



Office of the Cabinet of Ministers

Performance Report

2011

CONTENTS

1. INTRODUCTION

1.1	Vision	1
1.2	Mission	1
1.3	Objectives	1
1.4	Activities	1

2. OFFICE OF THE CABINET OF MINISTERS AND ITS FUNCTIONS

2.1	Functions pertaining to the Meetings of the Cabinet of Ministers	3
2.2	Functions pertaining to the Cabinet Sub-Committees	4
2.3	Functions pertaining to Officials' Committees appointed by the Cabinet of Ministers	4
2.4	Special Duties entrusted by His Excellency the President or the Cabinet of Ministers	5
2.5	Issuance of Guidelines relating to the preparation of Cabinet Memoranda	5
2.6	Follow up action pertaining to the implementation of Cabinet Decisions	5
2.7	Close coordination with Ministries and other State Institutions	5

3. ORGANIZATIONAL STRUCTURE OF THE OFFICE OF THE CABINET OF MINISTERS

3.1	Memoranda Unit	6
3.2	Minutes Preparation and Translation Unit	6
3.3	Computer Unit	6

3.4	Establishments and Logistics Unit	7
3.5	Accounts Unit	7
4.	PERFORMANCE OF THE OFFICE OF THE CABINET OF MINISTERS DURING THE YEAR 2011	8
4.1	Functions relating to the Meetings of the Cabinet of Ministers	8
4.2	Matters related to the Cabinet Sub-Committee on Establishment Matters	8
4.3	Duties pertaining to the Officials' Committees appointed by the Cabinet	14
4.4	Special duties assigned by H.E. the President or the Cabinet of Ministers	14
4.5	Issuance of Guidelines to Ministries on the preparation of Cabinet Memoranda	17
4.6	Renovations in the Cabinet Office	17
5.	THE UNIQUENESS OF THE FUNCTION OF THE OFFICE OF THE CABINET OF MINISTERS	18
6.	FINANCIAL REVIEW	19
6.1	Estimates	19
6.2	Loan Advances to Officers	19
6.3	Purchase of Furniture and Office Equipment	20
6.4	Presentation of Annual Accounts	20
6.5	Conduct of Annual Board of Survey	20
6.6	Audit Queries	20

ANNEXES

- Annex 1 Cabinet Memoranda submitted to the Cabinet Office by the relevant Ministries in year 2011
- Annex 2 Guidelines on Submission on Memoranda to the Cabinet of Ministers
- Annex 3 Staff of the Office of the Cabinet of Ministers as at 2011-12-31
- Annex 4 Appropriation Account - 2011
- Annex 5 Statement of Reconciliation - Advances to Public Officers Account B - 2011

OFFICE OF THE CABINET OF MINISTERS

1. INTRODUCTION

1.1 Vision

To be the most reliable agency assisting the Executive.

1.2 Mission

To provide all support services efficiently to the decision making process of the Cabinet of Ministers in fulfilling duties pertaining to the direction and control of the Government of the Republic, vested with the Cabinet of Ministers in terms of Sub-Article 43(1) of the Constitution.

1.3 Objectives

Assisting diligently and expeditiously the Cabinet of Ministers in decision making and its Sub-Committees in making recommendations.

1.4 Activities

- (i) Issuing instructions to Ministries on the preparation of Cabinet Memoranda and guiding the Secretaries to the Ministries and Senior Officials, and providing clarifications to them in this regard.
- (ii) Conducting in-depth studies relating to the legal and policy aspects of Cabinet Memoranda received and making submissions to the Cabinet of Ministers and Cabinet Sub-Committees, to facilitate coherent and knowledgeable decision making on such Memoranda in the discharge of functions vested with the Cabinet of Ministers with regard to policy formulation and direction and control of the Government of the Republic.
- (iii) Referring Cabinet Memoranda to the relevant Ministers for their observations.
- (iv) Listing Cabinet Memoranda after perusal, on the Agenda of Meetings of the Cabinet of Ministers.

- (v) Submitting Cabinet Memoranda together with the relevant observations, to the Cabinet of Ministers and Cabinet Sub-Committees, for consideration.
- (vi) Preparation of Minutes of the Meetings of the Cabinet of Ministers, and Cabinet Sub-Committees in all three languages and referring such Minutes to the Hon. Ministers, Secretaries to the relevant Ministries and to the other authorities.
- (vii) Providing all necessary services to the Meetings of the Cabinet of Ministers and Cabinet Sub-Committees.
- (viii) Conveying decisions taken by the Cabinet of Ministers to the relevant Ministries.
- (ix) Monitoring the implementation of important Cabinet decisions.
- (x) Attending to any other matters on the directives of His Excellency the President or the Cabinet of Ministers.

2. OFFICE OF THE CABINET OF MINISTERS AND ITS FUNCTIONS

Office of the Cabinet of Ministers has been established to provide support services to the Cabinet of Ministers and to the Cabinet Sub-Committees in the execution of functions vested in the Cabinet of Ministers under the Constitution to direct and control the Government of the Republic. The Secretary to the Cabinet of Ministers appointed by His Excellency the President in terms of Article 51 of Chapter VIII of the Constitution, functions as the Head of the Office of the Cabinet of Ministers. The responsibility of this office is to assist the Secretary to the Cabinet of Ministers in discharging the functions and duties entrusted to him by His Excellency the President or the Cabinet of Ministers, under the direction of His Excellency the President.

Accordingly, the functions of the Office of the Cabinet of Ministers are mainly as follows:

2.1 Functions pertaining to the Meetings of the Cabinet of

Ministers:

Cabinet Memoranda, Reports of Cabinet Sub-Committees, Annual Performance Reports of Ministries and Departments and Annual Reports and Accounts of State Corporations and Statutory Boards, sent to this Office by the respective Ministries to be submitted to the Cabinet of Ministers, are accepted by this Office, after perusal to see whether they have been submitted in keeping with the guidelines issued by His Excellency the President and with the instructions issued for the purpose by the Office of the Cabinet of Ministers. Each Cabinet Memorandum so received is allocated an identification number and is registered in the Office of the Cabinet of Ministers under that number. The registered Cabinet Memoranda are then referred to the relevant Hon. Ministers for their observations.

Normally, the Agenda for the next weekly Meeting of the Cabinet of Ministers is finalized by Friday and the Agenda, Draft Minutes of the previous Cabinet Meeting and the batch of Cabinet Memoranda scheduled for the next Cabinet Meeting are delivered to the Hon. Ministers on Friday evening or the following Monday morning.

