



ශ්‍රී ලංකා පාර්ලිමේන්තුව
இலங்கைப் பாராளுமன்றம்
Parliament of Sri Lanka



වාර්ෂික කාර්ය සාධන වාර්තාව
வருடாந்த செயலாற்றுகை அறிக்கை
ANNUAL PERFORMANCE REPORT
2017

වෛශ්‍ය ශීර්ෂය
தலைப்பு
Head } 16

ශ්‍රී ලංකා පාර්ලිමේන්තුව, ශ්‍රී ජයවර්ධනපුර, කෝට්ටේ
இலங்கைப் பாராளுமன்றம், ஸ்ரீ ஜயவர்தனபுர கோட்டே
Parliament of Sri Lanka, Sri Jayewardenepura, Kotte

Parliament of Sri Lanka
Head No.16
Annual Performance Report – 2017

No.	Description	Page No:
1.	Mission	3
2	Key Functions	3
3.	Organizational Structure	3-6
4.	Staff Details	6
5.	<u>Annual Performance</u>	
5.1	Financial Administration	7-12
6.	Department of Legislative Services	
6.1	Sectoral Oversight Committees	13-15
6.2	Committees for Special Purposes	
(i)	Committee on Public Finance	16
(ii)	Committee of Selection	16
(iii)	Committee on Privileges	16
(iv)	Committee on High Posts	16
(v)	Committee on Standing Orders	16
(vi)	Committee on Public Accounts	16-19
(vii)	Committee on Public Enterprises	19-20
(viii)	Committee on Public Petitions	21
6.3	Select Committees	21-22
6.4	Bills Office	23-26
6.5	Table Office	26-27
6.6	Parliamentary Interpreters' Office	27-28
6.7	Parliament Library	28-29
7.	Department of the Serjeant at Arms	29-31
8.	Administration Department	31-33
9.	Hansard Department	34
10.	Department of the Co-ordinating Engineer	34
11.	Department of Information Systems and Management	35
12.	Internal Audit Office	35-36
13.	Foreign Relations and Protocol Office	36-38
	Organizational Structure of the Parliament- Diagram- (Annexure - 01)	

Parliament of Sri Lanka
Head No.16
Annual Performance Report – 2017

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 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

3.1 Department of the Serjeant-at-Arms

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 the Parliament, administration and supervision of seating arrangements.

3.2 Administration Department

- Attending to affairs including recruitment , promotion and discipline of the staff with a view to provide efficient and high quality services to the Members of Parliament in formulation of laws , monitoring and controlling of Public Finance and organizing 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 organizing programmes to develop the productivity of the staff through the development of positive thinking in the staff are carried out by the Administration Department.
- In addition to those functions, taking action to provide with quality and speed, the approved facilities and services for the Hon. Members of Parliament to discharge the duties of that office and management of affairs related to transport for the staff of Parliament are also carried out by the Administration Department. The following offices contribute to the functions of the Administration Department:-

1. Establishment Office
2. Members' Services Office
3. Transport Office

3.3 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.

3.4 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.

3.5 Catering & Housekeeping Department

- Provision of quality food and beverages to Members of Parliament, the staff and the visitors.
- Management of the cafeterias and the kitchen.
- Interior and exterior beautification, cleaning and other maintenance affairs of the building

3.6 Finance and Supplies Department

- Budgeting and preparation of estimates of expenditure, collection of revenue and budgetary control, accounting and making Final Accounts Reports.
- Purchasing, storing and issuing goods required for Parliament and administration of procurement activities.
- Payment of salaries and allowances to for Members of Parliament, retired Members of Parliament, the staff, the pensioners and the casual and relief employees.
- Making the relevant payments to suppliers and service providing institutions.

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. Following divisions function under the Legislative Services Department.

1. Table Office
2. Bills Office
3. Committee Office -I
4. Committee Office -II
5. PAC & COPE Office
6. Public Petitions Committee Office
7. Interpreters' Office
8. Library

3.8 Department of Information Systems & Management:-

Performing all Information Tecnology based administrative activities through the maintenance of the IT infrastructure facilities efficiently, development of the internet connections and maintenance of the computer network of Parliament in an efficient and productive manner, maintenance of the Parliament website and updating it 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 2017 and the actual cadre in service 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
Senior Level	57	8	5	5	55	8	5	5
Tertiary Level	163	0	0	0	148	0	0	0
Secondary Level	235	9	6	3	202	9	6	3
Primary Level	474	25	10	9	450	25	10	9
Casual / Temporary	03	03	0	0	02	3	0	0
Total (As at 31.12.2015)	932	45	21	17	857	45	21	17

5. Annual Performance

5.1 Financial Administration – Expenditure out of the provisions made for the year 2017.

Cited below is the allocation of provisions as Recurrent and Capital expenditure and the manner of expenditure of such provisions under operational activities for the year.

DGSA I

Appropriation Account - 2017

Name of Ministry / Department / District Secretariat: Parliament

Expenditure Head No: 16

Programme Number given in Annual Estimates	Title of the Programme given in Budget Estimates	(1)		(2)		(3)		(4)		(5)		(6)		Page No. (Reference to relevant DGSA 2 format)
		Provision in Budget estimates	Rs.	Supplementary Provision and Supplementary Estimate Allocation	Rs.	Transfers in terms of F.R.66 and F.R.69	Rs.	Total Net Provision (1+2+3)	Rs.	Total Expenditure	Rs.	Net Effect Savings/(Excesses) (4-5)	Rs.	
	Recurrent													
1	Office of the Hon. Speaker	168,950,000		47,860,000		0		216,810,000		200,918,831		15,891,169		78
2	Establishment Services	1,129,717,000		188,900,000		14,800,000		1,333,417,000		1,316,361,300		17,055,700		78
3	Facilities to the Hon. Members of Parliament	625,800,000		320,800,000		-14,800,000		931,800,000		926,254,184		5,545,816		78
	Sub Total (Recurrent)	1,924,467,000		557,560,000		0		2,482,027,000		2,443,534,315		38,492,685		
	Capital													
1	Office of the Hon. Speaker	4,500,000				0		4,500,000		2,238,669		2,261,331		79
2	Establishment Services	125,500,000		392,221,430		0		517,721,430		395,052,560		122,668,870		80
3	Facilities to the Hon. Members of Parliament	800,000				0		800,000		449,777		350,223		81
	Sub Total (Capital)	130,800,000		392,221,430		0		523,021,430		397,741,006		125,280,424		
	Grand Total	2,055,267,000		949,781,430		0		3,005,048,430		2,841,275,321		163,773,109		

Detailed Accounting Statements in DGSA format Numbers 2 to 10 presented in pages from 79 to 108 and other Notes presented in pages from 109 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 Accounts were reconciled with Treasury Books of Accounts and found correct.


