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பாராளுமன்ற அலுவல்கள் அமைச்சு
MINISTRY OF PARLIAMENTARY AFFAIRS

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வருடாந்த செயலாற்றுகை அறிக்கை
ANNUAL PERFORMANCE REPORT

2013

අංක 464 බී, පන්නිපිටිය පාර, පෙලවත්ත, බත්තරමුල්ල.
464பி, பன்னிப்பிட்டிய வீதி, பெலவத்தை, பத்தரமுல்ல.
No. 464 B, Pannipitiya Road, Pelawatta, Battaramulla.

MINISTRY OF PARLIAMENTARY AFFAIRS

ANNUAL PERFORMANCE REPORT

2013

Ministry of Parliamentary Affairs, No. 464 B, Pannipitiya Road, Pelawatta, Battaramulla.

Telephone No. - 0112786988 e-mail - mdpa@sltnet.lk



මහින්ද චින්තනයෙන් බිඳක්.....

රාජ්‍යේ දිගු කාලීන දැක්ම වන්නේ ආර්ථික අරමුණු ප්‍රගාකරගැනීම, සමාජ සාධාරණත්වය සහතික කරලීම සහ සමාජ ආර්ථික ස්ථායීතාවය ඇති කිරීම සඳහා උපකාරීවන පිළිවෙල, සේවා ලාභී සුහදනාවයකින් යුත්, දූෂණයෙන් තොර විනිවිද භාවයෙන් සහ වගකීමෙන් යුත් රාජ්‍ය සේවයක් ස්ථාපනය කිරීමයි.

මඹරිඳු ජිත්තනෙයියලිඳුරුතු ඉරු තුළු

අරසාභ්ගත්තීන් ජිත්තකාල ජිත්තකම යාදෙනිලි පොරුලාතාරකු කුරිකුකොලුකලා අදාචතම ජමුකත්තීලි ජිත්තායත්තෙ ජිත්තනාඳුචතම ජමුකප් පොරුලාතාරත්තීලි ජිත්තරත්තන්මෙයිනෙ ඉරුපඳුත්තම චකෙයිලි චිත්තත්තීරුනුදාය ජෙචෙචෙය චමුභ්ගම මනොපාචම ජිත්තරත්ත ජිත්තායමානතම දෙනිචානතුමාන පොරුප්පදාය අරසාභ්ග ජෙචෙචෙය ජිත්තනාඳුචතම ඡුකම.

A thought from “Mahinda Chinthanaya” Concept

Establishing of a people friendly and productive public service free from corruption assuring accountability towards social economic sustainability and social equity ensuring achievement of economic objectives is the long term vision of the government.

MESSAGE FROM THE HON. MINISTER



I am pleased to issue this Message of congratulation as the Minister-in-charge of the Parliamentary Affairs for the Performance Report – 2013.

My Ministry is accountable for the activities that come under the purview of it which includes the duties of the government by the Parliament and Affairs concerning the Members of Parliament, Corporate functions regarding the staff of the MPs and to formulate plans to look after the interests of former MPs and Welfare activities of their families.

It is also our responsibility to implement the Mahinda Chinthana Vision for future issued in his second term in office. My Ministry is readily offer its service to enhance the knowledge, attitude and skills of the Hon. MPs. Who have dedicated to make it a reality.

We have been engaged in the Mission of making aware the government officials and the staff of the Hon. MPs on Parliamentary practices, Acts and Government policies concerned in that regard. I am pleased to announce that even in next year we have planned to launch an awareness programme on community basis to enhance the Parliamentary democracy and good governance.

I take this opportunity to thank the Secretary and the staff of the Ministry and my personnel staff who made arrangements to issue this Performance Report for 2013.

Sumedha G. Jayasena

Minister of Parliamentary Affairs

MESSAGE FROM THE SECRETARY



It is with great pleasure I add my sentiments to the annual Performance Report of 2013 which is an index of the results achieved in motivated dedication with positive attitudes of the whole staff of the Ministry of Parliamentary Affairs.

We have taken steps to implement the service requirements identified in the process from time to time in a novel approaches for the satisfaction of our clients.

This report carries the information regarding the fulfilling of due service targets in the delivery of physical and service requirements of the MPs and their staff.

Our services rendered towards the capacity building of the staff of the MPs through training and awareness programs have been acclaimed. Similar appreciations have also been accorded to us regarding the programmes we launched to enhance the senior officials of the government through issues and knowledge exchange.

In addition, a book on good governance was published and that effort was subject to praised and still in appreciation. It was also translated into Tamil language and circulated among the Tamil community while adhering to the official languages policy of the government.

Formulation and compiling of a book on human resource development based on the awareness programme launched by the Ministry was also initiated in 2013 and it will be published in 2014.

Our utmost endeavor is to move towards a better level with the utmost effort of an ever increasing talent of a productive human resource. I wish that courage and strength towards the success for all.

I take this opportunity to thank the whole staff who supported our progress and assistance and guidance received from Hon. Minister is highly appreciated.

Princi Jayatunga
Secretary

MINISTRY OF PARLIAMENTARY AFFAIRS

Office Location :

464/B, Pannipitiya Road, Pelawatta, Battaramulla.

Telephone No. - 0112786988, 0112177057

Fax No. - 0112786968

e-mail - mdpa@sltnet.lk

Web - www.minparliament.gov.lk

Vision :

To strengthen the Hon. Members of parliament for an efficient and effective service to the public.

Mission :

Provision of reinforcement to optimize the expected service to the public by the Hon. Members of parliament.

Activities

- **Provision of human resource needed :**
 - Appointment of the staff of Hon. MPs.
 - Amendments making in the staff as required.
- **Provision of a skillful staff :**
 - Conducting of training and awareness programmes for the staff of Hon. MPs and other relevant government officials.
- **Provision of Funds :**
 - Payment of salaries for the staff of Hon. Members of Parliament.
 - Payment of gratuity for the staff of Members of Parliament, those terminate their service.

- **Provision of physical resources and services.**
 - Supply of office equipment and communication equipment
 - Issuing of duty free vehicle importation permits
 - Implementation of the group insurance for the Hon. Members of Parliament.

- **Planning**
 - Referred for policy decisions by submitting necessary cabinet memorandum
 - Implementation of policy decisions

- **Sharing for the development process through the co-ordination of relevant parties**
 - Implementation of identified projects in the constituencies by co-ordinating relevant institutions
 - Contribution towards Deyata Kirula, Divi Neguma and such development programmes of the government.

INTRODUCTION

The origin of the word “PARLIAMENT” comes from French term “PARLE”, means “discussion”.

A formal system of law must be in place for the governance of a country and to fulfill their needs. Representative democracy is the system of governance in a democratic country since it is not possible the direct participation of all the people in Governance.

Legislature is the supreme body of governance in a democratic country where the Parliamentarians take part in the process of passing and amending the laws as they have been elected to represent them. The role of the legislature is the same based on this fundamental concept though it may have several names.

