



லாஃதீக காரீச சா஢ித லாஃதால
வருடாந்த செயலாற்றுகை அறிக்கை

ANNUAL PERFORMANCE REPORT

PERFORMANCE

2016

பாஃலிதேனீதுவீ அாநீ஢ி பகீசுடீ து஢ித சாஃலி஢ிசக காரீசாலச

சு சசலீ஢ிததூர் கைஃலீ.

பாராளு஢ன்ற அரசாங்கக் கட்சி ஢ுதற்கைாலாசானிள் அலுவலக஢்

ஸ்ரீ ஜயவர்தனபுர கைட்டே.

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

Sri Jayewardenepura Kotte.

2016

லாீகை காரீச சா஁ன லாீகாலி
வருடாந்த செயலாற்றுகை அறிக்கை

Annual Performance Report

ஓீசை }
தலைப்பு } **018**
Head }

2016.01.01 ஂ஁ 2016.12.31 ஁஁லா

2016.01.01 தாடக்கம் 2016.12.31 வரை

From 01.01.2016 to 31.12.2016

OFFICE OF THE CHIEF GOVERNMENT WHIP OF
PARLIAMENT
PARLIAMENT- SRI JAYEWARDENEPURA KOTTE

Vision:

To function as the leading establishment in Parliament which assists excellent performance of the activities of the Members of Parliament and Legislature.

Mission:

To assist in the successful accomplishment of the objectives and goals of all Parliamentary activities of the Government and to make necessary arrangements to pass the bills, orders, regulations and other motions presented to Parliament as well as to design, co-ordinate and organize contribution of the Government Parliamentary Group within and outside Parliament on behalf of the government.

Key functions of the Office of the Chief Government Whip of Parliament :

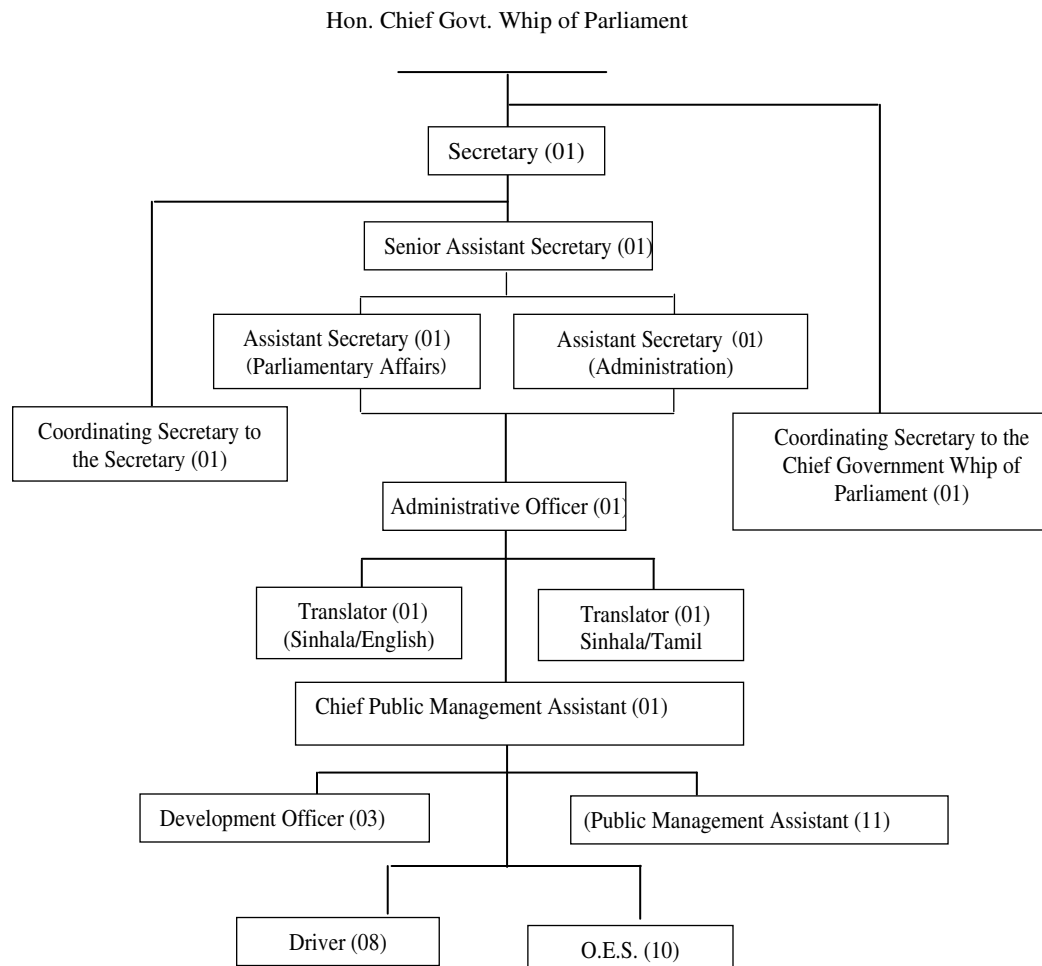
- i. Assisting in scheduling all activities of the Government, organizing them and co-ordination, operation and supervision of their performance prioritizing the government activities performed in Parliament.