Chief Accounting Officer

Name: Dhammika Dasanayake
Designation: Secretary General of Parliament
Date: 22.03.2018

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


Director (Finance)

Name: K.G.M. Jayashantha
Date: 28.03.2018

K. G. MERWIN JAYASHANTHA
Director (Finance)
Parliament of Sri Lanka
Sri Jayewardenepura Kotte.

Appropriation Account by Programme - 2017

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 F.R. 69 Rs.	Total Net Provision (1+2+3) Rs.	Total Expenditure Rs.	Net Effect Savings/(Excesses) (4-5)	
(a) Recurrent (DGSA 3)	1,924,467,000	557,560,000	0	2,482,027,000	2,443,534,315	38,492,685	78
(B) Capital (DGSA 4)	130,800,000	392,221,430	0	523,021,430	397,741,006	125,280,424	79-81
Total	2,055,267,000	949,781,430	0	3,005,048,430	2,841,275,321	163,773,109	



Director (Finance)

Date : 23.09.2017

Recurrent Expenditure by Project

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

Project No./Names, personnel emoluments and other expenditure 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 F.R. 69 Rs.	Total Net Provision (1+2+3) Rs.	Total Expenditure Rs.	Net Effect Savings/(Excesses) (4-5) Rs.
Project 01: Office of the Hon. Speaker						
Personel Emoluments	60,300,000	22,860,000	840,000	84,000,000	70,864,414	13,135,586
Other Expenditure	108,650,000	25,000,000	-840,000	132,810,000	130,054,417	2,755,583
Sub Total	168,950,000	47,860,000	0	216,810,000	200,918,831	15,891,169
Project 02 : Establishment Services						
Personel Emoluments	737,200,000	151,700,000	0	888,900,000	874,685,682	14,214,318
Other Expenditure	392,517,000	37,200,000	14,800,000	444,517,000	441,675,617	2,841,383
Sub Total	1,129,717,000	188,900,000	14,800,000	1,333,417,000	1,316,361,299	17,055,701
Project 03: Facilities to the Hon. Members of Parliament						
Personel Emoluments	100,000,000	20,000,000	0	120,000,000	118,100,825	1,899,175
Other Charges	525,800,000	300,800,000	-14,800,000	811,800,000	808,153,359	3,646,641
Sub Total	625,800,000	320,800,000	-14,800,000	931,800,000	926,254,184	5,545,816
Grand Total	1,924,467,000	557,560,000	0	2,482,027,000	2,443,534,314	38,492,686


Director (Finance)

Date : 22.08.2011

Capital Expenditure by Project

Expenditure Head No : 16 Name of Ministry / Department / District Secretariat: Parliament
 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) Provision in Budget Estimates	(2) Supplementary Provision and Supplementary Estimate Allocation	(3) Transfers in terms of the F.R. 66 and F.R. 69	(4) Total Net Provision (1+2+3)	(5) Total Expenditure	(6) Net Effect Savings/(Excesses) (4-5)
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
			Rehabilitation and Improvement of Capital Assets						
2001		11	Buildings and Structures	1,000,000	0	0	1,000,000	836,190	163,810
2002		11	Plant, Machinery and Equipment	500,000	0	0	500,000	109,727	390,273
2003		11	Vehicles	2,000,000	0	0	2,000,000	578,112	1,421,888
			Acquisition of Capital Assets						
2101		11	Vehicles	0	0	0	0	0	0
2102		11	Furniture and Office Equipment	500,000	0	0	500,000	253,983	246,017
2103		11	Plant, Machinery and Equipment	500,000	0	0	500,000	460,657	39,343
			Total	4,500,000	0	0	4,500,000	2,238,669	2,261,331


 Director (Finance)
 Date :

Capital Expenditure by Project

Expenditure Head No : 16

Name of Ministry / Department / District Secretariat: Parliament

Programme No. & Title : 01 Operational Activities

DGSA 4

Project No. & Title : 02 Establishment Services

Object Code	Item No.	Financed by (Code No.)	Description of Items	(1) Provision in Budget Estimates	(2) Supplementary Provision and Supplementary Estimate Allocation	(3) Transfers in terms of the F.R. 66 and	(4) Total Net Provision (1+2+3)	(5) Total Expenditure	(6) Net Effect Savings/(Excesses) (4-5)
			Renovation and improvement of Capital Assets						
2001		11	Buildings and Structures	1,000,000	0	0	1,000,000	895,073	104,927
2002		11	Plant, Machinery and Equipment	2,500,000	0	0	2,500,000	2,072,875	427,125
2003		11	Vehicles	1,000,000	0	0	1,000,000	465,121	534,879
			Acquisition of Capital Assets						
2101		11	Vehicles	0	65,221,430	0	65,221,430	65,221,422	8
2102		11	Furniture and Office Equipment	6,000,000	0	0	6,000,000	5,028,846	971,154
2103		11	Plant, Machinery and Equipment	10,000,000	0	0	10,000,000	9,430,454	569,546
			Capacity Building						
2401		11	Staff Training	5,000,000	0	0	5,000,000	4,938,346	61,654
			Refurbishment of Parliamentary Complex						
2001		11	Buildings and Structures	100,000,000	60,000,000	0	160,000,000	140,000,423	19,999,577
2506		11	Infrastructure Development		167,000,000		167,000,000	167,000,000	
			Strengthening Parliamentary System including Oversight Committees						
2509		11	Total	125,500,000	392,221,430	0	517,721,430	395,052,560	100,000,000
									122,668,870

Director (Finance)

Capital Expenditure by Project

DGSA 4

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	Item No.	Financed by (Code No.)	Description of Items	(1) Provision in Budget Estimates	(2) Supplementary Provision and Supplementary Estimate Allocation	(3) Transfers in terms of the F.R. 66 and	(4) Total Net Provision (1+2+3)	(5) Total Expenditure	(6) Net Effect Savings/(Excesses) (4-5)
			Renovation and improvement of Capital Assets						
2001		11	Buildings and Structures	1,000,000	0	0	1,000,000	895,073	104,927
2002		11	Plant, Machinery and Equipment	2,500,000	0	0	2,500,000	2,072,875	427,125
2003		11	Vehicles	1,000,000	0	0	1,000,000	465,121	534,879
			Acquisition of Capital Assets						
2101		11	Vehicles	0	65,221,430	0	65,221,430	65,221,422	8
2102		11	Furniture and Office Equipment	6,000,000	0	0	6,000,000	5,028,846	971,154
2103		11	Plant, Machinery and Equipment	10,000,000	0	0	10,000,000	9,430,454	569,546
			Capacity Building						
2401		11	Staff Training	5,000,000	0	0	5,000,000	4,938,346	61,654
			Refurbishment of Parliamentary Complex						
2001		11	Buildings and Structures	100,000,000	60,000,000	0	160,000,000	140,000,423	19,999,577
2506		11	Infrastructure Development		167,000,000		167,000,000	167,000,000	
			Strengthening Parliamentary System including Oversight Committees						
2509		11	Total	125,500,000	392,221,430	0	517,721,430	395,052,560	100,000,000
									122,668,870

K. G. G.
Director (Finance)

Public Officers' Advance Account :

The approved limits and actual amounts of the Advanced Account "B" of the Public Officers at the end of the year 2017 are given below:-

	Approved Limits 2017 (Rs.)	Actual Amounts 2017 (Rs.)	
Maximum Limits for Expenditure	39,000,000	01601-1	38432250.47
		01601-2	1,123,921.00
Minimum Limits for Receipts	30,000,000	01601-1	31,312,719.81
		01601-2	0.00
Maximum Balance	175,000,000	130,571,436.39	

6 Legislative Services Department :-

6.1 Sectoral Oversight Committees

16 Sectoral Oversight Committees have been established in line with the resolution passed by Parliament on 19th December 2015 and the affairs related to the following 10 Committees are handled by Committee Office 1.

