



Office of the Cabinet of Ministers

Performance Report

2018

Republic Building, Sir Baron Jayathilaka Mawatha, Colombo – 01

www.cabinetoffice.gov.lk

Office of the Cabinet of Ministers

Vision

**“Being the most reliable Government Agency
assisting the Executive in directing the
Administration of the Republic”**

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OFFICE OF THE CABINET OF MINISTERS

PERFORMANCE REPORT - 2018

1. INTRODUCTION

1.1 Vision

Being the most reliable Government agency assisting the Executive in directing the Administration of the Republic.

1.2 Mission

Assisting efficiently in the decision making process of the Cabinet of Ministers in fulfilling the duties pertaining to the direction and control of the Government of the Republic, vested with the Cabinet of Ministers in terms of Article 42(1) of the Constitution.

1.3 Objectives

Providing optimum support to the Cabinet of Ministers and the Cabinet Sub-Committees in making the most appropriate decisions in the national interest, with a proper understanding of the policies and the legal implications in regard to the proposals submitted through Cabinet Memoranda and on other important matters brought to the notice of the Cabinet of Ministers.

1.4 Activities

- (i) Obtaining observations in respect of Cabinet Memoranda submitted, from the relevant Ministers.
- (ii) Preparation of the Agenda for the Meeting of the Cabinet of Ministers, after perusal of the Cabinet Memoranda.
- (iii) Providing all support services necessary to conduct the Meetings of the Cabinet of Ministers and Cabinet Sub-Committees.

- (iv) Presenting the Cabinet Memoranda together with the relevant observations to the Cabinet of Ministers and the Cabinet Sub-Committees for consideration.
- (v) Conducting in-depth studies relating to the legal and the policy aspects of Cabinet Memoranda received and making submissions to the Cabinet of Ministers and Cabinet Sub-Committees, to facilitate coherent and proper decision making on such Memoranda, taking into consideration all matters concerned in the discharge of functions vested with the Cabinet of Ministers in respect to policy formulation, direction and control of the Government of the Republic.
- (vi) Preparation of decisions of the Meetings of the Cabinet and the Cabinet Sub-Committees in all three languages (Sinhala, Tamil and English) (the English version is prepared first for easy preparation of the Sinhala and Tamil versions) and conveying the Minutes of the Meetings including such decisions to the Hon. Ministers, Secretaries to the relevant Ministries and other institutions or authorities concerned, providing the necessary information to facilitate action to be taken by the Ministry which originated the Cabinet Memorandum as well as by other institutions or authorities involved in the implementation of the proposals in the Memorandum.
- (vii) Follow up action regarding the implementation of specific Cabinet decisions which require special attention.
- (viii) Providing observations on averments and other information to the Attorney General for submission in Courts in respect of action instituted citing the Cabinet of Ministers as Respondents, against the decisions taken by the Cabinet of Ministers or in any other manner.
- (ix) Issuing instructions to the Ministries on the preparation of Cabinet Memoranda from time to time and providing the Secretaries to the Ministries and Senior Officials, with the necessary guidance and clarifications in that regard.
- (x) Attending to any other matters on the directives of His Excellency the President or the Cabinet of Ministers.

2. THE OFFICE OF THE CABINET OF MINISTERS AND ITS FUNCTIONS

The Office of the Cabinet of Ministers has been established to provide support services to the Cabinet of Ministers in the exercise of powers vested in the Cabinet of Ministers under the Constitution to direct and control the Government of the Republic.

The Secretary to the Cabinet of Ministers appointed by His Excellency the President in terms of Article 50(1) as amended by the Nineteenth Amendment to the Constitution, functions as the Head of the Office of the Cabinet of Ministers.

The responsibility of this office is to assist the Secretary to the Cabinet of Ministers in discharging the functions and performing the duties entrusted to him by His Excellency the President or the Cabinet of Ministers, under the direction of His Excellency the President.

Accordingly, the functions of the Office of the Cabinet of Ministers can be classified as follows:

2.1 Functions pertaining to the Meetings of the Cabinet of Ministers:

- 2.1.1 Cabinet Memoranda, Reports of the Cabinet Sub-Committees, Annual Performance Reports of Ministries and Departments as well as Annual Reports and Accounts of State Corporations and Statutory Boards sent to this Office by the respective Ministries to be submitted to the Cabinet of Ministers, are accepted by this Office, after perusal as to whether they have been submitted in accordance with the stipulated guidelines and with the instructions, issued for the purpose by the Office of the Cabinet of Ministers.
- 2.1.2 Each Cabinet Memorandum so received is assigned an identification number and is registered under that number. The registered Cabinet Memoranda are then referred to the relevant Hon. Ministers for their observations.
- 2.1.3 The Agenda for the weekly Meeting of the Cabinet of Ministers held on Tuesday is finalized by the previous Wednesday and the Agenda along with the Draft Minutes of the Cabinet Meeting held in the previous week and the Bundle of Cabinet Memoranda to be taken up at the next Cabinet Meeting are delivered to the Hon. Ministers on Friday the latest.

- 2.1.4 After submission of the Memoranda to the Hon. Ministers, scheduled to be taken up at the next Meeting, a Supplementary Agenda, containing Memoranda which are considered urgent under exceptional circumstances, from among those forwarded to the Cabinet Office by the respective Ministries and to be taken up immediately by the Cabinet of Ministers, on the direction of His Excellency the President, is prepared and submitted to the Cabinet of Ministers prior to the commencement of the Cabinet Meeting.
- 2.1.5 Cabinet Memoranda on urgent matters and under special circumstances are tabled by the relevant Hon. Minister in charge of a subject, with the permission of His Excellency the President, during the Cabinet Meeting.
- 2.1.6 Conducting in-depth studies relating to the legal and policy implications of Cabinet Memoranda received and making submissions to the Cabinet of Ministers and Cabinet Sub-Committees to facilitate coherent and proper decision making on all Cabinet Memoranda referred to in above 2.1.3, are done by the Secretary to the Cabinet and assisting him in that regard, is one of the important functions of the Office of the Cabinet of Ministers.
- 2.1.7 After each Cabinet Meeting, a Report containing Cabinet Decisions of public importance which have been identified by the Hon. Minister functioning as the Cabinet Spokesperson is prepared at Cabinet Office on the same day itself and is immediately sent to the Hon. Ministers who function as the Cabinet Co-Spokesmen, to be released to the media. (However, some Cabinet decisions which should only be implemented after being confirmed at the next Cabinet Meeting and certain Cabinet decisions which may possibly be amended at that meeting are not included in this Report).
- 2.1.8 The draft Cabinet decisions pertaining to matters on which urgent action has to be taken are identified by the Cabinet Office and are sent expeditiously by Fax to the relevant Ministries.
- 2.1.9 The preparation of Minutes of the Meeting of the Cabinet of Ministers incorporating all decisions taken at the Cabinet Meeting commences immediately after the Minutes are finalized in all three languages (the English version is prepared first to prevent the Tamil translation being delayed).

2.1.10 Minutes of the Meeting are hand-delivered to the Hon. Ministers on the following Friday or before, together with the Agenda of the next Cabinet Meeting and the relevant Memoranda.

2.1.11 Decisions of the previous Cabinet Meeting, after confirmation by the Cabinet of Ministers at the following Meeting, are sent in all three languages to the relevant Ministries and other State Institutions responsible for the implementation of such decisions.

2.2 Functions pertaining to the Cabinet Sub-Committees:

The Cabinet Sub-Committees comprising of Hon. Ministers on relevant subject areas have been established by Cabinet decisions, to examine the proposals in Cabinet Memoranda or at times joint Memoranda submitted by the Hon. Ministers, for an in-depth study, in the first instance, with the assistance of Senior Public Officials co-opted for the purpose and to submit their recommendations to the Cabinet and co-ordination of activities of such Cabinet Sub-committees. Attending to the activities of the Cabinet Sub-Committee on Establishment Matters in particular, are functions entrusted to the Office of the Cabinet of Ministers.

