARC Parliamentarians' Association in year 2018.

Following summits, workshops, tours, meetings and study tours were organized by this office.

SerialNo.	Workshop/ Summit/ Meeting/ Study tour	Host country	Time period held
1.	24 <sup>th</sup> Conference of Speakers and Presiding Officers of the Commonwealth	Seychelles	From 08 <sup>th</sup> to 13 <sup>th</sup> of January, 2018
2.	Commonwealth Parliamentary Conference – London	United Kingdom	From 25 <sup>th</sup> of February to 02 <sup>nd</sup> of March, 2018
3.	Commonwealth Women	London, United	From 16 <sup>th</sup> to 20 <sup>th</sup> of



	Parliamentarians' Conference	Kingdom	April, 2018
4.	Official visit of the Sri Lankan Parliamentary delegation headed by Hon. Speaker	Japan	From 25 <sup>th</sup> of February to 03 <sup>rd</sup> of March, 2018
5.	Official visit of the Sri Lankan Parliamentary delegation led by Hon. Speaker	Oman	From 11 <sup>th</sup> to 16 <sup>th</sup> of March
6.	The meetings related to the 138 <sup>th</sup> Assembly of the Inter-Parliamentary Union	Switzerland	From 23 <sup>rd</sup> to 30 <sup>th</sup> of March, 2018
7.	Official visit of the Sri Lankan Parliamentary delegation	China	From 26 <sup>th</sup> of March to 03 <sup>rd</sup> of April
8.	Official visit of the Sri Lankan Parliamentary delegation led by Hon. Speaker	Laos	From 21 <sup>st</sup> to 24 <sup>th</sup> of April
9.	Official visit of the Sri Lankan Parliamentary delegation led by Hon. Speaker	Vietnam	From 24 <sup>th</sup> to 27 <sup>th</sup> of April 2018
10.	Iranian Speaker's official visit to Sri Lanka	Sri Lanka	From 18 <sup>th</sup> to 20 <sup>th</sup> of April 2018
11.	Workshop on International Trade	Singapore	From 7 <sup>th</sup> to 9 <sup>th</sup> of May 2018
12.	Official visit of the Chinese delegation to Sri Lanka	Sri Lanka	From 24 <sup>th</sup> to 27 <sup>th</sup> of May 2018
13.	International Workshop on Development	Russia	From 3 <sup>rd</sup> to 6 <sup>th</sup> June 2018
14.	South Asian Speakers' Summit on Achieving the Sustainable Development Goals	Sri Lanka	From 10 <sup>th</sup> to 13 <sup>th</sup> of July 2018
15.	Visit of the Belgium-Sri Lanka Friendship Association to Sri Lanka	Sri Lanka	From 15 <sup>th</sup> to 20 <sup>th</sup> of July 2018
16.	Session on Sustainable Development and Inter-Parliamentary Activities	United States of America	From 16 <sup>th</sup> to 18 <sup>th</sup> of July 2018
17.	Official visit of the Sri Lankan Parliamentary delegation led by Hon. Speaker	Egypt	From 23 <sup>rd</sup> to 29 <sup>th</sup> of July 2018
18.	Official visit of the Sri Lankan Parliamentary delegation	Tibet	From 24 <sup>th</sup> of June to 01 <sup>st</sup> of July
19.	Official visit of the Sri Lankan Parliamentary delegation led by Hon. Speaker	Seoul, Korea	From 26 <sup>th</sup> to 31 <sup>st</sup> of August 2018
20.	Official visit of the Sri Lankan Parliamentary delegation	China	From 09 <sup>th</sup> to 17 <sup>th</sup> of September 2018
21.	Official visit of the delegation representing the Executive Committee of the Sri Lanka –	Switzerland	From 13 <sup>th</sup> to 21 <sup>st</sup> of October 2018

