



Office of the Cabinet of Ministers

# Performance Report

**2017**

Republic Building, Sir Baron Jayathilaka Mawatha, Colombo – 01

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## Office of the Cabinet of Ministers



“Being the most reliable Government agency assisting the Executive in directing the Administration of the Republic”

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# OFFICE OF THE CABINET OF MINISTERS

## PERFORMANCE REPORT - 2017

### 1. INTRODUCTION

#### 1.1 Vision

Being the most reliable Government agency assisting the Executive in directing the Administration of the Republic.

#### 1.2 Mission

Assisting efficiently in the decision making process of the Cabinet of Ministers in fulfilling the duties pertaining to the direction and control of the Government of the Republic, vested with the Cabinet of Ministers in terms of Article 42(1) of the Constitution.

#### 1.3 Objectives

Providing optimum support to the Cabinet of Ministers and the Cabinet Sub-Committees in making the most appropriate decisions in the national interest, with a proper understanding of the policies and the legal implications in regard to the proposals submitted through Cabinet Memoranda and on other important matters brought to the notice of the Cabinet of Ministers.

#### 1.4 Activities

- (i) Obtaining observations in respect of Cabinet Memorandum submitted, from the relevant Ministers.
- (ii) Preparation of the Agenda for the Meeting of the Cabinet of Ministers, after perusal of the Cabinet Memoranda.
- (iii) Providing all support services necessary to conduct the Meetings of the Cabinet of Ministers and Cabinet Sub-Committees.
- (iv) Presenting the Cabinet Memoranda together with the relevant observations to the Cabinet of Ministers and the Cabinet Sub-Committees for consideration.
- (v) Conducting in-depth studies relating to the legal and the policy aspects of Cabinet Memoranda received and making submissions to the Cabinet of Ministers and Cabinet Sub-Committees, to facilitate coherent and

proper decision making on such Memoranda, taking into consideration all matters concerned in the discharge of functions vested with the Cabinet of Ministers in respect to policy formulation, direction and control of the Government of the Republic.

- (vi) Preparation of decisions of the Meetings of the Cabinet and the Cabinet Sub-Committees in all three languages (Sinhala/Tamil and English) (the English version is prepared first for easy preparation of the Sinhala and Tamil versions) and conveying the Minutes of the Meetings including such decisions to the Hon. Ministers, Secretaries to the relevant Ministries and other institutions or authorities concerned, providing the necessary information to facilitate action to be taken by the Ministry which originated the Cabinet Memorandum as well as by other institutions or authorities involved in the implementation of the proposals in the Memorandum.
- (vii) Follow up action regarding the implementation of specific Cabinet decisions which require special attention.
- (viii) Providing observations on averments and other information to the Attorney General for submission in Courts in respect of action instituted citing the Cabinet of Ministers as Respondents, against the decisions taken by the Cabinet of Ministers or in any other manner.
- (ix) Issuing instructions to the Ministries on the preparation of Cabinet Memoranda from time to time and providing the Secretaries to the Ministries and Senior Officials, with the necessary guidance and clarifications in that regard.
- (x) Attending to any other matters on the directives of His Excellency the President or the Cabinet of Ministers.

## **2. THE OFFICE OF THE CABINET OF MINISTERS AND ITS FUNCTIONS**

The Office of the Cabinet of Ministers has been established to provide support services to the Cabinet of Ministers in the exercise of powers 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 50(1) as amended by the Nineteenth Amendment to 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 performing the 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 can be classified as follows:

### **2.1 Functions pertaining to the Meetings of the Cabinet of Ministers:**

2.1.1 Cabinet Memoranda, Reports of the Cabinet Sub-Committees, Annual Performance Reports of Ministries and Departments as well as 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 as to whether they have been submitted in accordance with the stipulated guidelines and with the instructions, issued for the purpose by the Office of the Cabinet of Ministers.

2.1.2 Each Cabinet Memorandum so received is assigned an identification number and is registered under that number. The registered Cabinet Memoranda are then referred to the relevant Hon. Ministers for their observations.

2.1.3 The Agenda for the weekly Meeting of the Cabinet of Ministers held on Tuesday is finalized by Wednesday and the Agenda along with the Draft Minutes of the Cabinet Meeting held in the previous week and the Bundle of Cabinet Memoranda to be taken up at the next Cabinet Meeting are delivered to the Hon. Ministers on Friday the latest.



- 2.1.4 After submission of the Memoranda to the Hon. Ministers, scheduled to be taken up at the next Meeting, a Supplementary Agenda, containing Memoranda which are considered urgent under exceptional circumstances, from among those forwarded to the Cabinet Office by the respective Ministries and to be taken up immediately by the Cabinet of Ministers, on the direction of His Excellency the President, is prepared and submitted to the Cabinet of Ministers prior to the commencement of the Cabinet Meeting.
- 2.1.5 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.
- 2.1.6 Conducting in-depth studies relating to the legal and policy implications of Cabinet Memoranda received and making submissions to the Cabinet of Ministers and Cabinet Sub-Committees to facilitate coherent and proper decision making on all Cabinet Memoranda referred to in above 2.1.3, are done by the Secretary to the Cabinet and assisting him in that regard, is one of the important functions of the Office of the Cabinet of Ministers.
- 2.1.7 After each Cabinet Meeting, a Report containing Cabinet Decisions of public importance which have been identified by the Hon. Minister functioning as the Cabinet Spokesperson is prepared at Cabinet Office on the same day itself and is immediately sent to the Hon. Ministers who function as the Cabinet Co-Spokesmen, to be released to the media. (However, some Cabinet decisions which should only be implemented after being confirmed at the next Cabinet Meeting and certain Cabinet decisions which may possibly be amended at that meeting are not included in this Report).
- 2.1.8 The 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.
- 2.1.9 The preparation of Minutes of the Meeting of the Cabinet of Ministers incorporating all decisions taken at the Cabinet Meeting commences immediately after the Minutes are finalized in all three languages (the English version is prepared first to prevent the Tamil translation being delayed).