2.3 Functions pertaining to Officials' Committees appointed by the Cabinet of Ministers to study and make recommendations on various subjects:

Coordination with the Officials' Committees appointed to conduct further studies and make recommendations on Cabinet Memoranda submitted to the Cabinet and submission of such reports on the due dates, to the Cabinet, for consideration, is a responsibility entrusted to the Cabinet Office.

2.4 Special Duties entrusted by His Excellency the President or the Cabinet of Ministers:

The Special duties are entrusted to the Secretary to the Cabinet of Ministers by His Excellency the President and the Cabinet of Ministers from time to time and assisting the Secretary to the Cabinet in the discharge of such functions and responsibilities expeditiously, is also a function assigned to the Cabinet Office.

2.5 Issuance of Guidelines relating to the preparation of Cabinet Memoranda and various Reports to be submitted to the Cabinet of Ministers:

Issuance of Guidelines and instructions, from time to time, relating to the preparation and submission of Cabinet Memoranda is one of the responsibilities of the Office of the Cabinet of Ministers.

2.6 Follow up action pertaining to the implementation of important Cabinet Decisions:

With the view to ensuring the timely implementation of decisions of exceptional importance taken by the Cabinet of Ministers based on the Memoranda submitted by Ministries, as stipulated in such decisions and to draw the attention of the Cabinet of Ministers on any issues that may arise in the implementation of such decisions, follow up action is taken by the Cabinet Office on the implementation of Cabinet decisions.

2.7 Duties pertaining to law suits in respect of Cabinet decisions:

Observations of the Secretary to the Cabinet pertaining to the law suits filed, citing the Cabinet and the Secretary to the Cabinet as respondents and as informed by the Attorney General, the Cabinet decisions related thereto and other relevant documents are submitted to the Attorney General's Department by the Office of the Cabinet of Ministers.

In addition, information is furnished to the Special Investigation Commissions as per the inquiries made by the said Commissions.

2.8 Appointment of the Heads of Department and their disciplinary control

Issuance of Letters of Appointment for the Heads of Department appointed by the Cabinet and taking action together with the Administrative Authorities concerned in respect of the their disciplinary control when and where necessary.

2.9 Close coordination with Ministries and other Public Institutions:

The Office of the Cabinet of Ministers maintains close coordination with the Presidential Secretariat, the Ministry of Finance and with all other Ministries and Public Institutions as well as with the Public Service Commission, the then National Salaries and Cadres Commission and the Attorney General's Department on matters pertaining to the functions of the Cabinet of Ministers.

3. FUNCTIONS ENTRUSTED TO EACH DIVISION OF THE CABINET OFFICE

For the smooth functioning of its activities, several divisions as indicated below have been established in the Cabinet office and specific duties are assigned to each division in order to accomplish its functions in a more effective and efficient manner.

3.1 Memoranda Unit:

The following functions are assigned to this Unit:

- (i) Registering of Cabinet Memoranda received from various Ministries under the relevant number allocated to each Ministry, after an initial perusal of such Memoranda.
- (ii) Referring of registered Cabinet Memoranda/Notes to the Cabinet to the Hon. Ministers to whom the proposals therein would be directly relevant, after a preliminary study and prior to being included in the Agenda.
- (iii) Preparation of the Agenda and Supplementary Agenda of the Meetings of the Cabinet of Ministers and the Cabinet Sub-Committees on the advice and guidance of the Secretary to the Cabinet of Ministers.
- (iv) Preparation of a set of files, each containing copies of Cabinet Memoranda listed in the Agenda for the next Cabinet Meeting, along with the report containing the draft Minutes of the previous Meetings and the Agenda in all three languages for easy perusal of the Hon. Ministers.

- (v) Delivery of the File of Documents prepared as above, containing the agenda and the relevant Cabinet Memoranda and the draft Minutes of the previous Meeting to H.E. the President, Hon. Prime Minister, and Hon. Ministers who are members of the Cabinet.
- (vi) Assisting the Secretary to the Cabinet for issuance of letters of appointment to Heads of Departments appointed by the Cabinet.
- (vii) Hand delivery of the confirmed Cabinet decisions to the Secretaries of the respective Ministries and other relevant authorities.

3.2 Minutes Preparation and Translation Unit

This Unit contributes towards the preparation of the Minutes of the Cabinet Meetings containing the decisions taken at such Meetings in all three languages within strict timelines, which is considered as the final accomplishment of the Cabinet Office. In this connection, the officers of this Unit discharge their duties under the direct and close supervision of the Secretary to the Cabinet and the Additional Secretary of the Cabinet Office.

3.3 Computer Unit

This Unit performs the following functions:

- i. Computerization of the Minutes of the Meetings of the Cabinet of Ministers and the Sub-Committees and other Reports and Documents submitted to the Cabinet of Ministers and the Sub-Committees, in all three languages.
- ii. Cabinet decisions and other relevant information which are of public interest are uploaded to the official website of the Cabinet Office by this Unit.
- iii. Updating and maintaining summaries of previous Cabinet decisions and data files as soft copies for internal use.

3.4 Establishments and Logistics Unit:

The Establishments and Logistics Unit functions as the unit which provides all ancillary services and facilities for the efficient and systematic functioning of the Cabinet Office.

This Unit is entrusted with the following functions:

- i. Duties relating the daily mail;
- ii. Maintenance and operational functions of the office;
- iii. Delivery of mails to Ministries, Departments and other Institutions;
- iv. All establishment and administrative matters relating to personal files of the officers;
- v. Updating and maintaining the cadre details;
- vi. Procurement relating to the supply of goods and services required for the office;
- vii. Provision of transport facilities;
- viii. Directing and facilitating officers for local and foreign trainings;
- ix. Taking measures to maintain a clean and attractive office environment;
- x. Taking necessary action for the welfare of the officers.

3.5 Accounts Unit

This Unit is assigned with the following functions:

- i. Operation and reporting of all the accounts activities of the office;
- ii. Maintenance of Bank Accounts and obtaining the necessary imprest for the office;
- iii. Submission of Reports called for by the General Treasury;
- iv. Payment of salaries and allowances to the staff, provision of other facilities and matters incidental thereto;
- v. Assisting the Secretary in the preparation of annual Budget estimates relating to the office;
- vi. Matters related to procurement of Consumer goods and Capital Assets;
- vii. Submission of preliminary information pertaining to audit queries, to the Secretary to the Cabinet.

4. PERFORMANCE OF THE OFFICE OF THE CABINET OF MINISTERS DURING THE YEAR 2018

4.1 Functions relating to the Meetings of the Cabinet of Ministers:

4.1.1 Forty (40) Cabinet Meetings including one (01) special Cabinet meeting were held during the year 2018. Two thousand nine hundred and twenty four (2,924) Cabinet Memoranda were submitted by various Ministries during the year 2018 seeking Cabinet decisions. The lists of names of the Ministers who functioned as members of the Cabinet in the year 2018 are given in Annex I(a-d). The numbers of Cabinet Memoranda submitted during the year 2018 by each Ministry are given in Annex III (a-d).

4.1.2 Action was taken to get observations on these Memoranda from the relevant Ministries and the Secretary to the Cabinet and his senior officials made in-depth studies regarding the legal implications and the policy background pertaining to the proposals in the relevant Cabinet Memoranda and furnished information to the Cabinet where necessary.

4.1.3 The Reports containing the decisions made in regard to the Cabinet Memoranda taken up for discussion at the Cabinet meeting prepared in Sinhala, Tamil and English were sent to Hon. Ministers and to the Secretaries of Ministries who were responsible for the implementation of such decisions and other relevant Institutions.

