



2015

லாபீகை காபீச சாபை லாபீகை
வருடாந்த செயலாற்றுகை அறிக்கை
ANNUAL PERFORMANCE REPORT

பாரிமென்டுவெ ஂாஷ்டி பன்செய் ப்ரிய சாபீபாசக காபீசாரச
சூ பசலீபெபுர் கைரீவெ.

பாராளுமன்ற அரசாங்கக் கட்சி முதற்கோலாசானின் அலுவலகம்
ஸ்ரீ ஜயவர்தனபுர கோட்டே.

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

Sri Jayewardenepura Kotte.

2015

லாஃதிக கார்டு காதல லாஃதாலி
வருடாந்த ஸெயலாற்றுகை அறிக்கை

Annual Performance Report

ஃர்டு
தலைப்பு } 018
Head }

2015.01.01 ஃபு 2015.12.31 ஃபுலா

2015.01.01 துடக்கம் 2015.12.31 வரை

From 01.01.2015 to 31.12.2015

பாஃலுதேன்துலே ஃபுலுபு பஃதலே ஃபுலா கஃபுலா கார்டுலு

பாஃலுதேன்துல

ஃபு ஃபுலுபுலுபு ஃபுலுலே.

பாராளுமன்றத்தின் அரஸாங்கக் கட்சியின் முதற்குலாஸான் அலுவலகம்

பாராளுமன்றம்

ஸ்ரீ ஜயவர்தனபுர குடட்டே

OFFICE OF THE CHIEF GOVERNMENT WHIP OF PARLIAMENT

PARLIAMENT

Sri Jayewardenepura Kotte

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 Members of Parliament and Legislature.

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 Parliament 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. 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 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.
- 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.

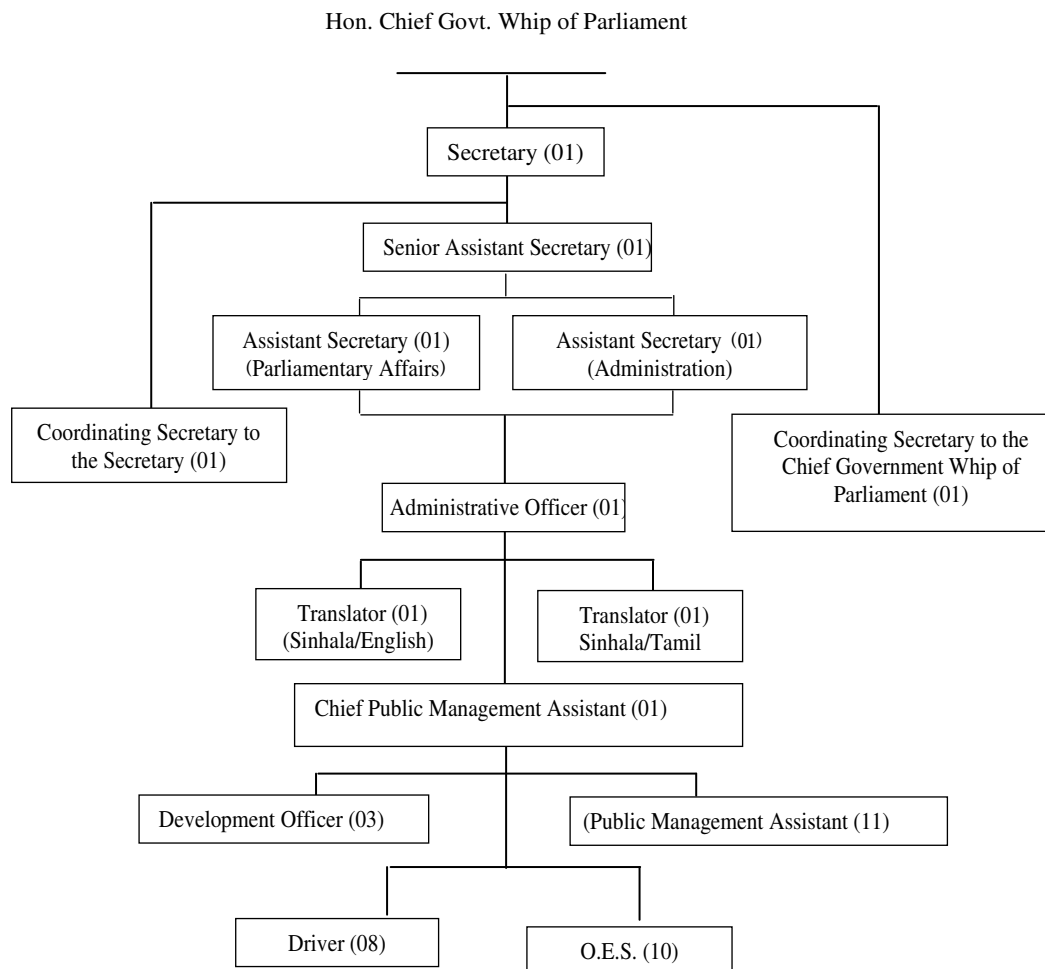
- xi. Acting in cooperation with and receiving assistance of the Office of the Secretary General of Parliament, Table Office and Hansard Department for internal functions of the office.
- xii. Taking action necessary to convene MPP of the Government Group at times of Division in Parliament.
- xiii. Standard 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.
- xiv. Dealing with the Office of the Leader of the Opposition in presenting government Budget and making required arrangements.
- xv. Submission of Foreign Leave Applications of the Hon. Members of Parliament for due approval under recommendation.