Many countries in their history had their own system of governance based on consensus. The “Nisshanka Latha Mandapaya” in the Polonnaruwa era is an epitome of rule of consensus where the King and his Ministers sit and discuss the matters concerning the ruling. Next to the king seating arrangements had been made for the senior ministers and the other ministers had given the rear seats.

Interior design of the building was very clear. The “Magul Maduwa” in Kandy provides another example. Mother parliament of Great Britain has establish long standing practices in the history of the world and our parliament has eventually followed the tradition of that in the evolution of Parliamentary system.

The Parliament today is not only the law mare but also the fiscal policy managing authority. Parliament of Sri Lanka is the supreme and sovereign body of legislature.

Executive committee system of governance was introduced in 1931 by the Donomoughore Constitution making a historic juncture. West Minister system of government was established in 1948 in the independent Sri Lanka. Parliament system is clearly visible thereafter. Sri Lanka became free from Dominion status when the Republic Constitution was passed in 1972 and accordingly a nominal Presidency was introduced replacing the senate system and the governor. The Executive presidency was came into being in the 1978 new constitution in place of the nominal presidency.

Ministry of Parliamentary Affairs that was established in 1970 has been rendering a valuable service silently to empower the Hon. Parliamentarians towards providing an efficient and productive public service.

Hon. K. B. Ratnayake was the first Minister who held this portfolio as the Minister of Sports and Parliamentary Affairs (1970 – 77). Then Hon. Vincent Perera who held this Ministry for the longest period since 1977 to 1990 and strengthened this Ministry while being the Minister of Sports / Justice / Environment. Then Hon. Dr. Wimal Wickramasinghe (1993 – 1994) together with Environment Ministry, Hon. Ratnasiri Wickramayake (1994 – 1997) together with Public Administration / Plantation Ministries, Hon. Jeyaraj Fernandopulle (1997 – 2000) with the Plan Implementation Ministry, Hon. S. B. Disanayake with Samurdhi, Rural Affairs and Upcountry Development and thereafter Hon. Maithreepala Sirisena (2001) together with Mahaweli Development Ministry had held this Ministry and rendered an utmost service to provide benefits to the Hon. MPs.

On 12.12.2001 Hon. A. H. M. Azwer created a landmark in the history of the Ministry of Parliamentary Affairs as it was made a sole Ministry. Then this Portfolio was held by Hon. Milroy Fernando (2004 – 2005) Hon. Prof. Wishwa Warnapala (2006 – 2007) , Hon. M. H. Mohamed (2007 – 2010) and since then Hon. Mrs. Sumedha G. Jayasena took over the administration of this Ministry and provides a spectrum of effective, efficient and productive service.

Appointment of MP staff, payment of their salaries and gratuities issuing of the duty free license for importation of vehicles providing insurance coverage and accident and medical benefits, especially providing training for MP staff are includes in the functions of this Ministry in order to secure a maximum service to MPs. This performance report carries the services rendered by our Ministry during 2013.

MP STAFF DIVISION

Corporate functions of the MPs staff are carried out by this division. This staff is appointed under the recommendation of the Hon. M.P. concerned and such staff consists of

01. Secretary
02. Typist
03. KKS
04. Driver
05. Research Assistant

An unemployed graduate or a graduate employed in the public service could be appointed. The following activities are carried out by this division.

- Appointment of the MP Staff under the direction of the MP and termination of service.
- Release the employee from the public service on such a case and reinstate that employee at the regular place of work.
- Provision of salary data to the Accounts Division for the payment of salaries.
- Arrangement of vouchers for salary reimbursement.
- Performance appraisals.
- Issuing of identity cards for MP personal staff.
- Arrangement of vouchers to pay gratuity.
- Arrangement of vouchers for festival advance.
- Arrangement of vouchers for travelling expenses.

Appointments made in the MP Staff and terminations of service during 2013

Positions	2013		
	Appointment	Termination	No. of employees
Research Assistant (non government)	36	15	63
Research Assistant (government service)	14	13	89
Secretary	45	43	220
Typist	43	44	220
Driver	52	46	215
K.K.S.	36	36	221

Number of employees in service as at 31 December, 2013 is 1028. While 94 identity cards have been issued during 2013.

Launching of the Tamil Translation of the Book on Good Governance

The book published in 2012 title “Suhada Erayuma Obtamai” was translated into Tamil language adhering to the official languages concept and published in 2013. This book was launched in the Eastern Province and the awareness among the Tamil language speaking community is hoped to be raised on the subject of good governance in this effort. The response was highly remarkable in this endeavour.

Training Programmes Conducted for the Personal Staff of Hon. Members of Parliament

A series of programmes is conducted by the Ministry throughout the country to train the private staff of Hon. MPs to assist them to deliver their duties for the public in an efficient and productive manner. Computer usage, office practice, good governance, parliamentary role, public relations, productivity, 5s concept as well as human rights are included in the subject areas covered in this training programme.

In conducting this training programme the contribution from the Parliament of Sri Lanka Human Rights Commission, productivity secretariat and Sri Lanka Institute of Development Administration is also sought.

Apart from this, in collaboration with the Traffic police in Colombo, a safety driving demonstration and training programme is also conducted in order to secure the safety of the Hon. MPs. and to minimize the number of road accidents.

Several learning experiences were also provided to the senior staff grade officers regarding the Parliament committee system and on Acts with the assistance of the Parliament. Regional programmes on the same were also held for the Divisional Secretaries and their staff grade officers in February, 2013 (Southern province) May 2013 (North Western Province) and September 2013 (Sabaragamuwa Province)

Skills promotion programmes - 2013					
Serial No.	Month	District	Participants	No. of days	Venue
01	February	Galle, Matara Hambantota	MP Staff	02	Southern Province Training Institute, Wakwella
02	February	Galle, Matara Hambantota	Divisional Secretaries	01	Southern Province Training Institute, Wakwella
03	May	Puttlam Kurunegala	MP Staff	02	Wayamba Provincial Training Institute, Wariyapola
04	May	Puttlam Kurunegala	Divisional Secretaries	01	Wayamba Provincial Training Institute, Wariyapola
05	June	Anuradhapura Polonnaruwa Badulla Kalutara	Drivers	01	Construction and Equipment Training Institute - Pelawatta
06	June	Jaffna Vanni	Drivers	01	Construction and Equipment Training Institute - Pelawatta
07	August	-	Officials of the Ministry		Samurdhi Institute, Samanalawewa
08	September	Ranapura, Kegalle	MP Staff	02	Rural Co-op Bank Auditorium, Ratnapura
09	September	Ratnapura Kegalle	Divisional Secretaries	01	Rural Co-op Bank Auditorium, Ratnapura
10	December	Trincomalee Digamadulla Batticaloa	MP Staff	02	Management Dev. Training Department - Uppuweli
11	December	-	Ministerial Staff	01	Mt. Lavinia

MPs SERVICE SUPPLY DIVISION

The progress of the activities carried out by the Members service supply division during 2013 for the welfare of the MPs to see that their functions and duties are performed to help the public in efficient and effective manner, are given below.

