



Ministry of Parliamentary Affairs
Annual Performance Report
2014



Message of the Hon. Minister

I am Very happy to send this message of congratulations as the Minister of Parliamentary Affairs regarding the Performance Report published for the year 2014.

My Ministry is responsible for the compilation and the implementation of basic policies in relation to the duties and functions to be performed by the government relevant to the scope of the Ministry of Parliamentary Affairs" institutional functions of the staffs of the Hon. Members of the Parliament and the welfare activities of the former Parliamentarians and their families.

Taking action to achieve the good governance which was brought forward by His Excellency the President is also one of our prime responsibilities. Our Ministry is always ready to promote and develop the knowledge" attitudes and skills of the Hon. Parliamentarians and their staffs dedicated to the mission of serving the public.

I am very glad to mention here that we are making the public officials and the staffs of the Hon. Members of the Parliament aware of the Parliamentary system" the government policies in relation to this and the Parliamentary Acts and Orders and have already prepared the plans to creating awareness among the public in the coming years with a view to Strengthening the Parliamentary democracy and good governance at community level as well.

I would like to convey my sincere thanks to the staff of the Ministry including the Secretary to the Ministry and my personal Staff as well who contributed to launch this Performance Report for the year 2014.

Mahinda Yapa Abeywardana
Minister of Parliamentary Affairs



The Message of the Secretary

I am privileged to issue message to the comprehensive performance Report on the service of the entire staff of the Ministry of Parliamentary Affairs.

This Report carries information on the fulfillment of physical and service needs of Members of Parliament and fulfillment of relevant service needs of the staff of MPs which is the major task of the ministry.

Further we will always carry out the service needs being identified time to time by way of a new approach to the satisfaction of the clients.

We have been appreciated for training and raising awareness on capacity building that is necessary to carry out the service of the staff to the expectations of Hon.MPs . I also commend the appreciation received for the programmes that helped update and exchange the knowledge of senior government officers.

It is our sole objective to upgrade our performance up to a so higher extent in next year with the help of the improving human resource and their courage. I wish that the staff may be strong and courageous enough to render a more efficient service in the years to come.

I would like to thank the entire staff of the Ministry that contributed the progress achieved in last year and I also appreciate the assistance and guidance provided by the former secretary.

Padmasiri Jayamanne

The Secretary

Ministry of Parliamentary Affairs

Location of the Office

The Ministry of Parliamentary Affairs is situated at No 464 “B”, Pannipitiya Road, Pelawatta, Battaramulla.

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Vision

To empower the Hon. Members of Parliament towards an efficient and productive public service

Mission

Provision of reinforcements to optimize the expected public service from the Hon. Members of Parliament

Activities

- Provision of the Required Human Resources
 - Appointing the staffs to the Hon. Members of Parliament.
 - Amending the staff as required
- Provision of a Skillful Staff
 - Conducting training programs and awareness programs for the Hon. Members of Parliament and the other relevant public officers
- Provision of Financial Resources
 - Paying the salaries for the staffs to the Hon. Members of Parliament.
 - Paying gratuities for the MP staffs upon termination of their services
- Provision of Physical Resources and Service Facilities
 - Providing office equipment and communication equipment
 - Issuing duty free vehicle permits.
 - Implementing group insurance scheme for the Hon. Members of Parliament.
- Formulation of Policies
 - Arriving at policy decisions by submitting the required Cabinet Memoranda.
 - Implementing policy decisions

Introduction

The term “PARLIAMENT” is derived from the French word “PARLER”, which means “to discuss”.

Formulation of an organized system of law is required to govern a country’s people and to properly fulfill their needs. It is the tradition of a democratic country to get this task accomplished through people’s representatives as the direct participation of people in this regard is impractical.

In broad sense, the Legislature is defined as a group elected by the people to formulate the country’s system of law and to amend the same based on the public needs. Although known by different names, this basic concept of legislature is seen in democratic countries.

The custom of arriving at compromise decisions followed by discussions was seen in various countries at various periods from ancient time onwards. Clear evidence exists that Sri Lanka too had a system of governance of this nature. For instance, “Nissanka Latha Mandapaya” built in the ancient Pollonnaruwa era was designed to hold discussions between the King and his Ministers, and where it is said that the front chairs close to the King were reserved for senior ministers and the rest of the ministers sat in the back. A distinct and unique building structure had been used for Nissanka Latha Mandapaya. “Magul Maduwa” in Kandy also serves as yet another example in this regard. When considering world history, British Parliament, called “the Mother of Parliaments” has a long history, and the study of ancient facts and information reveals that the British Parliament had an influence upon the evolution of the Sri Lankan parliamentary system.