After submission of the Memoranda scheduled to be taken up at the next Meeting to the Hon. Ministers, a Supplementary Agenda, containing Memoranda which are urgent in the national interest and which are to be considered immediately by the Cabinet of Ministers under special circumstances, on the direction of His Excellency the President, is prepared and submitted to the Cabinet of Ministers at the time of the Cabinet Meeting. Cabinet Memoranda on urgent matters and under special circumstances are tabled by the relevant Hon. Minister in charge of a subject, with the permission of His Excellency the President, during the Cabinet Meeting. Conducting in-depth studies relating to the legal and policy aspects of Cabinet Memoranda received and making submissions to the Cabinet of Ministers and Cabinet Sub-Committees, to facilitate coherent and knowledgeable decision making on such Memoranda, is one of the important functions of the Office of the Cabinet of Ministers.

After the Cabinet Meeting, a Report containing Cabinet Decisions of public importance is prepared in Cabinet Office on the same day itself and is immediately sent to the Hon. Minister in charge of the subject of Mass Media and Information, to be released to the media. Preparation of Minutes of the Meetings of the Cabinet of Ministers

incorporating all decisions taken at the Cabinet meeting commences on Wednesday night itself and in the course of the following two days, the Minutes are finalized in all three languages and sent to the Hon. Ministers together with the Agenda of the next Cabinet Meeting and relevant Memoranda.

After deliberations at the Cabinet Meeting on the Cabinet Memoranda submitted by the respective Ministries, draft Cabinet decisions pertaining to matters on which urgent action has to be taken are identified by the Cabinet Office and are sent expeditiously by Fax to the relevant Ministries. Decisions of the previous Cabinet Meeting, after confirmation by the Cabinet of Ministers at the Meeting following, are prepared by the Cabinet Office in all three languages and are sent to the relevant implementing Ministries and other State Institutions, for necessary action.

2.2 Functions pertaining to the Cabinet Sub-Committees:

Cabinet Sub-Committees consisting of Hon. Ministers of the Cabinet as relevant, have been established to conduct in-depth studies, in the first instance, on the relevant subject areas relating to Cabinet Memoranda submitted by Hon. Ministers for consideration by the Cabinet, with the assistance of Senior Public Officials co-opted for the purpose as found necessary, and to submit their recommendations to the Cabinet; and the following Sub-Committees so established, functioned during the year 2011:

- (a) Cabinet Sub-Committee on Establishment Matters;
- (b) Cabinet Sub-Committee on Constitutional Affairs;
- (c) Cabinet Sub-Committee on Power and Energy; and
- (d) Cabinet Sub-Committee consisting of Senior Ministers to examine Private Members' Bills and submit recommendations to the Cabinet.

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

Coordinating activities with the Officials' Committees appointed to conduct further studies and make recommendations on Cabinet Memoranda submitted to the Cabinet; and submission of such reports to the Cabinet on receipt on the due dates, are responsibilities entrusted with the Cabinet Office.

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

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

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

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

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

With the view to ensuring the implementation of decisions taken by the Cabinet of Ministers based on the Memoranda submitted by Ministries, as stipulated in such decisions and within the given time frame and also to bring to the notice of the Cabinet of Ministers of any issues arising in the implementation of such decisions, follow up action is taken by the Cabinet Office on the implementation of Cabinet decisions.

2.7 Close coordination with Ministries and other State Institutions:

Office of the Cabinet of Ministers maintains close coordination with all Ministries and other State Institutions as well as with the Public Service Commission, National Salaries and Cadre Commission, Department of the Hon. Attorney General, on matters pertaining to the functions of the Cabinet of Ministers.

3. ORGANIZATIONAL STRUCTURE OF THE OFFICE OF THE CABINET OF MINISTERS

The organizational structure of the Cabinet Office has been designed in the following manner to discharge the above duties and responsibilities entrusted to it:

3.1 Memoranda Unit:

Preparation of the Agenda and Supplementary Agenda of the Meetings of the Cabinet of Ministers and the Cabinet Sub-Committees on the advice and the guidance of the Secretary to the Cabinet of Ministers, preparation of the batch of Cabinet Memoranda scheduled for weekly Meetings enclosing the draft Minutes of Cabinet Meetings approved by the Secretary to the Cabinet of Ministers for easy perusal by Hon. Ministers, delivery of the File of Documents containing such Agenda, draft Minutes of the previous Meeting, and Cabinet Memoranda scheduled for the next Meeting, to the Hon. Ministers without delay, are functions entrusted to this Unit. Distribution of the confirmed Cabinet decisions to the Secretaries of the respective Ministries and other authorities is also a function entrusted to this Unit.

3.2 Report Preparation and Translation Unit

Preparation of the Minutes of the Meetings of the Cabinet of Ministers and the Sub-Committees and the relevant decisions pertaining to such Meetings and all other Reports submitted to the Cabinet of Ministers and the Sub-Committees, in all three languages (Sinhala, Tamil and English), in keeping with the trilingual policy of the Government, is done by this Unit under the direct and close supervision of the Secretary to the Cabinet of Ministers.

3.3 Computer Unit

Minutes of the Meetings of the Cabinet of Ministers and the Sub-Committees and other Reports and Documents submitted to the Cabinet of Ministers and the Sub-Committees, are computerized in all three languages in this Unit. Cabinet decisions which are of public importance are fed to the website by this Unit.

3.4 Establishments and Logistics Unit:

The Establishments and Logistics Unit functions as the unit which provides all ancillary services and facilities for the efficient and formal functioning of the Cabinet Office. This Unit is also entrusted with the functions such as creation of posts in the cadre, obtaining suitable officers for relevant posts from the Ministry of Public Administration, assigning officers for training purposes etc. Matters pertaining to promotions of officers of the staff of this office and all establishment and administrative matters relating to personal files of officers of the staff of the Cabinet Office are also being dealt with by this Unit. Further, this Unit is entrusted with the provision of transport facilities, postal and welfare services necessary for the efficient execution of functions of this office.

3.5 Accounts Unit

This Unit is entrusted with the functions relating to operation of accounts activities, payment of salaries and allowances to the staff and matters incidental thereto, and preparation of estimates of expenditure and all preliminary activities relevant to audit queries, under the direct supervision of the Secretary to the Cabinet of Ministers.

4. PERFORMANCE OF THE OFFICE OF THE CABINET OF MINISTERS DURING THE YEAR 2011

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

41 Cabinet Meetings were held during 2011 and 2408 Cabinet Memoranda submitted by various Ministries were taken up for consideration at these Meetings. The number of Cabinet Memoranda submitted to the Cabinet by the respective Ministries in 2011 are indicated in Annex I. The Office of the Cabinet of Ministers had taken action to obtain observations from Ministries concerned on Memoranda received and to extensively study those Memoranda in order to make submissions at the Meetings of the Cabinet on legal and policy background of such Memoranda and implications of the proposals contained therein.