	Swiss Parliamentary Friendship Association		
22.	The 139 <sup>th</sup> Assembly of the Inter-Parliamentary Union.	Switzerland	From 14 <sup>th</sup> to 18 <sup>th</sup> of October 2018
23.	Inter-Regional Forum on Sustainable Development and Parliamentary Affairs	China	From 10 <sup>th</sup> to 17 <sup>th</sup> of September, 2018
24.	Official visit of the Czech Republic delegation to Sri Lanka	Sri Lanka	From 20 <sup>th</sup> to 21 <sup>st</sup> of September, 2018
25.	Official visit of the Sri Lankan delegation	Norway	From 30 <sup>th</sup> of September to 06 <sup>th</sup> of October 2018
26.	International Convention on Youth Affairs	Kazakhstan	From 17 <sup>th</sup> to 22 <sup>nd</sup> of October 2018
27.	Special meeting of the Asian Parliamentary Union's Standing Committee on Political Affairs	Pakistan	From 28 <sup>th</sup> to 31 <sup>st</sup> of October 2018
28.	South Asia Parliamentarian Platform for Children	Dhaka, Bangladesh	From 01 <sup>st</sup> to 04 <sup>th</sup> of May 2018
29.	Official visit of the Sri Lankan Parliamentary delegation led by Hon. Speaker	India	From 09 <sup>th</sup> to 14 <sup>th</sup> of September 2018

Functions with regard to the visits of the Parliamentary delegations who participate in meetings, summits and workshops of other national and international associations in addition to the above mentioned associations.

Functions with regard to Parliamentary Friendship Associations (There are 55 associations at present)

Functions regarding various foreign study tours organized for Parliamentary Officers. Protocol and media activities with regard to various diplomats and other representative groups who come to meet Hon. Speaker, Hon. Deputy Speaker and Hon. Deputy Chairman of Committee.

Protocol duties related to airport and obtaining visa, passports as well as reserving VIP terminal of the airport for foreign tours of Hon. Ministers and MPs.

#### 4 Staff Details

Approved cadre for year 2018 and number of current employees are as mentioned below.

Position	Approved cadre				Current number of employees			
	S.G.P.	Hon. Speaker	Hon. Deputy Speaker	Hon. DCC	S.G.P.	Hon. Speaker	Hon. Deputy Speaker	Hon. DCC
Senior level	57	5	5	4	55	5	5	5
Tertiary Level	163	0	0	0	145	0	0	0
Secondary Level	236	8	6	3	200	8	6	3
Primary Level	474	32	10	8	426	31	7	9
Casual/ Temporary	0	0	0	0	17	0	0	0
Total (As of 31.12.2018)	930	45	21	15	843	44	18	17

## 5 Statement of Financial Performance

ACA -F					
<b>Statement of Financial Performance</b>					
<b>for the period ended 31<sup>st</sup> December<sup>2018</sup></b>					
Rs.					
Budget 2018	Note	Actual			
		2018	2017		
-	<b>Revenue Receipts</b>		-	-	
-	Income Tax	1	-	-	
-	Taxes on Domestic Goods & Services	2	-	-	ACA-1
-	Taxes on International Trade	3	-	-	
-	Non Tax Revenue & Others	4	-	-	
-	<b>Total Revenue Receipts (A)</b>		-	-	
-	<b>Non Revenue Receipts</b>		-	-	
-	Treasury Imprests		2,538,700,000	2,886,810,635	ACA-3
-	Deposits		20,643,320	64,277,440	ACA-4
28,000,000	Advance Accounts		36,184,434	31,312,719	ACA-5/5(a)
-	Other Receipts		47,581,735	35,339,634	
-	<b>Total Non Revenue Receipts (B)</b>		<b>2,643,109,490</b>	<b>3,017,740,428</b>	
-	<b>Total Revenue Receipts &amp; Non Revenue Receipts C = (A)+(B)</b>		<b>2,643,109,490</b>	<b>3,017,740,428</b>	
	<b>Less: Expenditure</b>				
-	<b>Recurrent Expenditure</b>		-	-	
1,144,250,000	Wages, Salaries & Other Employment Benefits	5	1,036,458,488	1,063,650,921	ACA-2(ii)
1,135,125,000	Other Goods & Services	6	1,066,927,505	1,379,883,393	
273,025,000	Subsidies, Grants and Transfers	7	266,977,717	-	
-	Interest Payments	8	-	-	
-	Other Recurrent Expenditure	9	-	-	
<b>4,620,760,125</b>	<b>Total Recurrent Expenditure (D)</b>		<b>2,370,363,710</b>	<b>2,443,534,314</b>	
	<b>Capital Expenditure</b>				
417,300,000	Rehabilitation & Improvement of Capital Assets	10	23,741,055	144,957,521	ACA-2(ii)
	Acquisition of Capital Assets	11	44,310,840	80,845,139	
77,650,000	Capital Transfers	12	-	-	
-	Acquisition of Financial Assets	13	-	-	
5,000,000	Capacity Building	14	4,524,550	4,938,346	
150,000,000	Other Capital Expenditure	15	145,934,795	167,000,000	
<b>649,950,000</b>	<b>Total Capital Expenditure (E)</b>		<b>218,511,240</b>	<b>397,741,006</b>	
	<b>Main Ledger Expenditure (F)</b>		<b>52,459,198</b>	<b>66,686,966</b>	
	<b>Deposit Payments</b>		21,241,540	28,254,716	ACA-4
38,000,000	<b>Advance Payments</b>		31,217,658	38,432,250	ACA-5/5(a)
	<b>Total Expenditure G = (D+E+F)</b>		<b>2,641,334,148</b>	<b>2,907,962,286</b>	
-	<b>Imprest Balance as at 31<sup>st</sup> December 2018 H = (C-G)</b>		<b>1,775,341</b>	<b>109,778,142</b>	