Accordingly, the tasks performed by each Committee during the year 2017 are described below.

	Sectoral Oversight Committee	Number of meetings conducted	Number of considerations				Number of reports presented to Parliament
			Bills	Orders/ Regulations	Motions /Supplementar	Annual and performance	
1	International Relations	10	1	4		18	7
2	National Security <u>Sub Committee</u> • Traffic Management	3 9		2			1
3	Women and Gender <u>Workshops</u> • Workshop on Reproductive Health Education • Action Session held by the Commonwealth Secretariat	13				5	2

4	Education and Human Resource Development <u>Sub Committees</u> <ul style="list-style-type: none"> Higher Education Education 	20 30 2		5		87	10
5	Transport and Communication	24	3	5	1	24	9
6	Agriculture and Lands	14		1		48	3
7	Legal Affairs (Anticorruption) and Media	20	6	3		1	9
8	Business and Commerce <u>Sub Committee</u> <ul style="list-style-type: none"> Addressing the issues related to National Intellectual Property Office of Sri Lanka 	8 1	2	2		20	4
9	Energy Sub Committee <ul style="list-style-type: none"> Power and Renewable Energy 	10 10	1			5	3
10	Production and Services Sub committee <ul style="list-style-type: none"> Development of Public Institutions related to manufacturing of Cement 	06 2				18	4

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

Accordingly, the tasks performed by each Committee within 2017 are given below.

	Sectoral Oversight Committee	Number of meetings conducted	Number of considerations				Number of reports presented to Parliament
			Bills	Orders/ Regulations	Motions /Supplementary	Annual and performance reports	
1	Economic Development	23	03	11	-	62	16

	Sectoral Oversight Committee	Number of meetings conducted	Number of considerations				Number of reports presented to Parliament
			Bills	Orders/ Regulations	Motions /Supplementary	Annual and performance reports	
2	Sustainable Development, Environment and Natural Resources	09	02	01	--	26	05
3	Health and Human Welfare, Social Empowerment	10	01	06	--	40	09
	<u>Sub Committees</u> Upcountry New Villages, Infrastructure and Community Development	05	--	--	--	--	--
4	Youth, Sports, Arts and Heritage	10	01	02	--	18	05
5	Internal Administration and Public Management	12	07	01	--	23	07
6	Reconciliation and North and East Reconstruction <u>Workshops</u> "Experience Sharing" workshop held with Members of Parliament of Sri Lanka and representatives of the United Kingdom	05	--	--	--	06	01

6.2 Committees for Special Purposes

(i) Committee on Public Finance

The membership of this Committee which is Chaired by Mr. M.A. Sumanthiran, is 20 and 30 meetings were held in the year 2017 and

- 5 Bills
- 5 Regulations
- 40 Orders
- 9 Announcements
- 9 Proposals
- 34 Annual reports and 13 other notes were considered while 16 reports were Tabled in that regard.

Report on Public Finance, Finance and Economic Assumption which was used a basis for the preparation of Budget Estimates of the year 2018 was also Tabled.

(ii) Committee of Selection

The Committee of Selection with the Chairmanship of Hon. Speaker Karu Jayasuriya, consists of 20 members and 03 meetings were held in the year 2017.

(iii) Committee on Previlages

The Committee with the Chairmanship of Hon. Thilak Marapana consists of 10 members and 04 meetings were held in the year 2017 whereas action is being taken in regard to 09 cases of contravention of previlages of Hon. Members of Parliament.

(iv) Committee on High Posts

The Committee with the Chairmanship of the Hon. Sopeaker, Karu Jayasuriya consists of 15 members and 19 meetings were held in the year 2017 and

- 06 appointees to the post of Head of Foreign Mission
- 33 appointees to the post of Seretary to a Ministry
- 82 appointees to the post of Chairman of Institutions

were summoned before the Committee and their qualifications were examined.

(v) Committee on Standing Orders

This Committee with the Chairmanship of Hon. Speaker, Mr. Karu Jayasuriya consists of 09 members and 04 meetings were held in the year 2017 and the report of the Committee was submitted having included the amendments recommended by the Committee.

(vi) Committee on Public Accounts

The Committee on Public Accounts summoned 50 institutions before the Committee in the Year 2017 and conducted 56 investigations , three other investigations on specific matters and 02 Annual Performance Report - 2017

special discussions and thereby paid much concern on regulating the performance and financial control over public institutions.

Specific/ new programmes initiated by the committee on public accounts during the year 2017:-

- a) Information was obtained through a new computer information management system from all the 831 public institutions coming under the perview of the Committee on Public Accounts for the financial year of 2015 with a view to streamlining and evaluating their financial control and performance and all the institutions were evaluated based on the aforesaid information and Award Ceremony was conducted under the patronage of His Excellency the President , the Hon. Prime Minister and the Hon. Speaker in order to felicitate the institutions which have received a higher performance level as per the aforesaid evaluation.

- b) The process of obtaining information online through the aforesaid computer information management system for the financial year 2016 in order to evaluate the financial control and the performance of the institutions coming under the perview of the Committee on Public Accounts was concluded as the next stage of this programme.

Establishing Sub Committees

A Sub Committee was established under the Chairmanship of Hon. Sujeewa Senasinghe in order to submit recommendations to be taken for the promotion of tourism and conservation of the coast of Sri Lanka on 24th January 2017 and the aforesaid Sub Committee has conducted 04 meetings by now.

Presentation of Committee Reports

The third report of the Committee on Public Accounts which contained the information obtained online through computer information management system for the financial year 2015 in order to evaluate the financial control and the performance of 831 institutions , was submitted to parliament on 13th November 2017.

The 04th report of the Committee on Public Accounts , which contained the investigations carried out by the Committee on Public Accounts during the period from 24.01.2017 upto 24.05.2017 was submitted to Parliament on 08th December 2017.