Table - 1: A summary of a classification prepared in keeping with the purpose for which each Cabinet Memorandum had been submitted in the year 2018.

Category	No. of Papers
Policy Matters	1,559
Matters pertaining to preparation of legislation	140
Establishment Matters to be attended by the Cabinet of Ministers as per the provisions of the Constitution.	588
Procurement Matters	390
Annual Reports	247
Total	2,924

4.1.4 A report containing the summaries of the special cabinet decisions on development projects, welfare programmes, government procurement activities, implementation of different government policies etc., identified as that the General public to be aware of, was prepared on the day itself, after the Cabinet meeting and measures were taken to forward the said report to the Hon. Ministers who functioned as the co-spokesperson of the Cabinet and to the Director General of the Department of Government Information. In addition, the said reports were uploaded in the official website of the Office of the Cabinet of Ministers on the subsequent day of the relevant Cabinet meeting.

4.2 Matters related to the Cabinet Committees/Sub-Committees in Year 2018:

The following Cabinet Committees/Sub-Committees appointed by the Cabinet to make appropriate recommendations regarding specific areas or matters, to facilitate the decision making process of the Cabinet, functioned during the year 2018 as well.

- (i) Cabinet Committee on Economic Management
- (ii) Cabinet Sub-Committee on Establishment Matters
- (iii) Cabinet Sub-Committee on Legislation
- (iv) Cabinet Sub-Committee on Cost of Living

(a) Cabinet Committee on Economic Management

The Cabinet, at its Meeting held on 2015-09-22, appointed the Cabinet Committee on Economic Management (CCEM) and it was in force until 2018-03-27. Seven (07) minutes of the said Committee were submitted to the Cabinet during the year 2018.

(b) Cabinet Sub-Committee on Establishment Matters

In terms of the Constitution, the Cabinet of Ministers is vested with the following powers:

- * dealing with all policy matters relating to appointment, promotion, transfer, disciplinary control and dismissal of public officers [Article 55(1) of the Constitution];

- * the appointment, promotion, transfer, disciplinary control and dismissal of Heads of Departments [Article 55(2) of the Constitution];

The function of the Cabinet Sub-Committee on Establishment Matters, is to make in-depth studies on Cabinet Memoranda submitted by the Ministries and make recommendations to facilitate the Cabinet of Ministers to arrive at the most appropriate decisions on Establishment Matters.

In addition, it was also entrusted with the function of examining the Annual Administration / Performance Reports of Ministries, Departments, Public Enterprises and Statutory Boards to be tabled in Parliament and making relevant recommendations.

The composition of the Cabinet Sub-Committee on Establishment Matters which was functioning in the year 2018 was given in Annex III.

Immediately after the receipt of the Memoranda to the Cabinet Office regarding the appointment of Heads of Department, Reports were called from the Appointing Authority and the Administrative Authority of the service to which the officers belong as to whether disciplinary action has either been taken or contemplated against them, which was considered as a criterion in the appointment of a Head of Department.

799 Cabinet Memoranda pertaining to the purview of the Cabinet Sub-Committee on Establishment matters had been submitted by various Ministries during the year 2018 and 16 Meetings of the Cabinet Sub-Committee on Establishment Matters were held to deliberate on those Memoranda. Action had been taken to submit the recommendations of the Cabinet Sub-Committee to the Cabinet.

A Committee comprising of the following officials had rendered their assistance for this purpose to the Cabinet Sub-Committee and 16 Meetings which were attended the said Officials' Committee were held at the Cabinet Office during the relevant year:

- i. Secretary to the Cabinet of Ministers;
- ii. Secretary/Additional Secretary, Ministry of Public Administration and Management;
- iii. Deputy Secretary to the Treasury;
- iv. Director General of Establishments;
- v. Director General of Combined Services;

- vi. Director General of Management Services;
- vii. Officials of relevant Ministries on invitation (as found necessary); and
- viii. Additional Secretary of the Cabinet Office and other relevant officers.

Further, action has also been taken to obtain the recommendations of the National Salaries and Cadres Commission where necessary. The Cabinet having considered the recommendations submitted by the Cabinet Sub-Committee, has given its decisions with regard to the aforesaid 799 Cabinet Memoranda and the Cabinet Office has conveyed these decisions to the relevant Secretaries to the Ministries and other Institutions for implementation.

The Cabinet of Ministers, during the year 2018 had made decisions with regard to the appointment of 41 Heads of Department and 15 Secretaries to the State Ministries and their letters of appointment were issued to them by the Secretary to the Cabinet.

(c) The Cabinet Sub-Committee on Legislation

The Cabinet Sub-Committee on Legislation was entrusted the task of conducting an in-depth study on Memoranda containing draft Bills for enacting new legislation or to amend an existing legislation or a draft Bill to be presented in Parliament for approval, and submit its recommendations to the Cabinet of Ministers. The composition of the Cabinet Sub-Committee on Legislation which was functioning during the year 2018 is shown in Annex IV.

An Officials' Committee to assist the said Sub-Committee, consisting of the Secretary, Ministry of Justice and representatives of the relevant Ministries had been appointed by the Cabinet.

(d) Cabinet Sub-Committee on Cost of Living

The above Sub-Committee comprising of the following Ministers was appointed by the Cabinet at its meeting held on 2015-09-22 to make recommendations to the Cabinet on matters relevant to Cost of Living. As such, the composition of the said Committee from 2018-01-01 to 2018-05-22 is shown in Annex V(a).

The composition of the Cabinet Sub-Committee on Cost of Living was reconstituted on 2018-05-22 and from that day onwards, the members of the Cabinet mentioned in Annex V(b) functioned as the members of the said Committee.

It was also decided that the Secretary, Ministry of Industry and Commerce should function as the Secretary/Convener of this Sub-Committee. 10 reports containing the minutes of the meetings of this Cabinet Sub-Committee have been submitted to the Cabinet in the year 2018.

4.3 Duties pertaining to the Officials' Committees appointed by the Cabinet to examine and submit recommendations on miscellaneous subjects:

In the year 2018, the Cabinet appointed 14 Cabinet Sub-Committees, 03 Ministerial Committees, 02 Secretaries' Committees and 16 Officials' Committees, to examine and submit recommendations on various matters raised at the Cabinet Meetings. The Reports prepared by such Committees containing their recommendations, were submitted to the Cabinet within the year and the relevant Cabinet decisions conveyed to the respective Ministries and Institutions for implementation.

4.4 Submission of required information and Cabinet decisions to the Attorney General's Department in respect to Court Cases pending before Superior Courts:

Observations of the Secretary to the Cabinet were requested by the Attorney General's Department on the averments contained in the Affidavits/Petitions in several Supreme Court (FR) and Court of Appeal (Writ) cases, where the Cabinet of Ministers or the Secretary to the Cabinet was cited as respondents. Accordingly, the Secretary to the Cabinet sent his observations expeditiously along with copies of pertinent Cabinet decisions. In this connection the Office had direct communication with the relevant Ministries and in consultation with such Ministries, provided comprehensive information required by the Attorney General.

During the year 2018, 39 Court Cases have been filed, citing the Cabinet and the Secretary to the Cabinet as respondents and 28 cases out of which are fundamental rights petitions filed in the Supreme Court and remaining 11 cases have been filed in the Appeal Court. Court Cases pertaining to two fundamental rights petitions filed in the Supreme Court and one Court Case filed in the Appeal Court have been completed within 2018.