At present, Parliament is regarded as the supreme body entrusted with the task of enactment of legislation and also the responsibility of financial management. Sri Lanka Parliament is the supreme and sovereign legislature in Sri Lanka.

Introduction of universal franchise and Executive Committee system in 1931 by Donoughmore Constitution is milestone in the process of legislature development in Sri Lanka. Sri Lanka enacted a “Westminster” type constitution upon her independence in 1948. Parliamentary system of governance in Sri Lanka is prominent from that onwards. Upon becoming a republic in 1972, Sri Lanka repudiated the Dominion status, and accordingly the Senate and the post

of Governor were removed and Nominal Presidency was introduced in substitution. By the new Constitution adopted in 1978 nominal presidency was changed to executive presidency.

The Ministry of Parliamentary Affairs founded in 1970 is a Ministry which delivers a silent public service with the purpose of “reinforcing Hon. Members of Parliament to ensure an efficient and effective public service”.

Hon K.B Rathnayake being Minister of Sports and Parliamentary Affairs (1970-1977) was the first Minister of Parliamentary Affairs. Hon Winston Perera held the portfolio of Parliamentary Affairs for the longest period of time, i.e. from 1977 to 1990, while also holding the Ministerial portfolios of Sports, Justice and Environment, and further strengthening the Ministry. Hon Dr. Wimal Wickramasinghe (1993-1994) with the Ministry of Environment, Hon Rathnasiri Wickramanayake (1994- 1997) with the Ministries Public Administration/ Plantation Industries, Hon Jeyaraj Fernandupulle (1997-2000) with the Ministry of Planning Implementation, Hon S.B Disanayake with the Ministry of Rural Affairs and Upcountry Development, Hon Maithripala Sirisena (2001) with the Ministry of Mahaveli Development held the responsibility of the Minister of Parliamentary Affairs rendering a great service for Hon. Members of Parliament.

Ministry of Parliamentary Affairs became a separate Ministry on 12.12.2001 under Hon A.H.M Azwer. This was a milestone achievement in the history of Ministry of Parliamentary Affairs. Later, Hon Milroi Fernando (2004-2005), Hon Prof. Wishwa Warnapala (2006-2007), Hon Alhaj M.H Mohomad (2007-2010) held the responsibility of the Ministry. The Ministry rendered a broad, efficient and effective service for Hon. Members of Parliament from the year 2010 upto 08th January 2015 under the Minister Hon. Sumedha G Jayasena.

The Ministry has been able to render a great service for Hon. Members of Parliament by providing them with duty free vehicle permits, insurance schemes, medical and accident gratuities and delivering the services such as training the personal staff of them in particular. Details of the services provided by our Ministry in the year 2012 are submitted by this performance report.

MP Staff Division

Facilities provided to the Members of Parliament

01. Staff

Hon. Members of Parliament are entitled to obtain services of a personal staff consisting of the posts Research Assistant, Secretary to the MP, Typist, KKS and Driver. At present, this staff is appointed on the recommendation of the Members of Parliament either by attachment of officers currently in the public service/corporate sector or by recruiting from outside. This staff serves until the end of the period of office of the Hon. Member of Parliament or as long as he/she wishes to obtain services of the staff.

The post “Research Assistant” is assigned the special responsibility of collecting statistical information, studying research matters and reporting to the Hon. Members of Parliament. In terms of Cabinet decision dated 05.05.2011, Hon. Members of Parliament have been provided with the opportunity to make such appointment outside the public service from graduates. With effect from 01.01.2013, such officers are entitled to a fixed allowance of Rs. 15,215/-, which is the initial salary step of the Salary Scale MN 4 -2006 set out in the Public Administration Circular No: 06/2006 (iv) and the government approved cost of living allowance.

Graduates who are currently serve in the public sector, Local government service or in public corporations and who are attached as Research Assistants are paid the salary of their permanent post through the relevant institutions and the relevant amounts are reimbursed by this ministry.

The following monthly salaries and allowances are applicable to this post.