01. Provision of vehicles for Hon. MPs.

- i. Out of the vehicles handed over to Hon. MPs of the 12th and 13th Parliament 03 vehicles have been transferred to the relevant MPs who had completed the payment of the diminished value of them.
- ii. Third party insurance for 05 vehicles obtained by the MPs of this Parliament with respect to 2013 and 05 free income licenses were issued during the year.
- iii. Diminished value amounting to Rs. 697,972.80 has been recovered on the vehicles provided to the MPs of 12th and 13th Parliaments during the year.
- iv. Under the decision taken by the Cabinet of Ministers on 31.08.2005 and 03.10.2007 for the provision of duty free vehicles, duty free permits have been issued to 06 MPs. During 2013.

02. Group Insurance Scheme for Hon. MPs.

Under this group insurance scheme hon. MPs are paid Rs. 6000 for medical tests, Rs. 5000 for spectacles and residential hospital treatment charges up to a maximum level of two hundred thousand rupees by the National Insurance Trust Fund.

The number of claims submitted for Insurance benefit	92
Total benefits paid	Rs. 8,360,303.00

Accident Insurance for Hon. MPs.

In case of an accident or a death due a terrorist attack, maximum payment of five million rupees would be given. No such incident has been occurred during the year in review.

03. Supply of Office equipments for Hon. MPs. Once in three years

In every three years time an allocation of Rs. 350,000/- is provided for the purchasing of a computer, photocopy machine, fax machine and a mobile telephone for each MP and charges only 17% of the total amount from a MP. Accordingly Rs. 33,462,164/- has been spent to purchase these equipment for 104 MPs during 2013. The number of equipment provided by this division is as follows:

	Equipment	Quantity Supplied
i.	Computers	94
ii.	Photocopy Machines	96
iii.	Fax Machines	96
iv.	Mobile phones	93

04. Progress Review activities:

- i. Compiling the annual progress review and presenting it to Parliament.
- ii. Formulation of operational records of the Ministry.
- iii. Formulation of annual action plan.

FINANCE DIVISION

Operating and co-ordinating financial activities by spending with proper management of the allocations of the annual estimated activities of the Ministries funds released by the Treasury, and keeping of appropriation account and other accounts are the functions of this division. In addition, among the other services rendered by this division are:

- ◆ Payment of salaries to the MP staff, payment of gratuity for the MP staff who completed their service, payment for training programmes of MP staff.
- ◆ Issuing of cheques for the supply of equipments for MPs.
- ◆ Fiscal control management by co-ordinating all payments of the Ministry.
- ◆ Posting of expenditure into accounts and submission of monthly and annual accounts to the Treasury.
- ◆ Keeping of the B-advance account of the public officials.
- ◆ Formulation of annual estimates and allocation of money for the implementation
- ◆ Keeping of the official bank account and formulation of reconciliation statements.
- ◆ Providing for the activities regarding audit queries.

Accounts Division
Statement of Recurrent and Capital Expenditure as at 31.12.2013

	Programme 1 Rs.	Programme 2 Rs.	Total Expenditure Rs.
<u>Recurrent Expenditure</u>			
Salaries and wages	4,714,151	12,092,020	16,806,171
Overtime and leave encashment	1,193,875	771,791	1,965,666
Other allowances	2,761,592	301,689,564	304,451,156
Travelling expenses - local	687,488	237,857	925,345
Travelling expenses - foreign	26,474	-	26,474
Stationery and office requirements	115,680	774,286	889,966
Fuel	6,135,781	1,940,799	8,076,580
Food and uniforms	1,200	52,387	53,587
Other supplies		9,400	9,400
Vehicle maintenance expenses	2,164,006	878,215	3,042,221
Machine and equipment maintenance	8,800	235,114	243,914
Building maintenance	-	-	-
Transport services	-	-	-
Postal and communication	622,249	971,345	1,593,594
Electricity and water	26,140	2,116,643	2,142,783
Rates and lease rental	200,000	6,843,808	7,043,808
Other services	499,544	13,958,736	14,458,280
Pension benefits		10,890,929	10,890,929
Property loan interest		264,811	264,811
Total	19,156,980	353,727,705	372,884,685
<u>Capital Expenditure</u>			
<u>Capital assets and rehabilitation and refurbishments</u>			
Building and construction	-	-	-
Machine maintenance		215,672	215,672
Vehicles	708,867	660,222	1,369,089
<u>Acquisition of capital assets</u>			
Vehicles	7,783,655	-	7,783,655
Furniture and office equipment	925,000	504,149	1,429,149
Machine and equipment	200,000	736,200	936,200
<u>Capital transfers</u>			
Development assistance	-	33,462,164	33,462,164
<u>Human Resource Development</u>			
Training and Skill Development	-	4,743,630	4,743,630
Total	9,617,522	40,322,037	49,939,559

Ministry of Parliamentary Affairs
Financial Progress - 2013

(1) Recurrent Expenditure	Net Allocation Rs.	Expenditure (Rs.)	Financial Progress
Salaries and wages	16,806,172	16,806,171	99.9%
Other recurrent expenditure	356,193,828	356,078,513	99.9%
Total Recurrent expenditure	373,000,000	372,884,685	99.9%
(2) Capital Expenditure			
(i) Rehabilitation of Capital Assets and Refurbishment	2,600,000	1,584,761	60.9%
Building constructions	0	0	
Machine and equipment	300,000	215,672	
Vehicles	2,300,000	1,369,089	
Acquisition of capital assets	10,386,150	10,149,004	97.7%
Vehicles	8,000,000	7,783,655	
Furniture and office equipment	1,429,150	1,429,149	
Machines and equipment	957,000	936,200	
(ii) Capital Transfers Development Activities	34,106,000	33,462,164	98.1%
Provision of equipment for MPs	34,106,000	33,462,164	
(iii) Human Resource Development	4,907,850	4,743,630	96.6%
Training and Skill Development	4,907,850	4,743,630	
Total Capital Expenditure	52,000,000	49,939,559	96.0%

Ministry of Parliamentary Affairs
B- Account of the Advance for government servants
2013

	Maximum limit of Expenditure - Rs.	Minimum limit of recoveries - Rs.	Maximum Limit of credit balance - Rs.
Approved limits	6,000,000	2,000,000	21,500,000
Actual amounts by the year end	3,818,654	4,324,331	8,324,795

ADMINISTRATIVE DIVISION

All the administrative and establishment activities that come under the scope of the Ministry are co-ordinated and implemented by the administrative.