## 6 Statement of Financial Position

### Statement of Financial Position As at 31<sup>st</sup> December- 2018

	Note	Actual	
		2018 Rs	2017 Rs
<b><u>Non Financial Assets</u></b>			
Property, Plant & Equipment	ACA-6	17,633,810,148	1,078,291,338
<b><u>Financial Assets</u></b>			
Advance Accounts	ACA-5/5(a)	125,604,661	130,571,436
Cash & Cash Equivalents	ACA-3	5,505	93,113
<b>Total Assets</b>		<b>17,759,420,314</b>	<b>1,208,955,887</b>
<b><u>Net Assets / Equity</u></b>			
Net Worth		118,472,443	122,840,998
Property, Plant & Equipment Reserve		17,633,810,148	1,078,291,338
Rent and Work Advance Reserve	ACA-5(b)		
<b><u>Current Liabilities</u></b>			
Deposits Accounts	ACA-4	7,132,218	7,730,438
Imprest Balance	ACA-3	5,505	93,113
<b>Total Liabilities</b>		<b>17,759,420,314</b>	<b>1,208,955,887</b>

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 04 to 69 and Notes to accounts presented in pages from 70 to 89 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 : 28.02.2019  
**W. B. D. DASANAYAKE**  
 Secretary General of Parliament  
 Parliament  
 Sri Jayewardenepura - Kotte.

.....  
 Accounting Officer  
 Name :  
 Designation :  
 Date :

  
 Chief Financial Officer/ Chief Accountant/  
 Director (Finance)/ Commissioner (Finance)  
 Name :  
 Date : 27.02.2019  
**K. S. MELWIN JAYASHANTHA**  
 Director (Finance)  
 Parliament of Sri Lanka  
 Sri Jayewardenepura Kotte.