Post	Salary	Allowance
01. Secretary to the MP	Rs.13,845/-	C.O.L of Rs. 7800/- Interim Allowance of Rs. 3000/- from Nov. 2014 Interim Allowance of Rs. 3000/- from Nov. 2014
02. Typist	Rs.13,555/-	
03. KKS	Rs.12,330/-	
04. Driver	Rs.12,990/-	
05. Research Assistant (Outside Public Service)	Rs.15,215/-	
06. Research Assistant (In Public Service)	Salary applicable to the permanent post	

Paying monthly salaries to the staffs of MPs is one of the main functions of this ministry, and the payment of salaries to such staff is processed only after the confirmation to the ministry their assumption of duties. Moreover, only one person of the personal staff to the Hon. Member of Parliament is paid a monthly travelling allowance of Rs. 400/- on the recommendation of the Hon. MP.

Where an officer who serves in public sector or in a public corporation is appointed to this staff, he/she is entitled to the salary of his/her permanent post or the salary applicable to this post, whichever is higher. Nevertheless, any other allowances paid to him/her by the relevant institution will not be paid.

Another function of the ministry is to evaluate performance of the graduates released from public service for the posts of Research Assistant and submit recommendations for the payment of their salary increments to the permanent service stations.

The staff to the MP thus recruited on a temporary basis is not entitled to a pension. Nevertheless, in case an officer holding such post resigns or his/her service is terminated and where the officer has completed a period of service of 06 months or more, he/she is entitled to a gratuity equal to 20% of the amount of salary paid up to then for the relevant period of service. This is not applicable to the post of Research Assistant.

Apart from this, the members of staff to the MP are provided with the opportunity to obtain the government approved festival allowance of Rs. 5000/-. This sum will be recovered in 10 equal installments without any interest.

Appointment and Service Termination of the Staff

Appointment of staffs and termination of services made upto 31.12.2014 of this year are as follows:

post	Number appointed	Number terminated	Currently in service (as at 31.12.2014)
Secretary to the MP	47	47	220
Typist	54	56	220
KKS	37	37	220
Driver	58	58	213
Research Assistant (in Public Service)	17	20	80
Research Assistant (Outside Public Service)	23	17	63

- 137 MP Staff Identity Cards have been issued up to the end of 2014.

01. Training the Personal Staff of the Hon. MPs

As majority of members of the staffs appointed on the recommendations of the Hon. MPs do not have sufficient knowledge and experience in handling public sector affairs, a series of training programs was initiated and is being conducted by this ministry with the prime purpose of assisting the effective discharge of the public service expected from the Hon. Members of Parliament.

These training programs cover the following areas:

- Computer Fundamentals and Use of Computers, Internet and emailing
- Office Management and Public Relations
- Good Governance through Ethics
- Creating Awareness on the Role of the Member of Parliament, Privileges of the MP, Petitions Committees
- Proper Utilization of Public Finance through Decentralized Budget Management
- Enhancement of Individual Productivity through the Promotion of Human Skills
- Human Rights Protection
- Function of the Ministry (Administration Division, Supplies Division and Accounts Division)
- Media Ethics
- Drivers of the MP staffs are also provided with training on safe driving to provide a better service to the Hon. MPs

02. Workshops are conducted for creating awareness on Parliamentary Committees and Legislations among the District Secretaries, Divisional Secretaries with a view to establishing a better financial control.

These programs are conducted with the support of resource persons who are subject experts from various establishments such as Sri Lanka Parliament, District Secretariats, Attorney-General's Department, Provincial Councils, Human Rights Commission and Sri Lanka Police Traffic Division.

The following aims are expected to be achieved from these training programs:

- Awareness on the function of the ministry so as to facilitate proper coordination with the ministry
- Effective use of computers to collect data relevant to the districts represented by the MPs and utilize such data for development activities
- Making available quality service to the public by way of building up a better relationship with the public institutions and the public on the basis of the principles of good governance
- Guiding clear decision making by means of creating awareness on parliamentary legislations, various parliament committees and the role of the Member of Parliament.
- Assisting the Hon. Members of Parliament for efficient and productive public service by way of properly maintaining the office by utilizing the concepts of productivity
- Assisting the activities of the Hon. MPs by creating awareness on the subject areas such as human rights, the Constitution, office management, fivefold concepts and productivity.
- Acquiring the knowledge required to assist the Hon. MP for the proper management of the decentralized budget
- Building up a healthy human relationship by creating awareness among the staff on approach to phone calls and answering phone calls.
- being a safe driver following the road rules to provide a better service to the Hon. MP

Within the year 2014, 11 training programs have been conducted on behalf of the staffs of the Hon. Members of Parliament .