4.5 The functions of special significance carried out in the year 2018:

- 4.5.1 At the request of the Commission to Investigate Bribery or Corruption and Financial Crimes Investigation Division (FCID); copies of old Cabinet decisions, Cabinet Memoranda and Reports were sent expeditiously to the said Commission and Investigation Division.
- 4.5.2 The Secretary to the Cabinet functioned as the Chairman of the Officials' Committee assisting the Cabinet Sub-Committee on Establishment matters also functioned as a Member of various Committees.
- 4.5.3 Actions have been taken to implement the provisions of Right to Information Act, No.12 of 2016, in relation to the Cabinet Office on 03-02-2017 itself, the date on which the Act came into operation and continued the same in the year 2018 as well under the said Act. A Senior Assistant Secretary of the office, nominated by the Secretary to the Cabinet was appointed as the 'Information Officer' and the manner that the general public can access the document related to the Office and information and applications, specimen and other details related to that were published in the official website of the Office. Accordingly, Three hundred and two (302) requests have been submitted under the Right to Information Act, during the year 2018 and office has responded to every request within the prescribed time period.

An appeal submitted by an applicant to the Right to Information Commission on the refusal of a request dated 2017-10-12 made by him seeking information including a committee report containing plannings of the Akuregoda Defence Headquarters was pending before the Court during 2018.

5. THE UNIQUENESS OF THE FUNCTIONS OF THE OFFICE OF THE CABINET OF MINISTERS

The Office of the Cabinet of Ministers, in the execution of the functions entrusted to it, has to act on most occasions deviating from the normal practices of other public institutions due to the uniqueness of its functions. The time period between two (02) Cabinet Meetings is merely limited to a week and therefore the staff of the Cabinet Office is required to fulfill a host of duties on a routine which cannot be postponed, such as:

- preparation of the Minutes of the weekly Cabinet Meeting on Tuesdays in all three languages by the forenoon of Thursday of the same week;
- studying the contents of the Cabinet Memoranda intended to be included in the Agenda for the next Meeting;
- collecting additional data thereon and particulars of previous Cabinet decisions, if any, made in that regard;
- studying the policy and legal implications that could arise in the implementation of proposals in certain Memoranda (by the Secretary to the Cabinet and Senior Officials); and
- obtaining observations from Hon. Ministers in-charge of the Ministries concerned on the contents of such Memoranda.

It is the responsibility of the staff of the Cabinet Office to maintain strict confidentiality in the duties they perform. Moreover, the staff was compelled to work until late hours of the day, outside normal working hours applicable to the other Public Institutions, and also during week-ends and on public holidays.

In these circumstances, when recruiting staff to the Office of the Cabinet of Ministers, a skilled group of officers has been specially selected to meet the needs of this office, and the particulars of the officers engaged in service at the Cabinet Office during the year 2018 are given in paragraph 6.

Contract period of service of the Legal Advisor of the Cabinet Office, who is also a retired Secretary of a Ministry, was further extended to obtain assistance for the legal issues to be handled by the Office.

Particularly, in the area of translations where there is an acute shortage of experienced translators in the Public Service, the services of two retired officers had to be obtained for a further period of time, during the year 2018 as well.

6. HUMAN RESOURCES MANAGEMENT

6.1 Cadre Particulars as at 2018-12-31

Table - 2 Categorization of employees as at 2018-12-31

Category of Service	Approved Cadre	Existing Cadre			Vacancies in the Cadre	Excess
		On Permanent basis	On Contract basis	Total		
Senior Level	26	14	02	16	10	-
Tertiary Level	11	08	01	09	02	-
Secondary Level	38	26	01	27	11	-
Primary Level	40	23	-	23	17	-
Total	115	71	04	75	40	-

6.2 The Staff available as at 2018-12-31

Table - 3 Staff Particulars as at 2018-12-31

	Designation	Approved Cadre	Existing Cadre		Vacancies
			On Permanent basis	On Contract basis	
Senior Level					
01.	Secretary to the Cabinet	01	01	-	-
02.	Additional Secretary	03	01	-	02
03.	Legal Advisor	01	-	01	-
04.	Senior Assistant Secretary	06	04	-	02
05.	Internal Auditor	01	-	-	01
06.	Assistant Secretary (SLAS)	10	05	-	05
07	Accountant	01	01	-	-
08.	Assistant Secretary (Non SLAS)	01	01	-	-
09.	Assistant Director –IT	01	01	-	-
10.	Language Consultant	01	-	01	-

Tertiary Level					
11.	Coordinating Secretary	01	01	-	-
12.	Administrative Officer	01	-	-	01
13.	Language Superintendent	01	-	-	01
14.	Language Coordinator	01	-	01	-
15.	Translator	05	05	-	-
16.	Information and Communication Technology Officer	01	01	-	-
17.	Progress Assistant	01	01	-	-
Secondary Level					
18.	Development Officer	04	01	-	03
19.	Librarian	01	-	-	01
20.	Public Management Assistant	31	24	01	06
21.	Information and Communication Technology Assistant	02	01	-	01
Primary Level					
22.	Driver	16	10	-	06
23.	Office Employees' Service	23	13	-	10
24.	Receptionist	01	-	-	01
	Total	115	71	04	40

6.3 Newly joined officers to the Cabinet Office during the year 2018

During the year 2018, sixteen (16) new officers joined the Cabinet Office, thereby strengthening the staff of the Cabinet Office.

6.4 Retirements

During the year 2018, two (02) officers serving in the office, retired from the Public Service.

6.5 Transfers

During the year 2018, eight (08) officers went on transfer to other Public Institutions.

6.6 Training and Development

During the year 2018, the Cabinet Office was able to provide 24 training opportunities for the staff members including two (02) foreign training opportunities despite its tight working schedule.

7. FINANCIAL REVIEW

7.1 Estimates:

The total allocation and the recurrent and capital expenditure of the Office of the Cabinet of Ministers for the year 2018 are as follows:

Table - 4 Summary of Expenditure 2018

Nature of Expenditure	Total Allocation Rs.	Actual Expenditure Rs.	Progress %	Balance Rs.
Recurrent	93,350,000/-	85,786,364/-	92	7,563,636/-
Capital	*13,650,000/-	6,497,536/-	47.6	7,152,464/-
Total	107,000,000/-	92,283,900/-	86	14,716,100/-

Since the Cabinet of Ministers meets weekly, if any technical delay occurs, the entire process would be at stake and therefore, measures were taken to get the minimum estimated amount of the required provisions allocated, through the Budget Estimates. However, since the government funds have been utilized only for essential purposes, without spending such funds in an unnecessary manner, some balance of provisions of certain votes is shown during the year 2018.

Utilizing the provisions in the votes of acquisition of capital assets, two (02) A/C machines, three (03) photocopiers, five (05) computers, three (03) laptop computers, twenty (20) UPSs, two (02) executive tables, three (03) executive chairs, four (04) steel cupboards, were purchased during the year 2018.

- * Although it had been planned to establish the Cabinet Office in the building at Jawatta where the Department of Registration of Persons had been previously located and provisions had also been allocated for the purpose within the budgetary estimates for the year 2018, the said provisions could not be incurred, due to the cancellation of the said decision.

7.2 Loan Advances to Officers:

A sum of Rs. 3,051,843.00 has been granted as loan facilities under Advance 'B' Account to the officers in the Office during the year 2018, as follows:

Table 5 – Loan facilities granted under Advance 'B' Account

Loan Category	Number of Loans	Loan Amount Rs.
Distress	23	2,439,843.00
Festival Advance	50	500,000.00
Special Advance	28	112,000.00
Total Loan Amount granted	101	3,051,843.00

7.3 Presentation of Annual Accounts:

The Financial Statements of the Cabinet Office (Annex VI & VII) and Advance "B" Account (Annex VIII) required to be presented by the Office of the Cabinet of Ministers for the year 2018, have been forwarded to the Auditor General.

7.4 Annual Board of Survey:

The Annual Board of Survey pertaining to the year 2018 has been completed and the measures are being taken to forward the relevant Report to the Auditor General.