- ii. Making arrangements necessary for getting passed the legislative enactments such as bills, orders, regulations and other motions presented to Parliament.
- iii. Raising awareness among Hon. Members of Parliament of the Government Group on state policies and providing necessary assistance to implement them.
- iv. Convening Meetings of Government Parliamentary Group, preparation of the upcoming program and agenda and keeping records of all such meetings, distribution of them among the Hon. Ministers and Members of Parliament etc. and follow-up action on implementation of the decisions taken.
- v. Making arrangements on Sitting Days of Parliament to call the Hon. Members in order to keep quorum in Parliament and constant supervision of entry and exit of the Hon. Members.
- vi. Calling press conferences and issue of press release.
- vii. When the Members of Parliament have submitted questions seeking oral answers, reference of the answers received, in co ordination with the relevant Ministries, to the Hon. Whip and at times when the relevant Minister/ State Minister or the Deputy Minister is not available in the chamber, making all preparations enabling the Hon. Whip to answer such questions on behalf of the relevant Minister.
- viii. Preparation of the speaker lists of Hon. Ministers, State Ministers, Deputy Ministers and Members of Parliament who take part in the Parliamentary Debates for the Government and allocation of time for their speeches.
- ix. Furnishing particulars such as background reports, legislative enactments, regulations, gazette notifications etc. required by the MPP and Ministers taking part in Parliamentary debates.

