



2018

லாஃகிக கார்டு காதல லாஃகால
வருடாந்த ஸெயலாற்றுகை அறிக்கை
Annual Performance Report

பாஃலி஢ென்஢ுவே ஂஷ்஢ி பன்஢யே ஢ு஢ல கன்஢ி஢ாக கார்டாலுச

ஃ ஢சலர்஢஢஢ுர் ஢ைர்஢ே.

பாரா஢ு஢ன்ற அரசாங்கக் கட்சி ஢ுதற்கோலாசானின் அலுவலக஢்

ஸ்ரீ ஂயவர்த஢புர கோட்டே.

Office of the Chief Government Whip Of Parliament

Sri Jayewardenepura Kotte.

2018

லாீகை காரீச சா஁ன லாீகாலி
வருடாந்த சேயலாற்றுகை அறிக்கை
Annual Performance Report

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2018.01.01 ஃ஁ 2018.12.31 ஁ஃலா

2018.01.01 ஁஁஁஁஁஁஁ 2018.12.31 வரை

From 01.01.2018 to 31.12.2018

Office of the Chief Government Whip of Parliament

Sri Jayewardenepura, Kotte.

Vision:

To become the leading state institution shouldering excellent performance of functions of the Legislature in order to enable the general public to receive positive benefits of democracy.

Mission:

Perfect performance of all official duties pertaining to the Chief Government Whip of Parliament by a skilled, efficient and satisfied staff in an effective manner within a background of sound inter-personal relationship in the office environment with modern infrastructure facilities, by maintaining power and pride of the incumbent government.

Performance :

Activities of this office are performed under instructions and directions of the Chief Government Whip of Parliament. The office assists in very efficient and effective performance of all parliamentary activities of the government. It is also engaged in making required preparations for passing Laws, Bills, Orders, Regulations and other Motions presented to Parliament by the government and coordination and organization pertaining to ensuring contribution of government Members in Parliament as well as outside for government functions.

Organizational Structure:

Instructions and directives of the Chief Government Whip of Parliament are implemented under supervision of Secretary (Acting) to the Chief Government Whip of Parliament. For this purpose, the office consists of a staff of 37 employees including a Senior Assistant Secretary, an Assistant Secretary and an Administrative Officer. Post of Secretary to the Chief Government Whip remains vacant and there are 02 vacancies in Public Management Assistants' Service, a vacancy in Development Officers' Service and a vacancy in Office Employees' Service.

Additionally, approval has been granted to create 02 Posts of Deputy Government Whip and 3 Posts of Assistant Government Whip as per a Cabinet Decision taken on 28th November 2016. A Deputy Minister and a State Minister have already been appointed for 2 Posts of Deputy Government Whip and actions were taken to appoint 02 Members of Parliament for the 02 Posts of Assistant Government Whip. For the personal staff of each such Assistant Government Whip, employees have been attached as 01 Personal Assistant, 06 Management Assistants and 03 Office Employees. As such, the total number of Officers is 61.

