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இலங்கைப் பாராளுமன்றம்
Parliament of Sri Lanka



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வருடாந்த செயலாற்றுகை அறிக்கை
ANNUAL PERFORMANCE REPORT
2015

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தலைப்பு

Head

16

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

ANNUAL PERFORMANCE REPORT - 2015
PARLIAMENT OF SRI LANKA - HEAD NO: 16
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PARLIAMENT OF SRI LANKA
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ANNUAL PERFORMANCE REPORT - 2015

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

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

3. Organizational Structure

The Staff of the Secretary General of Parliament provide secretarial and staff services necessary for the efficient discharge of duties and functions of Parliament, which is headed by the Speaker.

The Secretariat of the Secretary General of Parliament comprises the following Departments:

(Please see Annex 01 for the Organizational Chart)

1. Department of Serjeant-at- Arms
2. Administration Department
3. Legislative Services Department
4. Hansard Department
5. Coordinating Engineer's Department
6. Finance and Supplies Department
7. Catering and Housekeeping Department
8. Information Systems and Management Department

3.1 Department of Serjeant-at-Arms :

- Ceremonial duties, preservation of order in the Parliament Chamber , custody of mace and security, admission of visitors to the Parliament building and supervision of 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 the Parliament, administration and supervision of seating arrangements.

3.2 Administration Department

Attends to matters relating to recruitment , promotion and discipline of the staff with a view to provide an efficient and high quality services to the Members of Parliament in formulation of laws , monitoring and controlling of Public Finance and organizes local and foreign training in human resources management , language proficiency , computer , cookery accounting and library services to develop the knowledge , skills and the capacity of the staff in every section and organize programmes to develop the productivity of the staff through the development of positive thinking of the staff.

Provides approved facilities and services efficiently for the Members of Parliament and managing staff transport functions. The following sections contribute to perform those functions :-

1. Establishment Office
2. Member's Services Office
3. Transport Office

3.3 Hansard Department

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

3.4 Co-ordinating Engineer's Department

- Co-ordinating Engineer's Department ensures that Parliament estate is effectively and efficiently maintained as a significant public building of the nation.
- Provides a modern and efficient working environment for Members of Parliament and the staff by managing the physical infrastructure efficiently.

3.5 Catering & Housekeeping Department

- Provides meals and beverages to Members of Parliament, staff and visitors.
- Management of Restaurants and Kitchen.

- Housekeeping operations and beautification of interior and exterior of the building.

3.6 Finance & Supplies Department

- Budgeting and preparation of estimates of expenditure, collection of revenue and budgetary control, accounting, reporting and making Final Accounts.
- Purchasing of requirements of goods for the Parliament, storing, issuing and performing procurement activities.
- Payment for members, pensioners and staff and for suppliers and services.

The following divisions function under the Finance & Supplies Department:-

1. Finance & Accounts Office
2. Supplies & Services Office
3. Catering Accounts Office

3.7 Legislative Services Department:-

- Provides professional services to MPP in the areas of law making, oversight and public finance.
- The following divisions function under the Legislative Services Department.
 1. Table Office
 2. Bills Office
 3. Committee Office
 4. Consultative Committee Office
 5. PAC & COPE Office
 6. Public Petitions Committee Office
 7. Interpreter's Office
 8. Library

3.8 Department Of Information Systems & Management:-

Enhances overall capabilities of :-

- IT based administrative activities of the Parliamentary Secretariat,
- Representative, Legislative and oversight activities of members of Parliament,
- Educating and updating general public in important Parliamentary issues through a fully integrated information system using ICT tools by managing the IT infrastructure facilities efficiently, Computer Network, Maintaining the website of the Parliament and update and maintenance of ICT equipment.

3.9 The Protocol Office and the Internal Audit Division function directly under the Secretary General of Parliament.

4. Staff Details

Approved cadre of the year 2015 and the actual cadre in services are given below.

Designation	Approved Cadre				Actual Cadre			
	S.G.P.	Hon. Speaker	Hon Deputy Speaker	Hon Deputy Chairman of Committees	S.G.P.	Hon. Speaker	Hon Deputy Speaker	Hon Deputy Chairman of Committees
A –Senior Level	106	0	0	0	100	0	0	0
Tertiary Level	138	0	0	0	106	0	0	0
Secondary Level	276	0	0	0	191	0	0	0
Primary Level	524	0	0	0	484	0	0	0
Casual / Temporary	-	44	21	21		44	21	17
Total (As at 31.12.2015)	1044	44	21	21	881	44	21	17

During the year 2015, 08 nos. of employees have been recruited various posts in Parliament.