7.5 Audit Queries:

An audit query relating to two procurements have been received in the year 2018 and measures are being taken to submit the clarifications on the same to the Auditor General. Non-use of accepted formats of Procurement Guidelines and defects and delays of adopting procedures have been pointed out by the said audit query and no any matter to the effect that the controversial payments or financial discrepancies has been pointed out by that.

Members of the Cabinet from 2018-01-01 to 2018-04-30

	Name	Designation
1.	His Excellency Maithripala Sirisena	President Minister of Defence and Minister of Mahaweli Development and Environment
2.	Hon. Ranil Wickremasinghe	Prime Minister and Minister of National Policies and Economic Affairs
3.	Hon. John Amarathunga	Minister of Tourism Development and Christian Religious Affairs
4.	Hon. Gamini Jayawickrema Perera	Minister of Buddhasasana
5.	Hon. Nimal Siripala de Silva	Minister of Transport and Civil Aviation
6.	Hon. Mangala Samaraweera	Minister of Finance and Mass Media
7.	Hon. S.B. Dissanayake	Minister of Social Empowerment, Welfare and Kandyan Heritage
8.	Hon. W.D.J. Seneviratne	Minister of Labour, Trade Union Relations and Sabaragamu Development
9.	Hon. Lakshman Kiriella	Minister of Public Enterprise and Kandy Development
10.	Hon.(Dr.) Sarath Amunugama	Minister of Special Assignments
11.	Hon. Rauff Hakeem	Minister of City Planning and Water Supply
12.	Hon. Anura Priyadarshana Yapa	Minister of Disaster Management
13.	Hon. Susil Premajayantha	Minister of Science, Technology and Research
14.	Hon. Thilak Marapana	Minister of Foreign Affairs and Development Assignments
15.	Hon. (Dr.) Rajitha Senaratne	Minister of Health, Nutrition and Indigenous Medicine
16.	Hon. Mahinda Samarasinghe	Minister of Ports and Shipping
17.	Hon. Vajira Abeywardena	Minister of Home Affairs
18.	Hon. S.B. Navinne	Minister of Internal Affairs, Wayamba Development and Cultural Affairs
19.	Hon. Rishad Bathiudeen	Minister of Industry and Commerce

	Name	Designation
20.	Hon. Patali Champika Ranawaka	Minister of Megapolis and Western Development
21.	Hon. Mahinda Amaraweera	Minister of Fisheries and Aquatic Resources Development
22.	Hon. Navin Dissanayake	Minister of Plantation Industries
23.	Hon. Ranjith Siyambalapitiya	Minister of Power and Renewable Energy
24.	Hon. Duminda Dissanayake	Minister of Agriculture
25.	Hon. Vijith Vijayamuni Zoysa	Minister of Irrigation and Water Resources Management
26.	Hon. P. Harison	Minister of Rural Economy
27.	Hon. Kabir Hashim	Minister of Higher Education and Highways
28.	Hon. Ranjith Madduma Bandara	Minister of Public Administration and Management and Minister of Law & Order
29.	Hon. Gayantha Karunathilaka	Minister of Lands and Parliamentary Reforms
30.	Hon. Sajith Premadasa	Minister of Housing and Construction
31.	Hon. Arjuna Ranatunga	Minister of Petroleum Resources Development
32.	Hon. U. Palani Digambaram	Minister of Hill Country New Villages, Infrastructure and Community Development
33.	Hon. (Mrs.) Chandrani Bandara	Minister of Women and Child Affairs
34.	Hon. (Mrs.) Thalatha Atukorala	Minister of Justice
35.	Hon. Akila Viraj Kariyawasam	Minister of Education
36.	Hon. M.H.A. Haleem	Minister of Posts, Postal Services and Muslim Religious Affairs
37.	Hon. Faiszer Musthapha	Minister of Provincial Councils and Local Government
38.	Hon. D.M. Swaminathan	Minister of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs
39.	Hon. Chandima Weerakkody	Minister of Skills Development and Vocational Training
40.	Hon. Dayasiri Jayasekara	Minister of Sports
41.	Hon. Sagala Ratnayaka	Minister of Project Management, Youth Affairs and Southern Development

	Name	Designation
42.	Hon. Harin Fernando	Minister of Telecommunication, Digital Infrastructure and Foreign Employment
43.	Hon. Mano Ganesan	Minister of National Co-existence, Dialogue and Official Languages
44.	Hon. Daya Gamage	Minister of Primary Industries
45.	Hon. Malik Samarawickrama	Minister of Development Strategies and International Trade
46.	Field Marshal Hon. Sarath Fonseka	Minister of Regional Development
47.	Hon. Ravindra Samaraweera	Minister of Sustainable Development and Wildlife

Members of the Cabinet from 2018-05-01 to 2018-10-26

	Name	Designation
1.	His Excellency Maithripala Sirisena	President Minister of Defence and Minister of Mahaweli Development and Environment
2.	Hon. Ranil Wickremasinghe	Prime Minister and Minister of National Policies and Economic Affairs
3.	Hon. John Amarathunga	Minister of Tourism Development and Christian Religious Affairs
4.	Hon. Gamini Jayawickrema Perera	Minister of Buddhasasana
5.	Hon. Nimal Siripala de Silva	Minister of Transport and Civil Aviation
6.	Hon. Mangala Samaraweera	Minister of Finance and Mass Media
7.	Hon. Lakshman Kiriella	Minister of Public Enterprise and Kandy City Development
8.	Hon. (Dr.) Sarath Amunugama	Minister of Science, Technology, Research, Skills Development & Vocational Training and Kandyan Heritage
9.	Hon. Rauff Hakeem	Minister of City Planning and Water Supply
10.	Hon. Thilak Marapana	Minister of Foreign Affairs
11.	Hon. (Dr.) Rajitha Senaratne	Minister of Health, Nutrition and Indigenous Medicine
12.	Hon. Mahinda Samarasinghe	Minister of Ports and Shipping
13.	Hon. Vajira Abeywardena	Minister of Home Affairs
14.	Hon. S.B. Navinne	Minister of Internal Affairs and Wayamba Development
15.	Hon. Rishad Bathiudeen	Minister of Industry and Commerce
16.	Hon. Patali Champika Ranawaka	Minister of Megapolis and Western Development
17.	Hon. Mahinda Amaraweera	Minister of Agriculture
18.	Hon. Navin Dissanayake	Minister of Plantation Industries
19.	Hon. (Dr.) Ranjith Siyambalapitiya	Minister of Power and Renewable Energy

	Name	Designation
20.	Hon. Duminda Dissanayake	Minister of Irrigation and Water Resources Management
21.	Hon. (Dr.) Wijayadasa Rajapaksa	Minister of Higher Education & Cultural Affairs
22.	Hon. Vijith Vijayamuni Zoysa	Minister of Fisheries & Aquatic Resources Development and Rural Economic Affairs
23.	Hon. P. Harison	Minister of Social Empowerment
24.	Hon. Kabir Hashim	Minister of Highways & Road Development
25.	Hon. Ranjith Madduma Bandara	Minister of Public Administration and Management and Law & Order
26.	Hon. Gayantha Karunathilaka	Minister of Lands and Parliamentary Reforms
27.	Hon. Sajith Premadasa	Minister of Housing and Construction
28.	Hon. Arjuna Ranatunga	Minister of Petroleum Resources Development
29.	Hon. U. Palani Digambaram	Minister of Hill Country New Villages, Infrastructure and Community Development
30.	Hon. (Mrs.) Chandrani Bandara	Minister of Women and Child Affairs
31.	Hon. (Mrs.) Thalatha Atukorala	Minister of Justice & Prison Reforms
32.	Hon. Akila Viraj Kariyawasam	Minister of Education
33.	Hon. M.H.A. Haleem	Minister of Posts, Postal Services and Muslim Religious Affairs
34.	Hon. Faiszer Musthapha	Minister of Provincial Councils and Local Government & Sports
35.	Hon. D.M. Swaminathan	Minister of Resettlement, Rehabilitation, Northern Development & Hindu Religious Affairs
36.	Hon. Sagala Ratnayaka	Minister of Youth Affairs, Project Management and Southern Development
37.	Hon. Harin Fernando	Minister of Telecommunication, Digital Infrastructure and Foreign Employment
38.	Hon. Mano Ganesan	Minister of National Co-existence, Dialogue and Official Languages
39.	Hon. Daya Gamage	Minister of Social Welfare and Primary Industries
40.	Hon. Malik Samarawickrama	Minister of Development Strategies and International