The Cabinet decisions relating to the 2408 Cabinet Memoranda taken up for consideration by the Cabinet were prepared by the Cabinet Office in all three languages and sent to the Hon. Ministers, relevant Ministries responsible for the implementation of such decisions and other relevant Institutions.

4.2 Matters related to the Cabinet Sub-Committees:

(a) Cabinet Sub-Committee on Establishment Matters

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

- (i) In terms of Sub-Article 55(1) of the Constitution, to make all policy decisions pertaining to the Public Service;
- (ii) In terms of Sub-Article 55(2) of the Constitution, to appoint Heads of Departments and to execute all establishment functions pertaining thereto;

The Cabinet Sub-Committee on Establishment Matters consisting of the following Senior Ministers and Ministers functioned during the year 2011 to conduct in-depth studies on the Memoranda and to make recommendations to the Cabinet for the facilitation of most appropriate decision making when executing these functions.

- (i) Hon. Ratnasiri Wickramanayake,
Minister (Senior) for Good Governance and
Infrastructure (Chairman);
- (ii) Hon. D.E.W. Gunasekara,
Minister (Senior) for Human Resources;
- (iii) Hon. Athauda Seneviratne,
Minister (Senior) for Rural Affairs;
- (iv) Hon. Nimal Siripala de Silva,
Minister of Irrigation and Water Resources
Management;
- (v) Hon. Maithripala Sirisena,
Minister of Health;
- (vi) Hon. A.L.M. Athaullah ,
Minister of Local Government and Provincial Councils;
- (vii) Hon. Rauff Hakeem,
Minister of Justice;
- (viii) Hon. W.D. J. Seneviratne,
Minister of Public Administration and Home Affairs;
- (ix) Hon. Bandula Gunawardena,
Minister of Education;
- (x) Hon. Janaka Bandara Tennakoon,
Minister of Lands and Land Development; and
- (xi) Hon. Chandrasiri Gajadeera,
Minister of Rehabilitation and Prison Reforms.

Various Ministries had submitted 1042 Cabinet Memoranda in 2011, which fell under the purview of the Cabinet Sub-Committee on Establishment Matters and having considered all such Memoranda, actions have been taken to submit the recommendations of the Cabinet Sub-Committee to the Cabinet. A Committee comprised of the Director General of Establishments, Director General of Combined Services and Senior Officers of the Ministry of Finance and Planning, headed by the Secretary to the Cabinet, assisted the Cabinet Sub-Committee in this regard. Action has also been taken to obtain the recommendations of the National Salaries and Cadre Commission where necessary and the Cabinet, having considered the recommendations submitted by the Cabinet

Sub-Committee, has given its decisions with regard to 959 Cabinet Memoranda and the Cabinet Office has conveyed the said decisions to the relevant Ministries and other Institutions for implementation.

In addition, the Cabinet Sub-Committee on Establishment Matters was entrusted with the tasks of making recommendations to the Cabinet on matters pertaining to the appointment of all Head of Departments in terms of Sub-Article 55(3) of the Constitution and all Policy Matters pertaining to Public Officers in terms of Sub-Article 55(4) of the 17th Amendment to the Constitution, which had to be dealt with by the Cabinet of Ministers.

After the expiry of the term of the office of the then Public Service Commission (PSC) and the National Police Commission, the Cabinet at its Meeting held on 6th May 2009 had decided to deal with the functions of the said Commissions as a temporary interim measure in order to ensure the smooth functioning of Public Service and the Cabinet Sub-Committee had also been assigned with the task of submitting its recommendations to the Cabinet, after considering the matters related to the work of the above Commissions, in 2011.

Accordingly, as per Sub-Article 55(1) of the 17th Amendment to the Constitution, the Cabinet of Ministers also had to deal with the functions relating to the appointment, promotion, transfer, disciplinary control and dismissal of Public Officers in 2011, hitherto a task carried out by the PSC. Even though the 18th Amendment to the Constitution was passed by Parliament on 2010-09-09, the above functions were dealt with by the Cabinet of Ministers, based on the recommendations of the Cabinet Sub-Committee on Establishment Matters until the PSC was re-established on 2011-05-13.

Of the 1042 Cabinet Memoranda submitted to the Cabinet Sub-Committee on Establishment Matters, in the year 2011, the Memoranda received to be dealt with by the Cabinet as per the Constitution and the Memoranda on Establishment Matters received to be dealt with by the Cabinet due to expiry of the term of the office of the PSC can be analyzed as follows:

The analysis of proposals received to be dealt with by the Cabinet in 2011 due to the expiry of the term of office of the PSC, as per the provisions of the Constitution

Period	No. of Cabinet Meetings	No. of Cabinet Sub-Committee Meetings	No. of proposals received to be dealt with by the Cabinet as per the Constitution	No. of proposals on which the Cabinet has taken decisions as per the Constitution	No. of proposals forwarded to the Cabinet due to the expiry of the term of Office of the PSC	No. of proposals on which the Cabinet has taken decisions from among those forwarded to the Cabinet due to the expiry of the term of Office of the PSC
From 2011-01-01 To 2011-05-12	15	13	132	124	578	503
From 2011-05-13 To 2012-12-31 (after establishment of the PSC)	26	18	332	332	-	-
Total	41	31	464	456	578	503

The number of Memoranda submitted to the Cabinet Sub-Committee on Establishment Matters - $464+578 = 1,042$

The number of proposals approved after they were recommended to the Cabinet - $456+503 = 959$

(b) The Cabinet Sub-Committee on Legislation

The Cabinet appointed a Cabinet Sub-Committee consisting of the following Hon. Ministers to examine and to study in depth and submit its recommendations on all Bills to be presented in Parliament with the approval of the Cabinet of Ministers, for the enactment of new laws or for amending existing laws:

- (i) Hon. A.D. Susil Premajayantha,
Minister of Petroleum Industries - (Chairman);
- (ii) Hon. (Dr.) Sarath Amunugama,
Minister (Senior) for International Monetary Co-operation;
- (iii) Hon. Dinesh Gunawardena,
Minister of Water Supply and Drainage;

- (iv) Hon. Rauff Hakeem,
Minister of Justice;
- (v) Hon. Basil Rajapaksa,
Minister of Economic Development;
- (vi) Hon. Wasudeva Nanayakkara,
Minister of National Languages and Social Integration;
- (vii) Hon. W.D. J. Seneviratne,
Minister of Public Administration and Home Affairs;
- (viii) Hon. (Mrs.) Pavithra Wanniarahchi,
Minister of Technology and Research;
- (ix) Hon. Anura Priyadharshana Yapa,
Minister of Environment; and
- (x) Hon. Dilan Perera,
Minister of Foreign Employment Promotion and Welfare.