Appropriation Account - 2015

Expenditure Head No. 16 Name of Ministry / Department / District Secretariat: Parliament

Programme Number given in Annual Estimates	Title of the Programme given in Budget Estimates	(1) Provision in Budget Estimates		(2) Supplementary Provision and Supplementary Estimate Allocation	(3) Transfers in terms of F.R. 66 and 69	(4) Total Net Provision (1+2+3)		(5) Total Expenditure	(6) Net Effect Saving/(Excess) (4-5)		Page No. (Reference to Relevant DGS 2 format)
		Rs.	Rs.			Rs.	Rs.		Rs.	Rs.	
	Recurrent										
01	Office of the Hon. Speaker	116,600,000	0		18,000,000	134,600,000	116,885,839	17,714,161	87		
02	Establishment Services	1,015,800,000	105,000,000		22,000,000	1,142,800,000	1,100,837,736	41,962,264	87		
03	Facilities to the Hon. Members of Parliament	540,100,000	10,000,000		-40,000,000	510,100,000	455,165,047	54,934,953	87		
	Sub Total (Recurrent)	1,672,500,000	115,000,000	0	0	1,787,500,000	1,672,888,622	114,611,378	86		
	Capital										
01	Office of the Hon. Speaker	8,350,000	0		0	8,350,000	5,999,662	2,350,338	88		
02	Establishment Services	53,500,000	5,000,000		0	58,500,000	47,474,844	11,025,156	89		
03	Facilities to the Hon. Members of Parliament	6,000,000	0		0	6,000,000	5,316,500	683,500	90		
	Sub Total (Capital)	67,850,000	5,000,000	0	0	72,850,000	58,791,006	14,058,994	86		
	Grand Total	1,740,350,000	120,000,000	0	0	1,860,350,000	1,731,679,628	128,670,372	86		

Detailed Accounting Statements in DGSA format Numbers 2 to 10 presented in pages from 79 to 107 and other Notes presented in pages from 108 to 112 are integral parts of this Appropriation Account.

We hereby certify that the figures in this account, other detailed Statements and Notes are correct and relevant accounts were reconciled with Treasury Books of Account and found correct.


Chief Accounting Officer

Name :
Designation :
Date :

W. B. D. DASANAYAKE
Secretary General of Parliament
Parliament

Sri Jayewardenepura - Kotte.



Director (Finance)


Name : **K. G. MERWIN JAYASHANTHA**
Director (Finance)
Parliament of Sri Lanka
Sri Jayewardenepura - Kotte.

Appropriation Account by Programme - 2015

Expenditure Head No : 16 Name of Ministry / Department / District Secretariat: Parliament
 Programme No. & Title : 01 Operational Activities

Summary of Recurrent and Capital Expenditure


Nature of Expenditure with DGSA format Reference	(1)	(2)	(3)	(4)	(5)	(6)	Page No. (Reference to relevant DGSA format)
	Provision in Budget Estimates Rs.	Supplementary Provision and Supplementary Estimate Allocation Rs.	Transfers in terms of the F.R. 66 and 69 Rs.	Total Net Provision (1+2+3) Rs.	Total Expenditure Rs.	Net Effect Saving/(Excess) (4-5) Rs.	
(a) Recurrent (DGSA 3)	1,672,500,000	115,000,000	0	1,787,500,000	1,672,888,622	114,611,378	87
(b) Capital (DGSA 4)	67,850,000	5,000,000	0	72,850,000	58,791,006	14,058,994	88-90
Total	1,740,350,000	120,000,000	0	1,860,350,000	1,731,679,628	128,670,372	


 Director(Finance)
 Date : 28.03.2015

Recurrent Expenditure by Project

Expenditure Head No : 16 Name of Ministry / Department / District Secretariat: Parliament
 Programme No. & Title : 01 Operational Activities

Project No/Name, personnel emoluments and other charges for all projects	(1)	(2)	(3)	(4)	(5)	(6)
	Provision in Budget Estimates Rs.	Supplementary Provision and Supplementary Estimate Allocation (+/-) Rs.	Transfers in terms of the F.R. 66 and 69 (+/-) Rs.	Total Net Provision (1+2+3) Rs.	Total Expenditure Rs.	Net Effect Saving/(Excess) (4-5) Rs.
Project 01: Office of the Hon. Speaker						
Personal Emoluments	45,800,000	0	0	45,800,000	44,178,010	1,621,990
Other Charges	70,800,000	0	18,000,000	88,800,000	72,707,829	16,092,171
Sub Total	116,600,000	0	18,000,000	134,600,000	116,885,839	17,714,161
Project 02: Establishment Services						
Personal Emoluments	594,700,000	105,000,000		699,700,000	692,054,274	7,645,726
Other Charges	421,100,000		22,000,000	443,100,000	408,783,462	34,316,538
Sub Total	1,015,800,000	105,000,000	22,000,000	1,142,800,000	1,100,837,736	41,962,264
Project 03: Facilities to the Hon. Members of Parliament						
Personal Emoluments	87,000,000		0	87,000,000	85,619,994	1,380,006
Other Charges	453,100,000	10,000,000	-40,000,000	423,100,000	369,545,053	53,554,947
Sub Total	540,100,000	10,000,000	-40,000,000	510,100,000	455,165,047	54,934,953
Grand Total	1,672,500,000	115,000,000	0	1,787,500,000	1,672,888,622	114,611,378


 Director(Finance)
 P.S.O. No. 4


Capital Expenditure by Project

Parliament

Name of Ministry / Department / District Secretariat:

Expenditure Head No : 16
 Programme No. & Title : 01 - Operational Activities
 Project No. & Title : 01 - Office of the Hon. Speaker

