



2017

லாஃகிக கார்டு காதல லாஃகால
வருடாந்த ஸெயலாற்று஑ை அறி஑்கை
Annual Performance Report

பாஃலு஑ெ஑்஑ுவே ஑ா஑்஑ு ப஑்஑டெ ஑ு஑ால ஑஑்஑ு஑க கார்டாலுட

஑ு ஑஑லஃ஑ெ஑ு ஑஑்஑ுவே.

பாரா஑்஑ு஑஑் அர஑ா஑்஑் கட஑ி ஑ுதற்குலாலா஑ானி஑் அலுவலக஑்

஑் ஑யவர்த஑புர குலட்டு.

Office of the Chief Government Whip Of Parliament

Sri Jayewardenepura Kotte.

2017

லாீகை காரீச சாடுல லாீகால
வருடாந்த செயலாற்றுலை அறிகலை

Annual Performance Report

லீகை
தலைப்பு } **018**
Head }

2017.01.01 ஙீடு 2017.12.31 ஁கீலா

2017.01.01 துடாக்கம் 2017.12.31 வரை

From 01.01.2017 to 31.12.2017

Office of the Chief Government Whip of Parliament

Sri Jayewardenepura, Kotte.

Vision:

To become the leading state institution shouldering excellent performance of functions of the Legislature in order to enable the general public to receive positive benefits of democracy.

Mission:

Perfect performance of all official duties pertaining to the Chief Government Whip of Parliament by a skilled, efficient and satisfied staff in an effective manner within a background of sound inter-personal relationship in the office environment with modern infrastructure facilities, by maintaining power and pride of the incumbent government.

Performance :

Activities of this office are performed under instructions and directions of the Chief Government Whip of Parliament. The office assists in very efficient and effective performance of all parliamentary activities of the government. It is also engaged in making required preparations for passing Laws, Bills, Orders, Regulations and other Motions presented to Parliament by the government and coordination and organization pertaining to ensuring contribution of government Members in Parliament as well as outside for government functions.

Organizational Structure:

Instructions and directives of the Chief Government Whip of Parliament are implemented under supervision of Secretary to the Chief Government Whip of Parliament. For this purpose, the office consists of a staff of 39 employees including 02 Senior Assistant Secretaries, an Assistant Secretary and an Administrative Officer. There are 02 vacancies in Public Management Assistants' Service and a vacancy in Office Employees' Service.

Additionally, approval has been granted to create 02 Posts of Deputy Government Whip and 3 Posts of Assistant Government Whip as per a Cabinet Decision taken on 28th November 2016.

A Deputy Minister has already been appointed for a Post of Deputy Government Whip and actions were taken to appoint 02 Members of Parliament for the 02 Posts of Assistant Government Whip. For the personal staff of each such Assistant Government Whip, employees have been attached as 01 Personal Assistant, 06 Management Assistants and 03 Office Employees. As such, the total number of Officers will be 61 in future, which will further rise with filling the vacancies in the second post of Deputy Government Whip and third vacant post of Assistant Government Whip.

