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VISION

To foster and sustain a Strong Opposition in the Parliament of Sri Lanka.

MISSION

***To provide an excellent service to the Hon. Leader of the Opposition and
Hon. Members of the Opposition for the accomplishment of their tasks
in the Parliament of Sri Lanka.***

1. MAIN FUNCTIONS

The main function of the office of the Leader of the Opposition is to provide necessary facilities for the Opposition to carry out its tasks well so that the Parliament of Sri Lanka could accomplish its activities with excellence. Accordingly the following functions will be carried out by the Office of the Leader of the Opposition.

Functions related to the Committee on Parliamentary Business

- Representing the Office of the Leader of the Opposition and participating at meetings of the Committee on Parliamentary Business in order to be informed of the parliamentary programmes and other decisions relevant to the weekly parliamentary sessions and to record and maintain reports of the decisions taken at such meetings.
- Preparing in three languages the Parliamentary programme decided by the Committee on Parliamentary Business and communicating it to all Hon. Members of the Opposition through letter, fax, SMS, e-mail and telephone.

Functions related to Parliamentary Debates

- Preparing the list of speakers who will participate in the Parliamentary debates on behalf of the opposition and allocating time slots for their speeches.
- Informing the Party Leaders of the Opposition of the scheduled dates and times of meetings of the Committee on Parliamentary Business chaired by the Hon. Speaker.

- Forwarding to the Secretary General of Parliament questions relating to matters of urgent public importance, raised under the Standing Order No. 27/2 by the Party Leaders of the Opposition.
- Keeping the Parties of the Opposition informed of the dates allocated for them to present Adjournment Motions and Questions in the House, receiving such Adjournment Motions and Questions and coordinating the relevant tasks of submitting them to the Secretary General of Parliament.
- Forwarding to the Secretary General of Parliament questions from Hon. Members of the Opposition for responses to be sought from the Hon. Prime Minister.
- Taking necessary action to summon all Hon. Members of the Opposition to be present in the chamber when a division is anticipated and maintaining necessary records of their attendance.
- Stationing the officers of this office on roster basis in the booth reserved for the Secretary to the Leader of the Opposition on every sitting day for the purpose of providing necessary assistance to Hon. Members of the Opposition.
- Preparing dockets containing Draft Legislative Bills, Gazette Notifications,

Draft Regulations, Amendments to the Bills etc relevant to the Agenda items to be taken up in Parliament in each sitting week and providing them to the Party Leaders of the Opposition for their reference.

- Preparing the schedule of the Committee Stage of the Annual Budget Programme for the Third Reading of the Appropriation Bill in three languages, having it printed and distributing printed copies of which to relevant public organizations.

Functions related to the Parliamentary Sectoral Oversight Committees.

- Forwarding to the Secretary General of Parliament the names of the Hon. Members of the Opposition nominated by the Party Leaders of the Opposition for Sectoral Oversight Committees.
- Informing the Hon. Members of the Opposition of scheduled meetings of the Sectoral Oversight Committees via e-mail and SMS.

Functions relevant to the Hon. Members of the Opposition

- Submitting the nominations of the Hon. Members of the Opposition recommended by the Hon. Leader of the Opposition for Inter Parliamentary Union, Commonwealth Parliamentary Association, SAARC Parliamentarians' Association and other relevant foreign conferences, workshops and training programmes.

- Preparing the Motions for leave of absence of Hon. Members of the Opposition (before a laps of three months) and forwarding the same to the Secretary General of Parliament for seeking parliamentary approval.
- Providing necessary background reports, information and court decisions etc. to the Hon. Members of the Opposition upon their request.
- Translating documents submitted by Hon. Members of the Opposition into other relevant languages.
- Forwarding leave applications for overseas travel submitted by Hon. Members of the Opposition, to the Hon. Leader of the Opposition for approval.