## 7 Statement of Cash Flows

ACA-C

### Statement of Cash Flows for the Period ended 31<sup>st</sup> December-2018

	Actual	
	2018 Rs.	2017 Rs.
<b><u>Cash Flows from Operating Activities</u></b>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	47,581,735	35,339,634
<b>Total Cash generated from Operations (a)</b>	<b>47,581,735</b>	<b>35,339,634</b>
<b><u>Less - Cash disbursed for:</u></b>		
Personal Emoluments & Operating Payments	2,102,255,473	2,443,534,314
Subsidies & Transfer Payments	266,977,767	-
Finance Costs - Imprest Settlement to Treasury	5,505	93,113
<b>Total Cash disbursed for Operations (b)</b>	<b>2,369,238,745</b>	<b>2,443,627,427</b>
<b>NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)</b>	<b>(2,321,657,010)</b>	<b>(2,408,287,793)</b>
<b><u>Cash Flows from Investing Activities</u></b>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
<b>Total Cash generated from Investing Activities (d)</b>	<b>-</b>	<b>-</b>
<b><u>Less - Cash disbursed for:</u></b>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	44,310,840	230,741,006
	174,200,400	167,000,000
<b>Total Cash disbursed for Investing Activities (e)</b>	<b>218,511,240</b>	<b>397,741,006</b>
<b>NET CASH FLOW FROM INVESTING ACTIVITIES( F)=(d)-(e)</b>	<b>(218,511,240)</b>	<b>(397,741,006)</b>
<b>NET CASH FLOWS FROM OPERATING &amp; INVESTMENT ACTIVITIES (g)=(c) + (f)</b>	<b>(2,540,168,250)</b>	<b>(2,806,028,799)</b>
<b><u>Cash Flows from Financing Activities</u></b>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	2,538,700,000	2,886,810,635
<b>Total Cash generated from Financing Activities (h)</b>	<b>2,538,700,000</b>	<b>2,886,810,635</b>
<b><u>Less - Cash disbursed for:</u></b>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Change in Deposit Accounts and Other Liabilities	(1,468,250)	(80,781,836)
<b>Total Cash disbursed for Financing Activities (i)</b>	<b>(1,468,250)</b>	<b>(80,781,836)</b>
<b>NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)</b>	<b>2,540,168,250</b>	<b>2,806,028,799</b>
<b>Net Movement in Cash (k) = (g) -(j)</b>	<b>-</b>	<b>-</b>
<b>Opening Cash Balance as at 01<sup>st</sup> January</b>	<b>-</b>	<b>-</b>
<b>Closing Cash Balance as at 31<sup>st</sup> December</b>	<b>-</b>	<b>-</b>

## 8 Summary of Expenditure by Programme

ACA - 2

### Summary of Expenditure by Programme for the period ended 31st December 2018

Expenditure Head No : 16

Ministry / Department / District Secretariat : Parliament

		Rs.					
Programme Number given in Annual Estimates	Title of the Expenditure	Annual Budget Provision (1)	Supplementary Estimate Provision (2)	FR 66/69 Transfers (3)	Total Net Provision (4)=(1)+(2)+(3)	Total Expenditure (5)	Net Effect Savings / (Excesses) (6)=(4)-(5)
Programme (1)	(1) Recurrent	2,555,700,000	-	(5,300,000)	2,550,400,000	2,370,363,709	180,036,291
	(2) Capital	646,650,000	-	5,300,000	651,950,000	218,511,241	433,438,759
	<b>Sub Total</b>	<b>3,202,350,000</b>	-	-	<b>3,202,350,000</b>	<b>2,588,874,950</b>	<b>613,475,050</b>
Programme (2)	(1) Recurrent	-	-	-	-	-	-
	(2) Capital	-	-	-	-	-	-
	<b>Sub Total</b>	-	-	-	-	-	-
	<b>Grand Total</b>	<b>3,202,350,000</b>	-	-	<b>3,202,350,000</b>	<b>2,588,874,950</b>	<b>613,475,050</b>



Chief Financial Officer / Chief Accountant/Director (Finance) /  
Commissioner (Finance)

Date : 27. 02. 2019 K. G. MERWIN JAYASHANTHA  
Director (Finance)  
Parliament of Sri Lanka  
Sri Jayewardene Mawatha, Colombo 11, Sri Lanka.

## 9 Statement of Expenditure by Programme

ACA-2(i)

### Statement of Expenditure by Programme

Expenditure Head No : 16

Ministry / Department / District Secretariat : Parliament

Expenditure Code	Programme (1)					Programme (2)				
	Provisions				Expenditure	Provisions				Expenditure
	Annual Budget Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision		Annual Budget Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	
(1)	(2)	(3)	(4)=(1)+(2)+(3)	(5)	(6)	(7)	(8)	(9)=(6)+(7)+(8)	(10)	
<b><i>Recurrent Expenditure</i></b>										
<b><u>Personal Emoluments</u></b>										
1001 - Salaries & Wages	479,700,000	-	-	479,700,000	444,863,557					
1002 - Overtime & Holiday	3,000,000	-	1,050,000	4,050,000	3,162,464					
1003 - Other Allowances	661,400,000	-	-	661,400,000	588,432,467					
				-						
<b><u>Travelling Expenditure</u></b>										
1101 - Domestic	2,500,000	-	(250,000)	2,250,000	1,959,212					
1102 - Foreign	20,000,000	-	-	20,000,000	18,650,919					
<b><u>Supplies</u></b>										
1201 - Stationery & Office Requisites	26,750,000	-	3,000,000	29,750,000	26,724,873					
1202 - Fuel	153,000,000	-	11,000,000	164,000,000	150,052,743					
1203 - Diets & Uniforms	118,500,000	-	8,000,000	126,500,000	122,933,949					
1204 - Medical Supplies	-	-	-	-	-					
1205 - Other	-	-	-	46-	-					