	Name	Designation
		Trade
41.	Field Marshal Hon. Sarath Fonseka	Minister of Sustainable Development, Wildlife and Regional Development
42.	Hon. Ravindra Samaraweera	Minister of Labour & Trade Union Relations

Members of the Cabinet from 2018-10-29 to 2018-12-15

	Name	Designation
1.	His Excellency Maithripala Sirisena	President Minister of Defence and Mahaweli Development and Environment
2.	Hon. Mahinda Rajapaksa	Prime Minister and Minister of Finance and Economic Affairs
3.	Hon. Nimal Siripala de Silva	Minister of Transport and Civil Aviation
4.	Hon. S.B. Dissanayake	Minister of Highways & Road Development
5.	Hon.(Dr.) Sarath Amunugama	Minister of Foreign Affairs
6.	Hon. Arumugan Thondaman	Minister of Hill Country New Villages, Infrastructure and Community Development
7.	Hon. Dinesh Gunawardena	Minister of Megapolis and Western Development
8.	Hon. Douglas Devananda	Minister of Resettlement, Rehabilitation, Northern Development & Hindu Religious Affairs
9.	Hon. Susil Premajayantha	Minister of Public Administration, Home Affairs & Justice
10.	Hon. Gamini Lokuge	Minister of Labour, Foreign Employment & Petroleum Resources Development
11.	Hon. Bandula Gunawardhana	Minister of International Trade and Investment Promotion
12.	Hon. Mahinda Samarasinghe	Minister of Ports and Shipping
13.	Hon. S.B. Navinne	Minister of Cultural, Internal Affairs & Regional Development
14.	Hon. C.B. Rathnayake	Minister of Posts and Telecommunication
15.	Hon. Mahinda Yapa Abeywardena	Minister of Industry and Commerce
16.	Hon. Chamal Rajapaksa	Minister of Health, Nutrition and Indigenous Medicine
17.	Hon. Johnston Fernando	Minister of Trade, Consumer, Co-operative Development & Christian Religious Affairs
18.	Hon. Wimal Weerawansa	Minister of Housing and Social Welfare

	Name	Designation
19.	Hon. Mahinda Amaraweera	Minister of Agriculture
20.	Hon.(Dr.) Ranjith Siyambalapitiya	Minister of Power and Renewable Energy
21.	Hon. S.M. Chandrasena	Minister of Plantation Industries
22.	Hon. Vasudeva Nanayakkara	Minister of National Integration, Reconciliation and Official Languages
23.	Hon. Vijith Vijayamuni Zoysa	Minister of Fisheries & Aquatic Resources Development and Rural Economic Affairs
24.	Hon. Duminda Dissanayake	Minister of Irrigation and Water Resources & Disaster Management
25.	Hon. (Dr.) Wijayadasa Rajapaksa	Minister of Education & Higher Education
26.	Hon. Dayasiri Jayasekara	Minister of Skills Development and Vocational Training
27.	Hon. Faiszer Musthapha	Minister of Provincial Councils, Local Government and Sports
28.	Hon. Wasantha Naresh Parakrama Senanayake	Minister of Tourism and Wild Life
29.	Hon. M.L.A.M. Hisbullah	Minister of City Planning and Water Supply
30.	Hon. Udaya Gammanpila	Minister of Buddhasasana and Religious Affairs

Members of the Cabinet from 2018-12-20 to 2018-12-31

	Name	Designation
1.	His Excellency Maithripala Sirisena	President Minister of Defence and Minister of Mahaweli Development and Environment
2.	Hon. Ranil Wickremasinghe	Prime Minister and Minister of National Policies, Economic Affairs, Resettlement & Rehabilitation, Northern Province Development, Vocational Training & Skills Development and Youth Affairs
3.	Hon. John Amarathunga	Minister of Tourism Development, Wild Life and Christian Religious Affairs
4.	Hon. Gamini Jayawickrema Perera	Minister of Buddhasasana & Wayamba Development
5.	Hon. Mangala Samaraweera	Minister of Finance and Mass Media
6.	Hon. Lakshman Kiriella	Minister of Public Enterprise, Kandyan Heritage and Kandy Development
7.	Hon. Rauff Hakeem	Minister of City Planning, Water Supply and Higher Education
8.	Hon. Thilak Marapana	Minister of Foreign Affairs
9.	Hon. (Dr.) Rajitha Senaratne	Minister of Health, Nutrition and Indigenous Medicine
10.	Hon. Ravi Karunanayake	Minister of Power, Energy and Business Development
11.	Hon. Vajira Abeywardena	Minister of Internal & Home Affairs and Provincial Councils & Local Government
12.	Hon. Rishad Bathiudeen	Minister of Industry & Commerce, Resettlement of Protracted Displaced Persons and Co-operative Development
13.	Hon. Patali Champika Ranawaka	Minister of Megapolis and Western Development
14.	Hon. Navin Dissanayake	Minister of Plantation Industries
15.	Hon. P. Harison	Minister of Agriculture, Rural Economic Affairs, Livestock Development, Irrigation and Fisheries & Aquatic Resources Development
16.	Hon. Kabir Hashim	Minister of Highways & Road Development and Petroleum Resources Development

	Name	Designation
17.	Hon. Ranjith Madduma Bandara	Minister of Public Administration & Disaster Management
18.	Hon. Gayantha Karunathilaka	Minister of Lands and Parliamentary Reforms
19.	Hon. Sajith Premadasa	Minister of Housing, Construction and Cultural Affairs
20.	Hon. Arjuna Ranatunga	Minister of Transport & Civil Aviation
21.	Hon. U. Palani Digambaram	Minister of Hill Country New Villages, Infrastructure & Community Development
22.	Hon. (Mrs.) Chandrani Bandara	Minister of Women & Child Affairs and Dry Zone Development
23.	Hon. (Mrs.) Thalatha Atukorala	Minister of Justice & Prison Reforms
24.	Hon. Akila Viraj Kariyawasam	Minister of Education
25.	Hon. M.H.A. Haleem	Minister of Postal Services & Muslim Religious Affairs
26.	Hon. Sagala Ratnayaka	Minister of Ports & Shipping and Southern Development
27.	Hon. Harin Fernando	Minister of Telecommunication, Foreign Employment and Sports
28.	Hon. Mano Ganesan	Minister of National Integration, Official Languages, Social Progress and Hindu Religious Affairs
29.	Hon. Daya Gamage	Minister of Labour, Trade Union Relations and Social Empowerment
30.	Hon. Malik Samarawickrama	Minister of Development Strategies and International Trade

**Cabinet Memoranda submitted to the Cabinet Office by H.E. the President,
Hon. Prime Minister and the Ministers from 2018-01-01 to 2018-04-30**