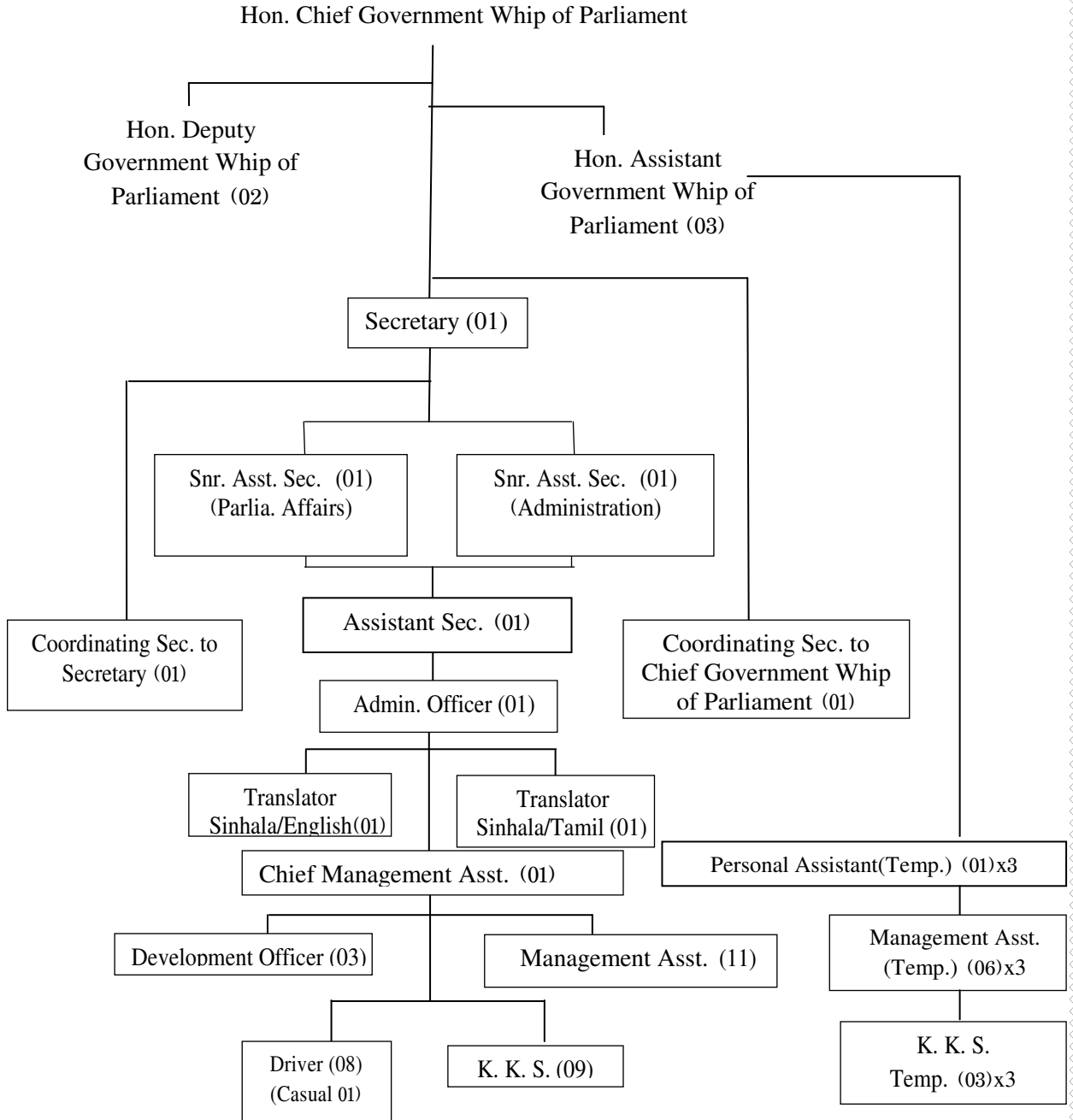
Key functions of the Office of the Chief Government Whip of Parliament :

- 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.

Office of the Chief Government Whip of Parliament

Organizational Structure



Staff Information

Approved Staff as at 31/12/2017

	Post	No. Approved	No. available as at 31.12.2017	No. of vacancies
01	Secretary	01	01	-
02	Senior Assistant Secretary	02	02	-
03	Assistant Secretary	01	01	-
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	09 (Contract 01)	02
09	Driver	08 Casual 01	08	Casual 01
10	O.E.S.	09	09	-
	Total	42	39	03

Personal Staff of two Assistant Whips

	Post	No. Approved	No. available as at 31.12.2017	No. of vacancies
08	Personal Assistant	02	02	-
09	Management Assistant	12	11	01
10	K. K. S.	06	06	-

Human Resource Management

Appointments to the staff in Year 2017 :

S./ No.	Officer's Name	Post	Date of Appt.
01	Mr. D. M. W. Sirimanna	O. E. S. III	23.05.2017
02	Mr. R. Y. Kalansooriya	Coordinating Sec. to Sec.	04.07.2017

Staff Transfers in Year 2017 (into the Office):

S./ No.	Officer's Name	Post	Date of Appt.
01	Mr. D. R. de Zoysa	Administrative Officer	27.06.2017

Termination of Service on Contract Basis in the Staff during Year 2017:

S./ No.	Officer's Name	Post	Date of Appt.
01	Mr. S. K. Nandasena	P. M. A. S. I	30.06.2017

Retirements in the Staff during the Year 2017 :