Object Code No.	Item No.	Financed by (Code No.)	Description of Items	(1)	(2)	(3)	(4)	(5)	(6)
				Provision in Annual Estimates	Supplementary Provision and Supplementary Estimate Allocation	Transfers in terms F.R. 66 and 69	Total Net Provision (1+2)	Total Expenditure	Net Effect Saving/(Excess)
				Rs.		Rs.	Rs.	Rs.	Rs.
			Rehabilitation and Improvement of Capital Assets						
2001		11	Buildings and Structures	3,000,000	0	0	3,000,000	2,071,255	928,745
2002		11	Plant, Machinery and Equipment	500,000	0	0	500,000	139,095	360,905
2003		11	Vehicles	3,500,000	0	0	3,500,000	3,417,900	82,100
			Acquisition of Capital Assets						
2101		11	Vehicles	0	0	0	0	0	0
2102		11	Furniture and Office Equipment	1,000,000	0	0	1,000,000	22,500	977,500
2103		11	Plant, Machinery and Equipment	350,000	0	0	350,000	348,912	1,088
Total				8,350,000	0	0	8,350,000	5,999,662	2,350,338


 Director(Finance)
 Date : 28.03.2016

Capital Expenditure by Project

Name of Ministry / Department / District Secretariat: **Parliament**

Expenditure Head No: **16**

Programme No. & Title: **01 - Operational Activities**

Project No. & Title: **02 - Establishment Services**

Object Code No.	Item No.	Financed by (Code No.)	Description of Items	(1)	(2)	(3)	(4)	(5)	(6)
				Provision in Annual Estimates Rs.	Supplementary Provision and Supplementary Estimate Allocation	Transfers in terms F.R. 66 and 69 Rs.	Total Net Provision (1+2) Rs.	Total Expenditure Rs.	Net Effect Saving/(Excesses) (3-4) Rs.
			Rehabilitation and Improvement of Capital Assets						
2001		11	Buildings and Structures	4,500,000	0	0	4,500,000	3,919,458	580,542
2002		11	Plant, Machinery and Equipment	15,000,000	0	0	15,000,000	14,635,298	364,702
2003		11	Vehicles	1,500,000	0	0	1,500,000	250,361	1,249,639
			Acquisition of Capital Assets						
2101		11	Vehicles	0	0	0	0	0	0
2102		11	Furniture and Office Equipment	9,000,000	0	0	9,000,000	2,125,104	6,874,896
2103		11	Plant, Machinery and Equipment	21,000,000	5,000,000	0	26,000,000	24,736,681	1,263,319
			Capacity Building						
2401		11	Training and Capacity Building	2,500,000	0	0	2,500,000	1,807,942	692,058
			Total	53,500,000	5,000,000	0	58,500,000	47,474,844	11,025,156

K. G. G. G.

Director(Finance)

Date : 28.03.2015

Capital Expenditure by Project

Parliament

Name of Ministry / Department / District Secretariat:

Expenditure Head No : 16

Programme No. & Title : 01 - Operational Activities

Project No. & Title : 03 - Facilities to the Hon. Members of Parliament

Object Code No.	Item No.	Financed by (Code No.)	Description of Items	(1) Provision in Annual Estimates Rs.	(2) Supplementary Provision and Supplementary Estimate Allocation	(3) Transfers in terms F.R. 66 and 69	(4) Total Net Provision (1+2)	(5) Total Expenditure Rs.	(6) Net Effect Saving/(Excess) (3-4) Rs.
			Rehabilitation and Improvement of Capital Assets Buildings and Structures	5,000,000	0	0	5,000,000	4,892,100	107,900
2001		11							
			Acquisition of Capital Assets Furniture and Office Equipment	500,000	0	0	500,000	0	500,000
2102		11							
2103		11	Plant, Machinery and Equipment	500,000	0	0	500,000	424,400	75,600
			Total	6,000,000	0	0	6,000,000	5,316,500	683,500


Director(Finance)

Date : 28.03.2015

Public Officer's Advance Account:

The approved limits and actual amounts of the Advance Account "B" of the Public Officers at the end of 2015 are given below:-

Description	Approved Limits 2015 (Rs.)	Actual Amounts 2015 (Rs.)	
Maximum Limits for expenditure	39,340,000	01601-1	26,140,890.79
		01601-2	330,800.00
Minimum Limits for Receipts	28,340,000	01601-1	34,149,758.61
		01601-2	0.00
Maximum Debit Balance	175,000,000	127,417,213.46	

5.2 Committees:-

The Seventh Parliament was dissolved on 26th June 2015. Therefore, in the review of Committees, details with relevance to performance have been included separately, from 01.01.2015 up to the said date and from 01st September 2015, the date on which the 8th Parliament commenced, up to 31st December.

5.2.1. Consultative Committees:

Consultative Committees equal in number to the Ministries in the Cabinet, were appointed in terms of Standing Order No.104 of Parliament and the Minister in charge of each Ministry was appointed as the Chairman of each Committee. 13 meetings of Consultative Committees have been held within 2015 and the report in that regard was presented to Parliament in May 2015. Details of the meetings held within 2015 are given below.

Serial No.	Name of the Consultative Committee	No. of meetings held
01	Urban Development, Water Supply and Drainage	01
02	Finance	02
03	Social Services, Welfare and Livestock Development	01
04	Public Order and Christian Affairs	02
05	Education	01
06	Lands	01
07	Food Security	01
08	Mass Media and Parliamentary Affairs	01
09	Ports and Shipping	01
10	Home Affairs	01
11	Foreign Employment	01
	Total	13

5.2.2 Committees for Special Purposes:

(i) Committee of Selection:

The Committee of Selection is appointed under Standing Order No.121 of Parliament. Committee of Selection of the Seventh Parliament comprised of 18 members under the Chairmanship of the Hon. Speaker and 03 meetings of the Committee have been held during 2015. Committee of Selection of the Eighth Parliament comprised of 20 members under the Chairmanship of the Hon. Speaker and only one meeting of the Committee has been held during 2015.

