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இலங்கைப் பாராளுமன்றம்
Parliament of Sri Lanka



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வருடாந்த செயலாற்றுகை அறிக்கை
ANNUAL PERFORMANCE REPORT
2016

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தலைப்பு
Head } 16

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இலங்கைப் பாராளுமன்றம் ஜயவர்தனபுர கோட்டே
Parliament of Sri Lanka, Sri Jayewardenepurakotte

Parliament of Sri Lanka
Head No.16
Annual Performance Report – 2016

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Parliament of Sri Lanka

Head No.16

Annual Performance Report – 2016

1. Mission

To provide Parliamentarians with necessary procedural advices and facilities to discharge their duties as legislators, representatives of the people and scrutinizers of public finance of the country in an effective and efficient manner.

2. Key Functions

- (i) Exercising the legislative power of the people.
- (ii) Exercising full control over public finance.
- (iii) Exercising oversight over the executive.

3. Organizational Structure

The secretarial and staff services required for efficient performance of the duties of Parliament headed by the Hon. Speaker are provided by the office of the Secretary-General of Parliament.

The office of the Secretary General of Parliament consists of the following Departments:-

(Please refer Annexure 01 for Organizational Structure)

1. Department of the Serjeant-at-Arms
2. Administration Department
3. Department of Legislative Services
4. Hansard Department
5. Co-ordinating Engineer's Department
6. Finance & Supplies Department
7. Catering & House-keeping Department
8. Information Systems & Management Department

3.1 Department of the Serjeant-at-Arms

Facilitating effective functioning of Parliament through the timely and efficient provision of the following services to the Hon. Members of Parliament in the best possible manner:-

- Ceremonial duties, preservation of order in the Parliament Chamber , custody of the mace and its security, admission of visitors to the Parliament building and supervision of the galleries .
- Preservation of the Parliament building and allocation of accommodation within the Parliamentary Complex.
- Preparation of the seniority lists of Members of Parliament and allotment of seats in the Chamber of the Parliament, administration and supervision of seating arrangements.

3.2 Administration Department

- Attending to affairs including recruitment , promotion and discipline of the staff with a view to provide efficient and high quality services to the Members of Parliament in formulation of laws , monitoring and controlling of Public Finance and organizing local and foreign training in human resources management , language proficiency , computer , cookery, accounting and library services to develop the knowledge , skills and the capacity of the staff in every section and organizing programmes to develop the productivity of the staff through the development of positive thinking in the staff are carried out by the Administration Department.
- In addition to those functions, taking action to provide with quality and speed, the approved facilities and services for the Hon. Members of Parliament to discharge the duties of that office and management of affairs related to transport for the staff of Parliament are also carried out by the Administration Department.

The following offices contribute to the functions of the Administration Department:-

1. Establishment Office
2. Members' Services Office
3. Transport Office

3.3 Hansard Department

Ensures impartial, accurate and timely reporting of Parliamentary proceedings, proceedings of Parliamentary Committees, conferences and CPA and IPU conferences and indexing and monitoring the audio recordings.

3.4 Co-ordinating Engineer's Department

- Ensuring that the Parliament building is effectively and efficiently maintained and protected as a public building of significant value to the nation, is done by the Department of the Co-ordinating Engineer.
- Providing a modern and efficient working environment with sophisticated facilities for members of Parliament and the staff by managing the physical infrastructure facilities efficiently.

3.5 Catering and Housekeeping Department

- Providing meals and beverages to Members of Parliament, staff and visitors.
- Management of Restaurants and the Kitchen.
- Interior and exterior beautification, cleaning activities and other maintenance activities of the building.

3.6 Finance and Supplies Department

- Budgeting and preparation of estimates of expenditure of Parliament, collection of Revenue and Budgetary control, Accounting and preparation of final Accounting reports.
- Purchasing the items required by Parliament, storing, issuing and management of procurement activities.
- Payment of salaries and allowances to Members of Parliament, retired Members of Parliament, staff and retired members of the staff, casual and relief employees of Parliament.
- Payments for suppliers and service providers.