- ◆ Activities pertaining to Parliament Consultative Committee.
- ◆ Co-ordination with President's Office, Prime Minister's Office, other Ministries, Departments and Institutes.
- ◆ Administration of the Ministry, staff and maintaining the discipline.
- ◆ Corporate activities of the officials of the Ministry.
- ◆ Maintenance of personal files of the officers and updating.
- ◆ Corporate activities of the personal staff of the Hon. Minister
- ◆ Issuing of official identity cards to Ministerial staff.
- ◆ Approval of loans for the needs of the Ministry Staff
- ◆ Maintenance of Ministry's vehicle fleet and provision of transport
- ◆ Assurance of a proper physical atmosphere to the staff of all divisions that will facilitate sound mentality and maximum performance.
- ◆ Distribution of daily postage and to support efficient administration by delivery of letters out
- ◆ Training of the Ministry staff
- ◆ All procurement activities of the Ministry.

COMPUTER DIVISION

- ◆ Updating the maintenance of the computer system of the Ministry and the operation of electrical and electronic accessories.
- ◆ Updating and maintenance of the MP data base and formulation of reports on various information on the requirement of the Ministry.
- ◆ Efficient maintenance of the internet and e-mail.
- ◆ Maintenance of the computer network provided by government network.
- ◆ Maintenance of data banks relevant to the scope of the Ministry and compiling of computer programmes.
- ◆ Assisting Computer requirements of the Office staff
- ◆ Provision of training to the private staff of MPs.
- ◆ Media coverage of the Ministry.
- ◆ Maintenance of the (www.minparliament.gov.lk) web site of the Ministry

APPROVED CADRE OF THE MINISTRY OF PARLIAMENTARY AFFAIRS

Position	Approved Number	Actual Number	Vacancies
Secretary	01	01	-
Additional Secretary	01	01	-
Senior Assistant Secretary	01	01	-
Chief Accountant	01	01	-
Director	01	01	-
Assistant Secretary	01	-	01
Accountant	01	01	-
Accountant (Internal Audit)	01	-	01
Translator (Sinhala/English) (English/Tamil)	02	-	02
Administrative Officer (SLAMS Supra Grade)	01	01	-
Public Management Assistant	20	13	07
Procurement Assistant	01	01	-
Programme Planning Assistant	06	06	-
Accounts Assistant	03	03	-
Development Officer	04	03	01
IT Assistant	02	02	-
Receptionist	01	01	-
Co-ordinating Secretary to the Secretary	01	01	-
Office Employee Service	09	09	-
Driver Service	10	07	03
Total	68	53	15

Movements in the Ministerial Staff during 2013

New Recruitments

Name	Position	Date of appointment
01. Mr. R. M. D. P. Ratnayake	O.E. Service. III	2013.12.02

Transfers

Name	Position	Date of Transfer
01. Mrs. L. G. P. Hemanthi	P.M.A. II	2013.01.01
02. Mrs. M. A. G. N. Malalasinha	P.M.A.III	2013.01.01
03. Mr. E. V Nalin Prasanna	Driver III	2013.03.18
04. Mrs. Rashika Mahavithana	P.M.A. II	2013.08.13
05. Mr. B. J. Jeewashantha	Driver I	2013.07.31
06. Mr. R. A. S. Senevirathna	O.E.S. III	2013.09.03

Employees reported for work

Name	Position	Date arrived
01. Mrs. D. Sunethra Wettasinghe	P.M.A. II	2013.01.04
02. Mr. L.A.N. J. Wimalarathna	P.M.A. I	2013.01.07
03. Mrs. Y. V. S. G. Yatiwala	P.P.A.	2013.02.27
04. Mr. B. J. Jeewashantha	Driver I	2013.06.03
05. Miss. K.P. Surangika	O.E.S. III	2013.09.02
06. Miss. K.D. Dilhani	D.O.	2013.09.20
07. Miss. H. P. Nadeeka Damayanthi	D.O.	2013.09.20
08. Mrs. Mudhitha Kolonne	SLITS III	2013.11.23
09. Miss. Chamika Deepali Senanayake	P.P.A.	2013.11.11
10. Mrs. A.G. Anula Wijerathne	S.L.A.S.I.	2013.11.14

Employees retired

Name	Position	Date of Retirement
01. Mr. D.R. Wettasinghe	Driver	2013.08.06
02. Mrs. P.A. Peiris	C.A.	2013.11.05

Employees resigned

Name	Position	Date of Resignment
01. Miss W.I.U.P. Piyathunga	D.O.	2013.06.01
02. Miss. P. Hasanthi Kumuduni	D.O.	2013.08.30

TRAINING PROGRAMMES OFFERED TO THE STAFF OF THE MINISTRY

Training of the staff contributes immensely to the efficiency and productivity. Staff officers and many other officers of the Ministry took part in various training and workshops during 2013. No officer got the opportunity to take part in foreign training in 2013. Level training programmes and their particulars are given below.

Course	Name of the Participant	Venue	Date
Cigars Training Programme	Miss. K. R. C. Kumudini	Miloda Institute, Colombo 01.	2013.01.28-2013.02.02
Fiscal Management Training	Miss. R. B. U. Srimali	Public Service Training Institute, Colombo 7	2013.02.18-2013.02.22
Placement Training for P.M.A. new recruits for 10 days	Mrs. N. D. Wickramarachchi	Survey Department	2013.02.18-2013.03.04
Human Resource Management	Mr. S. H. U. N. Dhammika	P.S.T.I, Colombo 7	2013.03.18-2013.03.22
Human Resource Management	Mrs. B. G.W.A.A.J. Jayasinghe	P.S.T.I., Colombo 7	2013.03.18-2013.03.22
B- Account of the Advances of Public Servants	Mrs. D. M. I. Maris	SLIDA	2013.03.27-2012.04.27
Video Editing	Mr. N. P. Kaluthota	Cluch Automation Pvt. Ltd.	2013.08.21-2013.08.24
Government Audit Practices	Mrs. S. D. K. R. Ariyaratna	SLIDA	2013.09.17-2013.09.18
Cigars training Programme	Mrs. R. H. C. P. K. Ranamuka	Miloda Institute	2013.12.12

INTERNAL AUDIT DIVISION

Internal Audit of the Ministry is carried out by this division. Management Committee had met and discussed under the guidance of the Audit Department and necessary action has been taken having considered the matters and proposals and observations were submitted.

Dates and Subject Matters of the Meetings

2013.01.29	Submission of basic reports and fourth quarter meeting -2012
2013.05.10	First quarter meeting - 2013
2013.07.30	Second Quarter meeting - 2013
2013.10.25	Third Quarter meeting - 2013

Officers Participated

Chairperson	-	Mrs. Princi Jayatunga, Secretary, Ministry of Parliamentary Affairs
Convenor	-	Mrs. Chandra Miyanawala, Additional Secretary, Ministry of Parliamentary Affairs
Member	-	Mrs. P. A. Peiris, Chief Accountant, Ministry of Parliamentary Affairs
Member	-	Mr. H. C. D. L. Silva, Director, Management Audit Department
Member	-	Mr. A. Hapugala, Director, Management Audit Department
Observer	-	Mrs. Ramya Perera, Audit Superintendent, Audit Department

Annual audit plan of the Ministry was implemented and adhering to the Management Audit Circulars quarterly meetings were also duly held. The audit has been conducted assuring efficiency and productivity and at the same time covering all the divisions of the Ministry and that process has been evaluated as commendable at the progress meetings.