<b><u>Maintenance Expenditure</u></b>										
1301 - Vehicles	19,000,000	-	8,800,000	27,800,000	26,188,793					
1302 - Plant and Machinery	72,000,000	-	(3,450,000)	68,550,000	60,375,143					
1303 - Building and Structures	8,500,000	-	(750,000)	7,750,000	5,081,266					
<b><u>Services</u></b>										
1401 - Transport	57,250,000	-	(500,000)	56,750,000	56,490,732					
1402 - Postal & Communication	163,100,000	-	4,200,000	167,300,000	164,952,331					
1403 - Electricity & Water	113,600,000	-	2,600,000	116,200,000	95,248,716					
1404 - Rents & Local Taxes	276,375,000	-	2,900,000	279,275,000	275,032,539					
1405 - Other	-	-	-	-	-					
1406 - Interest Payment for Leased vehicles	-	-	-	-	-					
1408 - Lease Rental for Vehicles Procured under Operational Leasing	-	-	-	-	-					
1409 - Other	138,000,000	-	(71,900,000)	66,100,000	63,236,289					
<b><u>Transfers</u></b>										
1501 - Welfare Programmes	-	-	-	-	-					
1502 - Retirement Benefits	200,000,000	-	20,000,000	220,000,000	217,572,733					
1503 - Public Institutions	-	-	-	-	-					
1504 - Development Subsidies	-	-	-	-	-					
1505 - Subscriptions and Contributions fees	10,525,000	-	-	10,525,000	10,524,713					
1506 - Property Loan Interest to Public Servants	7,500,000	-	-	7,500,000	6,892,972					
1507 - Contribution to Provincial	-	-	-	-	-					
1508 - Other	25,000,000	-	10,000,000	35,000,000	31,987,299					
1509 - Contribution to Contingencies Fund	-	-	-	-	-					

<b><u>Interest Payment</u></b>										
1601 - Domestic Debt	-	-	-	-	-					
1602 - Foreign Debt	-	-	-	-	-					
1603 - Discounts on Treasury Bills and Treasury Bonds	-	-	-	-	-					
<b><u>Other Recurrent Expenditure</u></b>										
1701 - Losses & Write off	-	-	-	-	-					
1702 - Contingency Services	-	-	-	-	-					
1703 - Implementation of the Official Languages Policy	-	-	-	-	-					
<b>Grand Total</b>	<b>2,555,700,000</b>	<b>-</b>	<b>(5,300,000)</b>	<b>2,550,400,000</b>	<b>2,370,363,709</b>					
<i>Capital Expenditure</i>										
<b><u>Rehabilitation &amp; Improvements of Capital Assets</u></b>										
2001 - Building & Structures	208,000,000	-	4,800,000	212,800,000	12,204,509					
2002 - Plant, Machinery &	201,000,000	-	500,000	201,500,000	8,978,809					
2003 - Vehicles	3,000,000	-	-	3,000,000	2,557,737					
<b><u>Acquisition of Capital Assets</u></b>										
2101 - Vehicles	28,900,000	-	-	28,900,000	9,707,720					
2102 - Furniture & Office	6,800,000	-	-	6,800,000	2,357,644					
2103 - Plant, Machinery & Equipment	43,950,000	-	-	43,950,000	32,245,476					
2104 - Buildings & Structures	-	-	-	-	-					
2105 - Lands & Land	-	-	-	-	-					
2106 - Software Development	-	-	-	-	-					
2108 - Capital Payment for Leased Vehicles	-	-	-	-	-					