S./ No.	Officer's Name	Post	Date of Appt.
01	Mr. Saman Welikala	P. M. A. S. I	21.09.2017

Human Resource Development

Local Training:

Officer's Name	Post	Training	Training Institute	Training Duration
Mr. S. H. Kumara Ratnayake	O. E. S. III	Book Binder Training Course	Department of National Archives	16.01.2017 – 28.02.2017
Mr. Sunil Galagama	Snr. Asst. Secretary	End user training for ITMIS cadre management module	Miloda Academy of Financial studies	02.05.2017 – 05.05.2017
Mrs. Manjula Rajapakshe	Asst. Secretary	End user training for ITMIS cadre management module	Miloda Academy of Financial studies	02.05.2017 – 05.05.2017
Mr. J. M. Liyanagama	Finance Assistant	End user training for ITMIS cadre management module	Miloda Academy of Financial studies	02.05.2017 – 05.05.2017
Mr. J. M. Liyanagama	Finance Assistant	New CIGAS updating	Ministry of Finance "Randora" Hall	07.07.2017
Mr. J. M. Liyanagama	Finance Assistant	CIGAS	Miloda Academy of Financial studies	20.12.2017
The entire Staff		Outdoor Training	Wariyapola Training Centre	13 th & 14 th July 2017

Overseas Training:

Officer's Name	Post	Training	Training Institute	Training Duration
Mrs. Tharaniie Kumaradasa	Asst. Secretary	International Programme on Strategic Management	University of Sidney, Australia	28 th Feb – 08 th March 2017
Mrs. Manjula Rajapakshe	Asst. Secretary	International Programme on Strategic Management	University of Sidney, Australia	28 th Feb – 08 th March 2017
Mr. C. Kuruppu	Secretary	Conference	Universal Peace Federation-Korea	01 st – 05 th Feb. 2017
Mr. Sunil Galagama	Snr. Asst. Secretary	Seminar on Management for Administrative Officials from Developing Countries	Dalian Academy of Management, China	06 th – 26 th April 2017
Mr. C. Kuruppu	Secretary	8 th world Scientific Congress – Geneva	International Academy of Science-Geneva	11 th – 13 th December 2017

Performance during Year 2017

Key Functions performed during Year 2017:

- ✚ Necessary arrangements were made from 01.01.2017 to 31.12.2017 to keep the Hon. Members of Parliament of the Government informed and get necessary support for the purpose of getting the under mentioned 32 Bills and Motions pertaining to the functions of the Government passed in Parliament.

S./No.	Title of the Act/Bill	Date Passed	Date of Publication as a Supplement in Part II of Gazette
01	Medical (Amendment) No.01 of 2017	21.02.2017	23.02.2016
02	Divineguma (Amendment) No.02 of 2017	21.02.2017	23.02.2016
03	Land (Restrictions on Alienation) (Amendment) No. 03 of 2017	22.02.2017	23.02.2016
04	Engineering Council, Sri Lanka No. 04 of 2017	09.03.2017	10.03.2017
05	Revocation of irrevocable Deeds of Gift on the ground of Gross Ingratitude No. 05 of 2017	04.04.2017	07.04.2017
06	National Transport Commission (Amendment) No. 06 of 2017	07.04.2017	07.04.2017
07	Economic Service Charge (Amendment) No. 07 of 2017	17.05.2017	19.05.2017
08	Civil Procedure Code (Amendment) No. 08 of 2017	07.06.2017	09.06.2017
09	Office on Missing Persons (Establishment, Administration and Discharge of Functions) (Amendment) No. 09 of 2017	03.07.2017	07.07.2017
10	Registration of Electors No. 10 of 2017	21.07.2017	21.07.2017
11	Fisheries and Aquatic Resources (Amendment) No. 11 of 2017	25.07.2017	28.07.2017
12	Foreign Exchange Act No. 12 of 2017	28.07.2017	28.07.2017
13	Nation Building Tax (Amendment) Act No. 13 of 2017	09.08.2017	11.08.2017
14	Sugathadasa National Sports Complex Authority (Amendment) Act No. 14 of 2017	17.08.2017	18.08.2017
15	Ceylon German Technical Training Institute Act No. 15 of 2017	24.08.2017	25.08.2017
16	Local Authorities Elections (Amendment)	31.08.2017	31.08.2017