2.1.10 Minutes of the Meeting are hand-delivered to the Hon. Ministers on the following Friday or before, together with the Agenda of the next Cabinet Meeting and the relevant Memoranda.

2.1.11 Decisions of the previous Cabinet Meeting, after confirmation by the Cabinet of Ministers at the following Meeting, are sent in all three languages to the relevant Ministries and other State Institutions responsible for the implementation of such decisions.

## **2.2 Functions pertaining to the Cabinet Sub-Committees:**

The Cabinet Sub-Committees comprising of Hon. Ministers on relevant subject areas have been established by Cabinet decisions, to examine the proposals in Cabinet Memoranda or at times joint Memoranda submitted by the Hon. Ministers, for an in-depth study, in the first instance, with the assistance of Senior Public Officials co-opted for the purpose and to submit their recommendations to the Cabinet and co-ordination of activities of such Cabinet Sub-committees. Attending to the activities of the Cabinet Sub-Committee on Establishment Matters in particular, are functions entrusted to the Office of the Cabinet of Ministers.

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

Coordination with the Officials' Committees appointed to conduct further studies and make recommendations on Cabinet Memoranda submitted to the Cabinet and submission of such reports on the due dates, to the Cabinet, for consideration, is a responsibility entrusted to the Cabinet Office.

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

The 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 in the discharge of such functions and responsibilities expeditiously, is also a function assigned to 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 and submission of Cabinet Memoranda is one of the responsibilities of the Office of the Cabinet of Ministers.

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

With the view to ensuring the timely implementation of decisions of exceptional importance taken by the Cabinet of Ministers based on the Memoranda submitted by Ministries, as stipulated in such decisions and to draw the attention of the Cabinet of Ministers on any issues that may arise 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 Public Institutions:**

The Office of the Cabinet of Ministers maintains close coordination with the Presidential Secretariat, the Ministry of Finance and with all other Ministries and Public Institutions as well as with the Public Service Commission, the then National Salaries and Cadres Commission and the Attorney General's Department on matters pertaining to the functions of the Cabinet of Ministers.

### **3. FUNCTIONS ENTRUSTED TO EACH DIVISION OF THE CABINET OFFICE**

For the smooth functioning of its activities, several divisions as indicated below have been established in the Cabinet office and specific duties are assigned to each division in order to accomplish its functions in a more effective and efficient manner.

#### **3.1 Memoranda Unit:**

The following functions are assigned to this Unit:

- (i) Registering of Cabinet Memoranda received from various Ministries under the relevant number allocated to each Ministry, after an initial perusal of such Memoranda.
- (ii) Referring of registered Cabinet Memoranda/Notes to the Cabinet to the Hon. Ministers to whom the proposals therein would be directly relevant, after a preliminary study and prior to being included in the Agenda.
- (iii) Preparation of the Agenda and Supplementary Agenda of the Meetings of the Cabinet of Ministers and the Cabinet Sub-Committees on the advice and guidance of the Secretary to the Cabinet of Ministers.
- (iv) Preparation of a set of files, each containing copies of Cabinet Memoranda listed in the Agenda for the next Cabinet Meeting, along with the report containing the draft Minutes of the previous Meetings and the Agenda in all three languages for easy perusal of the Hon. Ministers.
- (v) Delivery of the File of Documents prepared as above, containing the agenda and the relevant Cabinet Memoranda and the draft Minutes of the previous Meeting to H.E. the President, Hon. Prime Minister, and Hon. Ministers who are members of the Cabinet.
- (vi) Assisting the Secretary to the Cabinet for issuance of letters of appointment to Heads of Departments appointed by the Cabinet.
- (vii) Hand delivery of the confirmed Cabinet decisions to the Secretaries of the respective Ministries and other relevant authorities.

### **3.2 Minutes Preparation and Translation Unit**

This Unit contributes towards the preparation of the Minutes of the Cabinet Meetings containing the decisions taken at such Meetings in all three languages within strict timelines, which is considered as the final accomplishment of the Cabinet Office. In this connection, the officers of this Unit discharge their duties under the direct and close supervision of the Secretary to the Cabinet and the Additional Secretary of the Cabinet Office.

### **3.3 Computer Unit**

This Unit performs the following functions:

- i. Computerization of the 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, in all three languages.
- ii. Cabinet decisions and other relevant information which are of public interest are uploaded to the official website of the Cabinet Office by this Unit.
- iii. Maintaining summaries of previous Cabinet decisions and data files as soft copies for internal use.

### **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 systematic functioning of the Cabinet Office.

This Unit is entrusted with the following functions:

- i. duties relating to the daily mail;
- ii. maintenance and operational functions of the office;
- iii. delivery of mails to Ministries, Departments and other Institutions;
- iv. all establishment and administrative matters relating to personal files of the officers;
- v. procurement relating to the supply of goods and services required for the office;
- vi. provision of transport facilities, messenger and welfare services;
- vii. referring officers for trainings;

### **3.5 Accounts Unit**

This Unit is assigned with the following functions:

- i. operation and reporting of all the accounts activities of the office;
- ii. maintenance of Bank Accounts and obtaining the necessary imprest for the office;
- iii. submission of Reports called for by the General Treasury;
- iv. payment of salaries and allowances to the staff, provision of other facilities and matters incidental thereto;
- v. assisting the Secretary in the preparation of annual Budget estimates relating to the office;
- vi. matters related to procurement of Consumer goods and Capital Assets;
- vii. submission of preliminary information pertaining to audit queries, to the Secretary to the Cabinet.

## 4. PERFORMANCE OF THE OFFICE OF THE CABINET OF MINISTERS DURING THE YEAR 2017

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

4.1.1 Forty eight (48) Cabinet Meetings including 03 special Cabinet meetings were held during the year 2017. Three thousand and thirty four (3,034) Cabinet Memoranda were submitted by various Ministries during the year 2017 seeking Cabinet decisions. The number of Cabinet Memoranda submitted during the year 2017 by each Ministry is given in Annex I. The list of names of the Ministers who functioned as members of the Cabinet in the year 2017 is given in Annex II.

