

**OFFICE OF THE CHIEF GOVERNMENT WHIP OF
PARLIAMENT**

PARLIAMENT- SRI JAYEWARDENEPURA KOTTE

Vision:

To function as the leading establishment in Parliament which assists excellent performance of the activities of the Government.

Mission:

To assist in the successful accomplishment of the objectives and goals of all Parliamentary activities of the Government and to make necessary arrangements to pass the bills, orders, regulations and other motions presented to Parliament as well as to design, co-ordinate and organize contribution of the Government Parliamentary Group within and outside of it on behalf of the government.

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

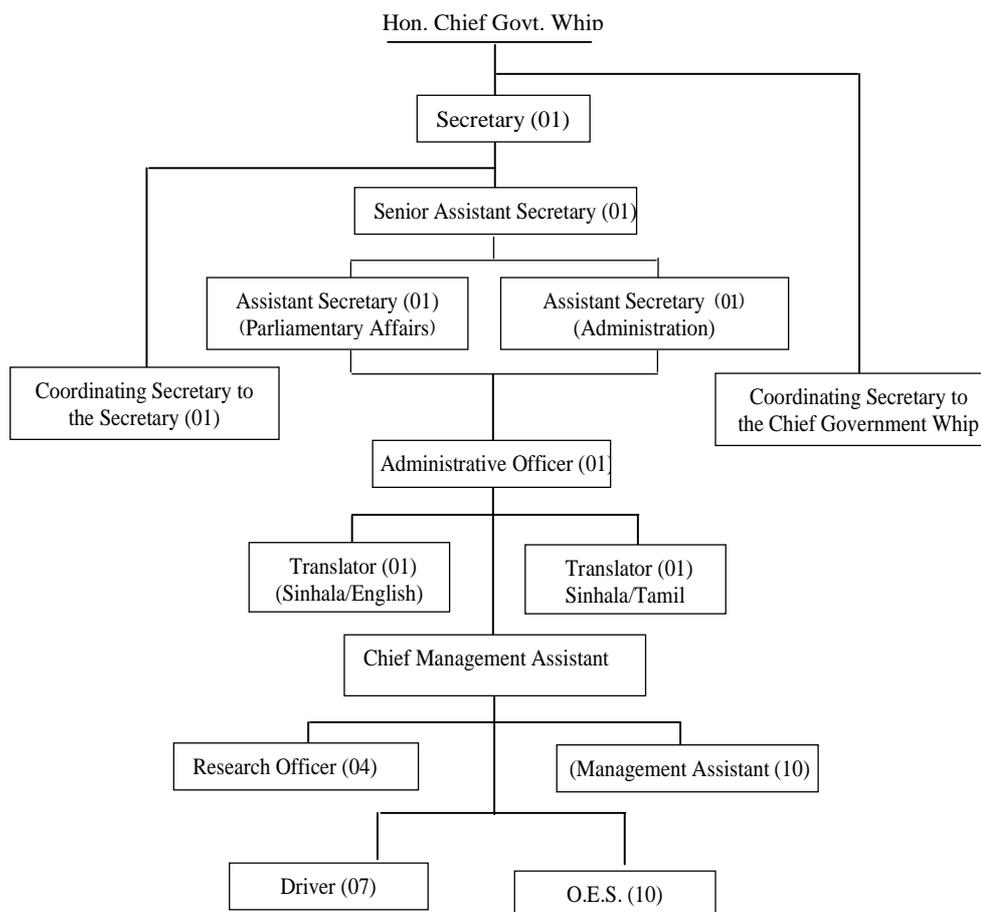
- i. Assisting in scheduling all activities of the Government, organizing them and co-ordination, operation and supervision of their performance prioritizing the government activities performed in Parliament.
- ii. Making arrangements necessary for getting passed the legislative enactments such as bills, 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. Calling press conferences and issue of press release.
- vi. 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.
- vii. Preparation of the list 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.
- viii. Furnishing particulars such as background reports, legislative enactments, regulations, gazette notifications etc. required by the MPP and Ministers taking part in Parliamentary debates.
- ix. 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. Taking action necessary to convene MPP of the Government Group at times of Division in Parliament.

- xi. 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. Dealing with the Office of the Leader of the Opposition in presenting government Budget and making required arrangements.

Organizational Structure of the Office of the Chief Government Whip of Parliament

Functions of this office are performed under instructions and directions of the Chief Government Whip of Parliament and in accordance with the directions of the Secretary to the Chief Government Whip of Parliament. Secretary to the Chief Government Whip of Parliament also functions as the Chief Accounting Officer and there is a staff consisting of 42 personnel including a Senior Assistant Secretary, two Assistant Secretaries and an Administrative Officer to assist him.