Training Programs conducted by the Ministry

	Date	Program	Participants	Place
1	25.03.2014	One day Work Shop on Parliamentary Affairs	Officers of the Ministries	Sri Lanka Parliament
2	06.05.2014	Training of Drivers	For the Drivers of Western Provincial National List MPs	CETRAC Institution
3	19- 20 .05.2014	Training of the Staff of the Members of Parliament	For the Staff of the Members of the Parliament (North Central Province)	National Fisheries and Aquaculture Training Institute, Kalawewa
4	09.06.2014	Parliament to the Village (Awareness Programme on Parliamentary System)	For the Students of Schools in Monaragala Education Zone	Monaragala Royal Collage Auditorium
5	09.06.2014	-do-	For the teachers of Monaragala Education Zone	Monaragala Buddhi Mandhira Auditorium
6	10.06.2014	-do-	For the Youth (Monaragala Badalkumbura, Siyambalanduwa)	Monaragala Silanrich Hotel
7	11.06.2014	-do-	For School Students (Wellawaya Education Zone)	Wellawaya Mahinda Rajapaksha Auditorium
8	11.06.2014	-do-	For the teachers of Wellawaya Education Zone	Wellawaya Kumaradasa Collage Auditorium
9	09,08.09.2 014	Developing Positive Thinking and Group Activities	For the Staff of the Members of the Parliament	High Brand Team Institution- Matugama Training Centre

10	09.10.2014	Students Awareness Program for the World Children's Day 2014)	School Children	Parliament
11	27.11.2014	Awareness program on Parliamentary System	Voluntary Activists, Women's Association Activists of Wellawaya Divional Secretariat Division and the Awareness Program for School Children	Wellawaya Mahinda Rajapaksha Auditorium

Members Service Supply Division

The progress of the services provided by the Members Service Supply Division in the year 2014, in facilitating the services provided for the public by the Members of the Parliament and providing welfare facilities, is mentioned below.

01. Providing vehicles to Members of Parliament as transport facilities

- Out of the vehicles provided by the ministry for the members of the 12th and 13th parliament, 3 vehicles were transferred after the complete payment of their depreciation value, in the names of the Members of Parliament in 2014.
- Out of the vehicles obtained by the Members of Parliament on the depreciation value basis, 5 were given third party insurance and 5 were given revenue license.
- A sum of Rs. 153,500/- was recovered in 2014 by this Ministry as depreciation value cost for the vehicles provided for the members of the 12th and 13th Parliament
- In 2014, the Ministry has issued duty free vehicle permits to 04 Members of Parliament in accordance with the Cabinet decisions.

02. Insurance scheme for the Members of Parliament

Under the insurance scheme for the Members of Parliament, the National Insurance Fund provides insurance benefits: hospital charges, medical check-ups (Rs.6000) and spectacles (Rs.5000), up to a ceiling of two hundred thousand Rupees.

Number of the applications received from 01.01.2014 to 31.12.2014 - 122

Payment in total - Rs. 15,676,834/-

❖ Accident insurance for the Members of Parliament

This provides a 5 million rupee insurance cover to parliamentarians in case of an accident or a terrorist attack. No such situation has arisen in this year.

03. Providing office equipment for the Members of Parliament once in three years

The Ministry provides Rs 350,000/- for each parliamentarian to purchase a computer, a photocopy machine, a fax machine and a mobile phone, and only a 17% of the total cost is charged. Thus, Rs 15,911,06285/- has been spent to buy equipment for 54 Members of the Parliament in 2014, and the number of equipment provided by the Service Delivery Section is mentioned below.

Equipment	Amount
Computers	47
Photocopy machines	46
Fax machines	42
Mobile Phones	42

04. Progress Review Activities

1. Preparing the progress review report and presenting it to the Parliament
2. Preparing the Annual Performance Report and submit to the Parliament.
3. Preparing the Annual Action Plan

Finance Division

The main task of this division is to direct and coordinate financial affairs by proper management of annual funds allocated to the Ministry by the Treasury to be used for estimated activities and to maintain the Appropriation Account and the other accounts.

- to pay salaries to the staff of the Members of Parliament to pay gratuity to members of the staff upon their termination of service and to make payments for the training programs which are held for the staff.
- to issue cheques for the supply of necessary equipment to the Hon. MPs
- to maintain financial control by coordinating all the expenditures of the Ministry
- to maintain accounts on expenditure and to submit annual accounts to the Treasury
- to maintain Advance B Account of government officers
- to get funds allocated to prepare and implement annual estimations
- to provide answers in response to the audit enquiries is also another function of the division.