4.1.2 Action was taken to get observations on these Memoranda from the relevant Ministries and in order to furnish the necessary information to the Cabinet of Ministers, the Secretary to the Cabinet and his senior officials made in-depth studies regarding the legal implications and the policy background pertaining to the proposals in the relevant Cabinet Memoranda.

4.1.3 The Reports containing the decisions made in regard to the Cabinet Memoranda taken up for discussion at the Cabinet meeting prepared in Sinhala, Tamil and English were sent to Hon. Ministers and to the Secretaries of Ministries who were responsible for the implementation of such decisions and other relevant Institutions.

*Table - 1: A summary of a classification prepared in keeping with the purpose for which each Cabinet Memorandum had been submitted in the year 2017.*

Category	No. of Papers
Policy Matters	1,775
Matters pertaining to preparation of legislation	105
Establishment Matters to be attended by the Cabinet of Ministers as per the provisions of the Constitution.	622
Procurement Matters	310
Annual Reports	222
<b>Total</b>	<b>3,034</b>

## **4.2 Matters related to the Cabinet Committees/Sub-Committees in Year 2017:**

The following Cabinet Committees/Sub-Committees appointed by the Cabinet to make appropriate recommendations regarding specific areas or matters, to facilitate the decision making process of the Cabinet, were functioned during the year 2017 also.

- (a) Cabinet Committee on Economic Management
- (b) Cabinet Sub-Committee on Establishment Matters
- (c) Cabinet Sub-Committee on Legislation
- (e) Cabinet Sub-Committee on Cost of Living

### **(a) Cabinet Committee on Economic Management**

The Cabinet, at its Cabinet Meeting held on 2015-09-22, appointed the Cabinet Committee on Economic Management (CCEM) and it was entrusted with the following functions.

- (i) examining the matters pertaining to economic affairs, financial policies and public finance in the Cabinet Memoranda and submission of recommendations to the Cabinet of Ministers ;
- (ii) providing guidance in the preparation of the National Investment Programme and the Public Investment Programme and facilitation of investment by the Private Sector;
- (iii) making recommendations regarding proposals with economic and financial implications;
- (iv) monitoring the implementation of various statutes directly affecting the country's investment / economic development.

Accordingly, the following Ministers (as per their then portfolios) were appointed to the above Cabinet Committee to make appropriate recommendations relevant to the matters concerning Economic Management.

\* Hon. Ranil Wickremasinghe,  
Prime Minister and  
Minister of National Policies and Economic Affairs - (Chairman);

\* Hon. Nimal Siripala De Silva,  
Minister of Transport and Civil Aviation;



- \* Hon. Rauff Hakeem,  
Minister of City Planning and Water Supply;
- \* Hon. Anura Priyadharshana Yapa,  
Minister of Disaster Management;
- \* Hon. Ravi Karunanayake,  
Minister of Finance (Minister of Foreign Affairs, from 23<sup>rd</sup> May 2017) ;
- \* Hon. Patali Champika Ranawaka,  
Minister of Megapolis and Western Development;
- \* Hon. Kabir Hashim,  
Minister of Public Enterprise Development;
- \* Hon. Arjuna Ranatunga,  
Minister of Ports and Shipping;
- \* Hon. Sagala Ratnayaka,  
Minister of Law & Order and Southern Development; and
- \* Hon. Malik Samarawickrama,  
Minister of Development Strategies and International Trade.

It was also decided that the Secretary to the Prime Minister or a senior officer nominated by him should function as the Secretary/Convenor of this Cabinet Committee and that the Committee could co-opt the services of any official/expert in the relevant field, deemed necessary for its deliberations. 36 reports containing the minutes of the meetings of this Cabinet Committee have been submitted to the Cabinet in the year 2017.

**(b) Cabinet Sub-Committee on Establishment Matters**

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

- \* dealing with all policy matters relating to appointment, promotion, transfer, disciplinary control and dismissal of public officers [paragraph (1) of Article 55 of the Constitution];
- \* the appointment, promotion, transfer, disciplinary control and dismissal of Heads of Departments [paragraph (2) of Article 55 of the Constitution];

The function of the Cabinet Sub-Committee on Establishment Matters, is to make in-depth studies on Cabinet Memoranda submitted by the Ministries and make recommendations to facilitate the Cabinet of Ministers to arrive at the most appropriate decisions on Establishment Matters.

In addition, it was also entrusted with the function of examining the Annual Administration / Performance Reports of Ministries, Departments, Public Enterprises and Statutory Boards to be tabled in Parliament and making relevant recommendations.

The Cabinet Sub-Committee on Establishment Matters comprised of the following Ministers.

- \* Hon. (Dr.) Wijayadasa Rajapaksa  
Minister of Buddha Sasana and Minister of Justice -  
(Chairperson); (up to 15<sup>th</sup> August 2017)
- \* Hon. (Dr.) Sarath Amunugama  
Minister of Special Assignments –  
(Chairperson); (from 29<sup>th</sup> August 2017)
- \* Hon. Mangala Samaraweera  
Minister of Finance and Mass Media  
(from 29<sup>th</sup> August 2017)
- \* Hon. Anura Priyadharshana Yapa,  
Minister of Disaster Management;
- \* Hon. Susil Premajayantha,  
Minister of Science, Technology and Research;
- \* Hon. (Dr.) Rajitha Senaratne,  
Minister of Health, Nutrition and Indigenous Medicine;
- \* Hon. Ravi Karunanayake  
Minister of Finance;  
(up to 15<sup>th</sup> August 2017)
- \* Hon. Vajira Abeywardena,  
Minister of Home Affairs;
- \* Hon. Ranjith Madduma Bandara  
Minister of Public Administration and Management;
- \* Hon. (Mrs.) Thalatha Athukorala  
Minister of Foreign Employment;
- \* Hon. Akila Viraj Kariyawasam,  
Minister of Education.

Immediately after the receipt of the Memoranda to the Cabinet Office regarding the appointment of Heads of Department, Reports were called from the Appointing Authority and the Administrative Authority of the service to which the officers belong as to whether disciplinary action has either been taken or contemplated against them, which was considered as a criterion in the appointment of a Head of Department.