- x. Attending the Meetings of Parliamentary Business Committee and Party Leaders' Meetings and organizing all functions of the Government in line with the decisions taken at such Meetings.
- xi. Standard organization and supervision of the duties of the Government in coordination with the Hon. Leader of the House and the Office of the Leader of the House.
- xii. Acting in cooperation with and receiving assistance of the Office of the Secretary General of Parliament and all other Departments of Parliament for internal functions of the office.
- xiii. Taking action necessary to convene MPP of the Government Group at times of Division in Parliament.
- xiv. Dealing with the Office of the Leader of the Opposition during the period of debate of the Annual Budget and making required arrangements.
- xv. Submission of Foreign Leave Applications of the Hon. Members of Parliament for due approval under recommendation.

Organizational Structure of the Office of the Chief Government Whip of Parliament

Functions of this office are performed under instructions and orders of the Chief Government Whip of Parliament and in accordance with the directions of the Secretary to the Chief Government Whip of Parliament. Secretary to the Chief Government Whip of Parliament functions as the Chief Accounting Officer and there is a staff consisting of 42 personnel including a Senior Assistant Secretary, two Assistant Secretaries and an Administrative Officer to assist him.

Organizational Structure



Staff Information

Approved Staff as at 31/12/2016

| | Post | No. Approved | No. available as at 31.12.2016 | No. of vacancies |
|----|-------------------------------------|--------------|--------------------------------|------------------|
| 01 | Secretary | 01 | 01 | - |
| 02 | Senior Assistant Secretary | 01 | 01 | - |
| 03 | Assistant Secretary | 02 | 02 | - |
| 04 | Co-ordinating Secretary (Temporary) | 02 | 02 | - |
| 05 | Administrative Officer | 01 | - | 01 |
| 06 | Translator | 02 | 02 | - |
| 07 | Development Officer | 03 | 03 | - |
| 08 | Public Management Assistant | 12 | 12 | - |
| 09 | Driver | 08 | 08 | - |
| 10 | O.E.S. | 10 | 09 | 01 |
| 11 | O.E.S. (Casual) | - | 01 | - |
| | Total | 42 | 40 | 02 |

Human Resource Management

Appointments to staff during year 2016:

| S/no. | Officer's name | designation | date of appointment |
|-------|-------------------------|---------------------------|---------------------|
| 01 | Mr. Nirodha Kariyawasam | Graduate Trainee | 18.01.2016 |
| 02 | Mr. G.C.Perusinghe | Office Employees' Service | 09.08.2016 |

Transfers of the staff during year 2016 (into the office):

| S/no. | Officer's name | designation | date of arrival on transfer |
|-------|------------------------|-----------------------------|-----------------------------|
| 01 | Mrs. S.D.Ediriweera | Development Officer | 01.01.2016 |
| 02 | Mr. D.D.H.Mendis | Development Officer | 06.06.2016 |
| 03 | Mrs. T.D.Kumaradasa | Assistant Secretary | 15.06.2016 |
| 04 | Mr. Sunil Galagama | Senior Assistant Secretary | 01.07.2016 |
| 05 | Mr.A.A.W.D.Amarasinghe | Public Management Assistant | 01.07.2016 |

Transfers of the staff during year 2016 (out of the office):

| S/no. | Officer's name | designation | date of transfer |
|-------|---|----------------------------|------------------|
| 01 | Mr. A.A.W.D.Amarasinghe | Office Employees' Service | 01.03.2016 |
| 02 | Mr. Vajira Kamburugamuwa | Senior Assistant Secretary | 20.05.2016 |
| 03 | Mr.T.A.D.G.Senanayake (termination of service on contract basis) | Office Employees' Service | 22.06.2016 |

Retirements of staff during year 2016:

| S/no. | Officer's name | designation | Date of retirement |
|-------|---|-----------------------------|--------------------|
| 01 | Mr. R.M.A.Seneviratne | Administrative Officer | 20.01.2016 |
| 02 | Mr. H.A.Gunaratne (re-employed on contract basis) | Public Management Assistant | 12.08.2016 |
| 03 | Mr. S.K.Nandasena (re-employed on contract basis) | Public Management Assistant | 27.09.2016 |

Human Resource Development

Local Training

| Officer's Name | Post | Training | Training Institution | Duration of Training |
|-----------------------------------|-----------------------------|---|--|-------------------------------|
| Mrs. Nirasha Dilrukshi | Public Management Assistant | Role of Accounting | National Institute of Labour Studies | 05.08.2016 (one day) |
| Mrs. Shirmila Ediriweera | Development Officer | | | |
| Mr. J.P.L.Vithanage | Public Management Assistant | | | |
| Mr. Wasantha Dhammika Amarasinghe | Public Management Assistant | | | |
| Mrs. Shirmila Ediriweera | Development Officer | Filing of Official Documents | National Institute of Labour Studies | 22.08.2016 (one day) |
| Mr. Wasantha Dhammika Amarasinghe | Public Management Assistant | | | |
| Mr. Jagath Liyanagama | Finance Assistant | CIGAS training on Fixed Assets Management | Department of Public Accounts, Ministry of Finance | 27.09.2016 (one day) |
| Mr. C.D.Nishantha | Driver | Drivers' Skills Development Program | National Institute of Labour Studies | From 06.10.2016 to 07.10.2016 |

| | | | | |
|-------------------------|-------------------------|--|------------------------|-------------------------------|
| The entire office staff | The entire office staff | Training on Preparing Action Plan - 2017 | Rock Fort Hotel, Galle | From 25.09.2016 to 26.09.2016 |
|-------------------------|-------------------------|--|------------------------|-------------------------------|

Overseas Training

| Officer's Name | Post | Training | Training Institution | Duration of Training |
|--------------------|----------------------------|---|--|-------------------------------|
| Mr. C.Kuruppu | Secretary | The first Training Program for High Rank Administrative Officers on News Publications | China, China Publication Development Association | From 27.12.2015 to 05.01.2016 |
| Mr. Sunil Galagama | Senior Assistant Secretary | Training Program on Women's Entrepreneurship Development | University of Monash, Melbourne, Australia | From 03.10.2016 to 26.11.2016 |