Recurrent and Capital Expenditure as at 31/12/2014

Recurrent Expenditure	Programme 01 Rs	Programme 02 Rs	Total Cost Rs
Salaries and Wages	4,668,993.00	12,595,021.00	17,264,014
Overtime and Holiday Salaries	1,264,188.00	775,200.00	2,039,388
Other Allowances	2,914,451.00	326,560,360.00	329,474,811.00
Traveling Expenses – Local	799,894.00	139,621.00	939,515.00
Traveling Expenses- Foreign	1,234,343.00	2,500.00	1,236,843.00
Stationary and office requirements	482,115.00	582,974.00	1,065,089.00
Fuel	4,982,448.00	2,183,550.00	7,165,998.00
Food and uniforms	8,000.00	65,952.00	73,952.00
Other allowances		47,468.00	47,468.00
Vehicle maintenance expenses	2,899,912.00	1,365,981.00	4,265,893.00
Maintenance of Machinery and	36,199.00	324,700.00	360,899.00
Building and Construction	52,675.00		52,675.00
Transport Services			
Postal and Communication	672,607.00	909,879.00	1,582,486.00
Electricity and Water	268,713.00	2,256,509.00	2,525,222.00
Rent and local government levies	200,000.00	7,373,994.00	7,573,994.00
Other allowances	622,029.00	16,575.933.00	17,197,962.00
Pension Benefits		12,948,179.00	12,948,179.00
Property Loans for government employees		426,648.00	426,648.00
Total	21,106,567.00	385,134,469.00	406,241,036.00
<u>Capital Expenditure</u>			
<u>Rehabilitation and Improvement of Capital assets</u>			
Buildings and Constructions			
Maintenance of Machines and Machinery	13,500.00	4,200.00	17,700.00
Vehicles	436,549.00	180,520.00	617,069.00
<u>Acquisition of Capital Assets</u>			
Vehicles	154,411.00	897,996.00	1,052,407.00
Furniture and office equipments	-	-	-
Machines and Machinery			
<u>Alteration of capitals</u>			
Development assistances	-	15,911,063.00	15,911,063.00
<u>Human Resources Development</u>			
Trainings and Skill Development	-	4,584,564.00	4,584,564.00
Total	604,460.00	1,578,343.00	22,182,803.00

Ministry of Parliamentary Affairs

Financial Progress - 2014

	Net Provision (Rs)	Expenditure (Rs)	Financial Progress
Recurrent Expenditure			
Salaries and Wages	347,630,015.00	346,738,825.00	99.70%
Other Recurrent expenditure	59,639,985.00	59,502,210.00	99.70%
Total Recurrent Expenditure	407,270,000.00	406,241,035.00	99.70%
2) Capital Expenditure			
(I)Capital assets	2,200,000.00	634,769.00	28.80%
Buildings & Constructions	-	-	
Machines and Machinery	500,000.00	17,700.00	
Vehicles	1,700,000.00	617,069.00	
(II)Acquisition of Capital Assets.	1,400,000.00	1,052,407.00	75.10%
Vehicles	-	-	
Furniture and Office Equipment	1,200,000.00	1,052,407.00	
Machines and Machinery	200,000.00	-	
(III) Alteration of Capital and Development Assistances	35,500,000.00	15,911,063.00	44.80%
Equipment for Members of the Parliament	35,500,000.00	15,911,063.00	
(IV)Human Resources Development	5,500,000.00	4,584,564.00	83.30%
Training and Skill Development	5,500,000.00	4,584,564.00	
Total Capital Expenditure	44,600,000.00	22,182,803.00	49.70%

Ministry of Parliamentary Affairs
Advance B Account of the Public Officers – 2014

	Maximum limit of the Expenditure (Rs)	Minimum limit of the receipts (Rs)	Maximum limit of the debit balances (Rs)
Approved limit	4 000 000.00	2 300 000. 00	20 000 000.00
Actual values by the end of the year	3 555 103.00	3 780 410.17	8 099 488.78

Administration Division

The Administration Division is entrusted with organizing, implementing and coordinating of the administrative and establishment activities which fall under the scope of the Ministry.