622 Cabinet Memoranda pertaining to the purview of the Cabinet Sub-Committee had been submitted by various Ministries during the year 2017 and 21 Meetings of the Cabinet Sub-Committee on Establishment Matters were held to deliberate on those Memoranda. Action had been taken to submit the recommendations of the Cabinet Sub-Committee to the Cabinet.

A Committee comprising of the following officials had rendered their assistance for this purpose to the Cabinet Sub-Committee and 21 Meetings of the Officials' Committee were held at the Cabinet Office during the relevant year;

- i. Secretary to the Cabinet of Ministers;
- ii. Secretary/Additional Secretary, Ministry of Public Administration and Management;
- iii. Deputy Secretary to the Treasury;
- iv. Director General of Establishments;
- v. Director General of Combined Services;
- vi. Director General of Management Services;
- vii. Officials of relevant Ministries on invitation (as found necessary); and
- viii. Additional Secretary of the Cabinet Office and other relevant officers.

Where necessary, action has also been taken to obtain the recommendations of the National Salaries and Cadres Commission. The Cabinet having considered the recommendations submitted by the Cabinet Sub-Committee, has given its decisions with regard to the aforesaid 622 Cabinet Memoranda and the Cabinet Office has conveyed these decisions to the relevant Secretaries to the Ministries and other Institutions for implementation. The Cabinet of Ministers, during the year 2017 had made decisions with regard to the appointment of 53 Heads of Departments and Secretaries to the State Ministries and their letters of appointment were issued to them by the Secretary to the Cabinet.

### **(c) The Cabinet Sub-Committee on Legislation**

The Cabinet Sub-Committee on Legislation comprised of the following Ministers was entrusted the task of conducting an in-depth study on Memoranda containing draft Bills for enacting new legislation or to amend an existing legislation or a draft Bill to be presented in Parliament for approval, and submit its recommendations to the Cabinet of Ministers.

- \* Hon. (Dr.) Wijayadasa Rajapaksa  
Minister of Buddha Sasana and Minister of Justice - (Chairperson)  
(up to 15<sup>th</sup> August 2017);
- \* Hon. Mangala Samaraweera,  
Minister of Foreign Affairs (Minister of Finance from 23<sup>rd</sup> May 2017);
- \* Hon. Anura Priyadharshana Yapa,  
Minister of Disaster Management;
- \* Hon. Susil Premajayantha,  
Minister of Science, Technology and Research;
- \* Hon. Navin Dissanayake,  
Minister of Plantation Industries.

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

### **(d) Cabinet Sub-Committee on Cost of Living**

The above Sub-Committee comprising of the following Ministers was appointed by the Cabinet at its meeting held on 2015-09-22 to make recommendations to the Cabinet on matters relevant to Cost of Living.

- \* Hon. Malik Samarawickrama,  
Minister of Development Strategies and International Trade -  
(Chairman);
- \* Hon. W.D.J. Seneviratne,  
Minister of Labour and Trade Union Relations;
- \* Hon. Ravi Karunanayake,  
Minister of Finance (up to 15<sup>th</sup> August 2017);

- \* Hon. P. Harison,  
Minister of Rural Economy; and
- \* Hon. Akila Viraj Kariyawasam,  
Minister of Education.

It was also decided that the Secretary, Ministry of Industry and Commerce should function as the Secretary/Convener of this Sub-Committee. 29 reports containing the minutes of the meetings of this Cabinet Sub-Committee have been submitted to the Cabinet in the year 2017.

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

In the year 2017, the Cabinet appointed 04 Ministerial Committees and 16 Officials' Committees, to examine and submit recommendations on various matters raised at the Cabinet Meetings. 8 Reports prepared by such Committees containing their recommendations, were submitted to the Cabinet within the year and the relevant Cabinet decisions conveyed to the respective Ministries and Institutions for implementation.

#### **4.4 Submission of required information and Cabinet decisions to the Attorney General's Department in respect to Court Cases pending before Superior Courts:**

Observations of the Secretary to the Cabinet were requested by the Attorney General's Department on the averments contained in the Affidavits/Petitions in several Supreme Court (FR) and Court of Appeal (Writ) cases, where the Cabinet of Ministers or the Secretary to the Cabinet was cited as respondents. Accordingly, the Secretary to the Cabinet sent his observations expeditiously along with copies of pertinent Cabinet decisions. In this connection the Office had direct communication with the relevant Ministries and in consultation with such Ministries provided comprehensive information required by the Attorney General. The Cabinet Office has dealt with the Attorney General's Department regarding 36 Court Cases in 2017.

## **4.5 The functions of special significance carried out in the year 2017:**

- 4.5.1 The Secretary to the Cabinet made a special presentation on “Preparing Cabinet Memoranda and Notes to the Cabinet” at a Workshop organized in collaboration with this Office by the Sri Lanka Institute of Development Administration (SLIDA) with the participation of Secretaries to the Ministries and senior officials from the Ministries on 7<sup>th</sup> July 2017 at SLIDA.
- 4.5.2 At the request of the Commission to Investigate Bribery or Corruption and Financial Crimes Investigation Division (FCID); copies of old Cabinet decisions, Cabinet Memoranda and Reports were sent expeditiously to the said Commission and Investigation Division.
- 4.5.3 The Secretary to the Cabinet functioned as a Member of various Committees and as the Chairman of the Officials' Committee assisting the Cabinet Sub-Committee on Establishment Matters.
- 4.5.4 Actions have been taken to implement the provisions of Right to Information Act, No. 12 of 2016, in relation to the Cabinet Office on 03-02-2017 itself, the date on which the Act became effective. A Senior Assistant Secretary of the office, nominated by the Secretary to the Cabinet was appointed as the ‘information Officer’ and the details on which the manner the general public can access to the information and the relevant applications were published in the official website of the Office. Accordingly, subject to the certain restrictions imposed by the Act on providing such information, the information relating to Cabinet decisions was provided to the general public. H.E. the President through his Memorandum dated 2017-03-21, informed the Cabinet pertaining to the implementation of the above Act in relation to the Cabinet Office. Two hundred and fifteen (215) requests have been submitted under the Right to Information Act, to the office during the year 2017 and every request has been replied within the specified time period.