	Act No. 16 of 2017		
17	Provincial Councils Elections (Amendment) Act No. 17 of 2017	22.09.2017	22.09.2017
18	Motor Traffic (Amendment) Act No. 18 of 2017	03.10.2017	06.10.2017
19	Sri Lanka Sustainable Development Act No. 19 of 2017	03.10.2017	06.10.2017
20	Municipal Councils (Amendment) Act No. 20 of 2017	12.10.2017	13.10.2017
21	Urban Councils (Amendment) Act No. 21 of 2017	12.10.2017	13.10.2017
22	Pradeshiya Sabhas (Amendment) Act No. 22 of 2017	12.10.2017	13.10.2017
23	Regulation of Insurance Industry (Amendment) Act No. 23 of 2017	19.10.2017	20.10.2017
24	Inland Revenue Act No. 24 of 2017	24.10.2017	27.10.2017
25	Electronic Transactions Act (Amendment) Act No. 25 of 2017	02.11.2017	02.11.2017
26	Judicature (Amendment) Act No. 26 of 2017	17.11.2017	17.11.2017
27	Assistance to and Protection of Victims of Crime and Witnesses (Amendment) Act No. 27 of 2017	17.11.2017	17.11.2017
28	Local Authorities (Special Provisions) Act No. 28 of 2017	17.11.2017	17.11.2017
29	Prevention of Crimes (Amendment) Act No. 29 of 2017	18.11.2017	24.11.2017
30	Appropriation Act No. 30 of 2017	09.12.2017	15.12.2017
32	Appropriation (Amendment) Act No. 13 of 2017	14.12.2017	15.12.2017

✚ 18 Meetings of the Government Group have been held during the year 2017 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	23	July	03, 24
February	06, 20	August	21
March	06, 20	September	18
April	05	October	16
May	02, 22	November	09, 14, 27
June	01, 19	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 2018 was presented to Parliament on 09-10-2017 and the Budget Speech was delivered on 09-11-2017. The Debate on its Second Reading started with effect from 10-11-2017 and continued up to 16-11-2017 and the Division was taken on 16-11-2017. The Committee Stage Debate was held from 17-11-2017 to 09-12-2017. Division on the Third Reading was taken on 09-12-2017.
- ✚ 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 2017 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 other 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, Viber, Whatsapp 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. Arrangements were made to issue the same information to other Institutions as well on their request.
- ✚ The Calendar including the scheduled days of Parliamentary Sittings for the year 2018 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, Staff 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 assigning that duty to Officers of this office 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 with recommendation of the Chief Government Whip of Parliament.
- ✚ 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 2017

Allocations and expenditure for year 2017:

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	300000	-	300000	101255	198745
2003	vehicles	500,000	-	500,000	419342	80658
2102	furniture & Office equipment	500,000	-	500,000	428270	71730
2401	staff training	300,000	-	300,000	257413	42587
	Total	1600000	-	1600000	1206280	393720

Recurrent Expenditure:

Project No. Name, Personal Emoluments and Other Expenditure for all Projects	(1)	(2)	(3)	(4)	(5)	(6)
	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: <u>General Administration and Establishment Services</u>						
Personal Emoluments	30000000	15926000	+275000	45926000	45700595	225405
Other expenditure	10643000	4625000	-275000	15268000	14773927	494073
Grand total	40643000	20551000	0	61194000	60474522	719478

**Summary on recurrent expenditure and capital expenditure for
the year 2017**

description	True expenditure during year 2016 Rs.	Total net allocations during year 2017 Rs.	True expenditure during year 2017 Rs	Net result Balance Rs.
Recurrent	41801509	61194000	60474522	719478
Capital	1139077	1600000	1206280	393720
Total	42940586	62794000	61680802	1113198

Government Officers' Advance "B" Account - 2017 - Subject No. 018011

Description	True expenditure during year 2016 Rs.	Approved estimate for year 2017 Rs.	Revised estimate for year 2017 Rs.	True expenditure during year 2017 Rs.	Balance over limit Rs.
Initial balance	4644064	-	-	4732776.50	-
Total debits during the year	2699364.89	2000000.00	-	2221549.50	-
Total credits during the year	2610652.39	1300000.00	-	2191470.00	-
Maximum limit of debit balance	4732776.50	7000000.00	-	4762856.00	-