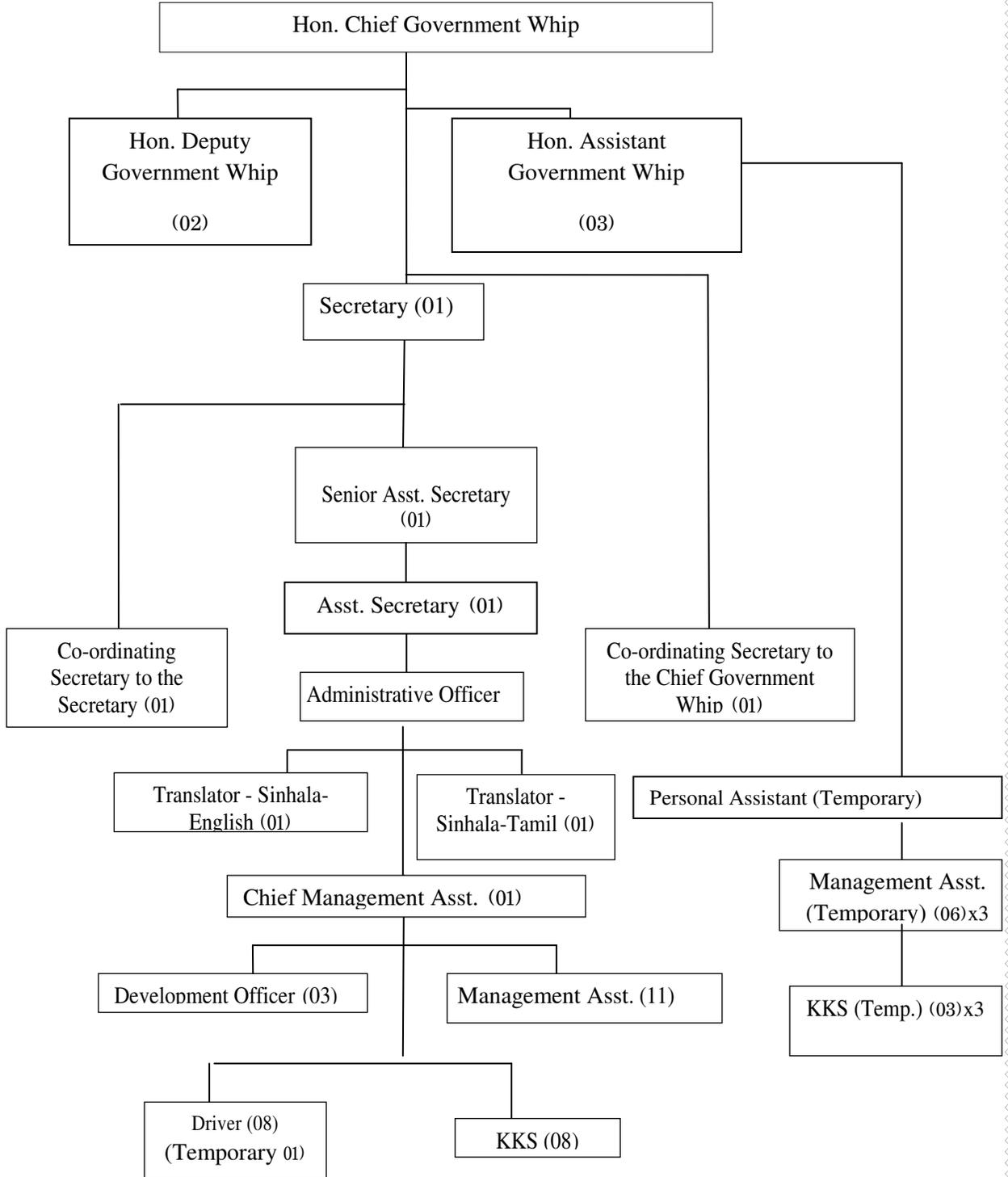
Key functions of the Office of the Chief Government Whip of Parliament :

- i. Assisting in scheduling all activities of the Government, organizing them and co-ordination, operation and supervision of their performance prioritizing the government activities performed in Parliament.
- ii. Making arrangements necessary for getting passed the legislative enactments such as bills, orders, regulations and other motions presented to Parliament.
- iii. Raising awareness among Hon. Members of Parliament of the Government Group on state policies and providing necessary assistance to implement them.
- iv. Convening Meetings of Government Parliamentary Group, preparation of the upcoming program and agenda and keeping records of all such meetings, distribution of them among the Hon. Ministers and Members of Parliament etc. and follow-up action on implementation of the decisions taken.
- v. Making arrangements on Sitting Days of Parliament to call the Hon. Members in order to keep quorum in Parliament and constant supervision of entry and exit of the Hon. Members.
- vi. Calling press conferences and issue of press release.
- vii. When the Members of Parliament have submitted questions seeking oral answers, reference of the answers received, in co ordination with the relevant Ministries, to the Hon. Whip and at times when the relevant Minister/ State Minister or the Deputy Minister is not available in the chamber, making all preparations enabling the Hon. Whip to answer such questions on behalf of the relevant Minister.
- viii. Preparation of the speaker lists of Hon. Ministers, State Ministers, Deputy Ministers and Members of Parliament who take part in the Parliamentary Debates for the Government and allocation of time for their speeches.
- ix. Furnishing particulars such as background reports, legislative enactments, regulations, gazette notifications etc. required by the MPP and Ministers taking part in Parliamentary debates.
- x. Attending the Meetings of Parliamentary Business Committee and Party Leaders' Meetings and organizing all functions of the Government in line with the decisions taken at such Meetings.