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

The Office of the Cabinet of Ministers, in the execution of the functions 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 period between two (02) Cabinet Meetings is merely limited to a week and therefore the staff of the Cabinet Office is required to fulfill a host of duties on a routine which cannot be postponed, such as:

- preparation of the Minutes of the weekly Cabinet Meeting on Tuesdays in all three languages by the forenoon of Thursday of the same week;
- studying the contents of the Cabinet Memoranda intended to be included in the Agenda for the next Meeting;
- collecting additional data thereon and particulars of previous Cabinet decisions, if any, made in that regard;
- studying the policy and legal implications that could arise in the implementation of proposals in certain Memoranda (by the Secretary to the Cabinet and Senior Officials); and
- obtaining observations from Hon. Ministers in-charge of the Ministries concerned on the contents of such Memoranda.

It is the responsibility of the staff of the Cabinet Office to maintain strict confidentiality in the duties they perform. Moreover, the staff was compelled to work until late hours of the day, outside normal working hours applicable to the other Public Institutions, and also during week-ends and on public holidays.

In these circumstances, when recruiting staff to the Office of the Cabinet of Ministers, a skilled group of officers has been specially selected to meet the needs of this office, and the particulars of the officers engaged in service at the Cabinet Office during the year 2017 are given in paragraph 6.

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, during the year 2017 as well.

## 6. HUMAN RESOURCES MANAGEMENT

### 6.1 Cadre Particulars as at 2017-12-31

Table - 2 Categorization of employees as at 2017-12-31

Category of Service	Approved Cadre	Existing Cadre			Vacancies in the Cadre	Excess
		On Permanent basis	On Contract basis	Total		
Senior Level	24	12	02	14	10	-
Tertiary Level	11	07	01	08	03	-
Secondary Level	32	24	-	24	08	-
Primary Level	32	25	-	25	07	-
<b>Total</b>	<b>99</b>	<b>68</b>	<b>03</b>	<b>71</b>	<b>28</b>	<b>-</b>

### 6.2 The Staff available as at 2017-12-31

Table - 3 Staff Particulars as at 2017-12-31

	Designation	Approved Cadre	Existing Cadre	Vacancies
01.	Secretary to the Cabinet	01	01	-
02.	Additional Secretary	03	01	02
03.	Legal Advisor *	01	01	-
04.	Senior Assistant Secretary	06	03	03
05.	Internal Auditor	01	-	01
06.	Assistant Secretary (SLAS)	08	04	04
07.	Accountant	01	01	-
08.	Assistant Secretary (Non SLAS)	01	01	-
09.	Assistant Director –IT	01	01	-
10.	Language Consultant *	01	01	-
11.	Administrative Officer	01	-	01
12.	Language Superintendent	01	-	01
13.	Coordinating Secretary	01	01	-
14.	Language Coordinator *	01	01	-



15.	Translator	05	04	01
16.	Information and Communication Technology Officer	01	01	-
17.	Progress Assistant	01	01	-
18.	Development Officer	02	-	02
19.	Librarian	01	-	01
20.	Public Management Assistant	27	23	04
21.	Information and Communication Technology Assistant	02	01	01
22.	Driver	13	12	01
23.	Office Employees' Service	18	13	05
24.	Receptionist	01	-	01
	<b>Total</b>	<b>99</b>	<b>71</b>	<b>28</b>

Note: \* On contract basis

### **6.3 Newly joined officers to the Cabinet Office during the year 2017**

During the year 2017, two (02) new officers joined the Cabinet Office, thereby strengthening the staff of the Cabinet Office.

### **6.4 Retirements**

During the year 2017, three (03) officers (including an officer who had been deployed in work on contract basis) serving in the office, retired from the Public Service.

### **6.5 Transfers**

During the year 2017, two (02) officers went on transfer to other Public Institutions.

### **6.6 Training and Development**

During the year 2017, the Cabinet Office, having taken into consideration the requests of its employees, was able to provide them with several training opportunities including two (02) foreign training opportunities despite its tight working schedule. Further, two (02) officers were provided with funds to follow courses in higher studies relevant to their work areas.

## 7. FINANCIAL REVIEW

### 7.1 Estimates:

The total allocation and the recurrent and capital expenditure of the Office of the Cabinet of Ministers for the year 2017 are as follows:

*Table - 4 Summary of Expenditure 2017*

<b>Nature of Expenditure</b>	<b>Total Allocation Rs.</b>	<b>Actual Expenditure Rs.</b>	<b>Progress %</b>	<b>Balance Rs.</b>
Recurrent	78,085,000/-	72,914,213/-	93	5,170,787/-
Capital	*12,200,000/-	2,108,927/-	17	10,091,073/-
<b>Total</b>	<b>90,285,000/-</b>	<b>75,023,140/-</b>	<b>83</b>	<b>15,261,860/-</b>

Since the Cabinet of Ministers meets weekly, if any technical delay occurs, the entire process would be at stake and therefore, measures were taken to get the minimum estimated amount of the required provisions allocated, through the Budget Estimates. However, since the government funds have been utilized only for essential purposes, without spending such funds in an unnecessary manner, some balance of provisions is shown during the year 2017.

Utilizing the provision included in the expenditure items of acquisition of capital assets, 01 A/C Machine, 06 steel cupboards, 01 file rack, 01 shredder machine, 01 steel cupboard with glass door, 01 binding machine, 06 computers, 06 UPSs, 04 printers, 04 fixed telephones, were purchased during the year 2017.

\* The provision of Rs.03 million allocated for the Document Management Project is included. (The responsibility of implementation of this project has been transferred to the Information Technology Agency of Sri Lanka)

### 7.2 Loan Advances to Officers:

A sum of Rs.3,353,121.00 has been granted as loan facilities under Advance 'B' Account to the officers in the Office during the year 2017, as follows:

Table 5 – Loan facilities granted under Advance 'B' Account

<b>Loan Category</b>	<b>Number of Officers</b>	<b>Loan Amount Rs.</b>
Distress	21	2,711,121.00
Festival Advance	51	510,000.00
Special Advance	33	132,000.00
<b>Total Loan Amount granted</b>	<b>105</b>	<b>3,353,121.00</b>

### **7.3 Presentation of Annual Accounts:**

The Annual Appropriation Account (**Annex III**) and Advances to Public Officers "B" Account (**Annex IV**) required to be presented by the Office of the Cabinet of Ministers for the year 2017, have been forwarded to the Auditor General.