An Officials' Committee to assist the said Sub-Committee, consisting of the Secretary, Ministry of Justice and representatives of relevant Ministries was also appointed by the Cabinet in 2011.

During the course of 2011, ten (10) Cabinet Memoranda had been referred to the Cabinet Sub-Committee on Legislation and recommendations were submitted on four (04) of the said Memoranda. Thereafter, such recommendations were submitted to the Cabinet and the relevant decisions were duly conveyed to the relevant Ministries for implementation.

(c) **The Cabinet Sub-Committee on Power and Energy**

On 27th July 2011, a Cabinet Sub-Committee consisting of the following Hon. Ministers was appointed by the Cabinet to oversee the operation of the Policy on Power and Energy and the procurement and distribution of petroleum products:

- (i) Hon. A.H.M. Fowzie - (Chairman),
Minister (Senior) for Urban Affairs;
- (ii) Hon. A.D. Susil Premajayantha,
Minister of Petroleum Industries;
- (iii) Hon. Patali Champika Ranawaka,
Minister of Power and Energy;

- (iv) Hon. W.D. J. Seneviratne,
Minister of Public Administration and Home Affairs;
and
- (v) Hon. Dilan Perera,
Minister of Foreign Employment Promotion and Welfare.

This Sub-Committee was assisted by the Secretary, Ministry of Finance and Planning or his representative, the Co-CEO of Secretariat for Senior Ministers, Secretary, Ministry of Petroleum Industries, Secretary, Ministry of Power and Energy, Chairman, Ceylon Electricity Board and the General Manager of the Ceylon Petroleum Corporation. In 2011, twenty two (22) recommendations were submitted to the Cabinet by this Sub-Committee and thereafter the relevant Cabinet decisions were duly sent to the relevant Ministries and Institutions for implementation.

(d) The Cabinet Sub-Committee of Senior Ministers appointed to examine and make recommendations on Private Members' Bills:

In pursuance of the Cabinet decision dated 2011-06-08 a Cabinet Sub-Committee was appointed under the Chairmanship of Hon. Ratnasiri Wickremanayake, Minister (Senior) for Good Governance and Infrastructure and comprising of all Senior Ministers to examine Bills submitted as Private Members' Bills and make recommendations to the Cabinet thereon.

In 2011, the above Sub-Committee has examined four Bills out of sixteen Private Members' Bills submitted by fifteen Members of Parliament and submitted its recommendations to the Cabinet and thereafter the relevant decisions were duly forwarded to the relevant Ministries and Institutions for implementation.

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

In 2011, the Cabinet has appointed 43 Officials' Committees to examine and submit recommendations on 43 Memoranda submitted by 23 Ministries and reports prepared by the 24 Committees were submitted to the Cabinet and thereafter the Cabinet decisions conveyed to the relevant Ministries and Institutions for implementation.

4.4 Special duties assigned by H.E. the President or the Cabinet of Ministers:

The Secretary to the Cabinet was assigned by the Cabinet of Ministers to further examine the following matters and to make submissions thereon to the Cabinet and the relevant decisions taken by the Cabinet on such recommendations were conveyed to the relevant Ministries and Institutions for implementation:

- (i) Assisting the Cabinet of Ministers to decide the officers to whom certain powers of the PSC should be delegated in terms of Sub-Article 57(1) of the Constitution, consequent to the Eighteenth Amendment to the Constitution, and preparation of recommendations and the draft Gazette Notification in this regard.

In terms of Sub-Article 55(1) of the Constitution as amended by the Eighteenth Amendment, all policy matters, including appointment, promotion, transfer, disciplinary control and dismissal of Public Officers, have to be dealt with by the Cabinet of Ministers. As per the Sub-Article 55(2) of the Constitution, the powers of appointment, promotion, transfer, disciplinary control and dismissal of all Heads of Departments (including District Secretaries) are also vested with the Cabinet of Ministers.

Other than the officers appointed by H.E. the President as per the provisions of the Constitution and the Officers appointed by the Cabinet of Ministers under Sub-Article 55(2) of the Constitution, the powers of appointment, promotion, transfer, disciplinary control and dismissal of all other Public officers, including officers of the Sri Lanka Police Service, are vested

with the PSC, subject to the provisions of the Constitution. Since it is not possible for the PSC to deal with all establishment matters pertaining to Public Officers which fall under its purview, provisions have been made to assign a part of such duties to the Secretaries to Ministries and to the relevant Public Officers, subject to approval by the Cabinet of Ministers. Accordingly, the activities relating to the category of officers to be assigned to a particular officer in terms of Sub-Article 57(1) of the Constitution, should be decided upon by the Cabinet of Ministers. Extensive consultations were carried out with the Administrative Authorities of each Service, Heads of Departments, Public Service Commission and the Director General of Establishments for the purpose and observations made on the proposed delegation of powers. The delegation of powers in this instance was done in such manner that it did not adversely affect the lawful actions taken previously in terms of the above mentioned previous Gazette Notifications and during this process, considerable time had to be devoted by the Secretary to the Cabinet and the staff to peruse the earlier Cabinet decisions, the rules of the PSC, Gazette Notifications and other related Acts and Circular Guidelines. The recommendations so formulated were approved by the Cabinet on 2011-11-16 and published in the Gazette Extraordinary No.1733/52 dated 2011-11-25.

The said assigning of powers was different from those in the Gazette Extraordinary dated 2003-07-02 and in the Gazette Extraordinary dated 2006-06-13, published by the then National Police Commission.

- (ii) Assisting the Officials' Committee appointed for the purpose of studying the National Plan on Protection and Promotion of Human Rights - 2011-2016 and reporting back to the Cabinet and preparation of the amended Draft Plan.

Cabinet observed that the Cabinet Paper on “Sri Lanka National Plan on Protection and Promotion of Human Rights 2011-2016” dated 2011-06-13 by the Minister of Plantation Industries, had been prepared according to a programme initiated in 2009 and that several issues enumerated therein are irrelevant at present and many objectives set out therein have already been achieved / changed and as such, it was assigned to an Officials' Committee to revisit the said Action Plan and

resubmit same with necessary amendments and since the Action Plan had to be submitted to the United Nations Human Rights Commission (UNHRC) Convention in September 2011, the amendments had to be incorporated expeditiously. Accordingly, action was taken to have the amendments to the Action Plan attended to within a short period of time by the said Committee under the initiative of the Secretary to the Cabinet of Ministers, in consultation with Mr. Mohan Peiris, the former Attorney General and presently the Senior Legal Advisor to the Cabinet, the other Members of the Committee and other related officials.