- x. Standard organization and supervision of the duties of the Government in coordination with the Hon. Leader of the House and the Office of the Leader of the House.
- xii. Acting in cooperation with and receiving assistance of the Office of the Secretary General of Parliament and all other Departments of Parliament for internal functions of the office.
- xiii. Taking action necessary to convene MPP of the Government Group at times of Division in Parliament.
- xiv. Dealing with the Office of the Leader of the Opposition during the period of debate of the Annual Budget and making required arrangements.
- xv. Submission of Foreign Leave Applications of the Hon. Members of Parliament for due approval under recommendation.

Organizational Structure

Office of the Chief Government Whip of Parliament



Staff Information

Cadre approved as at 31/12/2018

	Designation	Approved No.	No. available as at 31.12.2018	No. of vacancies
01	Secretary	01	01 (Acting)	-
02	Senior Assistant Secretary	01	01	-
03	Assistant Secretary	01	01	-
04	Co-ordinating Secretary (Temporary)	02	02	-
05	Administrative Officer	01	01 (Contract)	-
06	Translator	02	02	-
07	Development Officer	03	02	01
08	Public Management Assistant	12	09 Contract 01	02
09	Driver	08 Temporary 01	08 Temporary 01	-
10	O.E.S.	09	08	01
	Total	41	37	04

Personal staff of the two Assistant Whips

	Post	No. approved	No. available as at 31.12.2018	No. of vacancies
08	Personal Assistant	02	02	-
09	Management Assistant	12	11	01
10	KKS	06	06	-

Human Resource Management

Appointments to the Staff during year 2018 :

S/No.	Officer's Name	Post	Date of Appointment
01	Mr. D.R.de Zoysa	Administrative Officer (Contract)	25.11.2018
02	Mr. H.A.Gunaratne	PMAS (Contract)	13.08.2018
03	Mr. Iresh Diluka	KKS III	08.08.2018
04	Mr. Chamal Jeewantha	KKS III	08.08.2018

Staff transfers in year 2018 (Out of the office) :

S/No.	Officer's Name	Post	Date of transfer
01	Mr. Sunil Galagama	Senior Assistant Secretary	20.08.2018
02	Mr. D.D.H.Mendis	Development Officer	19.03.2018
03	Mr. Kumara Ratnayake	KKS II	15.05.2018
04	Mr. G.C.Perusinghe	KKS III	21.03.2018
05	Mr. D.M.W.Sirimanna	KKS III	01.08.2018

Termination of Contract Based Service in the staff during year 2018:

S/No.	Officer's Name	Post	Date of termination of service
01	Mr. C.Kuruppu	Secretary	18.12.2018
02	Mr. H.A.Gunaratne (re-employed on Contract Basis)	PMAS (Contract)	11.08.2018

Retirements in the staff during year 2018 :

S/No.	Officer's Name	Post	Date of retirement
01	Mr. D.R.de Zoysa (re-employed on Contract Basis)	Administrative Officer	25.11.2018

Human Resource Development

Local Training

Officer's Name	Post	Training	Training institute	Duration of training
Mr. Sunil Galagama	Senior Assistant Secretary	Psychological Councelling Diploma Course	University of Sri Jayewardenepura	Throughout year 2018
All officers	-	One day Workshop on Stress Management	Wet Water Resort - Ganemulla	30.01.2018
All officers	-	Two-day Workshop on Parliamentary Affairs	Ranminitenna Tele Cinema Park	14-15. 06.2018
Minor Employees	Drivers and O.E.S.	Tamil Language Training Program	Department of Official Languages - Instructor	50 hours from January, 2018
Mr. Dhammika Amarasinghe	PMAS	Training Workshop on New Cigas Program	Miloda institute	10 to 13.09.2018
Mrs. Nirasha Dilrukshi Wickramarachchi	PMAS	Training Workshop on New Cigas Program	Miloda institute	10 to 13.09.2018
Mrs. Manjula Rajapaksha	Asst. Sec.	English Diploma Course	Sri Lanka Institute of Development Administration	One Year Course
Mr. Dhammika Amarasinghe	PMAS	English Certificate Course	Sri Lanka Institute of Development Administration	January 2018