- Engaging in activities related to the Parliamentary Consultative Committees.
- Coordinating with the Presidential Secretariat, the Prime Minister's Office, other ministries, departments and institutions
- Maintaining the general administrative functions and the discipline of the Ministerial staff.
- Carrying out administrative functions of the officers in the Ministry.
- Maintaining and updating the personal files of the officers.
- Conducting establishment activities of the personal staff of the Honorable Minister.
- Issuing identity cards to the Ministerial Staffs.
- Approving loans as per the requirements of the Ministry Staff
- Preparing the physical environment to ensure the optimum contribution from the staff, by creating a positive state of mind.
- Making the administration of the Ministry efficient by the proper distribution of daily mail and the disbursement distribution of the letters which are sent outside.
- Training the Ministerial staff.
- Carrying out all procurement activities of the Ministry.

Computer Division

- Maintaining the computer system up to date and the operation and the maintenance of the related electrical and electronic appliances
- Maintaining an up to date information system that consists of the information of the Hon. Members of the Parliament and preparing reports as per the requirements of the Ministry.
- Maintaining the internet and the e-mail effectively.
- Maintaining the internet- network provided by Lanka Government Network Project (LGN).
- Maintaining Data Banks that consist of the information related to the scope of subject of the Ministry and formulating computer programmes.
- Assisting the computer functions of the officers.
- Providing the personal staff of the Honorable Minister with a computer training
- Covering Media activities of the Ministry.

Approved Staff of the Ministry of Parliamentary Affairs

Post	Approved Number	Actual Number	Number of Vacancies
Secretary	01	01	-
Additional Secretary	01	-	-
Senior Assistant Secretary	01	-	01
Chief Accountant	01	01	-
Director	01	01	-
Assistant Secretary	01	01	-
Accountant	01	01	-
Accountant(Internal Audit)	01	-	01
Translator(Sinhala/English) (English/Tamil)	02	-	02
Administrative Officer (P.M.A.S- Supra Grade)	01	-	01
Public Management Assistant	20	13	07
Procurement Assistant	01	01	-
Programme Planning Assistant	06	06	-
Account Assistant	03	03	-
Development Officer	04	03	01
Information Technology Assistant	02	02	-
Receptionist	01	01	-
Coordinating Secretary to the Secretary	01	01	-
Office Employees' Service	09	09	-
Drivers' Service	10	07	03
Total	68	52	16

Changes occurred in the staff of the Ministry during the year - 2014

Newly Recruited Officers

Name	Post	Date of Appointment
01. Ms. J.W.S.K. Jayarathne	K.K.S III	01.08.2014

Officers Transferred Out

Name	Post	Date of Transfer
01. Mr.SampathDumindaDompe	K.K.S III	03.01.2014
02. Mrs. R.B.U. Shreemali	P.M.A.S III	24.01.2014
03. Mrs.H.A.C.Perera	P.M.A.S (Supra Grade)	05.07.2014
04. Mrs. Renuka Gallage	P.M.A.S III	01.08.2014
05. Mr.Vajira Kamburugamuva	S.L.A.S I	31.10.2014

Officers Transferred in

Name	Post	Date of Arrival
01. Mrs. Renuka Gallage	P.M.A.S II	20.01.2014
02. Mrs N.D.H. Singappulige	S.L.A.S III	03.04.2014

Officers reported for Duty

Name	Post	Date of Arrival
Ms.W.A.P. Sewwandi	P.M.A.S III	06.01.2014

Staff Training - 2014

Staff training is required for improving the effectiveness and the efficiency of the staff of an institution. In 2014, Most officers, including those of the executive category in the Ministry have participated in local training courses and seminars. During the particular year, no officer has got the opportunity to participate in overseas training. The information of the training courses conducted for the ministerial staff has been mentioned below.

Name of the Course	Name of the Participants	Institution	Date
The duty and the responsibility of Account Clerks	Mrs. Nirmala Wijesundara Mrs. Chamika Senanayake	Skill Development Fund Ltd (S.D.F.L)	23.05.2014
The duty and the responsibility of the post of Shroff/Cashier	Mr.R.P.U.S Rajapaksha	S.D.F.L	28.05.2014
Training on provisions in Establishment Code and Procedural Rules	MsHimanthi Swarnashree	Sri Lanka Institute of Development and Administration	09.06.2014 11.06.2014
Store Management	Mr.R.M.P.P Krunarathne	S.D.F.L	26.06.2014 27.06.2014
Public Procurement Process	Mrs. Y.V.S.G Yatiwela	Sri Lanka Institute of Development and Administration	10.07.2014 11.07.2014
Management Training for the Heads of the Divisions	Mrs.D.H.S Priyani	Sri Lanka Institute of Development and Administration	07.08.2014 08.08.2014
Training on Productivity Development	Mr.S.H.U.N Dhammika R.M.P.P Karunarathne Mrs. Marie Phileeshiya Ranaweera Mr. W Chandradasa	The National Productivity Secretariat	11.08.2014 12.08.2014 19.08.2014 25.08.2014
Outdoor Leadership Training Programme	The total staff of the Ministry	Hyband Training Institute- Mathugama	08.09.2014 09.09.2014
Introduction of new programmes and methods	Mrs. NayanaSingappulige	Sri Lanka Institute of Development and Administration	12.09.2014