### **7.4 Annual Board of Survey:**

The Annual Board of Survey pertaining to the year 2017 has been completed and the relevant Report has been referred to the Auditor General on 2018-05-04.

### **7.5 Audit Queries:**

Up to now only one (01) audit query pertaining to the year 2017 was received and the clarifications on the same have been submitted to the Auditor General. Detailed clarifications on some of the matters pointed out by the Auditor General relating to the audit queries have been submitted to the Auditor General and most of the said queries were not based on any disputed payments, but on matters like keeping records without conforming to certain circulars and the non-use of accepted formats.

## Annex I

### Cabinet Memoranda submitted to the Cabinet Office by H.E. the President, Hon. Prime Minister and the Ministries from 2017-01-01 to 2017-12-31

	<b>MINISTRY</b>	<b>Number of Memoranda received</b>
1.	H.E. the President	72
2.	Hon. Prime Minister	122
3.	Ministry of Defence	113
4.	Ministry of Mahaweli Development and Environment	62
5.	Ministry of National Integration and Reconciliation	06
6.	Ministry of National Policies and Economic Affairs	165
7.	Ministry of Tourism Development and Christian Religious Affairs	12
8.	Ministry of Sustainable Development and Wildlife	40
9.	Ministry of Transport and Civil Aviation	130
10.	Ministry of Foreign Affairs	68
11.	Ministry of Social Empowerment, Welfare and Kandyan Heritage	42
12.	Ministry of Labour, Trade Union Relations and Sabaragamu Development	39
13.	Ministry of Higher Education and Highways	83
14.	Ministry of City Planning and Water Supply	64
15.	Ministry of Disaster Management	47
16.	Ministry of Science, Technology and Research	71
17.	Ministry of Health, Nutrition and Indigenous Medicine	165
18.	Ministry of Finance and Mass Media	193
19.	Ministry of Skills Development and Vocational Training	40
20.	Ministry of Home Affairs	24
21.	Ministry of Internal Affairs, Wayamba Development and Cultural Affairs	36
22.	Ministry of Industry and Commerce	62
23.	Ministry of Megapolis and Western Development	150
24.	Ministry of Fisheries and Aquatic Resources Development	52
25.	Ministry of Plantation Industries	71
26.	Ministry of Power and Renewable Energy	71
27.	Ministry of Agriculture	53
28.	Ministry of Irrigation and Water Resources Management	36
29.	Ministry of Buddhasasana	23
30.	Ministry of Justice	80
31.	Ministry of Rural Economy	27
32.	Ministry of Public Enterprise Development	68
33.	Ministry of Public Administration and Management	44
34.	Ministry of Parliamentary Reforms and Mass Media ( from 2017-	12

	01-01 to 2017-05-22)	
35.	Ministry of Housing and Construction	62
36.	Ministry of Ports and Shipping	50
37.	Ministry of Lands and Parliamentary Reforms	50
38.	Ministry of Hill Country New Villages, Infrastructure & Community Development	15
39.	Ministry of Women and Child Affairs	13
40.	Ministry of Foreign Employment	14
41.	Ministry of Education	55
42.	Ministry of Posts, Postal Services and Muslim Religious Affairs	29
43.	Ministry of Provincial Councils and Local Government	49
44.	Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs	21
45.	Ministry of Petroleum Resources Development	39
46.	Ministry of Sports	39
47.	Ministry of Law & Order and Southern Development	52
48.	Ministry of Telecommunication and Digital Infrastructure	33
49.	Ministry of National Co-existence, Dialogue and Official Languages	10
50.	Ministry of Primary Industries	11
51.	Ministry of Development Strategies and International Trade	75
52.	Ministry of Special Assignments	17
53.	Ministry of Regional Development	09
54.	Ministry of Development Assignment	06
55.	Secretary to the Cabinet	42
	<b>Total</b>	<b>3,034</b>

**Members of the Cabinet**  
(from 2017-01-01 to 2017-05-22)

	Name	Office
01.	His Excellency Maithripala Sirisena	The President Minister of Defence Minister of Mahaweli Development and Environment Minister of National Integration and Reconciliation
02.	Hon. Ranil Wickremasinghe	Prime Minister Minister of National Policies and Economic Affairs
03.	Hon. John Amarathunga	Minister of Tourism Development and Christian Religious Affairs and Minister of Lands
04.	Hon. Gamini Jayawickrema Perera	Minister of Sustainable Development and Wildlife
05.	Hon. Nimal Siripala de Silva	Minister of Transport and Civil Aviation
06.	Hon. Mangala Samaraweera	Minister of Foreign Affairs
07.	Hon. S.B. Dissanayake	Minister of Social Empowerment and Welfare
08.	Hon. W.D.J. Seneviratne	Minister of Labour and Trade Union Relations
09.	Hon. Lakshman Kiriella	Minister of Higher Education and Highways
10.	Hon. (Dr.) Sarath Amunugama	Minister of Special Assignments
11.	Hon. Rauff Hakeem	Minister of City Planning and Water Supply
12.	Hon. Anura Priyadarshana Yapa	Minister of Disaster Management
13.	Hon. Susil Premajayantha	Minister of Science, Technology and Research
14.	Hon. (Dr.) Rajitha Senaratne	Minister of Health, Nutrition and Indigenous Medicine
15.	Hon. Ravi Karunanayake	Minister of Finance
16.	Hon. Mahinda Samarasinghe	Minister of Skills Development and Vocational Training
17.	Hon. Vajira Abeywardena	Minister of Home Affairs
18.	Hon. S.B. Navinne	Minister of Internal Affairs, Wayamba Development and Cultural Affairs
19.	Hon. Rishad Bathiudeen	Minister of Industry and Commerce
20.	Hon. Patali Champika Ranawaka	Minister of Megapolis and Western Development
21.	Hon. Mahinda Amaraweera	Minister of Fisheries and Aquatic Resources Development
22.	Hon. Navin Dissanayake	Minister of Plantation Industries
23.	Hon. Ranjith Siyambalapitiya	Minister of Power and Renewable Energy
24.	Hon. Duminda Dissanayake	Minister of Agriculture
25.	Hon. Vijith Vijayamuni Zoysa	Minister of Irrigation and Water Resources Management
26.	Hon. (Dr.) Wijayadasa Rajapaksa	Minister of Buddhasasana and Minister of Justice
27.	Hon. P. Harison	Minister of Rural Economy
28.	Hon. Kabir Hashim	Minister of Public Enterprise Development