- (iii) Submission of background information pertaining to the Cabinet decision dated 2011-08-17 on CP No.11/1541/558/038 on issues pertaining to filling of vacant posts in the Public Service, transfer policy and re-employment of Public Officers beyond the age of 60 years.

Having observed the requests made in large numbers by various Ministries for the re-employment of Public officers over 60 years of age after their retirement, indicating the difficulties encountered by the relevant institutions in attending to the duties of such officers, action was taken to furnish relevant information to the Cabinet of Ministers, through H.E. the President and accordingly, a policy decision was taken by the Cabinet of Ministers in this regard. Subsequently, in keeping with the said Cabinet decision, action was taken to issue instructions to the Secretaries to the Ministries and Heads of the Departments, to identify their human resource needs in line with the Government's development plans in advance; to maintain vital information of all officers in their institutions enabling them to identify their future human resource needs; and to identify well in advance suitable officers to be appointed to posts falling vacant due to retirement or promotion of officers, to inform their plans of appointing a successor to the post falling vacant due to the retirement of an officer, to the appointing authority at least one (01) year prior to the date of retirement of the relevant officer. Instructions were also issued to have the relevant Service Minutes and the Schemes of Recruitment of various posts for which approval has not been obtained, to be prepared expeditiously in terms of PA Circular No.06/2006 and approval of the PSC obtained.

4.5 Issuance of Guidelines to Ministries on the preparation of Cabinet Memoranda and other various Reports to be submitted to the Cabinet:

It is the responsibility of the Office of the Cabinet of Ministers to issue guidelines and instructions from time to time on the preparation of Memoranda and various other reports submitted to the Cabinet.

Guidelines, with the approval of the Cabinet of Ministers and under the hand of H.E. the President, indicating the manner in which Cabinet Memoranda should be prepared, giving the matter for which approval is sought, the legal and policy background of same and alternate proposals, if any, were issued on 2011-06-10 to all Members of the Cabinet. This would ensure the adoption of a common format for the submission of Memoranda to the Cabinet of Ministers. A copy of the said Guidelines is attached as Annex 2.

4.6 Renovations to a section of the Cabinet Office building hitherto unused, for the use of the office staff:

The special duties assigned from time to time to the Office of the Cabinet of Ministers, in addition to its normal duties, demanded the expansion of the staff for the efficient execution of such duties. However, accommodating the increased staff posed a problem and since office space for the purpose could not be obtained from the Ministry of External Affairs as expected, an alternative had to be pursued. Accordingly, it was decided to utilize the available space in the basement of the Cabinet Office building which had not been used for over many years, for the purpose.

The said space which is approximately 2,400 Sq. feet in extent and below the ground level, had not been used for any purpose other than to dump waste. Renovations and refurbishments to the said space for the use of the office staff was assigned to the 7th Engineers Regiment of the Sri Lanka Army. Accordingly, the said Regiment inaugurated these renovations on 2011-04-01 and was able to complete the entire renovation work within a very short period of 04 months, enabling to utilize the said section for the use of the office.

The Office of the Cabinet of Ministers provided building materials and other equipment worth approximately Rs.07 million and the 7th Engineers Regiment of SL Army provided the labour for the purpose free of charge.

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

The Cabinet Office, in the execution of duties entrusted to it, has to act on most occasions deviating from the normal practices of other public institutions due to the uniqueness of its functions. The time duration between two (02) Cabinet Meetings is merely a week and therefore the staff of the Cabinet Office is required to fulfill a host of duties which cannot be postponed, such as, preparation of the Minutes of the previous Meeting in all three languages, studying the contents of the Cabinet Memoranda intended to be included in the Agenda for the next Meeting and collecting additional data thereon including particulars of previous Cabinet decisions, if any, made in that regard, inviting observations from Hon. Ministers in-charge of the Ministries concerned on the contents of such Memoranda, within this very short period of time. It is the responsibility of the staff of the Cabinet Office to maintain strict confidentiality in the duties they perform. More over, the staff is compelled to work until late hours of the day, outside normal working hours applicable to the other Public Institutions, and also at week-ends and on public holidays. Under the circumstances, when recruiting the staff to the Office of the Cabinet of Ministers, a skilled group of officers have been specially selected to meet the needs of this office, and particulars of the officers engaged in service at the Cabinet Office during the year 2011 are given in Annex 03. Particularly in the area of translations where there is an acute shortage of experienced translators in the Public Service, the services of two retired officers had to be obtained for a further period of time.

6. FINANCIAL REVIEW

6.1 Estimates

The total allocation and the recurrent and capital expenditure of the Office of the Cabinet of Ministers for the year 2011 are as follows:

Nature of Expenditure Rs.	Total Allocation Rs.	Actual Expenditure Rs.	Progress %	Balance Rs.	Percentage of Balance %
Recurrent	49,035,000	46,116,994	94	2,918,006	6
Capital	16,285,000	12,739,806	78	3,545,194	22
Total	65,320,000	58,856,800	90	6,463,200	10

The financial progress of the Recurrent Expenditure of the Office of the Cabinet of Ministers has been 94%, with an under-utilization of 6% which has been due to the Conference of Secretaries to the Cabinet of Ministers in the SAARC Region not being held as expected and also due to the non-receipt of suitable foreign training programmes for the officers of the Office of the Cabinet of Ministers. This saving of 6% also includes savings of financial provision due to the Cabinet Meetings earmarked to be held at District level in the outstations, not being held.

The savings of over 22% in the Capital Expenditure has been due to the savings on the estimated expenditure on labour costs relating to the renovation work of the building in which the office of the Cabinet of Ministers located, since the Engineering Regiment of the Sri Lanka Army was employed free of charge for the work with the concurrence of the Ministry of Defence and also due to the office being able to purchase a multipurpose photocopier at a lower competitive price than the market price which prevailed.

6.2 Loan Advances to Officers:

A sum of Rs.1,736,101/- has been granted as loan advances under Advance B Account to the officers in the Office during the year 2011. A revision to the limits of the Advance Account during the year under review paved greater opportunities for the officers to obtain loan advances. Loans granted during the year were as follows:

Loan Category	Number of Officers	Loan Amount Rs.
Distress	24	1,322,701
Bicycle	02	12,000
Festival Advance	50	250,000
Special Advance	32	80,000
Special Loan (Floods)	01	71,400
Total Loan Amount granted		1,736,101

6.3 Purchase of Furniture and Office Equipment:

Routine duties of the Office of the Cabinet of Ministers demand photocopying of a large number of documents and actions were taken during the year under review to purchase a state of the art photocopying machine with the latest technology, to produce a large number of copies within a short period of time, in place of low capacity old photocopying machines that were available at the office. This new photocopying machine is deployed in the Memoranda Unit. Replacing the obsolete stock of furniture, equipment and computers, new furniture, equipment and computers worth Rs.2 million were purchased.