Institutions examined by the Committee on Public accounts in the year 2017.

No	Name of the Institution	Date examined
1	Department of Registration of Persons	24.01.2017
2	Department of Coast Conservation	24.01.2017
3	Ministry of Transport	25.01.2017
4	Southern Provincial Council	25.01.2017 07.11.2017
5	District secretariat – Colombo	26.01.2017
6	District Secretariat – Gampaha	26.01.2017
7	District Secretariat – Ratnapura	21.02.2017
8	Ministry of Posts	22.02.2017

9	Department of Posts	22.02.2017
10	Ministry of City Planning and Water Supply	23.02.2017
11	Ministry of Social Empowerment and Social Welfare	07.03.2017
12	Department of Motor Traffic	07.03.2017 04.04.2017 06.06.2017 25.07.2017 17.10.2017
13	Ministry of Foreign Affairs	09.03.2017
14	Ayurveda Department	09.03.2017 09.08.2017
15	Colombo Municipal Council	10.03.2017
16	Central Provincial Council	10.03.2017
17	District Secretariat Kalutara	21.03.2017
18	Department of Cultural Affairs	22.03.2017
19	Department of National Museums	22.03.2017
20	Uva Provincial Council	23.03.2017
21	North Central Provincial Council	23.03.2017
22	Ministry of Buddhasasana and Buddhist Affairs	24.03.2017
23	Employees provident Fund	24.03.2017
24	Department of Food Commissioner	05.04.2017
25	Eastern Provincial Council	05.04.2017
26	Ministry of Public Administration and Management and Department of Pensions	03.05.2017
27	Ministry of Fisheries and Aquatic Resources Development and Department of Fisheries and Water Resources Development	04.05.2017
28	Ministry of Sports and Department of Sports Developments	05.05.2017
29	Department of External Resources	23.05.2017
30	Ministry of Higher Education and Highways	24.05.2017 08.09.2017
31	Ministry of Power and Energy	21.09.2017
32	Ministry of Disaster Management	22.06.2017
33	Department Meteorology	22.06.2017
34	Panadura Urban Council	04.07.2017
35	District Secretariat - Kegalle	07.07.2017
36	Ministry of Sports and Department of Sports Developments	26.07.2017
37	Kalutara Pradeshiya Sabha	27.07.2017
38	District Secretariat Matale	17.07.2017
39	Ministry of Buddhasasana and Development of Buddhist Affairs	09.08.2017
40	Northern Provincial Council	07.09.2017
41	Kaththankudy Urban Council	19.09.2017
42	Eravur Urban Council	19.09.2017
43	Colombo Municipal Council	20.10.2017
44	Ministry of Irrigation and Water Resources Management	16.11.2017
45	Ministry of Education	17.11.2017
46	Department of Co-operative Development	08.12.2017
47	Ministry of National Integration and Reconciliation	08.12.2017
48	Ministry of Irrigation and Water Resources Management	08.12.2017
49	Department of Prisons	08.12.2017
50	Ministry of Health, Nutrition and Indigenous Medicine	08.12.2017

Special meetings held by the Committee to examine Specific Performance Audits.

No	Matters Examined	Dates of Examination
1	Performance Audit on the Elimination of the Dengue Disease	08.03.2017
2	Performance Audit on Drinking Water Bottles	08.03.2017
3	Performance Audit on the provision of fertilizer on subsidized rates for paddy cultivation	06.07.2017

No	Matters Examined	Dates of Examination
1	Meeting of the Sub Committee appointed for the recommendation of the steps to be taken for Coast conservation and tourism promotion in Sri Lanka	22.02.2017 06.04.2017 10.08.2017 06.10.2017 25.10.2017

Special Meetings

Number	Matters investigated	Dates of investigation
01	Investigation on the Annual accounts and the Auditor General's reports of the Ministry of Finance for the year 2016	2017.06.09 2017.08.22

(vii) Committee on Public Enterprises :

In the year 2017, the Committee on Public Enterprises conducted meetings and prepared reports with a view to reporting the performance and the current affairs of the below mentioned institutions to Parliament.

Presentation of Committee reports

In addition to that, the Committee on Public Enterprises successfully completed the tasks entrusted to it and presented 03 reports on the institutions related to public enterprises that were investigated by them on 08th February 2017, 07th April 2017 and 19th October 2017.

Institutions investigated by COPE within the year 2017

Number	Name of the institution	Date of investigation
01	Ceylon Petroleum Corporation	2017.01.25
02	Lanka Mineral Sands Company	2017.01.26
03	National Lotteries Board	2017.02.07
04	Lanka Mineral Sands Company	2017.02.07

05	Hingurana Sugar Company	2017.02.08
06	Ceylon Fisheries Corporation	2017.02.09
07	Independent Television Network	2017.02.21
08	University Grants Commission	2017.02.22
09	University of Sri Jayawardenapura	2017.03.07
10	University of Vocational Technology	2017.03.08
11	University Grants Commission	2017.03.09
12	Bureau of Foreign Employment	2017.03.10
13	University Grants Commission	2017.03.20
14	Kotelawala Defence University	2017.03.21
15	State pharmaceutical corporation	2017.04.06
16	Lanka Coal Company	2017.04.07
17	Lanka Salt Company	2017.05.03
18	Sri Lanka Board of Investment	2017.05.05
19	University of Peradeniya	2017.05.23
20	National Institute of Education	2017.05.25
21	Bureau of Foreign Employment	2017.06.06
22	Sri jawardenapura Hospital	2017.06.09
23	Lanka Hospital	2017.06.20
24	Gal Oya Estate Company	2017.06.21
25	University of Colombo	2017.07.04
26	National Apprentice and Industrial Training Authority	2017.07.05
27	Paddy Marketing Board	2017.07.06
28	State Pharmaceutical Corporation	2017.07.07
29	Hector Kobbekaduwa Agrarian Research and Training Centre	2017.07.25
30	Sri Lanka Telecom	2017.07.26
31	Sri Lanka Transport Board	2017.08.08
32	University of Sabaragamuwa	2017.08.09
33	Sri Lankan Airlines	2017.08.10
34	Milco Private Limited	2017.08.11
35	Sri Lanka Higher Education Institute	2017.08.22
36	Milco Private Limited	2017.08.22
37	Regional Development Bank	2017.08.23
38	State Pharmaceutical Corporation	2017.08.09
39	National Livestock Development Board	2017.08.25
40	Milco Private Limited	2017.09.06
41	Sri Lankan Airlines	2017.09.06
42	Sri Lanka Transport Board	2017.09.08
43	Road Development Authority	2017.09.19
44	Sri Lankan Airlines	2017.09.20
45	University of Ruhuna	2017.09.21
46	University of Kelaniya	2017.09.22
47	South eastern University	2017.11.17
48	Eastern University	2017.11.22
49	University of Jaffna	2017.11.23
50	North Western University	2017.11.28
51	Uva University	2017.11.29

(viii) Committee on Public Petitions :

The first meeting of the Committee for the year 2017 has been conducted on 2017.02.08 and 37 meetings have been conducted during the year, 348 petitions have been considered and 105 petition files have been completed. 27 petitioners have obtained relief out of the 105 petition files and the other files have not been completed due to the unavailability of provisions with the committee.