29.	Hon. Ranjith Madduma Bandara	Minister of Public Administration and Management
30.	Hon. Gayantha Karunathilaka	Minister of Parliamentary Reforms and Mass Media
31.	Hon. Sajith Premadasa	Minister of Housing and Construction
32.	Hon. Arjuna Ranatunga	Minister of Ports and Shipping
33.	Hon. U. Palani Digambaram	Minister of Hill Country New Villages, Infrastructure and Community Development
34.	Hon. (Mrs.) Chandrani Bandara	Minister of Women and Child Affairs
35.	Hon. (Mrs.) Thalatha Atukorala	Minister of Foreign Employment
36.	Hon. Akila Viraj Kariyawasam	Minister of Education
37.	Hon. M.H.A. Haleem	Minister of Posts, Postal Services and Muslim Religious Affairs
38.	Hon. Faiszer Musthapha	Minister of Provincial Councils and Local Government
39.	Hon. D.M. Swaminathan	Minister of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs
40.	Hon. Chandima Weerakkody	Minister of Petroleum Resources Development
41.	Hon. Dayasiri Jayasekara	Minister of Sports
42.	Hon. Sagala Ratnayaka	Minister of Law & Order and Southern Development
43.	Hon. Harin Fernando	Minister of Telecommunication and Digital Infrastructure
44.	Hon. Mano Ganeshan	Minister of National Co-existence, Dialogue and Official Languages
45.	Hon. Daya Gamage	Minister of Primary Industries
46.	Hon. Malik Samarawickrama	Minister of Development Strategies and International Trade
47.	Field Marshal Hon. Sarath Fonseka	Minister of Regional Development

**Members of the Cabinet**  
(from 2017-05-23 to 2017-12-31)

	Name	Office
01.	His Excellency Maithripala Sirisena	The President Minister of Defence Minister of Mahaweli Development and Environment Minister of National Integration and Reconciliation
02.	Hon. Ranil Wickremasinghe	Prime Minister Minister of National Policies and Economic Affairs
03.	Hon. John Amarathunga	Minister of Tourism Development and Christian Religious Affairs and
04.	Hon. Gamini Jayawickrema Perera	Minister of Buddhasasana and Minister of Sustainable Development and Wildlife
05.	Hon. Nimal Siripala de Silva	Minister of Transport and Civil Aviation
06.	Hon. Mangala Samaraweera	Minister of Finance and Mass Media
07.	Hon. S.B. Dissanayake	Minister of Social Empowerment, Welfare and Kandyan Heritage
08.	Hon. W.D.J. Seneviratne	Minister of Labour, Trade Union Relations and Sabaragamu Development
09.	Hon. Lakshman Kiriella	Minister of Higher Education and Highways
10.	Hon. (Dr.) Sarath Amunugama	Minister of Special Assignments
11.	Hon. Rauff Hakeem	Minister of City Planning and Water Supply
12.	Hon. Anura Priyadarshana Yapa	Minister of Disaster Management
13.	Hon. Susil Premajayantha	Minister of Science, Technology and Research
14.	Hon. Thilak Marapana	Minister of Development Assignment
15.	Hon. (Dr.) Rajitha Senaratne	Minister of Health, Nutrition and Indigenous Medicine
16.	Hon. Ravi Karunanayake	Minister of Foreign Affairs
17.	Hon. Mahinda Samarasinghe	Minister of Ports and Shipping
18.	Hon. Vajira Abeywardena	Minister of Home Affairs
19.	Hon. S.B. Navinne	Minister of Internal Affairs, Wayamba Development and Cultural Affairs
20.	Hon. Rishad Bathiudeen	Minister of Industry and Commerce
21.	Hon. Patali Champika Ranawaka	Minister of Megapolis and Western Development
22.	Hon. Mahinda Amaraweera	Minister of Fisheries and Aquatic Resources Development
23.	Hon. Navin Dissanayake	Minister of Plantation Industries
24.	Hon. Ranjith Siyambalapitiya	Minister of Power and Renewable Energy
25.	Hon. Duminda Dissanayake	Minister of Agriculture
26.	Hon. Vijith Vijayamuni Zoysa	Minister of Irrigation and Water Resources Management



27.	Hon. P. Harison	Minister of Rural Economy
28.	Hon. Kabir Hashim	Minister of Public Enterprise Development
29.	Hon. Ranjith Madduma Bandara	Minister of Public Administration and Management
30.	Hon. Gayantha Karunathilaka	Minister of Lands and Parliamentary Reforms
31.	Hon. Sajith Premadasa	Minister of Housing and Construction
32.	Hon. Arjuna Ranatunga	Minister of Petroleum Resources Development
33.	Hon. U. Palani Digambaram	Minister of Hill Country New Villages, Infrastructure and Community Development
34.	Hon. (Mrs.) Chandrani Bandara	Minister of Women and Child Affairs
35.	Hon. (Mrs.) Thalatha Atukorala	Minister of Justice and Minister of Foreign Employment
36.	Hon. Akila Viraj Kariyawasam	Minister of Education
37.	Hon. M.H.A. Haleem	Minister of Posts, Postal Services and Muslim Religious Affairs
38.	Hon. Faiszer Musthapha	Minister of Provincial Councils and Local Government
39.	Hon. D.M. Swaminathan	Minister of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs
40.	Hon. Chandima Weerakkody	Minister of Skills Development and Vocational Training
41.	Hon. Dayasiri Jayasekara	Minister of Sports
42.	Hon. Sagala Ratnayaka	Minister of Law & Order and Southern Development
43.	Hon. Harin Fernando	Minister of Telecommunication and Digital Infrastructure
44.	Hon. Mano Ganeshan	Minister of National Co-existence, Dialogue and Official Languages
45.	Hon. Daya Gamage	Minister of Primary Industries
46.	Hon. Malik Samarawickrama	Minister of Development Strategies and International Trade
47.	Field Marshal Hon. Sarath Fonseka	Minister of Regional Development