6.4 Presentation of Annual Accounts:

The Annual Appropriation Account (Annex 4) and Advance B Account (Annex 5) required to be presented by the Office of the Cabinet of Ministers for the year 2011, have already been forwarded to the Auditor General.

6.5 Conduct of Annual Board of Surveys:

Annual Board of Survey pertaining to the year 2011 has already been finalized and the Report has been forwarded to the Auditor General.

6.6 Audit Queries:

Actions were taken to submit all explanations for the audit queries pertaining to the year 2011 to the Auditor General.

Cabinet Memoranda submitted to the Cabinet Office by the relevant Ministries in year 2011

MINISTRY	The number assigned to each Ministry by the Cabinet Office	Number of Memoranda received
H.E. the President	501	32
Hon. Prime Minister	502	10
Ministry of Defence	503	133
Ministry of Finance and Planning	504	205
Ministry of Ports and Highways	505	67
Ministry of Buddha Sasana	506	19
Senior Ministers' Secretariat	507	42
Ministry of Irrigation	508	48
Ministry of Health	509	178
Ministry of Petroleum Industries	510	35
Ministry of Livestock and Rural Community Development	511	36
Ministry of Water Supply and Drainage	512	53
Ministry of Traditional Industries and Small Enterprise Development	513	23
Ministry of Local Government and Provincial Councils	514	56
Ministry of Industry and Commerce	515	43
Ministry of Power and Energy	516	61
Ministry of Construction, Engineering Services, Housing and Public Utilities	517	56
Ministry of Justice	518	30
Ministry of Economic Development	519	43
Ministry of National Languages and Social Integration	520	14
Ministry of Higher Education	521	61
Ministry of External Affairs	522	64
Ministry of Public Administration and Home Affairs	523	156
Ministry of Parliament Affairs	524	05
Ministry of Postal Services	525	36
Ministry of Technology and Research	526	23
Ministry of Environment	527	32
Ministry of Child Development and Women's Affairs	528	05
Ministry of Labour and Labour Relations	529	27
Ministry of Education	530	78
Ministry of Plantation Industries	531	25
Ministry of Fisheries and Aquatic Resources Development	532	39
Ministry of Land and Lands Development	533	33

Ministry of Social Services	534	24
Ministry of Private Transport Services	535	10
Ministry of Agriculture	536	53
Ministry of Mass Media and Information	537	30
Ministry of Transport	538	79
Ministry of Youth Affairs and Skills Development	539	38
Ministry of Co-operatives and Internal Trade	540	38
Ministry of Rehabilitation and Prison Reforms	541	23
Ministry of Indigenous Medicine	542	19
Ministry of Minor Export Crop Promotion	543	14
Ministry of Foreign Employment Promotion and Welfare	544	05
Ministry of Civil Aviation	545	21
Ministry of Coconut Development and Janatha Estate Development	546	08
Ministry of Culture and the Arts	547	29
Ministry of Disaster Management	548	18
Ministry of Agrarian Services and Wildlife	549	36
Ministry of Resettlement	550	15
Ministry of Public Relations and Public Affairs	551	02
Ministry of Sports	552	25
Ministry of State Resources and Enterprise Development	553	45
Ministry of Telecommunication and Information Technology	554	04
Ministry of National Heritage	555	21
Ministry of Productivity Promotion	556	11
Ministry of Public Management Reforms	557	10
Secretary to the Cabinet of Ministers	558	60
Provincial Councils	559	02
Total		2408

ෆැක්ස් අංකය } 2323730
தொலைநகல் } 2389151
Fax No. }

ඊ-මේල් } info@cabinetoffice.gov.lk
மின்னஞ்சல் }
E-mail }



Annex 2

වෙබ් අඩවිය } www.CabinetOffice.gov.lk
வெப் தளம் }
Web Site }

අමාත්‍ය මණ්ඩල කාර්යාලය
அமைச்சரவை அலுவலகம்
OFFICE OF THE CABINET OF MINISTERS

ජනරජ විතුරුසූය, ශ්‍රීමත් බාරොන් ජයතිලක මාවත,
කොළඹ 01.

சுழியரசுச் சதுக்கம், சேர் பாரோன் ஜயதிலக்க
மாவத்தை, கொழும்பு 01. இலங்கை.

Republic Square, Sir Baron Jayathilaka,
Mawatha, Colombo 01. Sri Lanka.

මගේ අංකය } 11/1288/558/031
எனது இல. }
My No. }

ඔබේ අංකය }
உமது இல. }
Your No. }

දිනය }
திகதி }
Date }

Hon. Prime Minister,
Hon. Senior Ministers,
Hon. Ministers.

***Guidelines on Submission of Memoranda to the
Cabinet of Ministers***

I wish to re-issue the Guidelines on the above subject issued by me on 05th May 2010 in the following manner, with the inclusion of certain amendments, to ensure that Cabinet Memoranda are prepared for submission to the Cabinet of Ministers in a more appropriate manner.

01. Matters for which approval of the Cabinet of Ministers should be sought:

Approval of the Cabinet of Ministers should be sought only for important decisions to be taken on behalf of the Government, excluding those subjects which have been vested in other authorities/institutions either under the Constitution or any written law or administrative regulations. Accordingly, subjects which mainly require Cabinet approval are as follows:

- (i) Important policy matters other than those for which approval of the Cabinet of Ministers has already been received by virtue of the inclusion in the Budget Speech or by inclusion in a Cabinet Memorandum.
- (ii) Programmes and Projects prepared by the relevant Ministries for implementation of the proposals approved as a policy, as referred to in (i) above.
- (iii) Approval to instruct the Legal Draftsman to prepare fresh legislation or amending legislation for an existing Act as the first stage and thereafter, seek approval to publish the draft Bill so prepared in the Gazette and to present same in Parliament.