STAFF OF THE HON. MINISTER

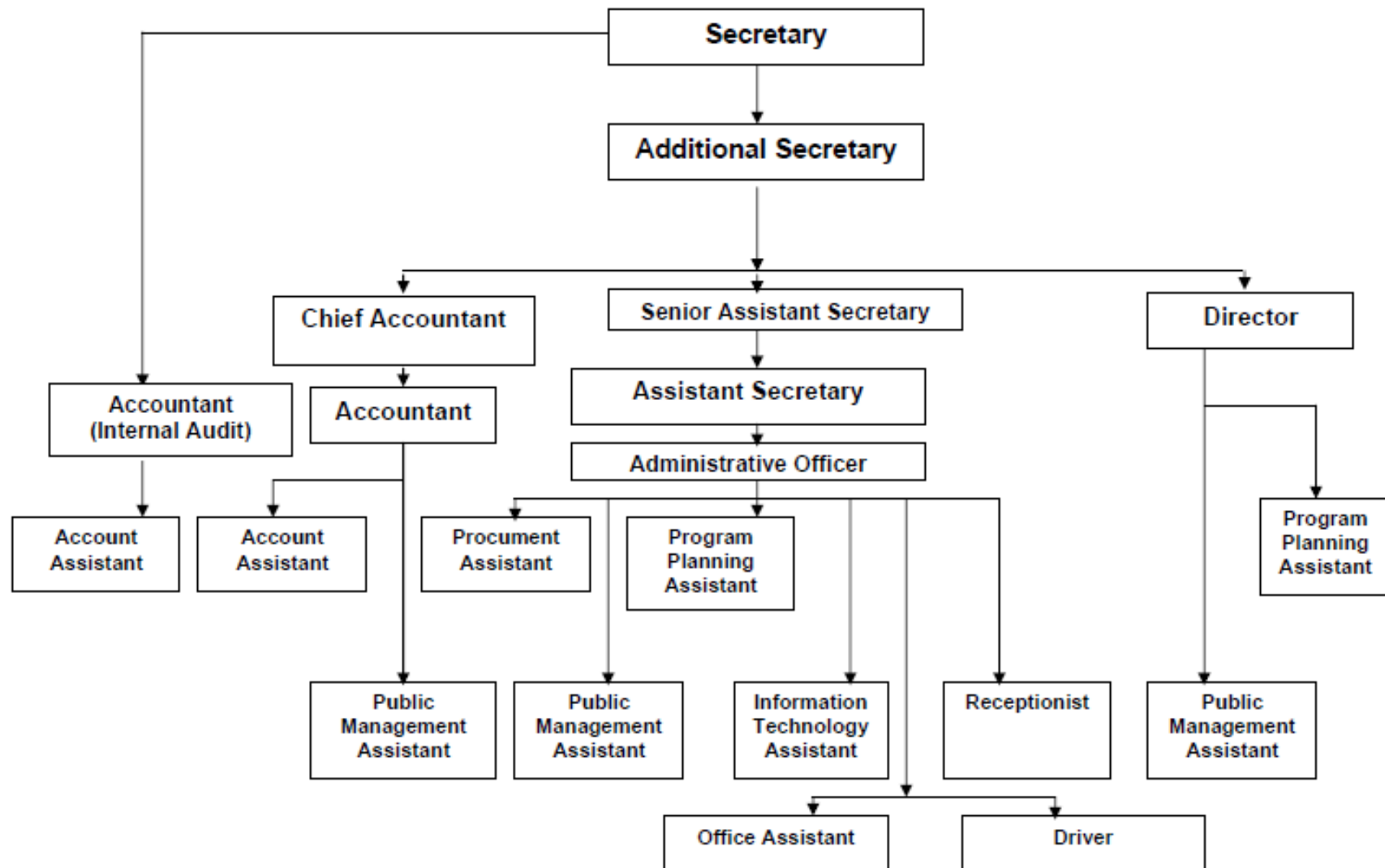
	Hon. Sumedha G. Jayasena MP.	Hon. Minister
01.	Mr. B.I.I. de Silva	Private Secretary
02.	Mr. W.M.S. Wijekoon	Media Secretary
03.	Mr. D.M.A.I. Dissanayake	Co-ordinating Secretary
04.	Mr. Ratnasiri Wadasinghe	Co-ordinating Secretary
05.	Mrs. Renuka Navagamuwa	Assistant Secretary (Labour Relations) Non- SLAS
06.	Mr. D.K.R. Weerasekera	Consultant
07.	Mr. H.W. Ajith Priyantha	Public Relations Officer
08.	Mr. Indunil Galappaththi	Personal Assistant
09.	Mr. R.M. Nissanka Ratnayake	Management Assistant
10.	Mr. D.W. Nawaratne	Management Assistant
11.	Mr. M.P.P. Gunawardena	Management Assistant
12.	Mr. B.C.C. Silva	Management Assistant
13.	Mr. Neil Kumara Ratnayake	Management Assistant
14.	Mr. B.B. Gunaratne	Driver
15.	Mr. D.M. Ubewardena	Driver
16.	Mr. W.D.A. Gunawardena	Driver
17.	Mr. N.M.S.B.P. Wijeratne	Driver
18.	Mr. W.M. Jayawardena	Driver
19.	Mr. Tissa Dharmadasa	Driver (Combine Service)
20.	Mr. D.M.A.P. Ariyaratne	Driver (Combine Service)
21.	Ms. H.M. Sumudu Nirosha	K.K.S.
22.	Ms. H.M.E.M. Gunathilake	K. K. S