The unedited data on the functions of the petitions committee are as follows :-

The number of total petitions received by the committee office within the year 2017	1062
The number of petitions rejected by the Committee office for not been consistent with the standing orders	413
The number of petitions accepted by the committee office for future proceedings	649
The number of petitions submitted for the approval of the speaker in the year 2017 (Out of these 649 petitions,39 have been received in the 2016 and the remaining 610 petitions have been received in the year 2017)	649
The number of petitions submitted to parliament in the year 2017 (Arrangements have been made in the year 2017 to submit the petitions which have been received in the years 2015, 2016 ,but have not been submitted to parliament)	658
The number of petitions which have been submitted to the Ombudsman for investigation	66
The number of committee meetings held	37
The number of petitions considered by the committee	348
The number of petitioners to whom relief has been provided	27
The number of petition files completed (relief provided/not provided)	105

6.3 Select Committees

(i) Select Committee of Parliament on the United Nations 2030 Agenda on Sustainable Development

This Committee which is headed by the Hon. Thilanga Sumathipala, the Deputy Speaker, comprises of 15 Members of Parliament. The Committee has held 05 meetings in year 2017. Four sub committees consisting of three members have been appointed with the Chairmanship of

Hon. Niroshan Perera

Hon. Buddhika Pathirana
Hon. Bimal Rathnayake
Hon. Anuradha Jayarathne

and one interim report has been Tabled based on the aforesaid discussions. Further, one workshop has been organized to raise the awareness of the Hon. Members of Parliament on the United Nations 2030 Agenda on Sustainable Development.

(ii) Parliamentary Select Committee appointed for the Inquiry and report of the separate expenditures borne by the Central Bank of Sri Lanka on the Sri Lankan Embassy of Brazil and the United Nations Sri Lankan Permanent Representative Office in New York, USA

The membership of this Committee is 21 and the Chairmanship is held by Hon. Ananda Kumarasiri. 07 meetings have been conducted in the year 2017.

(iii) Parliamentary select committee for the discussion of votes of expenditures of the selected ministries out of the Budget Estimates of 2018

The membership of this Committee with the chairmanship of Hon. Mahinda Samarasinghe, was 21 and in the year 2017, 12 committee meetings have been conducted and the final report has been tabled having considered 10 votes of ministries.

(iv) Parliamentary select committee for the inquiry, recommendation and reporting on the measure to enable the migrant Sri Lankans to exercise franchise in future elections and the matters consequential thereto.

The membership of this Committee with the chairmanship of Hon. Thalatha Athukorala, is 21 and in the year 2017, 04 committee meetings have been conducted. A workshop has been conducted on the methodology to enable the migrant Sri Lankans to exercise their franchise. Further, the approval of the committee has been received for the interim report formulated concerning the matters which were subjected to the discussion.

Ad-hoc Committees

Women Parliamentarian's Caucus:

This Committee which is headed by the Hon. Mrs. Chandrani Bandara, comprises of 12 Members of Parliament. The Committee has held 03 meetings in the year 2017.

This Committee which functioned in a very dynamic manner in the year 2017 has organized and conducted the followings:

- A programme to commemorate the International Women's Day in Kilinochchi
- A sticker campaign to eradicate harassment of women that takes place in common transport services
- Two workshops to enlighten the society on the female representation in politics

Parliamentary caucus for children:

This Committee which is headed by the Hon. Dr. Mrs. Sudarshani Fernandopulle, has an active membership of fourteen Members of Parliament. The Parliamentary Conference on the Pre childhood development was organized and conducted with the sponsorship of UNICEF.

6.4 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 gazette to the printing of the respective Act once it is passed in Parliament.

In year 2017,

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	02
Bills passed in Parliament	32
Government Acts that received Hon. Speaker's certificate	32
Gazetted Private Members' Bills presented to Parliament as per requestes made to the Bills office in relation to Private Members' Bills	32
Private Members' Bills referred for the obtaining of Ministerial reports	32
Draft statutes on which observations of Parliament were sentas per request of the respective Provincial Council	01

11	11/2017	ධීවර සහ ජලජ සම්පත් (සංශෝධන) கடற்றொழில் நீர்வாழ் உயிரின வளங்கள் (திருத்தம்) Fisheries and Aquatic Resources (Amendment)	2017-07-25
12	12/2017	විදේශ විනිමය வெளிநாட்டுச் செலாவணி Foreign Exchange	2017-07-28
13	13/2017	ජාතිය ගොඩනැගීමේ බදු (සංශෝධන) நாட்டைக் கட்டியெழுப்புதல் வரி (திருத்தம்) Nation Building Tax (Amendment)	2017-08-09
14	14/2017	සුගතදාස ජාතික ක්‍රීඩා සංකීර්ණය අධිකාරිය (සංශෝධන) சுகததாச தேசிய விளையாட்டுகள் கட்டிடத்தொகுதி அதிகாரசபை (திருத்தம்) Sugathadasa National Sports Complex Authority(Amendment)	2017-08-17
15	15/2017	ලංකා ජර්මානු කාර්මික අභියාසා ආයතනය இலங்கை ஜேர்மன் தொழில்நுட்ப பயிற்சி நிறுவகம் Ceylon German Technical Training Institute	2017-08-24
16	16/2017	පළාත් පාලන ආයතන ඡන්ද විමසීම් (සංශෝධන) உள்ளூர் அதிகாரசபைகள் தேர்தல்கள் (திருத்தம்) Local Authorities Elections (Amendment)	2017-08-31
17	17/2017	පළාත් සභා ඡන්ද විමසීම් (සංශෝධන) மாகாண சபைத் தேர்தல்கள் (திருத்தம்) Provincial Councils Elections (Amendment)	2017-09-22
18	18/2017	මෝටර් වාහන (සංශෝධන) மோட்டார் வாகனம் (திருத்தம்) Motor Traffic (Amendment)	2017-10-03
19	19/2017	ශ්‍රී ලංකා තිරසර සංවර්ධන இலங்கை நிலைபேறுதகு அபிவிருத்தி Sri Lanka Sustainable Development	2017-10-03
20	20/2017	මහ නගර සභා (සංශෝධන) மாநகர சபைகள் (திருத்தம்) Municipal Councils (Amendment)	2017-10-12
21	21/2017	නගර සභා (සංශෝධන) நகர சபைகள் (திருத்தம்) Urban Councils (Amendment)	2017-10-12
22	22/2017	ප්‍රාදේශීය සභා (සංශෝධන) பிரதேச சபைகள் (திருத்தம்) Pradeshiya Sabha (Amendment)	2017-10-12
23	23/2017	රක්ෂණ කර්මාන්තය විධිමත් කිරීමේ (සංශෝධන) காப்புறுதித் தொழிலை ஒழுங்குபடுத்தல் (திருத்தம்) Regulation of Insurance Industry (Amendment)	2017-10-19
24	24/2017	දේශීය ආදායම් உண்ணாட்டரசிறை Inland Revenue	2017-10-24
25	25/2017	ඉලෙක්ට්‍රොනික ගනුදෙනු (සංශෝධන) இலத்திரனியல் கொடுக்கல்வாங்கல்கள்(திருத்தம்) Electronic Transactions (Amendment)	2017-11-02
26	26/2017	අධිකරණ සංවිධාන (සංශෝධන) நீதித்துறை (திருத்தம்) Judicature (Amendment)	2017-11-17