Functions relevant to the Hon. Leader of the Opposition of Parliament

- Providing necessary assistance to the Hon. Leader of the Opposition of Parliament in respect of all official meetings.
- Maintaining a database with updated contact particulars of all Hon. Members of the Opposition.
- Organizing meetings for diplomats, foreign dignitaries and other VIPs who wish to meet the Hon. Leader of the Opposition and arranging protocol and logistic assistance for such meetings
- Assisting the Hon. Leader of the Opposition in obtaining relevant information from local and foreign

institutions and individuals for official purposes.

- Providing necessary assistance in respect of all local and foreign official tours of the Hon. Leader of the Opposition.
- Forwarding public complaints and grievances received by the Hon. Leader of the Opposition to the relevant institutions for a favourable response and to follow up on them.
- Organizing media briefings and issuing press releases as per the instructions of the Hon. Leader of the Opposition.
- Providing necessary assistance for conducting Parliamentary Group Meetings of the Opposition convened by the Hon. Leader of the Opposition and the Hon Chief Opposition Whip.

Functions related to the offices/ properties owned by the office of the Leader of the Opposition

- Performing all administrative and financial functions of the Office of the Leader of the Opposition established at Parliamentary complex and at No. 30, Sir Marcus Fernando Mawatha, Colombo 07.

- Providing necessary assistance for repair and maintenance work at the official residence of the Hon. Leader of the Opposition located at B12, Mahagamasekera Mw., Colombo 07.
- Providing necessary facilities for the official residence of the Hon. Leader of the Opposition.

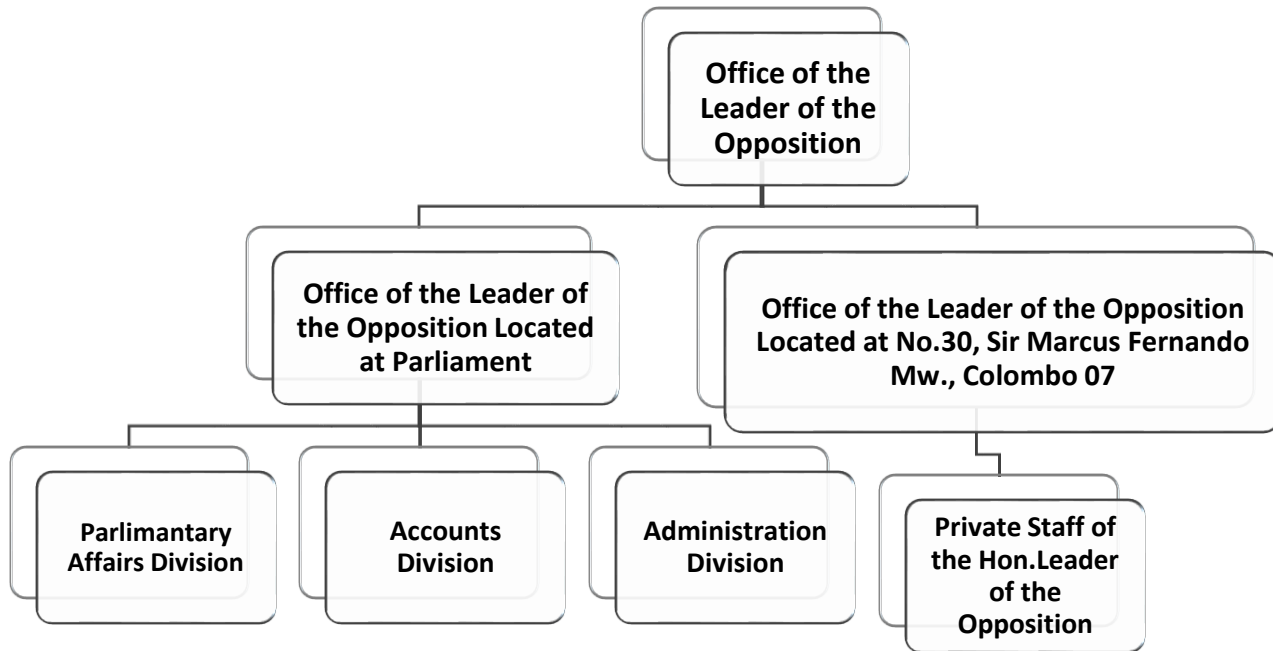
Coordination with Parliament and other Government Institutions

- Providing the support expected by the Secretary General of Parliament and his staff for the execution of their duties.
- Providing relevant information to the Ministries, Departments and Public Institutions upon their request.