STAFF OF THE MINISTRY OF PARLIAMENTARY AFFAIRS

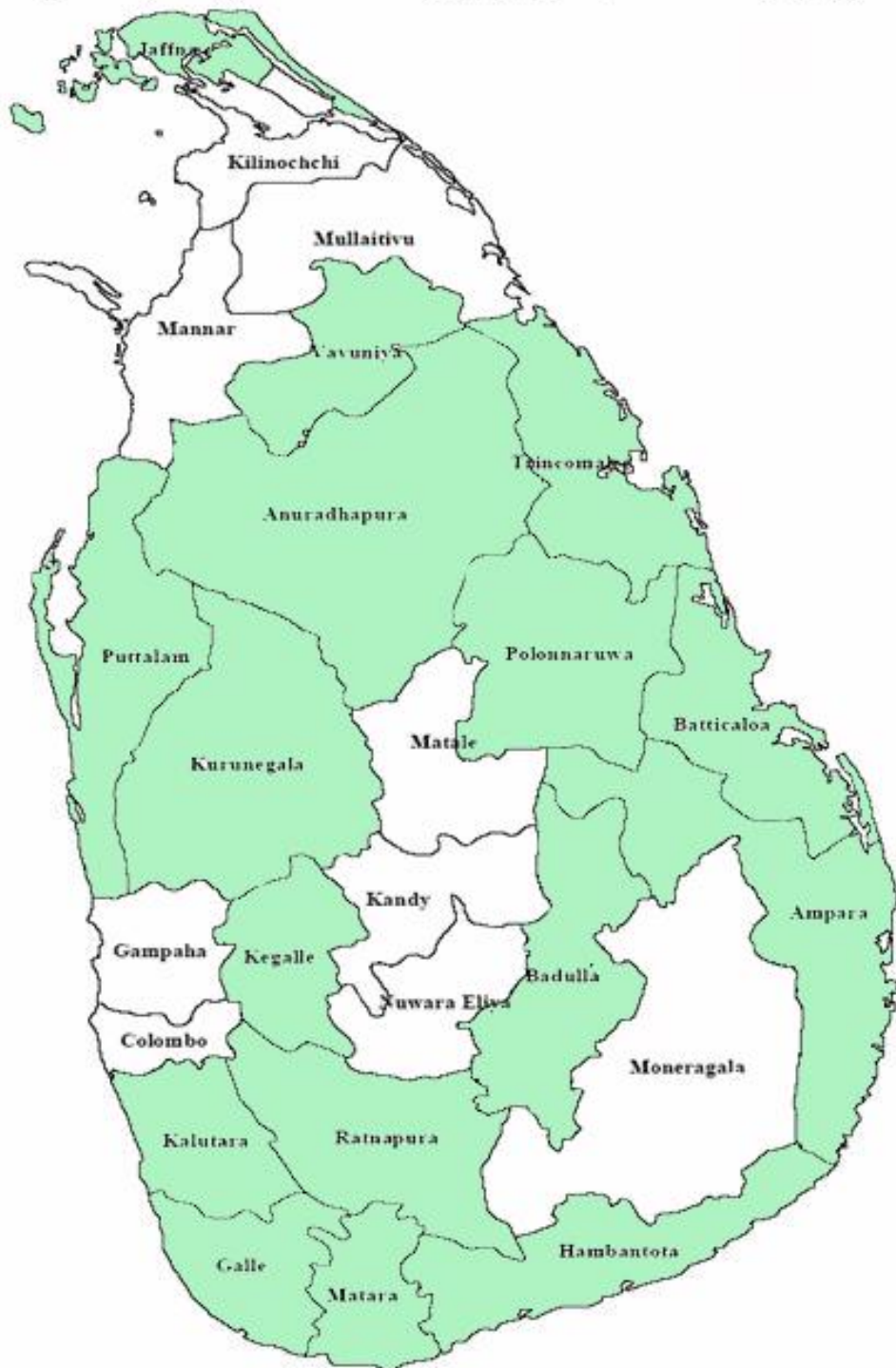
Serial Number	Name	Position
01.	Mrs. Princi Jayatunga	Secretary
02.	Mrs. Chandra Miyanawala	Additional Secretary
03.	Mr. Vajira Kamburugamuwa	Senior Assistant Secretary
04.	Mr. R. A.D.C. Gunasekera	Director
05.	Mr. P.A. Peiris (upto 2013.11.05) Mrs. A.G. Anula Wijeratne (from 2013.11.14)	Chief Accountant
06.	Mrs. R.H.C.P.K. Ranamuka	Accountant
07.	Mrs. H.A.C. Perera	Asst. Secretary, Acting
08.	Mrs. Viyoni Fernando	Co-ordinating Secretary
09.	Mrs. A.W.C. Dissanayake	P.M.S.S. I
10.	Mrs. D.H.S. Priyani	P.M.S.S. I
11.	Mr. L. A.N.J. Wimalaratne	P.M.S.S. I
12.	Mrs. D. M. Airanganie Meris	P.M.S.S.II
13.	Miss B. N. P. C. Perera	P.M.S.S. II
14.	Mrs. B. G.W.A.A.J. Jayasinghe	P.M.S.S. II
15.	Mrs. D. Sunethra Weththasinghe	P.M.S.S. II
16.	Mrs. B.G.D. Ratnaprabha	P.M.S.S. II
17.	Mrs. R.K. Chamila Kumuduni	P.M.S.S. III
18.	Mr. W.Chandradasa	P.M.S.S. III
19.	Mrs. W.S.M.J. Fernando	P.M.S.S. III
20.	Mrs. N.D. Wickramarachchi	P.M.S.S. III
21.	Ms. R.B.U. Srimali	P.M.S.S. III
22.	Mr. N.P. Kaluthota	S.L.I.C.T. III
23.	Mrs. Muditha Kolonne	S.L.I.C.T. III
24.	Mr. R.P.U.S. Rajapaksa	Programme Planning Assistant
25.	Mr. S.H.U.N. Dhammika	Programme Planning Assistant
26.	Mr. U.L. C. Indunil	Procurement Assistant
27.	Mr. R.M.P.P. Karunarathne	Programme Planning Assistant
28.	Mrs. R.M.M.P. Ratnayake	Programme Planning Assistant
29.	Mrs. Nirmala Wijesundara	Accounts Assistant

30.	Mrs. S.D.K.R. Ariyaratne	Accounts Assistant
31.	Mr. H.A.S.P. Priyankara	Accounts Assistant
32.	Mrs. Y.V. Samanthi Ganga Yatiwala	Programme Planning Assistant
33.	Ms. C.D. Senanayake	Programme Planning Assistant
34.	Ms. K.H. Swarna Sri	Development Officer
35.	Ms. K.D. Dilhani	Development Officer
36.	Ms. H.P. Nadeeka Damayanthi	Development Officer
37.	Ms. S.T.R. Seneviratne	Receptionist
38.	Mr. I. Jayaweera	O.E.S. I
39.	Mr. G. G. Wijeratne Banda	O.E.S. I
40.	Mr. S.D. Ananda	O.E.S. I
41.	Mr. P. Murugandi	O.E.S. I
42.	Mr. Sampath Duminda Dompaga	O.E.S. III
43.	Mr. G.U. Wimalasiri Garusinhe	O.E.S. III
44.	Mr. R.M.D.P. Ratnayake	O.E.S. III
45.	Mrs. Mari Feleeshiya Ranaweera	O.E.S. III
46.	Mrs. K. Surangika	O.E.S. III
47.	Mr. K.W. Premathilake	Driver I
48.	Mr. Wimalasiri Hewamana	Driver II (a)
49.	Mr. K.V.S. Jayaratne	Driver II (b)
50.	Mr. D. Sampath Suranga Dedigama	Driver II (b)
51.	Mr. B.M. Ariyathilaka	Driver II (b)
52.	Mr. T.A.K.B. Thilakaratne	Driver II (b)
53.	Mr. J.M.S.K. Wijeratne	Driver II (b)