Organizational Structure

of the Office of the Chief Government Whip of Parliament

Functions of this office are performed under instructions and orders 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 functions as the Chief Accounting Officer and there is a staff consisting of 41 personnel including a Senior Assistant Secretary, two Assistant Secretaries and an Administrative Officer to assist him.

Organizational Structure



Staff Information

Approved Staff as at 31/12/2015

	Post	No. Approved	No. available as at 31.12.2015	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	Administrative Officer	1	1	0
06	Translator	2	2	0
07	Development Officer	3	0	3
08	Public Management Assistant	12	11	1
09	Driver	8	8	0
10	O.E.S.	8	8	0
11	O.E.S. (Casual)	2	2	0
	Total	42	37	5

Human Resource Management

Appointments to staff during year 2015:

S/no.	Officer's name	designation	date of appointment
01	Mr. D.D.A.Gunasekera	Secretary to the Hon. Chief Government Whip of Parliament	01.09.2015

Transfers of the staff during year 2015 (into the office):

S/no.	Officer's name	designation	date of arrival on transfer
01	Mrs. R.P.M.S.Rajapaksha	Assistant Secretary	11-02-2015
02	Mr. R.M.A.Seneviratne	Administrative Officer	30-01-2015
03	Mr. N.G.L.U.S.Bandara	Translator	27-01-2015
04	Mr. M.S.M. Riyas	Translator	19-02-2015
05	Mr.S.K.Nandasena	Public Management Assistant	27-01-2015
06	Mr. H.A.Gunaratne	Public Management Assistant	28-01-2015
07	Mrs. Ganga Katugampola	Public Management Assistant	20-02-2015
08	Mrs. N.D.Wickramaarachchi	Public Management Assistant	10-04-2015
09	Mr. G.S.Niklas	OES	28-01-2015
10	Mr. K.W.P.Jayantha	Driver	28-01-2015
11	Mr. H.D.S.Godwin	Driver	29-01-2015
12	Mr. R.M.G.Premasiri	Driver	21-01-2015
13	Mr. T.S.Weerabaddana	Driver	29-01-2015

Transfers of the staff during year 2015 (out of the office):

S/no.	Officer's name	designation	date of transfer
01	Mr. M.W.Jagath Kumara	Assistant Secretary	31-03-2015
02	Mr. J.W.C.Seneviratne	Administrative Officer	25-01-2015
03	Mr. U.C.P.Herath	Public Management Assistant	22-01-2015
04	Mrs. A.V.P.Mallika	Typist/Clerk	31-01-2015
05	Mrs. G.H.D.S.H.Bernoldas	Public Management Assistant	22-01-2015
06	Mr. A.C.S.M.Rahman	Translator	16-02-2015
07	Ms. P.K.G.N.M.Keerthisinghe	Translator	22-01-2015
08	Mr. M.Dayananda	Driver	22-01-2015
09	Mr.W.B.Rogdrigo	Driver	23-01-2015
10	Mr. R.A.C.J.K. Ratnayake	Driver	27-02-2015
11	Mr.W.A.D.Sirilal	Driver	22-01-2015

Retirements of staff during year 2015

S/no	Name of the officer	post	Date of retirement
01	Mr. V.M.Perera	Coordinating Secretary to the Hon. Chief Government Whip	19-01-2015
02	Mr. P.Wanniarachchi	Coordinating Officer	02-01-2015

Human Resource Development

Local Training

Officer's Name	Post	Training	Training Institution	Duration of Training
Mr. J.P.L.Vithanage	Public Management Assistant III	Training Program on Information Communication Technology	Sri Lanka Institute of Development Administration	From 13-10-2015 to 16-10-2015 from 26-10-2015 to 30-10-2015
Messrs. J.M. Liyanagama, B.Upendra and Mrs. N.D.Wickramaarachchi	Public Management Assistant III	CIGAS Training	Ministry of Finance	25-06-2015
Messrs. Chathura Pasan Meegasdeniya and I.Mahesh Wijebandara	Office Assistant	Role of the Office Assistants for an Optimum Productivity of Labour	National Institute of Labour Education	28-05-2015
The entire staff	-	Residential training on Productivity Promotion	Chilaw	From 01-10-2015 to 02-10-2015