(ii) Committee on Privileges:

The Committee on Privileges is appointed under Standing Order No.127 of Parliament. One meeting of that Committee has been held in 2015 to investigate the breaches of privileges of the Hon. Members of Parliament.

(iii) Committee on High Posts

The Committee on High Posts is appointed under Standing Order No.128 (a) of Parliament. The Committee on High Posts of the Seventh Parliament comprised of 17 members under the Chairmanship of Hon. Rathnasiri Wickramanayake and 06 meetings of the Committee have been held and the suitability of 33 Ambassadors/ High Commissioners and 09 Secretaries to the Ministries has been checked and recommendations have been made during 2015.

The Committee on High Posts of the Eighth Parliament that comprised of 17 members under the Chairmanship of the Hon. Karu Jayasuriya has held 03 meetings and the suitability of 05 Ambassadors/ High Commissioners and one Secretary to a Ministry has been checked and recommendations have been made during 2015.

(iv) Committee on Standing Orders

The Committee on Standing Orders appointed under Standing Order No.123 of Parliament and operates under the Chairmanship of the Hon. Speaker. In 2015, during the Seventh Parliament, this Committee has held 02 meetings and one meeting has been held during the period relevant to the Eighth Parliament.

(v) Committee on Public Accounts

The Committee on Public Accounts has examined the reports on accounts of the following institutions in 2015 and submitted its reports to Parliament on 10th February 2015 and 19th May 2015.

Institutions examined by the Committee on Public Accounts in 2015

No.	Name of the Institution	Date of Examination
01	Employees' Provident Fund	09.06.2015
02	Department of Pensions	10.06.2015
03	Department of Management Services	11.06.2015

In addition to the above examinations, awareness meetings and workshops for the members of the Committee on Public Accounts of the Eighth Parliament were also organized.

(vi) Committee on Public Enterprises:

Action was taken within the first quarter of 2015 to report to Parliament about the performance and the current status of the institutions considered by the Committee in the latter part of 2014 and a report on the institutions examined by its third sub-committee and the special sub-committee in addition to the main Committee, has been presented to Parliament on 09th April 2015.

Institutions examined by the Third Subcommittee

No.	Name of the Institution	Date of Examination
01	Rehabilitation of Persons, Properties and Industries Authority	04.03.2015
02	Ranaviru Seva Authority	06.03.2015
03	Botanical Gardens Trust Fund	06.03.2015

Institutions examined by a Special Subcommittee

No.	Name of the Institution	Date of Examination
01	Central Bank of Sri Lanka	26.05.2015
02	Central Bank of Sri Lanka	29.05.2015
03	Central Bank of Sri Lanka	03.06.2015
04	Central Bank of Sri Lanka	04.06.2015
05	Central Bank of Sri Lanka	05.06.2015
06	Central Bank of Sri Lanka	09.06.2015
07	Central Bank of Sri Lanka	10.06.2015
08	Central Bank of Sri Lanka	10.06.2015
09	Central Bank of Sri Lanka	11.06.2016
10	Central Bank of Sri Lanka	17.06.2016
11	Central Bank of Sri Lanka	18.06.2016
12	Central Bank of Sri Lanka	23.06.2016

Following the dissolution of seventh Parliament , a Chairman was appointed to the Committee on Public Enterprises of the 8th Parliament ,the future programme of it was discussed and workshops were conducted to provide awareness in that regard.

(vii) Committee on Public Petitions:

Committee on public petitions is the place set up in the Parliamentary process for the general public ,who become aggrieved by unfair and unjustifiable decisions taken by public officials on some occasions when carrying out their duties to submit their grievances and get some relief.

The 1st meeting of the Committee of 7th Parliament was held on 18.02.2015 for the year 2015, and 16 meetings had been conducted by the time when Parliament was dissolved on 26.06.2015.

The 1st meeting during the 1st session of 8th Parliament was held on 01.12.2015 steps were taken with commencement of 8th Parliament to make all the secretaries to ministers aware of the procedure of the Committee on public petitions and of the responsibilities vested in it.

The gross unedited statistics in regard to the functions of the committee on public petitions are as follows;

The period from 01.01.2015 up to 26.26.2015 of the 7th Parliament

The total number of petitions received by the committee - 166

The number of petitions rejected due to inconsistency with standing orders. - 23

The number of petitions forwarded for Hon Speakers Approval (Including the petitions received in November and December of the year 2014) - 247

The number of petitions submitted to Parliament - 378

Number of petitions to Ombudsman - 71

Number of petitions referred to Ministers by the Committee - 307

Number of petitions considered by the committee (in 16 meetings) - 192

Number of petitions for which relief was provided - 11

Number of petitions files concluded (Relief provided / Relief not provided) – 68

The period from 01.09.2015 up to 31.12.2015 of 8th Parliament

Number of petitions received by the committee - 589

Number of petitions rejected due to inconsistencies with standing orders - 179

Number of petitions forwarded for speakers approval - 359

(Including petitions received in November and December 2014)

Number of petitions presented in Parliament – 254

5.2.3. Select Committees :

(i) Select Committee to discuss the expenditure heads of selected Ministers from the Budget Estimates of the year 2016

This Committee, which was appointed under the Chairmanship of Hon. Mahinda Samarasinghe to discuss the expenditure heads the following 17 Ministers selected from the Budget Estimates of the year 2016 ,was comprised of 21 Members of Parliament.