Functions related to staff training and development

- Taking necessary steps to uplift institutional productivity by introducing new technological possibilities through the conducting of workshops and training programmes.
- Maintenance of an experienced, efficient and qualified staff/cadre in order to perform the function of the Opposition in parliament at maximum level on behalf of the general public.

2. COMPOSITION OF THE OFFICE OF THE LEADER OF THE OPPOSITION



3. CADRE DETAILS

3.1. Permanent Staff

S No.	Designation	Service	Approved No.	Actual No. As at 31.12.2018
1.	Secretary	-	01	01
2.	Senior Assistant Secretary	Sri Lanka Administrative Service – Class I	01	01
3.	Assistant Secretary	Sri Lanka Administrative Service – Class III	01	01
4.	Accountant	Sri Lanka Accountant Service – Class III	01	01
5.	Coordinating Secretary of the Secretary to the Leader of the Opposition	-	01	01
6.	Administrative Officer	Public Management Assistants' Service – Supra	01	01
7.	Translator	Translators' Service- Class I	02	02
8.	Public Management Assistant	Public Management Assistants' Service	12	10
9.	Driver	Drivers' Service	10	07
10.	Office Employee	Office Employees' Service	08	07
Total			38	32

3.2. Personal Staff of the Hon Leader of the Opposition

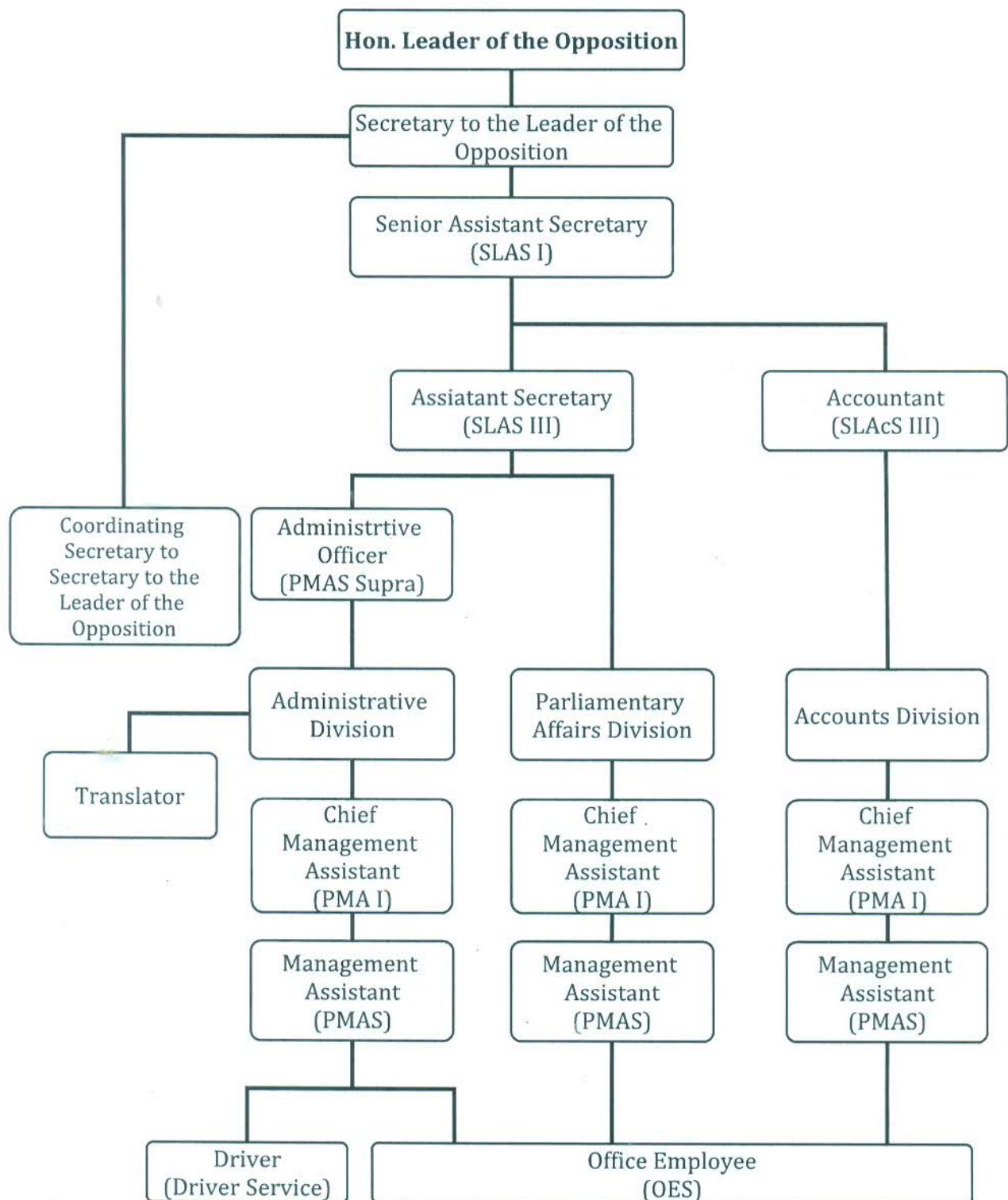
S. No.	Designation	Approved No.	Actual No. (as at 18.12.2018)
1.	Private Secretary	01	01
2.	Coordinating Secretary	02	02
3.	Media Secretary	01	01
4.	Public Relation Officer	01	01
5.	Personal Assistant	01	01
6.	Management Assistant	13	09
7.	Data Entry Operator	02	01
8.	Photographer	01	01
9.	Video Cameraman	01	-
10.	Driver	07	03
11.	Office Employee	04	03
12.	Bungalow Caretaker	02	02
13.	Watcher	01	01
14.	Cook	02	01
15.	Sanitary Labourer	01	01
Total		40	28

*Consequent to the change in the office of Hon. Leader of the Opposition, all the positions in the personal staff of the former Leader of the Opposition were terminated on 18.12.2018 and new appointments to the personal staff of the new Leader of the Opposition were made in 2019