	Ministry	Number of Memoranda
1.	His Excellency the President	23
2.	Prime Minister	23
3.	Defence	40
4.	Mahaweli Development and Environment	13
5.	National Integration and Reconciliation	01
6.	National Policies and Economic Affairs	53
7.	Tourism Development and Christian Religious Affairs	05
8.	Sustainable Development and Wildlife	09
9.	Transport & Civil Aviation	29
10.	Foreign Affairs	18
11.	Social Empowerment, Welfare and Kandyan Heritage	17
12.	Labour, Trade Union Relations and Sabaragamu Development	13
13.	Higher Education and Highways	22
14.	City Planning and Water Supply	19
15.	Disaster Management	10
16.	Science, Technology and Research	20
17.	Law & Order	06
18.	Health, Nutrition & Indigenous Medicine	49
19.	Finance and Mass Media	54
20.	Skills Development and Vocational Training	03
21.	Home Affairs	05
22.	Internal Affairs, Wayamba Development and Cultural Affairs	07
23.	Industry and Commerce	22

	Ministry	Number of Memoranda
24.	Megapolis & Western Development	42
25.	Fisheries and Aquatic Resources Development	28
26.	Plantation Industries	28
27.	Power and Renewable Energy	23
28.	Agriculture	25
29.	Irrigation and Water Resources Management	05
30.	Buddhasasana	10
31.	Justice	19
32.	Rural Economy	11
33.	Public Enterprise and Kandy City Development	15
34.	Public Administration & Management	13
35.	Housing and Construction	24
36.	Ports and Shipping	11
37.	Lands and Parliamentary Reforms	06
38.	Hill Country New Villages, Infrastructure and Community Development	03
39.	Women and Child Affairs	02
40.	Foreign Employment	03
41.	Education	18
42.	Posts, Postal Services & Muslim Religious Affairs	04
43.	Provincial Councils and Local Government	16
44.	Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs	08
45.	Petroleum Resources Development	26
46.	Sports	08
47.	Law & Order and Southern Development	14
48.	National Co-existence, Dialogue and Official Languages	06
49.	Telecommunication and Digital Infrastructure	05

	Ministry	Number of Memoranda
50.	Primary Industries	02
51.	Development Strategies and International Trade	20
52.	Special Assignment	06
53.	Regional Development	04
54.	Secretary to the Cabinet	16
	Total	882

**Cabinet Memoranda forwarded to the Office of the Cabinet of Ministers from
2018-05-01 to 2018-10-26**

	Ministry	Number of Memoranda
1.	His Excellency the President	49
2.	Prime Minister	41
3.	Defence	72
4.	Mahaweli Development and Environment	48
5.	National Policies and Economic Affairs	99
6.	Tourism Development and Christian Religious Affairs	19
7.	Buddhasasana	22
8.	Transport & Civil Aviation	99
9.	Finance and Mass Media	141
10.	Public Enterprise & Kandy City Development	44
11.	Science, Technology, Research, Skills Development & Vocational Training and Kandyan Heritage	32
12.	City Planning and Water Supply	45
13.	Foreign Affairs	33
14.	Health, Nutrition & Indigenous Medicine	84
15.	Ports and Shipping	25
16.	Home Affairs	22
17.	Internal Affairs & Wayamba Development	8
18.	Industry and Commerce	43
19.	Megapolis & Western Development	87
20.	Agriculture	66
21.	Plantation Industries	27
22.	Power and Renewable Energy	36
23.	Irrigation and Water Resources & Disaster Management	34

	Ministry	Number of Memoranda
24.	Higher Education & Cultural Affairs	36
25.	Fisheries & Aquatic Resources Development and Rural Economic Affairs	41
26.	Social Empowerment	14
27.	Highways & Road Development	32
28.	Public Administration & Management and Law & Order	64
29.	Lands and Parliamentary Reforms	10
30.	Housing and Construction	48
31.	Petroleum Resources Development	35
32.	Hill Country New Villages, Infrastructure and Community Development	3
33.	Women and Child Affairs	7
34.	Justice & Prison Reforms	49
35.	Education	38
36.	Posts, Postal Services and Muslim Religious Affairs	19
37.	Provincial Councils, Local Government and Sports	35
38.	Resettlement, Rehabilitation, Northern Development & Hindu Religious Affairs	21
39.	Youth Affairs, Project Management and Southern Development	29
40.	Telecommunication, Digital Infrastructure and Foreign Employment	11
41.	National Integration, Reconciliation and Official Languages	5
42.	Social Welfare and Primary Industries	13
43.	Development Strategies and International Trade	46
44.	Sustainable Development, Wildlife and Regional Development	10
45.	Labour & Trade Union Relations	28
46.	Secretary to the Cabinet	24
	Total	1,794

**Cabinet Memoranda forwarded to the Office of the Cabinet of Ministers from
2018-10-29 to 2018-12-19**

	Ministry	Number of Memoranda
1.	His Excellency the President	13
2.	Prime Minister	5
3.	Defence	10
4.	Mahaweli Development and Environment	6
5.	Finance and Economic Affairs	25
6.	Transport & Civil Aviation	14
7.	Foreign Affairs	6
8.	Ports and Shipping	6
9.	Agriculture	19
10.	Power and Renewable Energy	4
11.	Education & Higher Education	6
12.	Fisheries & Aquatic Resources Development and Rural Economic Affairs	9
13.	Provincial Councils, Local Government and Sports	10
14.	Resettlement, Rehabilitation, Northern Development & Hindu Religious Affairs	9
15.	Hill Country New Villages, Infrastructure and Community Development	4
16.	Irrigation and Water Resources & Disaster Management	11
17.	Skills Development and Vocational Training	2
18.	Cultural, Internal Affairs & Regional Development	1
19.	Megapolis and Western Development	4
20.	National Integration, Reconciliation and Official Languages	3
21.	Highways & Road Development	6
22.	Public Administration, Home Affairs & Justice	7
23.	International Trade and Investment Promotion	2

	Ministry	Number of Memoranda
24.	Labour, Foreign Employment & Petroleum Resources Development	1
25.	Plantation Industries	1
26.	City Planning and Water Supply	6
27.	Secretary to the Cabinet	4
	Total	193

**Cabinet Memoranda forwarded to the Office of the Cabinet of Ministers from
2018-12-20 to 2018-12-31**

	Ministry	Number of Memoranda
1.	His Excellency the President	03
2.	Prime Minister	05
3.	Tourism Development, Wildlife and Christian Religious Affairs	02
4.	Finance and Mass Media	15
5.	City Planning, Water Supply and Higher Education	01
6.	Foreign Affairs	03
7.	Megapolis & Western Development	14
8.	Housing, Construction and Cultural Affairs	02
9.	Hill Country New Villages, Infrastructure and Community Development	01
10.	Justice & Prison Reforms	03
11.	Education	02
12.	Labour, Trade Union Relations and Social Empowerment	02
13.	Development Strategies and International Trade	02
	Total	55

**Composition of the Cabinet Sub-Committee on Establishments Matters which
was functioning in the year 2018**

	Ministry	Designation
1.	Hon. (Dr.) Sarath Amunugama	Minister of Science, Technology, Research, Skills Development & Vocational Training and Kandyan Heritage - (Chairman)
2.	Hon. Mangala Samaraweera	Minister of Finance and Mass Media
3.	Hon. (Dr.) Rajitha Senaratne	Minister of Health, Nutrition and Indigenous Medicine
4.	Hon. Vajira Abeywardena	Minister of Home Affairs
5.	Hon. (Dr.) Wijayadasa Rajapaksa (from 2018-05-01)	Minister of Higher Education & Cultural Affairs
6.	Hon. Ranjith Madduma Bandara	Minister of Public Administration & Management and Law & Order
7.	Hon. (Mrs.) Thalatha Atukorala	Minister of Justice & Prison Reforms
8.	Hon. Akila Viraj Kariyawasam	Minister of Education