27	27/2017	අපරාධයක වින්දිතයන් සහ සාක්ෂිකරුවන් හට සහාය දීමේ සහ ආරක්ෂා කිරීමේ (සංශෝධන) குற்றச்செயல்களுக்கு பலியாக்கப்பட்டோருக்கும் சாட்சிகளுக்குமான உதவி மற்றும் பாதுகாப்பு (திருத்தம்) Assistance to and Protection of Victims of Crime and Witnesses (Amendment)	2017-11-17
28	28/2017	පළාත් පාලන ආයතන (විශේෂ විධිවිධාන) உள்ளூர் அதிகாரசபைகள் (விசேட ஏற்பாடுகள்) Local Authorities (Special Provisions)	2017-11-17
29	29/2017	අපරාධ වැළැක්වීමේ (සංශෝධන) குற்றச்செயல்களைத் தடுத்தல் (திருத்தம்) Prevention of Crimes (Amendment)	2017-11-18
30	30/2017	විසර්ජන ஒதுக்கீடு Appropriation	2017-12-09
31	31/2017	පළාත් පාලන ආයතන ඡන්ද විමසීම් (සංශෝධන) உள்ளூர் அதிகாரசபைகள் தேர்தல்கள் (திருத்தம்) Local Authorities Elections (Amendment)	2017-12-14
32	32/2017	විසර්ජන (සංශෝධන) ஒதுக்கீடு (திருத்தம்) Appropriation (Amendment)	2017-12-14

6.5 Table Office :

- (i) Three Order Books with 24 Addendums connected thereto including motions and questions that are expected to be taken up in future and order papers and minutes for 97 Parliamentary sittings were prepared and printed in Sinhala, Tamil and English languages.
- (ii) Measures were taken to present to Parliament 437 performance reports and annual reports of Ministries and Departments, Corporations and Statutory Boards coming under such Ministries as well as motions which include orders and regulations that were imposed under various acts and were published in the Gazette and forwarded by each Ministry.
- (iii) Measures were taken to include in order books or in addendums to order books as relevant 1074 questions for oral answers which were submitted by Members of Parliament, after registering and editing those questions in keeping with Standing Orders of Parliament having translated into Sinhala, Tamil and English languages.
- (iv) Further, 18 private members' motions and 03 no date motions were received and were included in the order books or addendums to order books as relevant after editing them and translating them into Sinhala, Tamil and English languages.
- (v) Action was taken to convene 43 meetings of the Committee on Parliamentary Business and the minutes of those meetings were distributed in all three languages and follow up activities was carried out with regard to the decisions taken at those meetings.

- (vi) Arrangements were made to prepare Business of the Day on each sitting day of Parliament having included 01 Memorandum from the President, 86 notices by the Speaker, 51 Bills including 39 Bills of the Government, rulings of the Supreme Court on various Bills as well as various papers presented by Ministers as applicable.
- (vii) Measures were taken to present 06 votes of condolence to Parliament in year 2017 and the relevant Hansard reports, extracts, calling letters and order papers of Parliamentary sittings were sent to the late Members' spouses or to their next of kin.

6.6 Parliamentary Interpreters' Office :

Services provided by the Parliamentary Interpreters' Office during the year ended 31 December 2017 are as follows:

- (i) Provision of simultaneous interpretation services in Sinhala/English, Sinhala/Tamil, Tamil/English languages to Members of Parliament inside the chamber of Parliament on sittings days.
- (ii) Simultaneous interpretation facilities were made available in Sinhala/English, Sinhala/Tamil, Tamil/English languages to the Hon. Members of Parliament, public officers and other officials participating in meetings of Sectoral Oversight Committees and other meetings held at Committee Rooms.
- (iii) Provision of consecutive interpretation at committees such as the Committee on Parliamentary Business and the Committee on Public Petitions which are held in committee rooms which are not equipped with simultaneous interpretation paraphernalia.
- (iv) Translation of questions for oral answers and questions not for oral answers 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 2017 :

Stream	Number of questions
Sinhala/English	1019
Sinhala/Tamil	1049
Tamil/English	11

Details of the additional official documents translated into Sinhala/English, Sinhala/Tamil, Tamil/English languages by each stream of the Interpreters Office in year 2017 are given below.

Stream	Number of pages translated
Sinhala/English	1652
Sinhala/Tamil	914
Tamil/English	858

6.7 Library of Parliament:

During the year 2017, resources in Sinhala, Tamil and English languages were acquired to the main collection of the Library. They are as follows:

Books	- 750
Newspapers	- 34
Periodicals	- 14

As and when required by the Hon. Members of Parliament, the Library took action to provide them with copies of rare and important documents of timely significance coming under a variety of subject matter in the digitized format.

Information requirements of Ministers and Members of Parliament including the Hon. Prime Minister, Hon. Speaker, Hon. Chief Government Whip, Hon. Leader of the House, Hon. Leader of the Opposition were fulfilled successfully in year 2017.

Another important responsibility fulfilled by the Library is the provision of a wide range of information to the staff of Parliament including the Secretary General of Parliament to fulfill their duty requirements.

Furthermore, requests for information forwarded by the Presidential Secretariat, Ministries, Departments and various other government and private sector institutions from time to time were fulfilled. In addition, action was taken to improve collaboration of the library with other bodies by the provision of information to non governmental organizations in adherence with the laws, rules and regulations of the Library.

The Library issued 1211 books and other documents in year 2017.

During year 2017, where there were urgent requirements of information related to various subjects of national importance, around 510 files containing the required information were provided within a very short period of time utilizing various reference books, newspapers, magazines and the internet.

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

Further, around 100 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.

Parliament diary for 2018 was designed and compiled this year, too, and 4200 copies of the diary (large – 1200, medium – 3000) were printed at the Government Press and were distributed among Hon. Speaker, Hon. Deputy Speaker, Hon. Deputy Chairman of Committees, Hon. Members of Parliament, all members of the staff of Parliament and all members of the ancillary staff.