ලේකම් } 2329620
செயலாளர் }
Secretary }

අතිරේක ලේකම් } 2325279
மேலதிகச் செயலாளர் } 2329621
Additional Secretary }

පරිපාලන නිලධාරී } 3136199
நிருவாக உத்தியோகத்தர் }
Administrative Officer }

- (iv) Orders and notifications made by the relevant Minister in-charge of the subject, on powers vested in him under relevant Acts, to be presented in Parliament for approval.
- (v) All Agreements and Memoranda of Understanding (MOU) to be signed with foreign Governments/International Organizations, on behalf of the Government.
- (vi) Award of Tenders exceeding the value limits specified in Section 2.14.1 of the 6th Supplement dated 05.10.2006 to the Procurement Guidelines issued by the then National Procurement Agency.
- (vii) Appointment of Cabinet Appointed Negotiating Committees (CANCC) in terms of Guideline 232 in Part II of the Government Tender Procedure issued by the Ministry of Finance and Planning.
- (viii) Request for authority under exceptional circumstances in the national interest, to deviate from the provisions of the Financial Regulations, Establishments Code, National Procurement Guidelines and Part II of the Guidelines on Government Tender Procedure issued by the Ministry of Finance and Planning etc.
- (ix) Submission of Supplementary Estimates to Parliament for urgent matters of the Government for which expenditure cannot be met by transferring of financial provisions allocated from the Budget or which cannot be postponed until the next Budget.
- (x) Revision of Limits of Advance Accounts enumerated in the Second Schedule of the Annual Appropriation Bill.
- (xi) Approval to provide for and determine all policy matters relating to Public Officers subject to Constitutional Provisions, in terms of Article 55(1) of the Constitution (as amended by the Eighteenth Amendment).
- (xii) Matters pertaining to the appointment, promotion, transfer, disciplinary control and dismissal of all Heads of Departments, including District Secretaries, under the powers vested with the Cabinet of Ministers in terms of Article 55(2) of the Constitution (as amended by the Eighteenth Amendment).
- (xiii) Approval for submission of Annual Reports and Statements of Accounts/Annual Performance Reports by State Corporations and Statutory Boards to Parliament (inclusive of the Report to be submitted in terms of the Cabinet decision of 28th July 2010 relating to this matter).

02. **Subjects which should not be submitted to the Cabinet of Ministers for approval:**

- (i) **Subjects (including those specified in List I of Schedule 9 of the Thirteenth Amendment to the Constitution) vested in other authorities, other than the Cabinet of Ministers, in terms of the provisions of the Constitution or any other written law or the Financial Regulations, the Establishments Code, Rules of the Public Service Commission, Procurement Guidelines etc.**
- (ii) should desist from taking decisions which are not consistent with the decisions taken by the Board of Directors of Public Enterprises, State Corporations and Statutory Boards based on commercial viability of the relevant institutions, unless they are essential in the national interest.
- (iii) Matters pertaining to legal action pending before a Court of Law (However, Cabinet approval is necessary to arrive at a settlement between relevant parties pertaining to a legal matter).
- (iv) For Implementation of a Court Order (only in an instance when submission of an appeal is not contemplated, even though there is provision to do so).
- (v) Appointment of Advisors/Consultants outside the approved cadre, even for specialized professional/technical fields and skilled trades, without prior approval of the General Treasury.
- (vi) Subjects vested in other authorities in terms of a decision taken by the Cabinet.

03. **Preparation of Cabinet Memoranda:**

- (i) Preparation of Cabinet Memoranda should be done by the Secretary to the Ministry, on the instructions received from his/her Hon. Minister, taking into consideration the matters referred to in paragraphs (01) and (02) above, only on subjects where Cabinet approval should be obtained.
 - (a) **Even though the relevant Minister is responsible for the proposals in the Memorandum, the Secretary to the Ministry should be responsible for the accuracy of the facts contained therein.** As such, where the covering letter sent to the Cabinet Office with the Cabinet Memorandum is not signed by the Secretary to the Ministry, it should be counter-signed by a Senior Officer of the Ministry.
 - (b) **It should be ensured that the proposals submitted are in line with the broad framework of the "Mahinda Chintana - Vision for the Future" and in line with the detailed plans prepared for each sector in accordance with that Vision and that the proposals have been submitted after a careful study of all related information.**

- (c) If the proposal in the Memorandum relates to other Ministries or has and impact, discussions should be held with the relevant Ministries to reach prior agreement. It is more appropriate in such instances, for the relevant Ministers to submit a joint Memorandum.
- (d) Memoranda seeking approval for Bills to be presented in Parliament should have, annexed to the relevant Memorandum, the Bill prepared in the three languages and a certificate from the Hon. Attorney General to the effect that the Bill is not inconsistent with the provisions of the Constitution, is not subject to any restriction imposed by the Thirteenth Amendment to the Constitution and may be legally enacted by Parliament.
- (e) Regulations to be made under various Acts to be submitted to the Cabinet for approval prior to presentation to Parliament and Memoranda pertaining to Agreements to be signed by the Government, should be submitted with the concurrence of the Legal Draftsman and after obtaining the approval of the Hon. Attorney General.
- (f) In submitting Memoranda pertaining to procurement matters, it should be specifically stated that all unsuccessful tenderers have been notified of the decision of Procurement Committee, the stipulated time period has been granted to them to appeal to the Procurement Appeal Board (PAB), as stipulated in Chapter 8 of the Government Procurement Guidelines – 2006 and that the PAB has received/not received any appeal. In instances where appeals have been made to the PAB, the recommendation of the PAB on such appeals should also be mentioned in the Memorandum and a copy of such recommendation should be annexed.
- (g) If the matter referred to in the Memorandum had been discussed by the Cabinet of Ministers previously, the relevant Cabinet Memorandum Number and the Date of the Meeting should be indicated in the new Memorandum.
- (h) When a report pertaining to a matter has been called for by the Cabinet of Ministers and the relevant report is submitted in the form of a New Cabinet Memorandum, the facts contained in the original Memorandum should also be briefly incorporated in the new Memorandum.
- (ii) **Since it is not possible to take a decision on a matter without the observations of the Minister of Finance and Planning and other relevant Ministers, the Ministry originating the Memorandum should submit same well in advance to the Cabinet Office, with a copy to the Ministry of Finance and Planning, to enable Ministries to make their observations after careful study.**

- (iii) Cabinet Memoranda received in the Cabinet Office will be referred to the relevant Cabinet Sub-Committee dealing with the subject, if any, in the first instance. Such Memoranda will be taken up for discussion by the Cabinet of Ministers, only with the recommendations of the relevant Cabinet Sub-Committee.
- (iv) **All Cabinet Memoranda should be submitted in the three languages.** However, considering the difficulty encountered in submitting lengthy annexes prepared in one language, in all three languages without causing delays, action should be taken in this regard as follows:
- (a) if the Annexes relevant to the Memoranda belong to the following categories, they should be sent in all three languages:
- * Bills prepared by the Legal Draftsman to be presented in Parliament or an order submitted for approval by Parliament as a by law to a certain legislation (other than documents prepared by the relevant Ministry as a guidance to the Legal Draftsman).
 - * a document to be published for the information of the general public, on approval by the Cabinet of Ministers.
 - * documents that will not be published but intended to be used by officials of various levels, such as policy statements prepared for a particular sector.
 - * submission of draft Circulars seeking Cabinet approval.
 - * agreements to be submitted to Parliament, after obtaining Cabinet approval.
- (b) if certain documents are to be prepared in all three languages utilizing much labour for the use of only a few, the benefits of such efforts will be minimal. Since much time has to be spent for preparation of such documents, it may cause delay in the submission of Cabinet Memorandum. If there is any discrepancy between the versions prepared in all three languages pertaining to Reports of Procurement Committees which are liable to be challenged in a Court of Law, there could be confusion. Taking these matters into consideration, submission of Reports of Procurement Committees and Technical Evaluation Committees in one language (in the language originally prepared by the Officials' Committee) would suffice. However, in such instances, action should be taken as follows:
- (i) a synopsis of the important matters mentioned in the Reports of Procurement Committees and Technical Evaluation Committees should be incorporated in the Cabinet Memorandum.
- (ii) if it is seen that the Cabinet Memorandum becomes lengthy due to the inclusion of the above preliminary matters, a brief Note of same prepared in all three languages could be annexed to the Memorandum.