**Composition of the Cabinet Sub-Committee on Legislation which was
functioning in the year 2018**

	Ministry	Designation
1.	Hon. Thilak Marapana	Minister of Foreign Affairs - (Co-Chairman)
2.	Hon. (Dr.) Wijayadasa Rajapaksa (from 2018-05-01)	Minister of Higher Education & Cultural Affairs - (Co-Chairman)
3.	Hon. Mangala Samaraweera	Minister of Finance and Mass Media
4.	Hon. Rauff Hakeem	Minister of City Planning and Water Supply
5.	Hon. (Mrs.) Thalatha Atukorala	Minister of Justice & Prison Reforms
6.	Hon. Faiszer Musthapha	Minister of Provincial Councils, Local Government and Sports
7.	Hon. D.M. Swaminathan	Minister of Resettlement, Rehabilitation, Northern Development & Hindu Religious Affairs
8.	Hon. Malik Samarawickrama	Minister of Development Strategies and International Trade

**Composition of the Cabinet Sub- Committee on Cost of Living
from 2018-01-01 to 2018-05-21**

	Name	Designation
1.	Hon. Malik Samarawickrama	Minister of Development Strategies and International Trade - (Chairman)
2.	Hon. Mangala Samaraweera	Minister of Finance and Mass Media
3.	Hon. W.D.J. Seneviratne (up to April, 2018)	Minister of Labour, Trade Union Relations and Sabaragamu Development
4.	Hon.(Dr.) Sarath Amunugama (up to 2018 -10-26)	Minister of Special Assignments
5.	Hon. Rishad Bathiudeen	Minister of Industry and Commerce
6.	Hon. Mahinda Amaraweera	Minister of Agriculture
7.	Hon. Duminda Dissanayake	Minister of Irrigation and Water Resources Management and Disaster Management
8.	Hon. P. Harison	Minister of Social Empowerment
9.	Hon. Akila Viraj Kariyawasam	Minister of Education

**Composition of the Cabinet Sub-Committee on Cost of Living
from 2018-05-22 to 2018-12-31**

	Name	Designation
1.	Hon. Malik Samarawickrama	Minister of Development Strategies and International Trade - (Chairman)
2.	Hon. Mangala Samaraweera	Minister of Finance and Mass Media
3.	Hon. S.B. Navinne (up to 2018 -10-26)	Minister of Internal Affairs and Wayamba Development
.	Hon. Rishad Bathiudeen	Minister of Industry & Commerce, Resettlement of Protracted Displaced Persons and Co-operative Development
5.	Hon. Mahinda Amaraweera (up to 2018-10-26)	Minister of Agriculture
6.	Hon. Vijith Vijayamuni Zoysa (up to 2018-10-26)	Minister of Fisheries & Aquatic Resources Development and Rural Economic Affairs
7.	Hon. Akila Viraj Kariyawasam	Minister of Education
8.	Hon. Daya Gamage	Minister of Labour, Trade Union Relations and Social Empowerment

Statement of Financial Performance
for the period ended 31st December 2018

ACA -F

Rs.

Budget 2018	Note	Actual	
		2018	2017
- Revenue Receipts		-	-
- Income Tax	1	-	-
- Taxes on Domestic Goods & Services	2	-	-
- Taxes on International Trade	3	-	-
- Non Tax Revenue & Others	4	-	1,896,113
- Total Revenue Receipts (A)		-	1,896,113
- Non Revenue Receipts		-	-
- Treasury Imprests		89,812,000	74,634,000
- Deposits		408,650	124,845
- Advance Accounts		3,975,887	3,471,555
- Other Receipts		2,558,962	-
- Total Non Revenue Receipts (B)		96,755,499	78,230,400
- Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		96,755,499	80,126,513.00
- Less: Expenditure			
- Recurrent Expenditure		-	-
- Wages, Salaries & Other Employment Benefits	5	63,089,778	53,989,402
- Other Goods & Services	6	22,212,641	18,441,149
- Subsidies, Grants and Transfers	7	483,945	-
- Interest Payments	8	-	483,662
- Other Recurrent Expenditure	9	-	-
- Total Recurrent Expenditure (D)		85,786,364	72,914,213
- Capital Expenditure			
- Rehabilitation & Improvement of Capital Assets	10	482,243	352,896
- Acquisition of Capital Assets	11	4,408,509	1,355,245
- Capital Transfers	12	-	-
- Acquisition of Financial Assets	13	-	-
- Capacity Building	14	1,606,784	400,787
- Other Capital Expenditure	15	-	-
- Total Capital Expenditure (E)		6,497,536	2,108,928
- Main Ledger Expenditure (F)		5,653,024	3,879,069.00
- Deposit Payments		252,514	180,389.00
- Advance Payments		5,400,510	3,698,680.00
- Total Expenditure G = (D+E+F)		97,936,924	78,902,210.00
- Imprest Balance as at 31st December 2018			
- H = (C-G)		(1,181,425)	1,224,303.00

ACA-P

Statement of Financial Position
As at 31st December 2018

	Note	Actual	
		2018	2017
		Rs	Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	89,626,956.71	82,161,834.00
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	11,010,296.00	9,585,673.00
Cash & Cash Equivalents	ACA-3	255,736.90	897,672.00
Total Assets		100,892,989.61	92,645,179.00
<u>Net Assets / Equity</u>			
Net Worth		10,618,271.00	9,349,784.00
Property, Plant & Equipment Reserve		89,626,956.71	82,161,834.00
Rent and Work Advance Reserve	ACA-5(b)	-	
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	392,025.00	235,889.00
Imprest Balance	ACA-3	255,736.90	897,672.00
Total Liabilities		100,892,989.61	92,645,179.00

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 1 to 30 and Notes to accounts presented in pages from 31 to 40 form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.

.....
 Chief Accounting Officer
 Name : S. Abeysinghe
 Designation : Secretary to the Cabinet of Ministers
 Date : 2019.02. 27

.....
 Accountant
 Name : W.W.W.D.S. Fernando
 Date : 2019.02. 27.

S. ABEYSINGHE
 Secretary to the Cabinet,
 Office of the Cabinet of Ministers,
 Republic Square
 Sir Baron Jayathilake Mawatha,
 Colombo 01.

Public Officers' Advance 'B' Account in terms of F.R. 506 (D) - The Annual Reconciliation Statement as at 2018-12-31

Ministry/Department/District Secretariat: **Office of the Cabinet of Ministers**
 Account No. : **00501**

Limits		Maximum Expenditure Limit Rs.	Minimum Limit of Receipts Rs.	Maximum Debit Balance Limit Rs.
1.1	Authorized under the Appropriation Act	3,500,000.00	2,400,000.00	25,000,000.00
1.2	Approved Revisions during the year	-	-	-

Actual		Expenditure (Debit) Rs.	Receipts (Credit) Rs.	Debit Balance Rs.
2.	Actual Amount at end of year (according to the treasury printouts)			
2.1	By Cash (11)	3,051,843.00	2,972,949.27	9,664,566.60
2.2	Cross Entries (12)	2,348,667.40	1,002,938.00	1,345,729.40
3.	Adjustments under F.R.503(1) contained in the actual amounts	-	-	-
3.1	By Cash (11)	-	-	-
3.2	Cross Entries (12)	-	-	-
	[adequate information should be presented to identify that it is an adjustment made under F.R.503(1) - Annex1.1]			
4.	Actual amounts (02-03) subsequent to the adjustments under F.R. 503(1)			
4.1	By Cash (11)	3,051,843.00	2,972,949.27	9,664,566.60
4.2	Cross Entries (12)	2,348,667.40	1,002,938.00	1,345,729.40
5.	If an excess in Limits/a shortfall in Limits has occurred, the Amount. (By reconciling the amounts in 1.1 and 1.2 with 4.1)	-	-	-

Sgd. Accountant
 Name: W.W.W.D.S. Fernando
 Designation: Accountant
 Date: 2019-02-25

Sgd. Chief Accounting Officer
 Name: S. Abeyasinghe
 Designation: Secretary to the Cabinet of Ministers
 Date: 2019-02-25