The following tasks were fulfilled by the Research Division of the Library during the year:

Requests from Members of Parliament	- 242
Preparing speeches for the Speaker / for affairs of the Parliament Secretariat, and for parliament delegations who attend overseas conferences	- 72
Background reports to bills	- 31
Technical reports	- 08
Research papers	- 06
Parliament Research Journal	- Vol. 1 No. 6 - 1

7. Department of Serjeant- At- Arms

The objective of this Department is to provide professionally appropriate services to Hon. Speaker, Hon. Members of Parliament and their staff, staff of the Parliament and affiliated staffs in order to facilitate the fulfillment of parliamentary procedures.

The key functions performed by the Department during year 2017:-

(i) Security Affairs

While maintaining the security position of the Parliament at an optimal level, strict security provisions that had been made at the previous meetings of the Security Committee have been relaxed to a certain level since 2010. Under the guidance of Hon. Speaker, these measures were further continued in the year 2017, too.

While maintaining the security position of the Parliament at an optimal level, certain security provisions could be relaxed in the year 2017, too, and actions was taken to inform Hon. Members and the staff, and public officials on the decisions regarding such security arrangements.

As a result, it became more convenient for the Hon. Members, staff of the Parliament, public officials who come for official purposes, and also the public who come to visit the Parliament complex.

Programmes such as workshops and seminars for the staff and ancillary staff of the Parliament on security and other subjects related to security were organized, and training opportunities were provided for the staff of the Department of the Serjeant-At-Arms.

(ii) VIP Visits

The number of VIP visits during 2017 was approximately 560.

(iii) Issuing of passes of various categories.

(a) Issuing of annual passes (approximate number)

Passes for public officials	Passes for Public Officers' Box	Passes for Dining Hall	Passes for Private Secretaries	Passes for vehicles of Secretaries	Vehicle passes for Members
1312	321	75	18	65	42

(b) Issuing of daily passes for public officials (approximate number)

Passes for public officials	Gallery passes for public officials	Passes for Public Officers' Box	Day on which 2017 Budget was presented	For the debate on 2017 Budget
52	152	520	770	1520

(c) Issuing of special passes during the debate on Budget 2017 (approximate number)2017

For the staff	For police officers	Printed passes
88	67	Gallery 1000 Vehicle 600

(d) Issuing of passes for private vehicles of the staff (approximate number)

Motor cars	Motorcycles and three-wheelers
321	381

- (e) The number of vehicle passes issued for drivers of Members were 46.
- (f) The number of passes issued for newspaper reporters and for newspaper messengers were 170 and 08 respectively.
- (g) Issuing of passes for visiting the Parliament (approximate number)
 - (i) Total number of gallery passes issued in 2017 - 5100
 - (ii) Group Passes issued for visiting the Parliament - 2900
 - (iii) Number of temporary monthly passes issued - 2276
 - (iv) Monthly average of the number of temporary passes issued - 190
 - (v) Number of school children and other persons who came to visit the Parliament without obtaining prior permission - 3398
- (iv) Issuing of security clearance certificates in connection with construction of buildings in the surrounding area of parliament premises**

Given below are the details about the number of applications received for the security clearance certificate on developing houses and construction of buildings, number of approvals granted, and the number of meetings conducted in that regard.

Number of applications received	Number of applications approved	Number of meetings conducted with the Urban Development Authority and the relevant local government authority
157	135	04

8. Administration Department

8.1 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

(i) Local training programmes / courses / awareness programmes

Training programmes / courses were organized through the following institutes (outbound) and within the Parliament complex for approximately 350 members of the staff:

Skills Development Fund Ltd.	70
Prag Training Institute	02
Sri Lanka Institute of Tourism and Hotel Management	04
Sri Lanka Institute of Development Administration	111
British Council	20
Tharanaya Sansadaya	100

Official language training programmes

Sinhala language training programmes	15
Tamil language training programmes	30

State Printing Corporation

Diploma in Computer graphic designing	10
Airport and aviation	24

(ii) Foreign training programmes /study programmes/seminars

Advance Certificate Course in English Language and It Proficiency (India)	01
Seminar on Economic Cooperation for Sourthern Asian Countries (China)	01
Certificate Course in Cloud Infrastructure Management (ITEC) India	01
Study Programme – Legislative Assembly of Karnataka (India)	10
Leadership Engagement and Development – I (ITEC)	01
Internship Programme for Foreign Parliamentary Officials (India)	08
Seminar on Economic Development and Financial Management for Sri Lanka (China)	01
Legislative Drafting (India)	01
Management Training on Natural Disaster Prevention and Relief (China)	01
Seminar on population, sustainable Development and Poverty Reduction for Developing Countries (China)	01

Tasks of the Establishment office

Recruitments -

58 employees were recruited for the parliament staff and followings are the respective designations

Parliamentary interpreter	03
Technical officer	04
Committee reporter	01
Chef	08
System designer	01
Parliamentary officer	18
Stenographer	03
Driver	01
Furniture Polisher	01
Housekeeping assistant	13
Utility Receiving Assistant	05

8.2 Members ' Services Office

The major duty of this department is to take measures to provide approved facilities and services necessary for Hon. Members of Parliament in performing their duties properly in time and to ensure that the other departments of the parliament and the external sections provide such services in an appropriate manner .

The management of the official housing complex of Hon. Members of Parliament and of the Generals House of Nuwaraeliya , comes under the purview of the Members' Services Office .

8.3 Transport Office

This office performs the duty of providing transport facilities for the Parliamentary Staff and affiliated staffs, maintenance of vehicles and repair works.

9. Hansard Department

Followings are the services provided by the Hansard Department for the year 2017 :-

- Covering 95 parliamentary sitting days.
- Covering 187 committees including Committee on Public Enterprises, Committee on Public Accounts, Committee on High Posts, Committee on Privileges, women Caucus. Children caucus, Committee on Standing Orders, Consultative Committees (Special) , Standing Committees , and Committee on Budget Estimates.
- Covering all the sessions of Committee on Parliamentary Affairs
- Proof reading 122 unedited Hansard reports (volume 245-255)
- Sending 85 edited Hansards for printing (volume 241- 247)
- Binding 05 volumes of Hansard reports as a book and sending to the Printer
- Sending Hansard reports containing motions of Condolence on 12 Members of Parliament, for printing.
- Editing the records of 104 committees.
- Making 08 indexes concerning 95 Hansard reports and sending for printing (volume 245-252)

10. Co-ordinating Engineer's Department:

Co-coordinating Engineer's Department undertook number of special projects in the parliamentary secretariat, in the parliamentary premises and in the Madiwela Members' official residence on the instructions of the Management, in year 2017 .