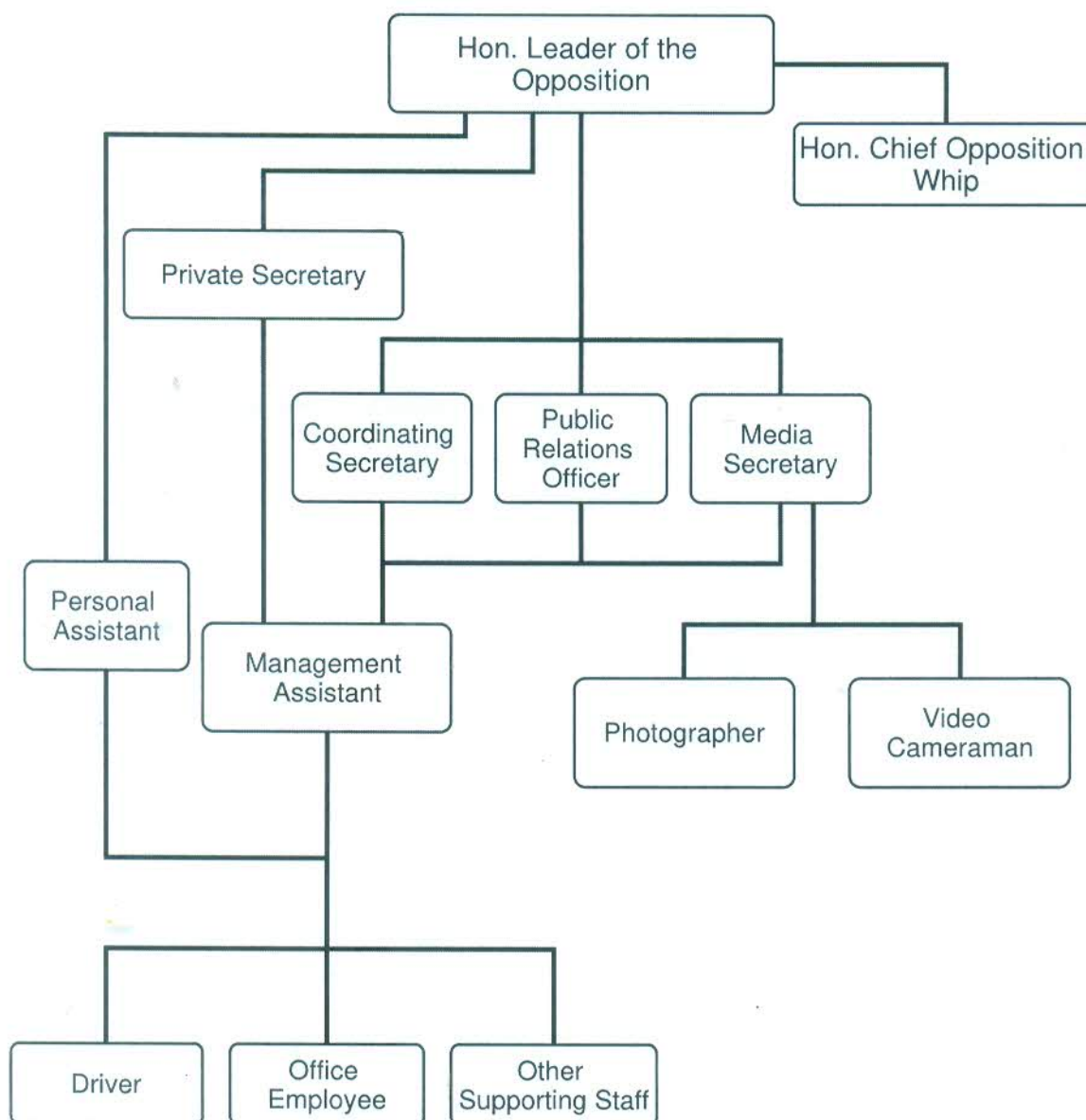
3.3. Organizational Structure

Activities of this office are carried out by the Secretary to the Leader of the Opposition on the instructions and directives of the Leader of the Opposition and under the guidance of the Chief Opposition Whip of Parliament.

3.3.1 Permanent Staff



3.3.2. Personal staff of the Hon. Leader of the Opposition



3.4. Staff Changes in the Year 2018

3.4.1 Permanent Staff

3.4.1.1 Transfers – in

S No.	Name	Designation	Service	Date
1.	Mr. K.L.D.Asela	Assistant Secretary	SLAS III	09.08.2018
2.	Mr. B.K.Bulathsinhala	Driver	Drivers' Service	01.06.2018

3.4.1.2 Transfers – out

S No.	Name	Designation	Service	Date
1	Ms. Nalini Kohowala	Assistant Secretary	SLAS III	04.01.2018

3.4.1.3 Transfers - made on Promotions

S No.	Name	Designation	Service	Date
1	Mr. Supun Krishantha	Office Employee	Office Employee service	15.05.2018

3.4.1.3 Retirement

S No.	Name	Designation	Service	Date
1	Mr. A.U.M.Kumarasinghe	Driver	Drivers' Service	30.01.2018