(Even in instances under (i) and (ii) above, the Reports of Procurement Committees and Technical Evaluation Committees signed by the relevant officials should be annexed in full, in any language)

- (c) Documents sent by the relevant Ministry to the Legal Draftsman as a guidance; as well as policy statements in draft form, could be submitted in one language, giving a resume of the salient features indicated in them, in all three languages.
- (v) The matters for which Cabinet approval is sought should be specifically stated in the final paragraph of the Memorandum.
- (vi) Please instruct the Secretary to your Ministry to follow these Guidelines and also instructions issued by the Secretary to the Cabinet of Ministers in this regard from time to time, in the preparation and submission of Cabinet Memoranda.

MAHINDA RAJAPAKSA

PRESIDENT

10th June 2011

Staff of the Office of the Cabinet of Ministers

Particulars of the Cadre as at 2011-12-31

Category of Service	Approved Cadre	Actual Cadre	Vacancies in the Cadre	Excess
Senior Level	11	08	03	-
Tertiary Level	08	08	-	-
Secondary Level	28	24	04	-
Primary Level	26	25	01	-
Other - Language Co-ordinator (Contract basis)	-	02	-	-
Total	73	67	08	-

The Staff available as at 2011-12-31

	Designation	Approved Cadre	Available Staff	Vacancies
01.	Secretary	01	01	-
02.	Additional Secretary	03	02	01
03.	Senior Assistant Secretary	02	01	01
04.	Accountant	01	01	-
05.	Assistant Secretary (SLAS)	02	01	01
06.	Assistant Secretary (Non - SLAS)	01	01	-
07.	Assistant Director II (formerly Programme Analyst -	01	01	-
08.	Administrative Officer	01	01	-
09.	Co-ordinating Secretary	01	01	-
10.	Language Co-ordinator (Contract)	02	02	-
11.	Translator	05	05	-
12.	Progress Assistant	01	01 (Acting)	-
13.	Document Assistant	02	02	-
14.	Public Management Assistant:			
	Formerly Clerk	12	12	-
	Stenographer - English	02	02	-
	Stenographer - Sinhala	02	02	-
	Tydist - English	03	03	-
	Tydist - Sinhala	02	02	-
	Tydist - Tamil	02	02	-
		23	23	-
15.	Assistant Programmer	01	-	01
16.	Librarian	01	-	01
17.	Data Entry Operator	01	01	-
18.	Receptionist	01	-	01
19.	Driver	12	12	-
20.	Messenger	01	01	-
21.	Book Binder	01	01	-
22.	Office Assistants' Service	11	11	-

Appropriation Account - 2011

Expenditure Head No. 5

Name of Ministry : Office of the Cabinet of Ministers

Programme Number given in Annual Estimates	Title of the Programme given in Budget Estimates	(1)	(2)	(3)	(4)	(5)	(6)	Page No. (Reference to relevant DGSA 2 format)
		Provision in Budget Estimates Rs.	Supplementary Provision and Supplementary Estimate Allocation Rs.	Transfers in terms of F.R. 66 and 69 Rs.	Total Net Provision (1+2+3) Rs.	Total Expenditure Rs.	Net Effect Saving/(Excess) (4-5) Rs.	
1	<u>Recurrent</u>	46,970,000	2,350,000	(285,000)	49,035,000	46,116,994	2,918,006	02
	<u>Sub Total (Recurrent)</u>	46,970,000	2,350,000	(285,000)	49,035,000	46,116,994	2,918,006	
	<u>Capital</u>	3,350,000	12,650,000	285,000	16,285,000	12,739,806	3,545,194	02
	<u>Sub Total (Capital)</u>	3,350,000	12,650,000	285,000	16,285,000	12,739,806	3,545,194	
	<u>Grand Total</u>	50,320,000	15,000,000		65,320,000	58,856,800	6,463,200	

EXAMINED
AUDIT OFFICER

Detailed Accounting Statements in DGSA format Numbers 2 to 11 presented in pages from ...02..... to ...19..... and other Notes presented in pages from ...20..... to ...26..... are integral parts of this Appropriation Account.

We hereby certify that the figures in this account, other detailed Statements and Notes are correct and relevant accounts were reconciled with Treasury Books of Account and found correct.

Date:...

188

Chief Accountant/Director(Finance)/Commissioner(Finance)

Name : W.D.C.D. Dissanayake

Date : 28.03.2012

W.D.C.D. Dissanayake

Accountant

Office of the Cabinet of Ministers

Accounting Officer

Name

Designation

Date

Chief Accounting Officer

Name : S. Abeysinghe

Designation : Secretary to the Cabinet

Date : 28.03.2012

S. Abeysinghe

Secretary to the Cabinet

Page No: 01

OFFICE OF THE CABINET OF MINISTERS

STATEMENT OF RECONCILIATION - ADVANCES TO PUBLIC OFFICERS ACCOUNT B - 2011

Head 05011

	Maximum Limit of Expenditure	Minimum Limit of Receipt	Minimum Limit of Debit Balance
	Rs. Cts.	Rs. Cts.	Rs. Cts.
Limits approved by Appropriation Act	1,256,000.00	1,500,000.00	15,000,000.00
Limits revised during the year Directive No.1	1,800,000.00	1,500,000.00	15,000,000.00
Actual values at year end	1,736,101.00	2,497,862.38	144,422,981.19
Non-adherence to limits (after adjustments as per FR 503(1))			

02. Loans and Advances to Public Officers Control Account

	As per Departmental Ledgers	As per Computerized Reports of Treasury
	Rs. Cts.	Rs. Cts.
Balance B/F at the beginning of the year	10,725,100.68	145,184,742.57
Add total debits during the year (Annex 01)	3,234,358.00	13,970,752.68
Deduct total credits during the year (Annex 01)	2,888,190.38	148,084,226.95
Balance at the end of the year	11,071,268.30	11,071,268.30