1	Procurement of Broadcast Quality CCTV System in the main Chamber	237,988,627.59
2	Repair to the Table Stand Lamps at Chamber	730,800.00
3	Fabrication of a Partition for Secretary Officer's Counter at Jayanthipura Entrance)	70,055.00
4	Fabricating Supplying and Erecting of a gate at rear entrance of Parliament	682,710.00
5	Supply installation execution & Commissioning of Digital Signage System to Parliament	1,669,640.31
6	Supply and Installation of Sewerage Pump for MP's Housing Scheme Madiwela	2,445,751.00
7	Supply, Installation, Testing and commissioning of Air handling unit & Secondly Chilled water pump)	4,518,317.00
8	Supply Installation Testing Commissioning of VRF A/C unit in server room	1,784,361.87
9	Cold room freezer refrigeration cycle	858,859.88
10	Supply of Furnirure for Minister Rooms	2,587,090.00
11	Partitioning of Member's Private Dining	2,171,856.00
	Total	255,508,068.65

11. Information Systems and Management Department:

Maintenance of Information and Communication Infrastructure developing applications for financial management to increase the efficiency of various sections of the institute, information management for Committees on Public Enterprises and Public Accounts, Restaurant Management, Thrift Society Management, information on visitors arrivals, developing home grown applications and maintenance, dealing with maintenance service contracts, conducting training programmes, maintenance of Parliament Website, monitoring data base on disaster management are among major tasks undertaken by the information Systems and Management Department in year 2017.

12. Internal Audit Office:

The Internal Audit Office audited the activities of following sectors in year 2017

Audit and Management Committee

The Audit and Management Committee was established in the Parliament with the objective of utilizing state resources including the human resources effectively in terms of the Public Finance Circular No. PF/PE/7 dated 15.03.2000.

Details of the four meetings of the Audit and Management Committee held during the year are given below.

Meeting	Date held	Whether the minutes were sent to the treasury?	Whether measures were taken to implement the decisions reached at the meetings?	Whether a follow up was done regarding the decisions that were taken
1 st quarter	29.03.2017	Yes	Yes	Yes
2 nd quarter	30.06.2017	Yes	Yes	Yes
3 rd quarter	25.10.2017	Yes	Yes	Yes
4 th quarter	14.12.2017	Yes	Yes	In progress

Implementation of the following decisions taken by the Audit and Management Committee

- It has been decided to follow a same structure for the letter heads used by all offices in the Parliament.
- Measures have been taken to legally acquire the lands used by the Parliament and to obtain deeds for them.

The special committee appointed by the Secretary General of Parliament has taken measures to legally acquire the lands used by the Parliament on the instructions given by the Audit and Management Committee. The cabinet has granted its approval to the memorandum submitted by the Ministry of Megapolis and Western Development for this purpose.

The Internal Audit Office has mediated in obtaining the document with regard to the transferring of the land in which the General's House is situated, acquired from the Nuwara Eliya Divisional Secretariat and the deeds of 15 staff quarters at Jayawadanagama obtained from the Housing Development Authority, which have been handed over the Homagama Land Registry at present.

13 Foreign Relations and Protocol Office

The Foreign Relations and Protocol Office had mainly carried out tasks and services with regard to the Commonwealth Parliamentary Association, Inter-Parliamentary Union and SAARC Parliamentarians' Association in year 2016.

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

- The Commonwealth Women Parliamentarians Working Group – United Kingdom - From February 24 to 27, 2017.
- Commonwealth Parliamentary Association's Parliamentary Fundamentals Course on Practice and Procedure - South Africa - From May 21 to 28, 2017.
- International Parliamentary Conference on National Security and Cyber Security Day – United Kingdom - From March 27 to 31, 2017.
- Asia-Pacific Regional Workshop on Modern Slavery – United Kingdom - From April 25 to 28, 2017.

- Workshop of Global Study Group on Public Accounts Committee Oversight of Responses to National Crises – Canada - From July 12 to 15, 2017.
- 14th Canadian Parliamentary Seminar – Canada – From October 15 to 21, 2017.
- 63rd Commonwealth Parliamentary Conference - Dhaka, Bangladesh - From November 04 to 08, 2017.
- Global workshop on persons affected by leprosy – India, January – From January 29 to 31.
- South Asian Speakers' Summit on achieving the Sustainable Development Goals – Indore, India – From February 17 to 21, 2017.
- Sixth International Conference in support of the Palestinian Intifada organized by the Iranian Parliament – Iran - From February 20 to 24, 2017.
- Sri Lankan Parliamentary delegation's official visit to Iran – Iran - From March 03 to 06, 2017.
- The meeting of the special committee on creation of Asian Parliament and Asian Parliamentary Assembly Standing Committee on Political Affairs – Islamabad, Pakistan – From March 13 to 17, 2017.
- The 136th Inter-Parliamentary Union General Assembly and the relevant meetings – Dhaka, Bangladesh – From March 30 to April 06, 2017.
- Regional Meeting of Young Parliamentarians of the Asia-Pacific – Sri Lanka – From April 24 to 28, 2017.
- Information seminar on the structure and functioning of the Inter Parliamentary Union – Switzerland – From May 15 to 21, 2017.
- RSIS-WTO Parliamentarian Workshop - Singapore – May 15 to 17, 2017.
- Sri Lankan Parliamentary delegation's official visit to China – China – June 13 to 19, 2017.
- The programme to study the tasks and efficiency of Parliamentary committees – Germany – June 25 to July 01, 2017.
- Sri Lankan Parliamentary delegation's official visit to China – China – September 09 to 17, 2017.
- The 137th Inter-Parliamentary Union General Assembly and the relevant meetings – Russia – From October 13 to 20, 2017.

- Parliamentary Forum on Sustainable Development – Bali, Indonesia – From September 06 to 07, 2017.
- Forum on minimizing landslides – Kunming, China- From August 13 to 21, 2017.
- Official visit of the Oman delegation headed by the Chairman of Oman State Council – Sri Lanka – From December 04 to 08, 2017.
- South Asia Parliamentarian Platform for Children – Kathmandu, Nepal – From March 02 to 03, 2017.
- Conference on the Role of Women Parliamentarians in Strengthening Democracy and Social Justice – Islamabad, Pakistan – March 11 to 16, 2017.
- The 8th Conference of the Association of SAARC Speakers and Parliamentarians – Sri Lanka – From October 03 to 07, 2017.

Activities related to Parliamentary Friendship Associations (Currently there are 54 associations)

Activities related to various study tours organized by the Commonwealth Association, Inter-Parliamentary Union and the SAARC Parliamentarians Association for Parliamentary Officers,

Protocol and media activities of various state delegations who come to meet the Speaker, Deputy Speaker and Deputy Chairman of Committees,

Activities regarding visa, passport and reserving Special Guests' terminal in the airports as well as airport duties with regard to foreign tours of Ministers and MPs are also done by this office.