3.4.2. Personal Staff of the Hon. Leader of the Opposition

3.4.2.1. New Appointments

S_ No	Name	Designation	Date
1	Mr. S. Kugadasan	Coordinating Secretary	01.01.2018
2	Ms. K. Indrakumar	Management Assistant	01.01.2018
3	Mr. R. Kailewasan	Management Assistant	01.01.2018
4	Ms. E. Baskaran	Office Employee	02.04.2018
5	Mr. C. Amalraj	Office Employee	11.04.2018
6	Mr. G. Perumal	Watcher	24.04.2018
7	Mr. T. Thanaraj	Management Assistant	01.06.2018
8	Mr. R. Sivaraj	Office Employee	01.06.2018
9	Ms. K. Sasikumar	Management Assistant	01.06.2018
10	Mr. P. Madavan	Management Assistant	09.07.2018
11	Mr. N. Wijayantha	Office Employee	26.08.2018
12	Mr. S.I. Ganeshalingam	Management Assistant	01.09.2018
13	Mr. Sri S. Darshan	Management Assistant	01.10.2018
14	Mr. D. Devastarlin	Management Assistant	01.10.2018

4. PERFORMANCE

4.1. General Performance

Functions relating to the Committee on Parliamentary Business

1. Parliamentary Programmes were prepared as per decisions taken at the Committee on Parliamentary Business and Hon. Members of the Opposition were informed about the programmes for 64 days of Parliamentary sittings through letters, fax, SMS and telephone calls.
2. Opposition Members of the Committee on Parliamentary Business were kept informed of the scheduled dates and times of 41 meetings of the Committee on Parliamentary Business.
3. Officers representing the Office of the Leader of the Opposition participated in 41 Meetings of the Committee on Parliamentary Business.

Functions relating to Parliamentary Debates

4. Lists of speakers from the Opposition were prepared to participate in debates in 64 Parliamentary Sittings and time slots were allocated for their speeches.
5. 48 Questions, raised under Standing Order No: 27/2 by the Party Leaders representing the Opposition were forwarded to the Secretary General of Parliament.
6. Steps were taken to submit 21 Adjournment Motions submitted by the

Hon. Members of the Opposition to the Secretary General of Parliament.

7. Steps were taken to submit questions forwarded by Hon. Members of the Opposition in relation to 13 adjournment debates to the Secretary-General of Parliament.
8. 10 Questions to be asked from the Hon. Prime Minister forwarded by Hon. Opposition Members were submitted to the Secretary General of Parliament and the relevant Hon. Members were kept informed.
9. 51 Nominations of Hon. Opposition Members recommended by the Hon. Leader of the Opposition for 43 Consultative Committees were submitted.

Functions relating to Hon. Opposition Members

10. Background reports, information, and documents requested by Hon. Members of the Opposition for obtaining information required for their speeches were duly provided.

Functions relating to the Sectoral Oversight Committees

11. Actions have been taken to keep the Hon. Members of the Opposition were informed on the scheduled dates and times of meetings of the Sectoral

Oversight Committees and sub-committees through SMS.

Functions relating to the Hon. Leader of the Opposition

12. Provided necessary cooperation to the Hon. Leader of the Opposition for fulfilling the duties entrusted to him at the Constitutional Council.
13. The database containing communication particulars of 23 Hon. Members of the Opposition has been updated and maintained.
14. Officers were stationed on duty in the official booth reserved for the Secretary to the Leader of the Opposition on all 77 Parliamentary Sitting Days of the Year 2018 in order to provide necessary assistance to Hon. Members of Opposition.
15. In accordance with the weekly Parliamentary Programmes for all 21 sitting weeks, Dockets containing Bills scheduled to be presented to Parliament, Gazettes, Regulations and Amendments made to the Acts, etc. were sent to the party Leaders of the Opposition for their study.

Steps were taken to computerise documents submitted by Hon. Members of the Opposition and to translate the documents where required into relevant languages.