**Appropriation Account - 2017**

Name of Ministry : Office of the Cabinet of Ministers

Expenditure Head No. 5

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 DCSA 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.	
I	<u>Recurrent</u> Operational Activities	78,085,000		3,800,000 (3,800,000)	78,085,000	72,914,213	5,170,787	02
		78,085,000	0	0	78,085,000	72,914,213	5,170,787	
I	<u>Capital</u> Operational Activities	12,200,000	0	0	12,200,000	2,108,927	10,091,073	02
		12,200,000	0	0	12,200,000	2,108,927	10,091,073	
	<b>Sub Total (Capital)</b>	<b>12,200,000</b>	<b>0</b>	<b>0</b>	<b>12,200,000</b>	<b>2,108,927</b>	<b>10,091,073</b>	
	<b>Grand Total</b>	<b>90,285,000</b>	<b>0</b>	<b>0</b>	<b>90,285,000</b>	<b>75,023,140</b>	<b>15,261,860</b>	

Detailed Accounting Statements in DCSA format Numbers 2 to 10 presented in pages from 2 to 18 and other Notes presented in pages from 19 to 22 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.

**S. ABEYSINGHE**  
Secretary to the Cabinet,  
Office of the Cabinet of Ministers,  
Republic Square,  
Colombo 01.

Chief Accounting Officer **Sr Baron Jayathilake Mahipala** accounting Officer  
Name - : S. Abeysinghe  
Designation - : Secretary to the Cabinet  
Date - : 2018.03.29

  
Accountant

Name : W.W.D.S. Fernando  
Designation : Accountant  
Date : 2018.03.29  
Accountant  
**W. W. D. S. Fernando**  
Office of the Cabinet of Ministers  
Republic Square  
Colombo 01.

ඇමුණුම 1

මු.රෙ. 506 (ඩී) ප්‍රකාර රජයේ නිලධාරීන්ගේ අත්තිකාරම් 'බී' ගිණුම

2017.12.31 දිනට වාර්ෂික සැසඳුම් ප්‍රකාශය

අමාත්‍යාංශ/දෙපාර්තමේන්තුව/දි.රෙ. කාර්යාලය: අමාත්‍ය මණ්ඩල කාර්යාලය

ගිණුම අංකය : 00501

සීමාවන්	වියදම් උපරිම සීමාව රු	අවම රු.බේ	දිනට රු	උපරිම හර ජේෂ් සීමාව රු
1.1 විසර්ජන පනතින් බලය දෙනු ලැබූ 1.2 වර්ෂය තුළ අනුමත ප්‍රතිශෝධන	3,500,000.00	-	2,300,000.00	25,000,000.00
<b>තත්‍ය</b>	<b>වියදම් (හර)</b> රු	<b>රු.බේ</b> රු	<b>උ.බේ</b> රු	<b>හර ජේෂ්</b> රු
2. වර්ෂය අවසානයේ තත්‍ය අගයන් (භාණ්ඩාගාර පරිගණක මුද්‍රිත පරිදි) 2.1 මුදලින් (11) 2.2 හරස් සටහන් (12)	3,353,121.00 345,559.00	2,743,525.00 728,029.00		9,968,142.87 (382,470.00)
3. තත්‍ය අගයන් තුළ ඇතුළත් මු.රෙ.503(1) යටතේ ඇලපුම් 3.1 මුදලින් (11) 3.2 හරස් සටහන් (12) (මු.රෙ.503(1) යටතේ සිදු වූ ඇලපුමක් බව හඳුනාගැනීම සඳහා ප්‍රමාණවත් තොරතුරු ඉදිරිපත් කළ යුතුය - ඇමුණුම 1.1)	- -	- -		- -
4 මු.රෙ.503(1) යටතේ ඇලපුම් ඉවත් කළ පසු තත්‍ය අගයන් [02-03] 4.1 මුදලින් (11) 4.2 හරස් සටහන් (12)	3,353,121.00 345,559.00	2,743,525.00 728,029.00		9,968,142.87 (382,470.00)
5. සීමා ඉක්මවීමක්/පහත වැටීමක් සිදු වී ඇත්නම් එම වටිනාකම (1.1 හා 1.2 අගයන් 4.1 සමඟ සැසඳීමෙන්)				

ගණකාධිකාරී ..... ගණන්දීමේ නිලධාරී .....  
 නම :- ඩබ්ලිව්.ඩබ්ලිව්.ඩබ්ලිව්.ඩී.එස්. ප්‍රනාන්දු නම :- ප්‍රධාන ගණන්දීමේ නිලධාරී එස්. අබේසිංහ  
 තනතුර :- ගණකාධිකාරී තනතුර :- අමාත්‍ය මණ්ඩලයේ ලේකම් අමාත්‍ය මණ්ඩලයේ ලේකම්  
 දිනය :- 2018.04.24. දිනය :- 2018.04.24.  
 ඩබ්ලිව්.ඩබ්ලිව්.ඩබ්ලිව්.ඩී.එස්. ප්‍රනාන්දු ජනරජ වතුරපාය, අමාත්‍ය මණ්ඩල කාර්යාලය, කොළඹ 01.  
 ගණකාධිකාරී ජනරජ වතුරපාය, අමාත්‍ය මණ්ඩල කාර්යාලය, කොළඹ 01.  
 අමාත්‍ය මණ්ඩල කාර්යාලය, කොළඹ 01.  
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