Overseas Training

Officer's Name	Post	Duration of Training	Training	Country of training
Mr. M.S.M.Riyas	Translator	From 13 th to 16 th March 2018	Study Visit to Lok Sabha – Parliament of India	India
Mrs. Yamuna Jayalath	PMAS	From 13 th to 16 th March 2018	Study Visit to Lok Sabha – Parliament of India	India
Mrs. Dharma Malani	PMAS	From 13 th to 16 th March 2018	Study Visit to Lok Sabha – Parliament of India	India
Mrs. Ganga Katugampala	PMAS	From 13 th to 16 th March 2018	Study Visit to Lok Sabha – Parliament of India	India
Mr. C. Kuruppu	Secretary	From 07 th to 18 th April 2018	Study visit to National Diet of Japan	Japan
Mr. Devinda Gunasekara	Co-ordinating Secretary to the Hon. Chief Govt. Whip	From 07 th to 18 th April 2018	Study visit to National Diet of Japan	Japan
Mrs. Tharani Kumaradasa	Snr. Asst. Sec.	01 st August to 02 nd September 2018	34 th Parliamentary Internship programme for foreign Parliamentary Officials	India
Mr. D.R.de Zoysa	Administrative Officer	01 st to 05 th October 2018	Study Visit to Lok Sabha – Parliament of India	India
Mr. Jagath Liyanagama	Accounts Assistant	01 st to 05 th October 2018	Study Visit to Lok Sabha – Parliament of India	India
Mrs. Enita Rajapaksha	PMAS	01 st to 05 th October 2018	Study Visit to Lok Sabha – Parliament of India	India
Mrs. Nirasha Dilrukshi Wickramarachchi	PMAS	01 st to 05 th October 2018	Study Visit to Lok Sabha – Parliament of India	India

Performance during year 2018

Key functions performed during year 2018

- ✚ Arrangements were made to raise awareness among Hon. Members of Parliament of the Government and obtain their necessary assistance for passing following 34 Bills and Motions in Parliament from 01.01.2018 to 31.12.2018 under functions of the Government Group in Parliament.

S/No.	Title of the Act	Date passed	Date of publication as a supplement in Part II of the Gazette
01	Fisheries (Regulation of Foreign Fishing Boats) (Amendment) Act No. 1 of 2018	08.02.2018	09.02.2018
02	Excise (Amendment) Act No. 4 of 2018	19.03.2018	23.03.2018
03	Anti-dumping & Countervailing Duties Act No. 2 of 2018	19.03.2018	23.03.2018
04	International Convention for the Protection of all persons from Enforced Disappearance Act No. 5 of 2018	21.03.2018	23.03.2018
05	Active Liability Management (Amendment) Act No. 8 of 2018	28.03.2018	29.03.2018
06	Trusts (Amendment) Act No. 6 of 2018	28.03.2018	29.03.2018
07	Intellectual Property (Amendment) Act No. 7 of 2018	28.03.2018	29.03.2018
08	Judicature (Amendment) Act No. 9 of 2018	15.05.2018	18.05.2018
09	Code of Criminal Procedure (Amendment) Act No. 11 of 2018	21.05.2018	25.05.2018
10	Penal Code (Amendment) Act No. 10 of 2018	21.05.2018	25.05.2018
11	Civil Aviation (Amendment) Act No. 12 of 2018	21.05.2018	25.05.2018
12	Sri Lanka Tea Board (Amendment) Act No. 13 of 2018	05.06.2018	08.06.2018
13	Maternity Benefits (Amendment) Act No. 15 of 2018	18.06.2018	22.06.2018
14	Shop and Office Employees (Regulation of Employment and Remuneration) (Amendment) Act No. 14 of 2018	18.06.2018	22.06.2018
15	National Defence Fund (Amendment) Act No. 16 of 2018	22.06.2018	22.06.2018
16	General Sir John Kotelawala Defence	28.06.2018	29.06.2018