17. 321 Compact disks containing speeches of Hon. Members of the Opposition have been issued during the year 2018.
18. 51 VIPs including diplomats, foreign delegations and other guests who called on the Hon. Leader of the Opposition on 14 occasions were provided with the required support and services.
19. Measures were taken to obtain necessary official information required by the Hon. Leader of the Opposition from local and foreign institutions and persons.
20. Necessary steps were taken to forward complaints and grievances received from the general public by the Hon. Leader of the Opposition to relevant authorities as per his instructions.
21. Convened 03 media briefings for the Hon. Leader of the Opposition and took necessary steps to issue 92 press releases from him.
22. Effectively accomplished all the administrative and financial functions of the Opposition Leader's Office of the Parliament and the office located at No: 30, Sir Marcus Fernando Mawatha, Colombo 07.
23. Provided the necessary support and cooperation to the Secretary General of Parliament and his staff for carrying out their duties.

4.2 Training Courses and Workshops

Local

S. No.	Course / Workshop	Institute	Participation	Duration
01	Budget Preparation Monitoring & Treasury	Institute of Miloda – Academy of Financial Studies	Mr. R.M.U.P, Rathnayake	07.08.2018
02	Advanced MS Excel Skills for junior Officer	Institute of Miloda – Academy of Financial Studies	Mr. M.K.M. Bandara	16.08.2018-17.08.2018
			Mr. K.A.N. Piyaathne	
03	Fundamentals of Office Management & Administration	Institute of Miloda – Academy of Financial Studies	Mrs. K.S.N. Liyanage	07.08.2018
04	Stores and Inventory Management	Institute of Miloda – Academy of Financial Studies	Mr. W.M.U.D. Kumara	23.08.2018-24.08.2018
05	Government Payroll System	Institute of Miloda – Academy of Financial Studies	Miss. K.L.G. Priyadarshani	3 Days
06	Tamil Language	In-service Training	Minor Staff & Drivers	50 Hrs
07	Duties & Responsibilities of Drivers & Minor Staff	Skills Development Fund Limited	Minor Staff & Drivers	
08	Capacity Building Programme	SLIDA	Mr. B.N. Pathirathne Mr. C.P. Lokugalappaththi	17.09.2018-23.10.2018
09	Efficiency Bar Training	Ministry of Public Administration and Home Affairs, Ministry of justice	Mr. W.M.U.D. Kumara	17.09.2018-01.10.2018
10	Workshop for Office Assistants in Sri Lanka	Mcquire Rens and Jones(Pvt) Ltd	Minor Staff	31.10.2018
11	Efficiency Bar Training	Chief Secretaries Office, WP	Mrs. W.R.A.K. Sajeewani	10.12.2018-21.12.2018

Foreign

S. No.	Course / Workshop	Institute/ Country	Participation	Duration
01	Capacity Building Programme	Malaysia	Mr. B.N. Patirathne	17.11.2018 to 23.11.2018
02	Organizational Performance through Experience Learning Methodology with Peace of Mind	India	1. Mr. N.T. Aruna D. Dias 2. Mr. A.C.S.M. Rahman 3. Mrs. K.S.N. Liyanage 4. Mr. M.K.M. Bandara	19.11.2018 to 26.11.2018