Training Programme on Tamil Language	Mrs.R.H.C.P.K Ranamuka Mrs. Marie Phileeshiya Ranaweera Ms.S.T.R Senevirathne	National Institute of Language Learning and Training	20.09.2014 01.10.2014
Human Resources Development	Mrs. R.M.M.P Rathnayake	Public Service Training Institute, Colombo 07	24.09.2014 25.09.2014 26.09.2014
Conducting examination on Financial Regulation 104	Mrs. Nayana Singappulige	S.D.F.L	26.09.2014
Training Programme on Tamil Language	MsH.P Nadeeka Damayanthi Mrs.R.K Chamila Kumudhuni Mrs. Surangika	National Institute of Language Learning and Training,	18.10.2014 29.10.2014
Training Programme on Government Pay Procedure	Ms. Himanti Swarnashree	Sri Lanka Institute of Development and Administration	07.11.2014
Training Programme on reporting	Ms. Nimanti Swarnashree Ms.W.A.P Sewwandi	Sri Lanka Institute of Development and Administration	26.11.2014 27.11.2014
	Mrs.Nirmala Wijesundhara	Sri Lanka Institute of Development and Administration	02.12.2014
Training Programme on Communication and Presentation	Mr.R.P.U.S Rajapaksha	Sri Lanka Institute of Development and Administration	03.12.2014
New Strategies Thinking On Organizational Development	Mr.R.A.D.C Gunasekara	Sri Lanka Institute of Development and Administration	10.12.2014

Internal Audit Division

Actions have been taken to submit proposals and observations after the Audit Management Committee examined the relevant fields for the year 2014, according to the guidance provided by the Department of Management Audit.

Dates of the meetings

23.01.2014- Presenting the basic reports and conducting the fourth quarterly meeting in 2013

25.04.2014- The first quarterly meeting in 2014

25.07.2014- The second quarterly meeting in 2014

28.10.2014- The third quarterly meeting in 2014

Officers who participated in the meeting

President	- Mrs Princy Jayathunge- Secretary, Ministry of Parliamentary Affairs
Special Participation	- Mr.A.M.D Nayanakantha, Deputy Auditor General, Auditor General's Department
Convener	- Mrs Chandra Meeyanawala, Additional Secretary, Ministry of Parliamentary Affairs
Member	- Mrs.A.G Anula wijerathna, Chief Accountant, Ministry of Parliamentary Affairs
Member	-Mr.A.Hapugala, Director, Department of Management Audit
Member	- Mrs.R.H.C.P.K Ranamuka, Accountant, Ministry of Parliamentary Affairs
Observer	- Mrs.Ramya Perera, Audit Superintendent, Auditor General's Department

The Implementation of the Annual Audit Plan and the conducting of the quarterly meetings have been properly held according to the Management Audit Circles. Audit activities have been conducted considering all sections and branches of the ministry in a manner that ensures the efficiency and the effectiveness. The situation discussed above has been reported satisfactory in meeting sessions.

The Personal Staff of the Honorable Minister

	Hon Mrs.Sumedha G. Jayasena	Hon. Minister
01.	Mr. B.I.I.De Silva	Private Secretary
02.	Mr. W.M.S Wijekoon	Media Secretary
03.	Mr. D.M.I.A Dissanayake	Coordinating Secretary
04.	Mr. Rathnasiri Vadasinghe	Coordinating Secretary
05.	Mrs. Renuka Navagamuva	Assistant Secretary- Labour Relations (Non S.L.A.S)
06.	Mr.D.K.R Weerasekara	Consultant
07.	Mr.H.W Ajith Priyantha	Public Relation Officer
08.	Mr.Indunil Galapatti	Personal Assistant
09.	Mr.R.M Nisshanka Rathnayake	Management Assistant
10.	Mr.D.M Navarathne	Management Assistant
11.	Mr.M.P.P Gunawardene	Management Assistant
12.	Mr.W.G Amal Dharshana	Management Assistant
13.	Mr.G.W Devendra	Management Assistant
14.	Mr.D.M Ubewardhane	Driver
15.	Mr. W.D.Agunawardhane	Driver
16.	Mr.N.MS.B.P Gunawardhane	Driver
17.	Mr. W.M Jayawardene	Driver
18.	Mr.J.M Chandena Kumara	Driver
19.	Ms. M.M.S.N Neranjane	K.K.S
20.	Mr.B.C.C Silva	K.K.S
21.	Mr.R.M ranjith Wijitha Bandara	Video Photographer
22.	Mr.Tissa Dharmadasa	Driver(Combined Services)
23.	Mr.D.M.A.P Ariyaratne	Driver (Combined Services)