Organisational Structure



Staff Information

Approved Staff as at 31/12/2014

	Posts	No. Approved	No. available as at 31.12.2014	No. of vacancies
01	Secretary	1	1	0
02	Senior Assistant Secretary	1	1	0
03	Assistant Secretary	2	1	1
04	Co-ordinating Secretary (Temporary)	2	2	0
05	Co-ordinating Officer (Temporary)	1	1	0
06	Administrative Officer	1	1	0
07	Translator	2	2	0
08	Research Assistant	4	0	4
09	Management Assistant	11	10	1
10	Driver	7	7	0
11	O.E.S.	10	10	0
12	Driver (Temporary)	1	1	0
	Total	43	37	6

Human Resource Management

Appointments to staff during year 2014:

S/no.	Officer's name	designation	date of appointment
01	Mr. C. Kuruppu	Secretary to the Chief Government Whip of Parliament	09.05.2014

Transfers of the staff during year 2014 (into the office):

S/no.	Officer's name	designation	Transferred from	date of arrival on transfer
01	Mr. J.L.Vithanage	Public Management Assistant	Department of Fisheries and Aquatic Resources	30.10.2014
02	Mr. Vajira Kamburugamuwa	Senior Assistant Secretary (S.L.A.S.)	Ministry of Parliamentary Affairs	01.11.2014

Transfers of the staff during year 2014 (out of the office):

S/no.	Officer's name	designation	Transferred to	date of transfer
01	Mr. D.M.H.Liyanage	Assistant Secretary (S.L.A.S.)	Ministry of Industry and Commerce	05.09.2014

Human Resource Development



Local Training Programs - 2014

Officer's name	designation	training	duration of training
Mr. Nishantha Pitadeniya Mr. Iran Chaminda	Driver II (A)	Course of Training on Use of Government Vehicles (Sri Lanka Institute of Development Administration)	16.01.2014-17.01.2014
Mr. W.S.Welikala Mr. R.W.P. Fernando	Public Management Assistant I	Computer Operation and Word Processing (Sri Lanka Institute of Development Administration)	04.03.2014-14.03.2014
Mr. Dhammika Amarasinghe Mr. Kumara Ratnayake	Office Employees' Service Grade II	Training in Role of Office Employee Service (Sri Lanka Institute of Development Administration)	10.03.2014-12.03.2014
Mr. E.S.Kulatunga Gunadasa	Office Employees' Service Grade II	Training in Role of Office Employee Service (Sri Lanka Institute of Development Administration)	26.05.2014-28-05-2014
Mr. B.Upendra Rodrigo	Public Management Assistant III	Diploma in Computer Information (Sri Lanka Institute of Development Administration)	20.07.2014-08.02.2015 (on Sunday)
The entire staff		two day in house Training Program on Productivity Role	22.12.2014-23.12.2014

Overseas Training Programmes - 2014

Officer's name	designation	training	duration of training
-	-	-	-

Performance during year 2014

Key functions performed during year 2014

- Necessary arrangements were made from 01.01.2014 to 31.12.2014 to keep the Hon. Members of Parliament of the Government informed and get necessary support for the purpose of getting the under mentioned 47 Bills and Motions pertaining to the functions of the Government passed in Parliament.

S/no.	Title of the Act	date passed	date published in gazette
01	Institute of Policy Studies of Sri Lanka (Amendment) Act no. 1 of 2014	06.02.2014	07.02.2014
02	National Institute of Business Management (Amendment) Act no. 2 of 2014	21.02.2014	21.02.2014
03	Institute of Geology, Sri Lanka (Incorporation) Act no. 3 of 2014	04.03.2014	07.03.2014
04	Phillip Gunawardena Commemoration Association (Incorporation) Act no. 4 of 2014	04.03.2014	07.03.2014
05	Chandima Weerakkody Foundation (Incorporation) Act no. 5 of 2014	04.03.2014	07.03.2014
06	Medical (Amendment) Act no. 6 of 2014	10.04.2014	11.04.2014
07	Value Added Tax (Amendment) Act no. 7 of 2014	24.04.2014	25.04.2014
08	Inland Revenue (Amendment) Act no. 8 of 2014	24.04.2014	25.04.2014
09	Economic Service Charge (Amendment) Act no. 9 of 2014	24.04.2014	25.04.2014
10	Nation Building Tax (Amendment) Act no. 10 of 2014	24.04.2014	25.04.2014
11	Telecommunication Levy (Amendment) Act no. 11 of 2014	24.04.2014	25.04.2014
12	Special Commodity Levy (Amendment) Act no. 12 of 2014	24.04.2014	25.04.2014