4.3 Financial Performance

4.3.1 Allocation and Expenditure for the year 2018

Head : 19 Programme : 01 Project : 01

Recurrent Expenditure

Description		Provision for 2018 (Rs.)	Supplement Allocation/ Transfer under FR69/66 (-/+) (Rs.)	Total Provision 2018 (Rs.)	Total Exp.as at 31.12.2018 (Rs.)	Net Savings (Rs.)
Personal Emoluments		56,600,000	-	56,600,000	48,112,867	8,487,133
	Salaries and Wages	22,000,000	-	22,000,000	20,915,528	1,084,472
	Over Time & Holiday Payment	600,000	-	600,000	548,108	51,892
	Other Allowances	34,000,000	-	34,000,000	26,649,232	7,350,768
Travelling Expenses		3,000,000	(450,000)	2,550,000	901,467	1,648,533
	Domestic	500,000	(450,000)	50,000	17,238	32,762
	Foreign	2,500,000	-	2,500,000	884,229	1,615,771
Supplies		7,710,000	(360,000)	7,350,000	6,927,969	422,031
	Stationery, Office Requisites	1,500,000	(400,000)	1,100,000	997,762	102,238
	Fuel	5,710,000		5,710,000	5,395,347	314,653
	Food and Beverage and Uniforms	500,000	40,000	540,000	534,860	5,140
Maintenance Expenditure		6,100,000	(722,000)	5,378,000	4,005,919	1,372,081
	Vehicles	5,500,000	(1,200,000)	4,300,000	2,997,020	1,302,980
	Plant Machinery Equipment	400,000	328,000	728,000	725,860	2,140
	Buildings & Structures	200,000	150,000	350,000	283,038	66,962
Services		9,150,000	762,000	9,912,000	8,921,829	990,171
	Transport	3,900,000	614,000	4,514,000	4,415,355	98,645
	Postal and Communication	2,000,000	(232,000)	1,768,000	1,354,755	413,245
	Electricity and Water	1,500,000	380,000	1,880,000	1,859,300	20,700
	Rent & Local Taxes	150,000	-	150,000	134,514	15,486
	Other	1,600,000	-	1,600,000	1,157,905	442,095
Transfers		240,000	70,000	310,000	304,990	5,010
	Public Servants Property Loan Interest	240,000	70,000	310,000	304,990	5,010
Total Recurrent Expenditure		82,800,000	(700,000)	82,100,000	69,175,041	12,924,959

Capital Expenditure

Description	Provision for 2018 (Rs.)	Supplement Allocation/ Transfers under FR66/69 (-/+) (Rs.)	Total Provision 2018 (Rs.)	Total Exp.as at 31.12.2018 (Rs.)	Net Savings (Rs.)
Rehabilitation and Improvement of Capital Assets	4,750,000	1,253,000	6,003,000	5,847,772	155,228
Building	3,500,000	550,000	4,050,000	4,027,458	22,542
Plant & Machinery	250,000		250,000	118,112	131,888
Vehicles	1,000,000	703,000	1,703,000	1,702,202	798
Acquisition of Capital Assets	3,100,000	(553,000)	2,547,000	1,872,974	674,026
Furniture & Office Equipment	2,000,000	(1,000,000)	1,000,000	398,153	601,847
Plant & Machinery	350,000	(253,000)	97,000	92,016	4,984
Capacity Building - Training	750,000	700,000	1,450,000	1,382,805	67,195
Total Capital Expenditure	7,850,000	700,000	8,550,000	7,720,746	829,254

4.3.2. Summary of Recurrent Expenditure and Capital Expenditure for the Year 2018

Description	Total Net Allocation for 2018 (Rs.)	Total Expenditure 2018 (Rs.)	Net Savings (Rs.)
Recurrent	82,100,000	69,175,041	12,924,959
Capital	8,550,000	7,720,746	829,254
Total	90,650,000	76,895,787	13,754,213

4.3.3 Public Officers Advance Account “B” – 2018

Advance “B” Account No - 01901

Maximum Limit of Expenditure (Rs.)		Minimum Limit of Receipts (Rs.)		Maximum Limit of Debit Balance (Rs.)		
2,500,000.00		1,500,000.00		7,500,000.00		
Title of the Advance Account	Account No	As per Departmental Books				Balance as per Treasury Books as at 31.12.2018 (Rs.)
		Opening Balance as at 01.01.2018 (Rs.)	Debit During the Year (Rs.)	Credit During the Year (Rs.)	Closing Balance as at 31.12.2018 (Rs.)	
Public Officers Advance “B” Account	019011 019012	6,427,774.50	2,093,684.94 415,528.00	1,617,606.96 462,500.00	6,856,880.48	6,856,880.48