The Staff of the Ministry of Parliamentary Affairs

Index No	Name	Post
01.	Mrs. Princy Jayathunge	Secretary
02.	Mrs. Chandra Miyanawala	Additional Secretary
03.	Mr.R.A.D.C Gunasekara	Director
04.	Mrs.A.G anula Wijerathne	Chief Accountant
05.	Mrs. R.H.C.P.K Ranamuka	Accountant
06.	Mrs.Nayana Singappulige	Assistant Secretary
07.	Mrs. Viyone Fernando	Coordinating Secretary
08.	Mrs.A.W.C Dissanayake	P.M.A.S I
09.	Mrs.D.H.S Priyani	P.M.A.S I
10.	L.A.N.J Wimalarathne	P.M.A.S I
11.	Mrs.D.M.Irangani Maris	P.M.A.S II
12.	Ms.B.N.P.C Perera	P.M.A.S II
13.	Mrs.B.G.W.A.A.J Jayasinghe	P.M.A.S II
14.	Mrs.D.Sunethra Wettasinghe	P.M.A.S II
15.	Mrs.R.K Chamila Kumuduni	P.M.A.S II
16.	Mrs.B.G.D Rathnaprabha	P.M.A.S II
17.	Mrs. W.S.M.J Fernando	P.M.A.S III
18.	Mrs.N.D Wickramaarachi	P.M.A.S III
19.	Mrs.W.Chandradasa	P.M.A.S III
20.	Ms.W.A.P Sewwandhi	P.M.A.S III
21.	Mr.N.P Kaluthota	Sri Lanka Information and Communication Technology Service III
22.	Mrs. Mudhita Kollonne	Sri Lanka Information and Communication Technology Service III
23.	Mr .R.P.U.S Rajapaksha	Programme Planning Assistant
24.	Mr. S.H.U.N Dhammika	Programme Planning Assistant

25.	Mr. U.L.C Indunil	Procurement Assistant
26.	Mr. R.M.P.P Karunaratne	Programme Planning Assistant
27.	Mrs. R.M.M.P Rathnayake	Programme Planning Assistant
28.	Mrs. Nirmala Wijesundara	Accounts Assistant
29.	Mrs. S.D.K.R Ariyaratne	Accounts Assistant
30.	Mr. H.A.S.P Priyankara	Accounts Assistant
31.	Mrs.Y.V Samantha Ganga Yatiwela	Programme Planning Assistant
32.	Ms.C.D Senasinghe	Programme Planning Assistant
33.	Ms.K.H Swarnasri	Development Officer
34.	Ms.K.D Dilhani	Development Officer
35.	Ms.H.P Nadeeka Damayanthi	Development Officer
36.	Ms.S.T.R Senevirathne	Receptionist
37.	Mr.I Jayaweera	K.K.S (Special)
38.	Mr.P Murugandi	K.K.S (Special)
39.	Mr. S.D Ananda	K.K.S I
40.	Mr.G.G Wijerathne Banda	K.K.S I
41.	Mr.P.U Wimalasiri Garusinghe	K.K.S III
42.	Mr.R.M.D.P Rathnayake	K.K.S III
43.	Mrs.Mary Philisiya Ranaweera	K.K.S III
44.	Mrs.K.Surangika	K.K.S III
45.	Ms.J.W.S.K Jayarathne	K.K.S III
46.	Mr.K.W Premathilake	Driver I
47.	Mr.Wimalasiri Hewamana	Driver II (a)
48.	Mr.K.V.S Jayarathne	Driver II (b)
49.	Mr.D Sampath Suranga Dedigama	Driver II (b)
50.	Mr. A.M Ariyathilake	Driver II (b)
51.	Mr.T.A.K.B Tilakarathne	Driver II (b)
52.	Mr.J.M.S.K Wijerathne	Driver II (b)