13	Companies (Amendment) Act no. 13 of 2014	24.04.2014	25.04.2014
14	Default Taxes (Special Provisions) (Amendment) Act no. 14 of 2014	24.04.2014	25.04.2014
15	Monetary Law (Amendment) Act no. 15 of 2014	24.04.2014	25.04.2014
16	Samastha Lanka Sasanarakshaka Mandalaya (Incorporation) Act no. 16 of 2014	24.04.2014	25.04.2014
17	The Rehabilitation of Buddhist Temples Foundation (Incorporation) Act no. 17 of 2014	24.04.2014	25.04.2014
18	National Enterprise Development Authority (Amendment) Act no. 18 of 2014	04.06.2014	06.06.2014
19	Kumarasiri Hettige Foundation (Incorporation) Act no. 19 of 2014	17.06.2014	20.06.2014
20	Mohan Lal Gero Foundation (Incorporation) Act no. 20 of 2014	17.06.2014	20.06.2014
21	Victor Antony Education, Social, Economic Assistance and Charity Foundation (Incorporation) Act no. 21 of 2014	17.06.2014	20.06.2014
22	Dampe, Meegoda, Bodhiwardhanarama Sri Madurasama Pirivena Viharastha Sanwardhana Sabhawa (Incorporation) Act no. 22 of 2014	23.07.2014	25.07.2014
23	Nimal Siripala De Silva Foundation (Incorporation) Act no. 23 of 2014	23.07.2014	25.07.2014
24	Lakshman Wasantha Perera Community Development Foundation (Incorporation) Act no. 24 of 2014	23.07.2014	25.07.2014
25	Institute of Fundamental Studies, Sri Lanka (Amendment) Act no. 25 of 2014	08.08.2014	08.08.2014
26	Prescription (Amendment) Act no. 26 of 2014	08.08.2014	08.08.2014
27	John Seneviratne Foundation (Incorporation) Act no. 27 of 2014	20.08.2014	22.08.2014
28	Bodirajarama Educational and Cultural Founcaion (Incorporation) Act no. 28 of 2014	21.08.2014	22.08.2014
29	Vasantha Senanayake Foundation (Incorporation) Act no. 29 of 2014	21.08.2014	22.08.2014

30	Roman Catholic Archbishop and Bishops of Ceylon (Amendment) Act no.30 of 2014	21.08.2014	22.08.2014
31	Ocean University of Sri Lanka Act no. 31 of 2014	07.09.2014	12.09.2014
32	Piyasena Gamage Foundation (Incorporation) Act no. 32 of 2014	07.09.2014	12.09.2014
33	Construction Industry Development Act no. 33 of 2014	16.10.2014	17.10.2014
34	Municipal Councils (Amendment) Act no. 34 of 2014	23.10.2014	24.10.2014
35	Urban Councils (Amendment) Act no. 35 of 2014	23.10.2014	24.10.2014
36	Pradeshiya Sabhas (Amendment) Act no. 36 of 2014	23.10.2014	24.10.2014
37	Local Authorities filling of vacancies (Special Provisions) (Amendment) Act no. 37 of 2014	23.10.2014	24.10.2014
38	Land (Restrictions on Alienation) Act no. 38 of 2014	29.10.2014	31.10.2014
39	DFCC Bank (Repeal and Consequential Provisions) Act no.39 of 2014	01.11.2014	07.11.2014
40	Sri Lanka Atomic Energy Act no. 40 of 2014	04.11.2014	07.11.2014
41	Appropriation Act no. 41 of 2014	24.11.2014	28.11.2014
42	Kalpawruksha Development Foundation (Incorporation) Act no. 42 of 2014	24.11.2014	28.11.2014
43	Sivmuni Se Vehera Buddhist Foundation (Incorporation) Act no. 43 of 2014	24.11.2014	28.11.2014
44	P. Harrison Community Development Foundation (Incorporation) Act no. 44 of 2014	24.11.2014	28.11.2014
45	Welfare Society of the School for the Mentally Subnormal Child (Incorporation) (Amendment) Act no.45 of 2014	24.11.2014	28.11.2014
46	Sri Lanka Association of Professional Social Workers (Incorporation) Act no. 46 of 2014	24.11.2014	28.11.2014
47	Appropriation (Amendment) Act no. 47 of 2014	25.11.2014	25.11.2014

- 21 Meetings of the Government Group have been held during the year 2014 as follows and the Minutes thereof , having prepared, have been submitted to H.E. the President, Hon. Prime Minister, Hon. Leader of the House and to the Hon. Ministers.