	University (Special Provisions) Act No. 17 of 2018		
17	1990 Suwaseriya Foundation Act No. 18 of 2018	04.07.2018	06.07.2018
18	National Audit Act No. 19 of 2018	17.07.2018	20.07.2018
19	Nation Building Tax (Amendment) Act No. 20 of 2018	30.07.2018	03.08.2018
20	Bribery (Amendment) Act No. 22 of 2018	30.07.2018	03.08.2018
21	Land (Restrictions on Alienation) (Amendment) Act No. 21 of 2018	30.07.2018	03.08.2018
22	Apartment Ownership (Special Provisions) Act No. 23 of 2018	15.08.2018	17.08.2018
23	Mutual Assistance in Criminal Matters (Amendment) Act No. 24 of 2018	15.08.2018	17.08.2018
24	Value Added Tax (Amendment) Act No. 25 of 2018	16.08.2018	17.08.2018
25	Excise (Amendment) Act No. 26 of 2018	03.09.2018	07.09.2018
26	Amaradeva Aesthetic & Research Centre Act No. 27 of 2018	03.09.2018	07.09.2018
27	Medical (Amendment) Act No. 28 of 2018	19.09.2018	21.09.2018
28	Carriage by Air Act No. 29 of 2018	28.09.2018	28.09.2018
29	Pradeshiya Sabhas (Amendment) Act No. 30 of 2018	28.09.2018	28.09.2018
30	Economic Service Charge (Amendment) Act No. 33 of 2018	04.10.2018	05.10.2018
31	New Villages Development Authority for Plantation Region Act No. 32 of 2018	04.10.2018	05.10.2018
32	Office for Reparations Act No. 34 of 2018	22.10.2018	26.10.2018
33	Finance Act No. 35 of 2018	01.11.2018	02.11.2018

- 18 Meetings of the Government Group of Parliamentarians have been held during year 2018 as follows and the Minutes of those Meetings, duly prepared, have been submitted to H.E. the President, Hon. Prime Minister, Hon. Leader of the House and Hon. Ministers and Members of Parliament

Month	dates	Month	dates
January	-	July	02, 16
February	-	August	06, 23
March	05, 19, 22	September	03, 17
April	02	October	10, 22
May	08,21	November	-
June	04	December	-

- Hon. Members of Parliament have been made aware of the Bills and Amendments to be presented to Parliament, at the Meetings of the Group of Members of the Government and arrangements made to provide them with the required assistance.
- Made due arrangements for preparation of the list of names of the Hon. Members of Parliament in schedule to speak for the Government at Debates held on sitting dates of Parliament as well as the Adjournment Debates during 2018 and made arrangements for allocation of time for them at these Debates and also provision of important information and data required to the Hon. Members at such Debates.
- Parliamentary Sittings are held on 08 days every month as four days starting from Tuesday in the week following the first Sunday and other four days starting from Tuesday in the week following the third Sunday. It is a key duty entrusted to this Office to keep the Hon. Members of Parliament informed of the Parliamentary Programs once the decision is taken on the Program for every day or week of Parliamentary Sittings by the Party Leaders and to inform them to be present in Parliament when the Divisions are taken. Accordingly, the Hon. Members of Parliament were kept informed from time to time in the forms of letters, e-mail, SMS, Viber, Whatsapp and over the telephone.
- Actions were taken to raise awareness among the Hon. Members of Parliament by presenting them with the required background reports at the Debates on legislative enactments presented to be passed in Parliament.
- Measures were adopted to call in the answers for Questions forwarded for Oral Answers from relevant Ministries every day of Parliamentary Sittings in coordination with such Ministries. Additionally, required arrangements were made to present the relevant answers to such questions to Parliament through the Hon. Chief Government Whip at

times the Minister, State Minister or the Deputy Minister in question is not present in Parliament to answer them.

- ✚ At times when the Hon. Ministers are not present to answer Oral Questions so raised and the Hon. Chief Government Whip provides answers instead, co-ordination of the works to refer the supplementary questions raised by the Hon. Member asking the questions to the relevant Minister and get replies to them.
- ✚ Co-ordination work with the relevant Minister and ministerial officials on Motions at the Adjournment Time in Parliament on matters of public importance, questions raised under Standing Order 27(2), Questions asked from the Hon. Prime Minister as well as on Questions that do not expect oral answers.
- ✚ Information such as telephone numbers, fax numbers and addresses (in Colombo and Outstation) of all Members of Parliament of the Government and Opposition, Secretaries of the Ministries, the Ministers, State Ministers and Deputy Ministers and their Personal Staff etc., were collected and this staff maintains a register including all such information collected, by updating it from time to time. Arrangements were made to issue the same information to other Institutions as well on their request.
- ✚ The Calendar including the scheduled days of Parliamentary Sitzings for the year 2019 was distributed to all personnel requiring it including all Members of Parliament and Public Officers.
- ✚ The Officers of this office were assigned duties at the Members' Entrance, Staff Entrance and Public Entrance of Parliament on shift basis from time to time on the days of Parliamentary Sitzings in order to supervise attendance of the Hon. Members of Parliament of the Government Group and the Staff Officers were engaged in follow-up work, being positioned at the Officers' Box in the Chamber.
- ✚ Reports were called on the nature of casting vote by the Members of the Government Group by assigning that duty to Officers of this office when a Division is called and the information so collected were submitted to the Hon. Chief Government Whip.
- ✚ Measures were arranged to send instant messages to the Hon. Members of Parliament of the Government Group on urgent matters and arrangements were made to keep a continuous coordination with them.
- ✚ Maintenance of Attendance Registers of the Hon. Members of Parliament of the Government and submission of Motions of Leave on the Hon. Members expecting to be absent from Parliamentary Sitzings for a continuous period of over three months (as per Article 66(E) of the Constitution).