Performance during year 2016

Key functions performed during year 2016

- Necessary arrangements were made from 01.01.2016 to 31.12.2016 to keep the Hon. Members of Parliament of the Government informed and get necessary support for the purpose of getting the under mentioned 21 Bills and Motions pertaining to the functions of the Government passed in Parliament.

| S/No. | Title of the Act | Date passed | Date of publication in gazette as a supplement in Part II |
|-------|---|-------------|---|
| 01 | Local Authorities Elections (Amendment) Act No. 1 of 2016 | 17.02.2016 | 19.02.2016 |
| 02 | Fisheries and Aquatic Resources (Amendment) Act No. 2 of 2016 | 17.02.2016 | 19.02.2016 |
| 03 | National Minimum Wage of Workers Act No. 3 of 2016 | 23.03.2016 | 24.03.2016 |
| 04 | Budgetary Relief Allowance of Workers Act No. 4 of 2016 | 23.03.2016 | 24.03.2016 |
| 05 | Prescription (Special Provisions) Act No. 5 of 2016 2016 | 26.04.2016 | 29.04.2016 |
| 06 | Microfinance Act Act No. 6 of 2016 | 20.05.2016 | 20.05.2016 |
| 07 | Asian Infrastructure Investment Bank Agreement (Ratification) Act No. 7 of 2016 | 30.05.2016 | 30.05.2016 |
| 08 | Mediation Board (Amendment) Act No. 9 of 2016 | 21.07.2016 | 21.07.2016 |
| 09 | Homoeopathy Act No. 10 of 2016 | 27.07.2016 | 29.07.2016 |
| 10 | National Research Council of Sri Lanka Act No. 11 of 2016 | 27.07.2016 | 29.07.2016 |
| 11 | Right to Information Act No. 12 of 2016 | 04.08.2016 | 05.08.2016 |
| 12 | Office on Missing Persons (Establishment, Administration & Discharge of Functions) Act No. 14 of 2016 | 23.08.2016 | 26.08.2016 |
| 13 | Animal Feed (Amendment) Act No. 15 of 2016 | 07.09.2016 | 09.09.2016 |
| 14 | Registration of Deaths (Temporary Provisions) (Amendment) Act No. 26 of 2016 | 07.09.2016 | 09.09.2016 |
| 15 | Universities (Amendment) Act No. 17 of 2016 | 05.10.2016 | 07.10.2016 |
| 16 | Code of Criminal Procedure (Amendment) Act No. 18 of 2016 | 17.10.2016 | 21.10.2016 |

| | | | |
|----|--|------------|------------|
| 17 | Law Commission (Amendment) Act No. 19 of 2016 | 17.10.2016 | 21.10.2016 |
| 18 | Value Added Tax (Amendment) Act No. 20 of 2016 | 01.11.2016 | 04.11.2016 |
| 19 | Ports & Airports Development Levy (Amendment) Act No. 21 of 2016 | 07.11.2016 | 11.11.2016 |
| 20 | Nation Building Tax (Amendment) Act No. 22 of 2016 | 07.11.2016 | 11.11.2016 |
| 21 | Appropriation (Amendment) Act No. 23 of 2016 | 07.11.2016 | 11.11.2016 |

- 17 Meetings of the Government Group have been held during the year 2016 as follows and the Minutes thereof, having prepared, have been submitted to H.E. the President, Hon. Prime Minister, Hon. Leader of the House, Hon. Ministers and Hon Members of Parliament.

| Month | dates | Month | dates |
|----------|----------|-----------|-------|
| January | 09,26 | July | 04 |
| February | 09 | August | 08,22 |
| March | 08 | September | 05,19 |
| April | 04 | October | 24 |
| May | 02,16 | November | 10 |
| June | 06,08,20 | December | - |