<b><u>Capital Transfers</u></b>										
2201 - Public Institutions	-	-	-	-	-	-				
2202 - Development Assistance	-	-	-	-	-	-				
2203 - Contribution to Provincial Councils	-	-	-	-	-	-				
2204 - Transfers Abroad	-	-	-	-	-	-				
2205 - Capital Grants to Non-Public Institution	-	-	-	-	-	-				
<b><u>Acquisition of Financial</u></b>										
2301 - Equity Contribution	-	-	-	-	-	-				
2302 - On-Lending	-	-	-	-	-	-				
<b><u>Capacity Building</u></b>										
2401 - Staff Training	5,000,000	-	-	5,000,000	4,524,550					
<b><u>Other Capital Expenditure</u></b>										
2501 Restructuring	-	-	-	-	-	-				
2502 Investments	-	-	-	-	-	-				
2503 Contingency Services	-	-	-	-	-	-				
2504 Contribution to Provincial Councils	-	-	-	-	-	-				
2505 - Procurement Preparedness	-	-	-	-	-	-				
2506 - Infrastructure Development	-	-	-	-	-	-				
2507 - Research and Development	-	-	-	-	-	-				
2509 - Other	150,000,000	-	-	150,000,000	145,934,795					
<b>Grand Total</b>	<b>646,650,000</b>	<b>-</b>	<b>5,300,000</b>	<b>651,950,000</b>	<b>218,511,241</b>					
<b>Total Recurrent &amp; Capital Expenditure</b>	<b>3,202,350,000</b>	<b>-</b>	<b>-</b>	<b>3,202,350,000</b>	<b>2,588,874,950</b>					

# 10 Asset Report

## Asset Report

as at 31st December 2018

Land-9153: 0.00 Year: 2018  
 Building- 9151: 7,651,957,300.05 Rpt Date 2/18/2019 1:49:37 PM  
 Machinery-9152: 1,164,947,774.30 Head 016  
 WIP-9160: 0.00



Ledger	category	Item	Code	Opn Bal	Purchase	Disposal	Balance
9151-->	1.1-Dwellings		61111	241,540,232.00	0.00	0.00	241,540,232.00
		Rest Houses	****6111105	36,040,232.00	0.00	0.00	36,040,232.00
		Quarters	****6111107	205,500,000.00	0.00	0.00	205,500,000.00
9151-->	1.2-Non Residential Building		61112	7,410,417,068.05	0.00	0.00	7,410,417,068.05
		Office Building	****6111201	7,410,417,068.05	0.00	0.00	7,410,417,068.05
9152-->	2.1-Transport Equipment		61121	537,392,288.00	9,707,720.00	0.00	547,100,008.00
		Passenger vehicle	****6112101	529,942,288.00	9,707,720.00	0.00	539,650,008.00
		Cargo vehicle	****6112102	3,750,000.00	0.00	0.00	3,750,000.00
		Ambulance	****6112105	3,700,000.00	0.00	0.00	3,700,000.00
9152-->	2.2-Other Machinery & Equipment		61122	583,259,709.87	34,715,386.43	127,330.00	617,847,766.30
		Office Equipment	****6112201	19,119,223.39	2,317,081.81	0.00	21,436,305.20
		Computer Equipment	****6112202	54,823,527.25	25,426,967.80	127,330.00	80,123,165.05
		Electrical Equipment	****6112203	35,685,116.89	1,354,393.88	0.00	37,039,510.77
		Communication Equipment	****6112204	157,609,731.91	618,815.00	0.00	158,228,546.91
		Furniture	****6112205	74,061,997.98	2,228,915.94	0.00	76,290,913.92
		Books Periodical & Journals	****6112210	964,405.82	1,047,220.79	0.00	2,011,626.61
		Industrial & Manufacturing Equipment	****6112212	3,007,079.63	1,721,991.21	0.00	4,729,070.84
		Broadcasting Equipment	****6112214	237,988,627.00	0.00	0.00	237,988,627.00

**REMARKS**

Report is Generated by the new CIGAS Web Application

**S. Tharshan**

**Assistant Director- System Development , Department of State Accounts**

# 11 Organizational Chart of Parliament