1. Buddha Sasana
2. Natural Integration and Reconciliation
3. Tourism Development and Christian Affairs
4. Skills Development and Vocational Training
5. Home Affairs
6. Disaster Management
7. Sustainable Development and Wildlife
8. Special Management
9. Posts, Postal Services and Muslim Religious Affairs
10. Telecommunication and Digital Infrastructure Facilities
11. Science , Technology and Research
12. National Dialogue
13. Plantation Industries
14. Internal Affairs , North Western Development and Cultural Affairs
15. Primary Industries
16. Rural Economic Affairs
17. Hill country new villages , Infrastructure and Community Development

The Committee has conducted 07 meetings during the period beginning from 4th December 2015 up to 14th December 2015.

The committee meetings were held with the participation of Hon. Ministers, and treasury representatives and the report of the Committee was presented to Parliament on 16th December 2015.

Ad – hoc Committees

Women Parliamentarian’s Caucus:

Hon. Sumedha G. Jayasena was Chairperson of the Women Parliamentarian’s Caucus of 7th Parliament and all the women parliamentarians were members of this caucus.

During the 1st session of 7th Parliament this Committee conducted 04 meetings in the year 2015.

A special summit was organized by the Caucus on 7th March 2015 to observe the International Women's Day with the participation of all Members of Parliament, foreign dignitaries and government officers.

The women Parliamentarian's Caucus of 8th Parliament has conducted 03 meetings during the year 2015 under the Chairmanship of Hon. Chandrani Bandara.

Parliamentary Children's Caucus:

The Chairmanship of Parliamentary Children's Caucus of 7th Parliament was held by Hon. Dr. (Mrs.) Sudharshini Fernandopulle and the membership of the Committee considered of 17 Members of Parliament.

The Chairmanship of Parliamentary Caucus of 8th Parliament is held by Hon Dr. (Mrs.) Sudharshini Fernandopulle and three meetings have been conducted by 31st December 2015.

5:3 Bills Office

During the year 2015 this office attended the activities of preparation of bills appropriately in all three languages of Sinhala, Tamil and English comparison and attending to other activities related to it and consequential activities, in the process of passing a bill which was presented to Parliament in accordance with the provisions in the Constitution and the Standing Orders of Parliament.

During the year 2015, 33 gazetted government bills were received by this office and action were taken to publish gazettes for 80 Private Member's Bills. The number of bills certified by the Hon. Speaker after passage in Parliament was 17 (This consists of 16 Government bills and 01 Amendment to the Constitution)

(Please see Annexure 02 for the List of Acts of 2015)

- Four meetings of the Legislative Standing Committee to consider Bills and Draft Ordinances referred to the Standing Committees were held during year 2015 and Private Members bills were considered by those Committees.

In addition to the above, the following activities too, were performed by the Bills Office during year 2015.

- a) Making arrangements to include the 19th Amendment to the Constitution which was passed in 2015 to the constitution, to prepare in all the three languages and to print it as the Constitution consisting of all the amendments.

- b) Providing necessary facilities for the Public and Members of Parliament to obtain the information of legislative services uploaded in the Intranet of Parliament through the Website of Parliament in all three languages.
- c) Updating the legislative services information system in relation to Bills.
- d) Compilation of all the acts that were passed during year 2015 and making arrangements to bind them as a book.
- e) Dissemination of information with relevance to Bills and the process of passing them upon requests made by the Members of Parliament, Ministries, Provincial Councils and various Institutions was also carried out by the Bills Office during year 2015.

5.4 Table Office:

The mission of the Table Office is to provide the support required for accomplishing all the affairs of the House related to the legislative process of Parliament in an efficient and productive manner.

82 Parliamentary meetings were held during the year 2015 as 41 Parliamentary meetings related to the Seventh Parliament and 41 meetings related to the Eighth Parliament.

The following activities were performed by the Table Office in relation to the above Parliamentary meetings:-

- i. Three Order Books, with 38 Addendums connected thereto, regarding Parliamentary Sittings, including the motions and questions for oral answers that are expected to be submitted in future, order papers and minutes regarding 82 Parliamentary sittings were prepared and printed in Sinhala, Tamil and English languages.
- ii. Measures were taken to distribute the aforesaid printed Order Books, Addendums and Order Papers to the Ministers, Deputy Ministers and all the Members of Parliament, Secretaries to Ministries and other Heads of Departments concerned via express mail, and to place them on their Tables in the House.
- iii. Measures were taken to present to the Parliament 425 Performance Reports and Annual Reports of Ministries, Departments, Corporations and Statutory Boards which were forwarded by each Ministry, motions including orders and regulations that were imposed under various acts which were published in Gazette.
- iv. Measures were taken to include in Order Book 677 questions for Oral Answers as 227 questions which were submitted by Members of the Seventh Parliament and as 400 questions submitted by Members of Eighth Parliament, after editing them in keeping with Standing Orders and translating them into Sinhala, Tamil and English languages.