21 st January	08 th , 21 st July
05 th , 18 th February	05 th , 18 th August
04 th , 17 th March	09 th , 23 rd September
07 th , 24 th April	09 th , 16 th October
05 th , 09 th May	21 st November
02 nd , 16 th June	12 th 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.
- The Appropriation Bill for the year 2015 was presented to Parliament on 26.09.2014 and the Budget Speech was delivered on 24.10.2014. The Debate on its Second Reading started with effect from 25.10.2014 and the Committee Stage Debate was held from 31.10.2014 to 14.11.2014. Division on the Third Reading was taken on 15.11.2014.
- All the Hon. Ministers and Members of Parliament have been made aware of the Committee Stage Program of the Budget - 2015 and , in keeping with a decision taken at the Budget Committee, 32 Ministries selected at the Select Committee appointed for Budget purposes were taken up for debate from 04.11.2014 to 12.11.2014. With regard to these selected Ministries, this office had made due arrangements required for making submissions to the Select Committee on the fixed dates in co-ordination with the relevant Ministries and the Office of the Leader of the Opposition.
- Making due arrangements for preparation of the list of names of the Hon. Members of Parliament in schedule to speak for the Government at the Budget Debates and other Debates held on sitting dates of Parliament as well as the Adjournment Debates during 2014 and arranging 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.
- Except during the period of Budget Debate, usually Parliamentary Sittings are held on 08 days every month as four days starting from Tuesday in the week following the first Sunday and another 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 Committee on Parliamentary Business 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, telegrams, SMS 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 for Passing Budget as well as at the Debates on other 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 or the Deputy Minister of the Ministry in question is not present in Parliament to answer them.
- 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, Personal Staff of the Ministers and Deputy Ministers etc., were collected and this staff maintains a register including all such information collected by updating it from time to time. Action was taken to print this Register by Government Printer and issue the Register so prepared to the Presidential Secretariat, Prime Minister's Office, all Members of Parliament, all Embassies, all Ministries, Provincial Councils and high rank officers of the public service.
- The Calendar including the scheduled days of Parliamentary Sittings for the year 2015 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 on shift basis from time to time on the days of Parliamentary Sittings 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 posting Officers of this office at the Gallery 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.

- 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 through the Chief Government Whip of Parliament.
- Due arrangements were made to exhibit, in office premises, a collection of photographs of the Hon. Chief Government Whips who held office from the beginning of the Office of the Chief Government Whip up to now.
- Action was taken to issue Compact Disks containing the debates of the Hon. Members of Parliament of the Government, 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.
- 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 2014

Allocations and expenditure for year 2014:

Name of the Department : Office of the Chief Government Whip of Parliament
 Head of Expenditure : 018
 Program no. and title : 01 Operational Program
 Project number and title : 01 General Administration and Establishment Services

Capital Expenditure :

Cost object	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	150,000	-	150,000	105,104	44,896
2003	vehicles	500,000	-	500,000	183,180	316,820
2101	vehicles	10,700,000		10,700,000	17,658	10,682,342
2102	furniture & Office equipment	1,000,000		1,000,000	971,560	28,440
2401	staff training	300,000		300,000	283,545	16,455
	total	12,650,000		12,650,000	1,561,047	11,088,953

Recurrent Expenditure:

project no.	(1)	(2)	(3)	(4)	(5)	(6)
Name, personal emoluments and other expenditure for all projects	Allocation of budget estimates	Allocations of supplementary provisions and supplementary estimates	Transfer as per F.R.66 and F.R.69	Total net allocation (1+2+3)	Total expenditure	Net result balance excess (4- 5)
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Project no. 01 & title: General Administration and Establishment Services						
Personal Emoluments	26,000,000	-	-	26,000,000	24,094,781	1,905,219
Other expenditure	10,750,000	-	871,000 + 871,000 -	10,750,000	10,134,668	615,332
Grand total	36,750,000	-	-	36,750,000	34,229,449	2,520,551

**Summary on recurrent expenditure and capital expenditure
for the year 2014**

description	True expenditure during year 2013	Total net allocations during year 2014	True expenditure during year 2014	Net result Balance
	Rs.	Rs.	Rs	Rs.
recurrent	33,626,411	36,750,000	34,229,449	2,520,551
capital	858,308	12,650,000	1,561,047	11,088,953
total	34,484,719	49,400,000	35,790,496	13,609,504

Advance "B" Account of the Public Officers - 2014 - Subject no. 018011

description	True expenditure during year 2013	Approved estimate for year 2014	Revised estimate for year 2014	True expenditure during year 2014	Balance over limit
	Rs.	Rs.	Rs	Rs	Rs.
Initial balance	4,379,559	-	-	4,523,590	-
Total debits during the year	1,961,372	1,500,000	1,500,000	1,925,100	-
Total credits during the year	1,817,341	1,000,000	1,000,000	1,897,896	-
Maximum limit of debit balance	4,523,590	6,500,000	6,500,000	4,550,794	-