- Hon. Members of Parliament have been made aware of the Bills and Amendments to be presented to Parliament, at the Meetings of the Group of Members of the Government and arrangements made to provide them with the required assistance.
- The Appropriation Bill for the year 2017 was presented to Parliament on 20-10-2016 and the Budget Speech was delivered on 10-11-2016. The Debate on its Second Reading started with effect from 11-11-2016 and continued up to 18-11-2015 and the Division was taken on 18-11-2016. The Committee Stage Debate was held from 19-11-2016 to 10-12-2016. Division on the Third Reading was taken on 10-12-2016.
- Making due arrangements for preparation of the list of names of the Hon. Members of Parliament in schedule to speak for the Government at the Budget Debates and other Debates held on sitting dates of Parliament as well as the Adjournment Debates during 2016 and arranging for allocation of time for them at these Debates and also provision of important information and data required to the Hon. Members at such Debates.

- ✦ Except during the period of Budget Debate, usually Parliamentary Sittings are held on 08 days every month as four days starting from Tuesday in the week following the first Sunday and another four days starting from Tuesday in the week following the third Sunday. It is a key duty entrusted to this Office to keep the Hon. Members of Parliament informed of the Parliamentary Programs once the decision is taken on the Program for every day or week of Parliamentary Sittings by the Committee on Parliamentary Business and to inform them to be present in Parliament when the Divisions are taken. Accordingly, the Hon. Members of Parliament were kept informed from time to time in the forms of letters, e-mail, SMS and over the telephone.
- ✦ Actions were taken to raise awareness among the Hon. Members of Parliament by presenting them with the required background reports at the Debates for Passing Budget as well as at the Debates on other legislative enactments presented to be passed in Parliament.
- ✦ Measures were adopted to call in the answers for Questions forwarded for Oral Answers from relevant Ministries every day of Parliamentary Sittings in coordination with such Ministries. Additionally, required arrangements were made to present the relevant answers to such questions to Parliament through the Hon. Chief Government Whip at times the Minister, State Minister or the Deputy Minister in question is not present in Parliament to answer them.
- ✦ Co-ordination work with the relevant Minister and ministerial officials on Motions at the Adjournment Time in Parliament on matters of public importance, questions raised under Standing Order 23(2), Questions asked from the Hon. Prime Minister as well as on Questions that do not expect oral answers.
- ✦ Information such as telephone numbers, fax numbers and addresses (in Colombo and Outstation) of all Members of Parliament of the Government and Opposition, Secretaries of the Ministries, the Ministers , State Ministers and Deputy Ministers and their Personal Staff etc., were collected and this staff maintains a register including all such information collected by updating it from time to time. Actions were taken to print this Register by Government Printer and issue free of charge the Register so prepared to the Presidential Secretariat, Prime Minister's Office, all Members of Parliament, all Embassies, all Ministries, Provincial Councils and high rank officers of the public service.
- ✦ The Calendar including the scheduled days of Parliamentary Sittings for the year 2017 was distributed to all personnel requiring it including all Members of Parliament and Public Officers.

- ✦ The Officers of this office were assigned duties at the Members' Entrance, Officers Entrance and Public Entrance of Parliament on shift basis from time to time on the days of Parliamentary Sittings in order to supervise attendance of the Hon. Members of Parliament of the Government Group and the Staff Officers were engaged in follow-up work, being positioned at the Officers' Box in the Chamber.
- ✦ Reports were called on the nature of casting vote by the Members of the Government Group by posting Officers of this office at the Gallery when a Division is called and the information so collected were submitted to the Hon. Chief Government Whip.
- ✦ Measures were arranged to send instant messages to the Hon. Members of Parliament of the Government Group on urgent matters and arrangements were made to keep a continuous coordination with them.
- ✦ Maintenance of Attendance Registers of the Hon. Members of Parliament of the Government and submission of Motions of Leave on the Hon. Members expecting to be absent from Parliamentary Sittings for a continuous period of over three months (as per Article 66(E) of the Constitution).
- ✦ Action was taken to issue Compact Disks containing the debates of the Hon. Members of Parliament of the Government as well as to e-mail such debates on their request.
- ✦ Necessary assistance to the Hon. Members of Parliament was also rendered in the form of performing documentation and typing work pertaining to their requests referred to this office.
- ✦ Action was taken, when the Hon. Members of Parliament of the Government Group are travelling overseas, to get the same approved by keeping H.E. the President / Hon. Prime Minister informed of the same through the Chief Government Whip of Parliament.
- ✦ Co-ordination work on nomination of the Hon. Members for Conferences conducted by the "Universal Peace Federation" and on participation of the Hon. Members in conferences overseas.
- ✦ Notices of Condolence are issued on behalf of the Chief Government Whip of Parliament for the Funerals of the Hon. Members of Parliament presently holding office, their family relatives and Funerals of former Members of Parliament.
- ✦ Required arrangements were made, as stated above, for efficient and productive utilization of physical and human resources in this entity with a view to promoting its performance and they were supervised by the Staff Officers.