- v. Measures were taken to take on 160 private members' motions and 3 no date motions, to edit them and to translate them in to Sinhala, Tamil and English languages and include the same in Order book.
- vi. Measures were taken by this office to convene 32 sittings of the Committee on Parliamentary Business related to Seventh Parliament and 13 sittings of the Committee on Parliamentary Business related to Eighth Parliament, to issue minutes concerned in all the three languages and to carry out follow up activities with regard to the said decisions.
- vii. Measures were taken to set up the programme of the sitting-day proceedings including 02 announcements received from His Excellency the President, 19 announcements by the speaker, and 27 Bills including 09 Bills of the Government, Supreme Court rulings on the Bills and presentations of documents of the Ministers and so forth.
- viii. Measures were taken to present 07 votes of condolence to Parliament and to send the relevant Hansard reports to the late Members' spouses or their next of kin.
- ix. Maintaining the computer software programme including all the data and information of the Members of Parliament and continuous updating of the same.
- x. Conducting an information desk on 24th, 25th and 26th of August 2015 in order to collect information of the Hon Members of Parliament selected for the Eighth Parliament and to enlighten them on the Parliamentary process and to update all the information to the computer system.
- xi. Organizing the affairs of the House by preparing all the documents related to the address made by the Prime Minister of India, Hon. Narendra Modi in Parliament of Sri Lanka on 13.03.2015.
- xii. Extending support to organize the affairs of the House by preparing all the documents related to the official affirmation or the oath of the Members of Parliament in the inauguration meeting held at the ceremonial opening of the eighth Parliament on 01.09.2015.
- xiii. Preparing all the documents related to calling two special parliamentary sittings on 02.02.2015 and 03.07.2015 as per standing order number 14 and making arrangements to make all the members aware of the said sittings.
- xiv. Organizing special affairs related to the 19th Amendment to the Constitution passed on 28.04.2015.

5.5 Contribution from the other Sections of the Institution in brief :

1) Department of Serjeant-at-Arms :

The responsibility of this department is to provide professionally opportune service to the sections of Hon. Speaker, Hon. Members of Parliament, their staff, Parliament staff and the affiliated staffs in order to facilitate them to fulfill the Parliamentary process.

Major functions accomplished by the Serjeant-at-Arms Department during the year 2015:-

i) Security matters

While maintaining the security status of Parliament at a satisfactory level, the strict security measures taken at pre- security committee meetings were lightened to a certain extent from the year 2010 onwards. The said programme was implemented as per the directives of the Hon. Speaker in the year 2015 too.

Certain security provisions were relaxed in the year 2015 as well while maintaining the security status at the maximum level and action was taken to enlighten the Hon. Members and the staff and the public officers of the decisions connected thereto.

Accordingly, not only the Hon. Members, Parliament staff and the public officers who visit Parliament for official purposes, but also the General Public visiting Parliament were facilitated.

Action was taken to organize workshops, seminars etc. on security and other related subjects for the benefit of Parliament staff and ancillary staff while training opportunities were made available to the staff of the Department of Sergeant-at-arms.

ii) Events, seminars, workshops and discussions organized by the Department:

1. Taking of oaths by public servants in year 2015
2. Hindu religious festival and *Saraswathi Pooja*
3. Making necessary arrangements for visits made by foreign delegations
4. Extending fullest support for the events and workshops organized by the Foreign Relations and Protocol Office
5. Recommendations made by the Department of Sergeant-at-arms on security measures have resulted in better functioning of the security officers
6. Action was taken with regard to maintenance and improvement of the X-ray systems including the new X-ray machines installed at the staff entrance and the entrance of the MPP.
7. Initial steps were taken to strengthen security at the Jayanthipura and Nugasevana access points but financial provisions were not received for new construction work in year 2015.

iii) Fulfilling official requirements of the Hon. Speaker

- iv) Executing the organizing of the event to mark the Ceremonial Opening of Parliament by the President of the Democratic Socialist Republic of Sri Lanka, HE Maithripala Sirisena who was elected on 08-01-2015, under the instructions of the Hon. Speaker and the Secretary General of Parliament.
- v) Educating the newly elected Members of Parliament on the functions and responsibilities of the Department of Sergeant-at-arms, collecting information and issuing them temporary identity cards at the Information Desk which was organized for the benefit of newly elected Members of Parliament.
- vi) VIP Visits
The total of VIPs visiting Parliament in year 2015 was approximately 450.
- vii) Issuing passes belonging to different categories.
 - a. 658 annual passes including vehicle passes for the vehicles of Ministerial Secretaries, government officials and Members of Parliament were issued
 - b. 2325 passes including daily gallery passes and passes to public officers' box were issued
 - c. 591 vehicle passes were issued for the private vehicles of the members of staff
 - d. 225 vehicle passes were issued for the drivers of the Members of Parliament
 - e. 174 passes were issued to newspaper reporters and news messengers
 - f. Issuance of passes to visit Parliament

Gallery passes	16150
Group passes to visit Parliament	3150
Passes to groups of students visiting Parliament	22520
Temporary monthly passes	1050
Passes issued to persons visiting Parliament without gaining prior permission	50580

- g. Issuance of gate passes

To bring mobile phones, cameras etc. into Parliamentary premises	8100
Gate passes to take items out of Parliamentary premises	1225

- h. Passes to staff of different Ministries/ Departments.

A considerable number of passes were issued to give access to bike messengers coming from different Ministries and Departments in year 2015.