Organization Chart of the Ministry of Parliamentary Affairs



රෝ පාර්ලිමේන්තු මන්ත්‍රී කාර්ය මණ්ඩල පුහුණුව ආවරණය කළ දිස්ත්‍රික්ක - 2013





ரத்னபுரம், கரகல் டிஸ்ட்ரிக்ட் வில் லைட் ஹூஸ் லைட்ஸ் லைட்ஸ் லைட்ஸ் லைட்ஸ் - டி/ஈ ரத்னபுரம் டிஸ்ட்ரிக்ட் ஸ்போன்ஸர் டிரைன் லைட்ஸ் லைட்ஸ் லைட்ஸ் லைட்ஸ் - 2013.09.25/26

இரத்தினபுரி, கரகல் மாவட்டங்களில் பாராளுமன்ற உறுப்பினர் பதவியணிக்கக்கான பயிற்சி நிகழ்ச்சித்திட்டம் - வ/ப இரத்தினபுரி மாவட்ட கிராமிய வங்கிச் சங்கம் கேட்போர் கூடம், புதிய நகரம் இரத்தினபுரி - 2013.09.25/26

Training Workshop for Parliamentarian Staff of Rathnapura & Kagalle Districts Conducted at the Auditorium of the Rathnapura District Cooperative Rural Bank Society Ltd. – 25/26.09.2013



සාපනය, වන්නි දිස්ත්‍රික්ක වල මන්ත්‍රී කාර්ය මණ්ඩල රියදුරන් සහ අනෙකුත් දිස්ත්‍රික්ක වල දෙමළ මාධ්‍ය රියදුරන් සඳහා වූ පුහුණු වැඩමුළුව - ඉදිකිරීම් හා යන්ත්‍රෝපකරණ පුහුණු ආයතනය, පැවැත්වූ 2013.06.20

යාථාපාලකයන්, වන්නි මාවට පාරාලායකයන් උතුරුපිහිටි ප්‍රදේශයේ ප්‍රදේශීය ප්‍රදේශය, පැවැත්වූ 2013.06.20
 මාවට පාරාලායකයන් තමිල් මොලිමුල පාරාලායකයන් ප්‍රදේශයේ ප්‍රදේශීය ප්‍රදේශය - තමිල් මොලිමුල, ප්‍රදේශීය ප්‍රදේශය
 උපකරණයන් ප්‍රදේශයේ ප්‍රදේශීය ප්‍රදේශය, පැවැත්වූ 2013.06.20

Training Workshop Conducted for Drivers in the Staffs of Parliamentarians in Jaffna & Wanni Districts and for Drivers of Tamil Stream in other Districts – Training Institute of Construction and Machinery at Pelawatta –



ගාල්ල, මාතර, හම්බන්තොට දිස්ත්‍රික්ක වල ප්‍රාදේශීය ලේකම්වරුන් සඳහා පාර්ලිමේන්තු කාරක සභා අනුපනති වැඩමුළුව - දකුණු පළාත් කළමනාකරණ පුහුණු ආයතනය, වත්වැල්ල - 2013.02.21

කාලි, මාතර, අම්පාරන්තොට මාවට පාරාලායකයන් ප්‍රදේශයේ ප්‍රදේශීය ප්‍රදේශය, පැවැත්වූ 2013.02.21
 කාලි, මාතර, අම්පාරන්තොට මාවට පාරාලායකයන් ප්‍රදේශයේ ප්‍රදේශීය ප්‍රදේශය, පැවැත්වූ 2013.02.21
 කාලි, මාතර, අම්පාරන්තොට මාවට පාරාලායකයන් ප්‍රදේශයේ ප්‍රදේශීය ප්‍රදේශය, පැවැත්වූ 2013.02.21

Workshop Conducted for Divisional Secretaries of Galle, Matara, Hambantota Districts on Parliamentary Committee Enactments – Southern Province Management Training Institute at Wakwella – 21.02.2013



අමාත්‍යාංශ කාර්ය මණ්ඩලය සඳහා වූ බැහැරගත පුහුණු වැඩසටහන - සමෘද්ධි පුහුණු ආයතනය, සමනලවැව -
2013.07.20/21

அமைச்சின் பதவியணிக்கான வெளிவாரி பயிற்சி நிகழ்ச்சித்திட்டம் - சமுர்தி பயிற்சி நிறுவனம் - சமனலவெவ -
2013.07.20/21

Outbound Training Programme for Ministry Staff- Samurdhi Training Institute at Samanalawewa – 20/21.07.2013



පුත්තලම, කුරුණෑගල දිස්ත්‍රික්ක වල ප්‍රාදේශීය ලේකම්වරුන් සඳහා පාර්ලිමේන්තු කාරක සභා අනුපනත් වැඩමුළුව
වයඹ පළාත් කළමනාකරණ පුහුණු ආයතනය - වාරියපොල 2013.05.14

புத்தளம், குருணாகல் மாவட்டங்களின் பிரதேச செயலாளர்களுக்கான பாராளுமன்றக் குழுக்கள் மற்றும் கட்டளைச் சட்டங்கள் பற்றிய செயலமர்வு - வடமேல் மாகாண முகாமைத்துவப் பயிற்சி நிறுவனம், வாரியப்பொல - 2013.05.14

Workshop Conducted for Divisional Secretaries of Puttalam & Kurunegala Districts on Parliamentary Committee Enactments – North Western Province Management Training Institute at Wariyapola – 14.05.2013



පුත්තලම, කුරුණෑගල දිස්ත්‍රික්ක වල පාර්ලිමේන්තු මන්ත්‍රී කාර්ය මණ්ඩලයට පැවැත්වූ වැඩමුළුව වයඹ පළාත්
කළමනාකරණ පුහුණු ආයතනය - වාරියපොල 2013.05.15/16

புத்தளம், குருணாகல் மாவட்டங்களில் பாராளுமன்ற உறுப்பினர்களின் பதவியணிக்கு நடத்தப்பட்ட செயலமர்வு, வடமேல் மாகாண முகாமைத்துவப் பயிற்சி நிறுவனம், வாரியப்பொல - 2013.05.15/16

Workshop Conducted for Parliamentarians staff of Puttalam & Kurunegala Districts– North Western Province Management Training Institute at Wariyapola – 15/16.05.2013



පුත්තලම, කුරුණෑගල දිස්ත්‍රික්ක වල පාර්ලිමේන්තු මන්ත්‍රී කාර්ය මණ්ඩලයට පැවැත්වූ වැඩමුළුව වයඹ පළාත් කළමනාකරණ පුහුණු ආයතනය - වාරියපොල 2013.05.15/16

புத்தளம், குருணாகல் மாவட்டங்களில் பாராளுமன்ற உறுப்பினர்களின் பதவியணிக்கு நடத்தப்பட்ட செயலமர்வு, வடமேல் மாகாண முகாமைத்துவப் பயிற்சி நிறுவனம், வாரியப்போல - 2013.05.15/16

Workshop Conducted for Parliamentarians staff of Puttalam & Kurunegala Districts- North Western Province Management Training Institute at Wariyapola - 15/16.05.2013