Particulars of Accounts during the year 2016

Allocations and expenditure for year 2016:

Name of the Department : Office of the Chief Government Whip of Parliament

Head of Expenditure : 018

Program no. and title : 01 Operational Program

Project number and title : 01 General Administration and Establishment Services

Capital Expenditure :

| Object No. | Particulars of expenditure | (1) | (2) | (3) | (4) | (5) |
|------------|------------------------------|--------------------------------|--|----------------------------|-------------------|---------------------------------|
| | | Allocation of Budget Estimates | Transfer as per F.R. 66 and F.R.69, allocation of supplementary Provisions and Estimates | Total net allocation (1+2) | Total expenditure | Net result balance excess (3-4) |
| | | Rs. | Rs. | Rs. | Rs. | Rs. |
| 2002 | Machinery & Equipment | 150,000 | - | 150,000 | 149,595 | 405 |
| 2003 | vehicles | 500,000 | - | 500,000 | 227,833 | 272,167 |
| 2102 | furniture & Office equipment | 500,000 | - | 500,000 | 492,649 | 7,351 |
| 2401 | staff training | 300,000 | - | 300,000 | 269,000 | 31,000 |
| | total | 1,450,000 | - | 1,450,000 | 1,139,077 | 310,923 |

Recurrent Expenditure:

| project no. | (1) | (2) | (3) | (4) | (5) | (6) |
|--|---------------------------------------|--|--|-----------------------------|--------------------------|----------------------------------|
| Name, personal emoluments and other expenditure for all projects | Allocation of budget estimates | Allocations of supplementary provisions and supplementary estimates | Transfer as per F.R.66 and F.R.69 | Total net allocation | Total expenditure | Net result balance excess |
| | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| Project no. 01 & title: General Administration and Establishment Services | | | | | | |
| Personal Emoluments | 29,500,000 | 2,300,000 | 1,225,000+ | 32,530,000 | 32,429,437 | 100,563 |
| Other expenditure | 10,350,000 | - | 1,225,000- | 9,620,000 | 9,372,072 | 247,928 |
| Grand total | 39,850,000 | 2,300,000 | - | 42,150,000 | 41,801,509 | 348,491 |

**Summary on recurrent expenditure and capital expenditure
for the year 2016**

| description | True expenditure during year 2015 | Total net allocations during year 2016 | True expenditure during year 2016 | Net result Balance |
|--------------------|--|---|--|---------------------------|
| | Rs. | Rs. | Rs | Rs. |
| recurrent | 38,012,788 | 42,150,000 | 41,801,509 | 348,491 |
| capital | 1,281,173 | 1,450,000 | 1,139,077 | 310,923 |
| total | 39,293,961 | 43,600,000 | 42,940,586 | 654,414 |

Government Officers' Advance "B" Account - 2016 - Subject no. 018011

| description | True expenditure during year 2015 | Approved estimate for year 2016 | Revised estimate for year 2016 | True expenditure during year 2016 | Balance over limit |
|---------------------------------------|--|--|---------------------------------------|--|---------------------------|
| | Rs. | Rs. | Rs. | Rs. | Rs. |
| Initial balance | 4,550,794 | - | - | 4,644,064/- | - |
| Total debits during the year | 3,888,597 | 2,000,000 | - | 2,699,364/89 | - |
| Total credits during the year | 3,795,327 | 1,200,000 | - | 2,610,652/39 | - |
| Maximum limit of debit balance | 4,644,064 | 6,500,000 | - | 4,732,776/50 | - |