2. Hansard Department

- i. 82 Parliamentary sittings days were covered by Hansard reporting during year 2015.
- ii. 51 Meetings of Committees including the Committee on Public Enterprises, Committee on Public Accounts, Committee on High Posts, Committee on Privileges, Women Parliamentarians' Caucus in Parliament, Children's Caucus, Committee on Standing Orders, Consultative Committees (special), Standing Committees, Committee on Parliamentary Affairs held during the year were covered by reporting.
- iii. 20 Hansard volumes have been sent for final book binding (12 new volumes, 42 old volumes)
- iv. 07 Hansard reports containing condolence motions in connection with 07 late parliamentarians have been sent for printing.
- v. Measures have been taken to edit 45 committee reports.
- vi. Action was taken to collect information on Parliamentary procedures, maintain an index on the business of Parliament and record proceedings in Parliament and in Committees.

3. Parliamentary Interpreters' Office

- i. Provision of simultaneous interpretation services to Members of Parliament inside the chamber of Parliament in Sinhala/English, Sinhala/Tamil, Tamil/English languages
- ii. Simultaneous interpretation facilities were made available in Sinhala/English, Sinhala/Tamil, Tamil/English languages to the Hon. Members of Parliament and public officers participating in Committees including Consultative Committees
- iii. 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.
- iv. Questions for Oral Answers which appear in the Order paper of Parliament were translated into Sinhala, Tamil and English languages and the number of questions translated by each stream in the Interpreters' Office is as follows;

<u>Stream</u>	<u>Number of Oral Questions</u>
Sinhala / English Stream	932
Sinhala / Tamil Stream	963
Tamil / English Stream	98

In addition, other documents such as adjournment motions, private members' motions, questions at the time of adjournment, determinations of the Hon. Speaker, parliamentary business committee reports, audit paragraphs, COPE reports, select committee reports etc., were also translated.

- v. Summaries of Petitions sent by the Committee on Public Petitions, Paper advertisements, letters, reports, private members' motions, the Annual performance report of Parliament, the documents received from the Hon. Speaker's office etc. were translated into Sinhala, Tamil and English. Number of pages translated by each stream in the Interpreters' Office is as follows:-

<u>Stream</u>	<u>Number of pages</u>
Sinhala / English Stream	484
Sinhala / Tamil Stream	411
Tamil / English Stream	393

4) Library of the Parliament :

As a result of seeking assistance of the Inter-parliamentary Union of the Commonwealth Parliamentary Association for making a digital repository of the books in the library of the Parliament with a view to conserving those books, the Inter-parliamentary Union carried out a study and submitted their report during the year under review.

- i. During this year, library resources were acquired to the main collection of the library in Sinhala, Tamil and English languages. They included 486 books, 30 newspapers and 16 periodicals.
- ii. Information required by the Hon. Speaker and the Ministers and Members, and the Secretary General of Parliament and the entire Parliament staff in carrying out their duties was arranged in a way that it can be easily accessed and utilized.
- iii. Around 1300 files containing information on various subjects of national importance were prepared.
- iv. During the year under review, the Research Division of the Library completed the following tasks:
260 requests received from MPs, 54 works relating to the Office of the Hon. Speaker / Secretary General, 18 background notes, 12 technical reports, 10 research papers.
- v. Apart from these, the Research Division published the "Parliamentary Research Journal – 2015".

5) Establishments / Members' Services Offices / Internal Audit Office:

5.1 Establishments Office:

- i. During year 2015, 25 officers of the staff of Parliament attended various overseas training programmes / study tours / conferences some of which were organized under financial sponsorship provided by various foreign institutions.
- ii. Training opportunities were provided to a large number of members in various positions of Parliament Staff through institutions such as the Institution of Engineers Sri Lanka, National Institute of Business Management, Foundation for Skills Development, Bandaranaike International Diplomatic Training Institute, PRAG Institute, Sri Lanka Standards Institution, Sri Lanka Tourism and Hotel Management Institute, Sri Lanka Institute of Development Administration, School of Computing – University of Colombo, National Library and Documentation Services Board, Lassana Flora, Department of National Archives, Technoplus Automation, United Motors Lanka PLC, and outdoor training programmes, programmes on road signs and programmes on positive thinking were organized and conducted.
- iii. Two hundred and fifty S.L.T.B travel passes were issued to members of parliament staff in year 2015.
- iv. Taking measures to provide new telephone connections to Parliament, providing necessary information to Sri Lanka Telecom Telephone Directory, updating and printing the internal Telephone Guide of the Parliamentary Complex.
- v. Action was also taken to conduct 3 public lectures and awareness programmes.

5.2 Members Service Office:

The key roles of this office are to ensure that the facilities and service that MPs are entitled to in performing their duties relevant to their office as parliamentarians are properly provided to them in time and to ensure that such facilities and services are properly provided by the relevant departments of the Parliament and other institutions.

Among the activities carried out by the Members Service Office in year 2015 were providing official telephone facilities to MPs, providing MPs with the stationery items they need in proper amounts, handling the necessary coordination in issuing firearms to MPs for their personal security, handling affairs related to the maintenance of the official residence of the Hon. Speaker and the maintenance of the Holiday Bungalow in Nuwara Eliya and coordination and management of the maintenance work of the MPs' Housing Complex in Madiwela.