Overseas Training

Officer's Name	Post	Training	Duration of Training
Mr. C.Kuruppu	Secretary	Training Program for High Rank Administrative Officers on News Publications in Sri Lanka	From 27-12-2015 to 06-01-2016
Mrs. Manjula Rajapaksha	Assistant Secretary	Conference on State Human Resource Management in Developing Countries (China)	From 08 th to 28 th September 2015

Performance during year 2015

Key functions performed during year 2015

- Necessary arrangements were made from 01.01.2015 to 31.12.2015 to keep the Hon. Members of Parliament of the Government informed and get necessary support for the purpose of getting the under mentioned 16 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	Appropriation (Amendment) Act no. 1 of 2015	07-02-2015	13-02-2015
02	Fisheries and Aquatic Resources (Amendment) Act no. 2 of 2015	02-03-2015	06-03-2015
03	The National Authority on Tobacco and Alcohol (Amendment) Act no. 3 of 2015	03-03-2015	06-03-2015
04	Assistance to & Protection of Victims of Crime & Witnesses Act, No. 04 of 2015	07-03-2015	13-03-2015
05	National Medicine Regulatory Authority Act no. 5 of 2015	19-03-2015	20-03-2015
06	Madahapola Sri Ratnapalaramaya Religious and Buddhist Educational Development Foundation (Incorporation) Act no. 6 of 2015	06-04-2015	10-04-2015
07	Immigrants & Emigrants (Amendment) Act no. 7 of 2015	03-06-2015	05-06-2015
08	National Authority on Teacher Education (Repeal) Act no. 8 of 2015	03-06-2015	05-06-2015
09	Inland Revenue (Amendment) Act no. 9 of 2015	30-10-2015	30-10-2015
10	Finance Act no. 10 of 2015	30-10-2015	30-10-2015
11	Value Added Tax (Amendment) Act no. 11 of 2015	30-10-2015	30-10-2015
12	Nation Building Tax (Amendment) Act no. 12 of 2015	30-10-2015	30-10-2015
13	Economic Service Charge (Amendment) Act no. 13 of 2015	30-10-2015	30-10-2015
14	Betting & Gaming Levy (Amendment) act no. 14 of 2015	30-10-2015	30-10-2015
15	Appropriation (Amendment) Act no. 15 of 2015	03-12-2015	04-12-2015
16	Appropriation Act no. 16 of 2015	19-12-2015	23-12-2015

- 14 Meetings of the Government Group have been held during the year 2015 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.

Month	Dates	Month	Dates
January	29	July	-
February	10,18	August	-
March	03	September	01,23
April	07	October	20
May	20	November	03,06,20
June	09,23	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 2016 was presented to Parliament on 23-10-2015 and the Budget Speech was delivered on 20-11-2015. The Debate on its Second Reading started with effect from 21-11-2015 and continued up to 04-12-2015 and the Division was taken on 05-12-2015. The Committee Stage Debate was held from 07-12-2015 to 18-12-2015. Division on the Third Reading was taken on 19-12-2015
- 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 2015 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, e-mail, 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, State Minister or the Deputy Minister 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, 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. Preparatory arrangements were made to print this Register by Government Printer and issue free of charge 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 2016 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 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.
- 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.
- 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 2015

Allocations and expenditure for year 2015:

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 :

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	150,000	-	150,000	49,097	100,903
2003	vehicles	800,000	-	800,000	376,950	423,050
2102	furniture & Office equipment	600,000	-	600,000	591,636	8,364
2401	staff training	300,000	-	300,000	263,490	36,510
	total	1,850,000	-	1,850,000	1,281,173	568,827

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	29,665,000	-	-	29,665,000	29,437,737	227,263
Other expenditure	8,785,000	-	4,705,000+ 4,705,000-	8,785,000	8,575,051	209,949
Grand total	38,450,000	-	-	38,450,000	38,012,788	437,212

Summary on recurrent expenditure and capital expenditure **for the year 2015**

description	True expenditure during year 2014	Total net allocations during year 2015	True expenditure during year 2015	Net result Balance
	Rs.	Rs.	Rs	Rs.
recurrent	34,229,449	38,450,000	38,012,788	437,212
capital	1,561,047	1,850,000	1,281,173	568,827
total	35,790,496	40,300,000	39,293,961	1,006,039

Advance "B" Account of the Public Officers - 2015 - Subject no. 018011

description	True expenditure during year 2014	Approved estimate for year 2015	Revised estimate for year 2015	True expenditure during year 2015	Balance over limit
	Rs.	Rs.	Rs.	Rs.	Rs.
Initial balance	4,523,590	-	-	4,550,794	-
Total debits during the year	1,925,100	1,500,000	1,690,000	3,888,597	-
Total credits during the year	1,897,896	1,100,000	1,290,000	3,795,327	-
Maximum limit of debit balance	4,550,794	6,500,000	6,500,000	4,644,064	-