- ✚ Action was taken to issue Compact Disks containing the debates of the Hon. Members of Parliament of the Government as well as to e-mail such debates on their request.
- ✚ Necessary assistance to the Hon. Members of Parliament was also rendered in the form of performing documentation and typing work pertaining to their requests referred to this office.
- ✚ Action was taken, when the Hon. Members of Parliament of the Government Group are travelling overseas, to get the same approved by keeping H.E. the President / Hon. Prime Minister informed of the same with recommendation of the Chief Government Whip of Parliament.
- ✚ Notices of Condolence and flower wreaths issued, on behalf of the Chief Government Whip of Parliament, for the Funerals of the Hon. Members of Parliament presently holding office, their family relatives and Funerals of former Members of Parliament.
- ✚ Required arrangements were made, as stated above, for efficient and productive utilization of physical and human resources in this entity with a view to promoting its performance and they were supervised by the Staff Officers.

Particulars of Accounts during the year 2018

Allocations and expenditure for year 2018:

Head of Expenditure : 018
 Program no. and title : 01 Operational Program
 Project no. and title : 01 General Administration and Establishment services

Capital Expenditure :

Object No.	Particulars of expenditure	(1)	(2)	(3)	(4)	(5)
		Allocation of Budget Estimates	Transfer as per F.R. 66 and F.R.69, allocation of supplementary Provisions and Estimates	Total net allocation (1+2)	Total expenditure	Net result balance excess (3-4)
		Rs.	Rs.	Rs.	Rs.	Rs.
2002	Machinery & Equipment	300,000	-	300,000	251,998	48,002
2003	vehicles	600,000	-	600,000	530,897	69,103
2102	furniture & Office equipment	600,000	-	600,000	150,243	449,757
2401	staff training	400,000	-	400,000	399,642	358
	Total	1,900,000	-	1,900,000	1,332,780	567,220

Recurrent Expenditure:

Project No. Name, Personal Emoluments and Other Expenditure for all Projects	(1)	(2)	(3)	(4)	(5)	(6)
	Allocation of budget estimates	Allocations of supplementary provisions and supplementary estimates	Transfer as per F.R.66 and F.R.69	Total net allocation	Total expenditure	Net result balance excess
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
<u>Project No. 01</u> <u>& title: General</u> <u>Administration</u> <u>and</u> <u>Establishment</u> <u>Services</u>						
Personal Emoluments	68,000,000	-	-3,310,000	64,690,000	41,858,237	22,831,763
Other expenditure	15,610,000	600,000	+3,310,000	19,520,000	16,964,580	2,555,420
Grand total	83,610,000	600,000	-	84,210,000	58,822,817	25,387,183

**Summary on recurrent expenditure and capital expenditure for
the year 2018**

description	True expenditure during year 2017 Rs.	Total net allocations during year 2018 Rs.	True expenditure during year 2018 Rs	Net result Balance Rs.
Recurrent	60,474,522	84,210,000	58,822,817	25,387,183
Capital	1,206,280	1,900,000	1,332,780	567,220
Total	61,680,802	86,110,000	60,155,597	25,954,403

Government Officers' Advance "B" Account - 2018 - Subject No. 018011

Description	True expenditure during year 2017 Rs.	Approved estimate for year 2018 Rs.	Revised estimate for year 2018 Rs.	True expenditure during year 2018 Rs.	Balance over limit Rs.
Initial balance	4,732,776.50	-	-	4,762,856	-
Total debits during the year	2,221,549.50	3,000,000	-	2,994,864	-
Total credits during the year	2,191,470	1,300,000	-	2,587,966	-
Maximum limit of debit balance	4,762,856	7,500,000	-	5,169,754	-