අනුරාධපුර, පොළොන්නරුව, බදුල්ල, කළුතර දිස්ත්‍රික්ක වල හා පෙර වැඩසටහන් වලට සහභාගී නොවුණු රියදුරන් සඳහා පුහුණු වැඩමුළුව - ඉදිකිරීම් හා යන්ත්‍රෝපකරණ පුහුණු ආයතනය පැවැත්වූ 2013.06.18

அனுராதபுரம், பொலன்னறுவை, பதுளை, களுத்துறை மாவட்டங்களின் மற்றும் முன்னைய நிகழ்ச்சித்தித் திட்டங்களில் கலந்துகொள்ளாத சாரதிகளுக்கான பயிற்சிச் செயலமர்வு - நிர்மாணிப்பு, இயந்திர உபகரணங்கள் பயிற்சி நிறுவனம், பெலவத்தை - 2013.06.18

Workshop Conducted for Drivers of Anuradhapura, Polonnaruwa, Badulla & Kalutara Districts and for Who did not Attend Previous programmes - Training Institute of Construction and Machinery at Pelawatta - 18.06.2013



රත්නපුර, කෑගල්ල දිස්ත්‍රික්ක වල ප්‍රාදේශීය ලේකම්වරුන් සඳහා පාර්ලිමේන්තු කාරක සභා අණපනත් වැඩිමුළුව - සී/ස
රත්නපුර දිස්ත්‍රික් සමුපකාර ග්‍රාමීය බැංකු සංගම් ශ්‍රවණාගාරය, නව නගරය රත්නපුර - 2013.09.24

இரத்தினபுரி, கேகாலை மாவட்டங்களின் பிரதேச செயலாளர்களுக்கான பாராளுமன்றக் குழுக்கள் மற்றும் கட்டளைச் சட்டங்கள் பற்றிய செயலம்வு - வ.ப இரத்தினபுரி மாவட்ட கூட்டுறவு கிராமிய வங்கிச் சங்க கேட்போர்கூடம், புதிய நகரம் இரத்தினபுரி - 2013.09.24

Workshop on Parliamentary Committee Enactments for Divisional secretaries of Rathnapura & Kagalle Districts at the Auditorium of the Rathnapura District Cooperative Rural Bank Society Ltd. – 24.09.2013



යහපාලනය ගුන්ටියේ දෙමළ භාෂා පරිවර්තනය එළි දැක්වීම - ත්‍රිකුණාමලය දිස්ත්‍රික් ලේකම් කාර්යාල
 ශ්‍රවණාගාරය - 2013.12.04

நல்லாட்சி பற்றிய நூல் தமிழ் மொழிபெயர்ப்பு வெளியீடு - திருகோணமலை மாவட்ட செயலகம்
 கேட்போர்கூடம் - 2013.12.04

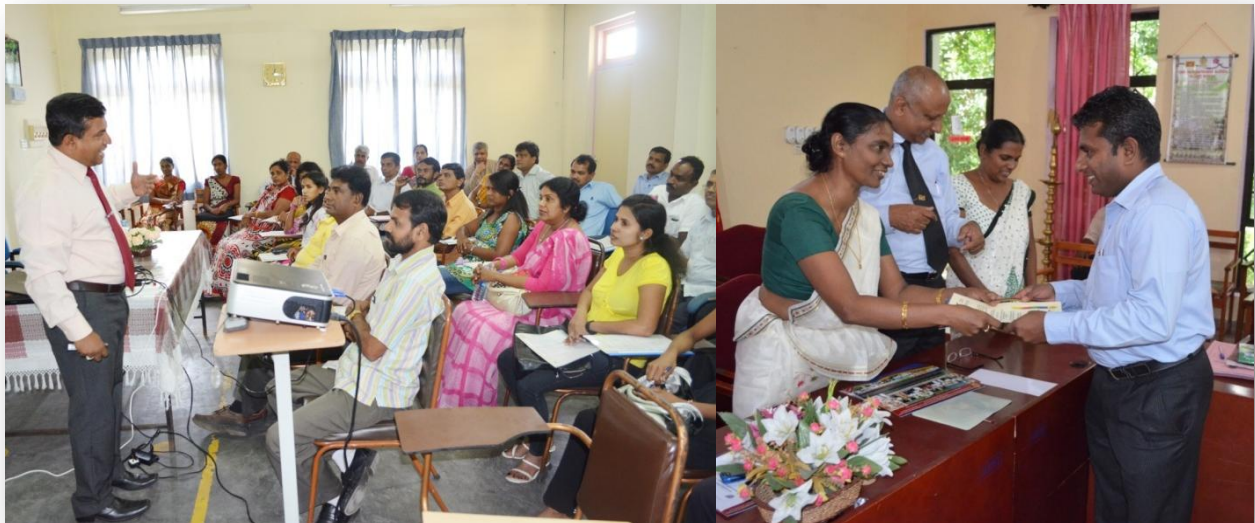
Launching the Good Governance Book "Tamil Version" - at the Auditorium of the District secretariat
 office, Trincomalee



ත්‍රිකුණාමලය, දිගාමඩුල්ල, මඩකලපුව දිස්ත්‍රික්ක වල පාර්ලිමේන්තු මන්ත්‍රී කාර්ය මණ්ඩලය සඳහා පැවැත්වූ වැඩමුළුව
- කළමනාකරණ සංවර්ධන පුහුණු දෙපාර්තමේන්තුව - උප්පුවේලි, ත්‍රිකුණාමලය - 2013.12.04 /05

திருகோணமலை, திகாமடுல்ல, மட்டக்களப்பு மாவட்ட பாராளுமன்ற உறுப்பினர்களின் பதவியணிக்காக நடத்தப்பட்ட செயலமர்வு - முகாமைத்துவ அபிவிருத்திப் பயிற்சித் திணைக்களம் - உப்புவேலி, திருகோணமலை - 2013.12.04.:05

Workshop Conducted for Parliamentarians staff of Trincomalee, Digamadulla & Batticaloa Districts–
Management Training Institute at Uppuweli, Trincomalee – 04/05.12.2013



ප්‍රත්නලම, කුරුණෑගල දිස්ත්‍රික්ක වල පාර්ලිමේන්තු මන්ත්‍රී කාර්ය මණ්ඩල සඳහා පැවැත්වූ වැඩමුළුව - වයඹ පළාත් කළමනාකරණ ප්‍රගුණ ආයතනය, වාරියපොල - 2013.05.15/16

புத்தளம், குருணாகல் மாவட்ட பாராளுமன்ற உறுப்பினர்களின் பதவியணிக்காக நடத்தப்பட்ட செயலமர்வு - வடமேல் மாகாண முகாமைத்துவப் பயிற்சி நிறுவனம், வாரியபொல - 2013.05.15.:16

Workshop Conducted for Parliamentarians staff of Puttalam & Kurunegala Districts- North Western Province
Management Training Institute at Wariyapola – 15/16.05.2013