5.3 Internal Audit Office

- i. The Audit and Management Committee that has been established with a view to achieving corporate goals through encouragement of the utilization of the human resources and other common resources available to Parliament with maximum efficiency held four committee meetings during year 2015.
- ii. During year 2015, this Committee performed tasks such as carrying out examinations into the shortcomings in supplies and services of Parliament, lack of proper concern on the part of employees in reporting to duty, and irregularities in affairs related to cool room storage and reports on such examinations were submitted to the management.
- iii. Taking action in coordination with the Ministry of Youth Affairs and Skills Development to hand over to the Technical College in Homagama the items that are not utilized in the Parliamentary Complex.

6. Foreign Relations and Protocol Office:

- i. Fulfilled all the activities and services related to the affairs of the Commonwealth Parliamentary Association, Inter Parliamentary Union and the Association of SAARC Parliamentarians.
- ii. Facilitating the Hon. Speaker, Hon. Deputy Speaker, Hon. Deputy Chairman of Committees, Hon. Members of Parliament, Secretary General of Parliament, Deputy Secretary General and Assistant Secretary General to attend conferences, workshops, visits, meetings, study tours, and seminars (altogether 21) conducted by the aforesaid associations.
- iii. Apart from those, affairs relating to Parliamentary Friendship Associations other related activities were handled (Currently 50 such associations are in operation)

7. Information Systems and Management Department :

Among the activities performed by the Department of Information Systems and Management during year 2015 are maintenance of ICT Infrastructure, improvement of access to interne, development of new in-house applications, maintenance of applications developed in-house, handling affairs related to maintenance service agreements, conducting training programmes, maintaining the Parliament website, upgrading the Access Control System and drafting the RFP project.

Annexure – 02

ACTS PASSED IN 2015

අංකය	පනත් අංකය	නාමය	සහතිකය සටහන් කල දිනය
1	1/2015	විසර්ජන (සංශෝධන) ஒதுக்கீடு (திருத்தம்) Appropriation (Amendment)	2015-02-07
2	2/2015	ධීවර සහ ජලජ සම්පත් (සංශෝධන) கடற்றொழில், நீர்வாழ் உயிரின வளங்கள் (திருத்தம்) Fisheries and Aquatic Resources (Amendment)	2015-03-02
3	3/2015	දුම්කොළ හා මධ්‍යසාර පිළිබඳ ජාතික අධිකාරිය (සංශෝධන) புகையிலை மற்றும் மதுசாரம் மீதான தேசிய அதிகாரசபை (திருத்தச்) சட்டம் National Authority on Tobacco and Alcohol (Amendment)	2015-03-03
4	4/2015	අපරාධයක වින්දිතයන් සහ සාක්ෂිකරුවන් හට සහාය දීමේ සහ ආරක්ෂා කිරීමේ குற்றச்செயல்களுக்குப் பலியாக்கப்பட்டோருக்கும் சாட்சிகளுக்குமான உதவி மற்றும் பாதுகாப்பு Assistance to and protection of victims of crime and witnesses	2015-03-07
5	5/2015	ජාතික ඖෂධ නියාමන අධිකාරිය தேசிய மருந்துகள் ஒழுங்குபடுத்தும் அதிகாரசபை National Medicines Regulatory Authority	2015-03-19
6	6/2015	මධ්‍යම පොළ ශ්‍රී රත්නපාලරාම විහාරස්ථ සාසන හා බෞද්ධ අධ්‍යාපන සංවර්ධන පදනම (සංස්ථාගත කිරීමේ) மடஹபொல ஸ்ரீ ரத்னபாலராம விகாரையின் பௌத்த கல்வி அபிவிருத்தி மன்றம் (கூட்டிணைத்தல்) Madahapola Sri Rathanapalarama Religious and Buddhist Education (Incorporation)	2015-04-06
7	7/2015	ආගමික හා විගමික (සංශෝධන) குடிவருவோர், குடியகல்வோர் (திருத்தம்) Immigrants and Emigrants (Amendment)	2015-06-03
8	8/2015	ජාතික ගුරු අධ්‍යාපන අධිකාරිය (ඉවත් කිරීමේ) தேசிய ஆசிரியர் கல்வி அதிகாரசபை (நீக்கல்) National Authority on Teacher Education (Repeal)	2015-06-03
9	9/2015	දේශීය ආදායම් (සංශෝධන) உண்ணாட்டரசிறை (திருத்தம்) Inland Revenue (Amendment)	2015-10-30
10	10/2015	මුදල් நிதி Finance	2015-10-30
11	11/2015	එකතු කළ අගය මත බදු (සංශෝධන) சேர்ப்பெறுமதி வரி (திருத்தம்) Value Added Tax (Amendment)	2015-10-30
12	12/2015	ජාතීය ගොඩනැගීමේ බදු (සංශෝධන) நாட்டடைக் கட்டியெழுப்புதல் வரி (திருத்தம்) Nation Building Tax (Amendment)	2015-10-30
13	13/2015	ආර්ථික සේවා ගාස්තු (සංශෝධන) பொருளாதாரச் சேவை விதிப்பனவு (திருத்தம்) Economic Service Charge (Amendment)	2015-10-30
14	14/2015	ඔට්ටු ඇල්ලීම හා සුදු බදු (සංශෝධන) பந்தய, சூதாட்ட விதிப்பனவு (திருத்தம்) Betting and Gaming Levy (Amendment)	2015-10-30
15	15/2015	විසර්ජන (සංශෝධන) ஒதுக்கீடு (திருத்தம்) Appropriation (Amendment)	2015-12-03
16	16/2015	විසර්ජන ஒதுக்கீடு Appropriation	2015-12-19