The following divisions function under the Finance and Supplies Department –

1. Finance and Accounts Office
2. Supplies and Services Office
3. Catering Accounts Office

3.7 Legislative Services Department

Providing professional services to Members of Parliament in the areas of Law making, oversight and public finance.

The following divisions function under the Legislative Services Department :-

1. Table Office
2. Bills Office
3. Committee Office – I
4. Committee Office – II
5. Office of the Committee on Public Accounts and the Committee on Public Enterprises.
6. Public Petitions Committee Office
7. Interpreters' Office
8. Library

3.8 Department of Information Systems and Management

Carrying out all the IT based activities of the Secretariat by maintaining the infrastructure facilities related to Information Technology in an efficient manner, Improving internet connections, managing and maintaining the intranet of Parliament in an efficient and productive manner, maintaining and updating the website of Parliament and maintenance of ICT tools.

3.9 The Foreign Relations and Protocol Office and the Internal Audit Division function directly under the supervision of the Secretary General of Parliament.

4. Staff Details:

Approved cadre of the year 2016 and the actual cadre in service are given below.

Designation	Approved Cadre				Actual Cadre			
	S.G.P	Hon. Speaker	Hon. Deputy Speaker	Hon. Deputy Chairman of Committees	S.G.P	Hon. Speaker	Hon. Deputy Speaker	Hon. Deputy Chairman of Committees
Senior Level	56				54			
Tertiary Level	162				142			
Secondary Level	236				190			
Primary	474				440			
Casual/Temporary	03	45	21	21	02	45	21	17
Total (As at 31.12.2016)	931	45	21	21	828	45	21	17

5. Annual Performance

5.1 Financial Administration – Expenditure out of the provisions made for the year 2016.

Cited below is the allocation of provisions as recurrent and capital expenditure and the manner of expenditure of such provisions under operational activities for the year 2016:-

DGSA 1

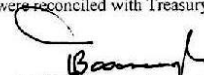
Appropriation Account - 2016

Expenditure Head No: 16

Name of Ministry / Department / District Secretariat: Parliament

Programme Number given in Annual Estimates	Title of the Programme given in Budget Estimates	(1)	(2)	(3)	(4)	(5)	(6)	Page No. (Reference to relevant DGSA 2 format)
		Provision in Budget estimates	Supplementary Provision and Supplementary Estimate Allocation	Transfers in terms of F.R.66 and F.R.69	Total Net Provision (1+2+3)	Total Expenditure	Net Effect Savings/(Excesses) (4-5)	
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
Recurrent								
1	Office of the Hon. Speaker	111,850,000	73,000,000	-5,000,000	179,850,000	158,491,725	21,358,275	81
2	Establishment Services	1,062,200,000	42,300,000	24,000,000	1,128,500,000	1,113,631,721	14,868,279	81
3	Facilities to the Hon. Members of Parliament	492,500,000	75,600,000	-19,000,000	549,100,000	544,352,718	4,747,282	81
Sub Total (Recurrent)		1,666,550,000	190,900,000	0	1,857,450,000	1,816,476,164	40,973,836	80
Capital								
1	Office of the Hon. Speaker	6,600,000		0	6,600,000	2,243,635	4,356,365	82
2	Establishment Services	518,200,000	54,393,000	0	572,593,000	333,138,846	239,454,154	83
3	Facilities to the Hon. Members of Parliament	800,000		0	800,000	688,088	111,912	84
Sub Total (Capital)		525,600,000	54,393,000	0	579,993,000	336,070,569	243,922,431	80
Grand Total		2,192,150,000	245,293,000	0	2,437,443,000	2,152,546,733	284,896,267	80

Detailed Accounting Statements in DGSA format Numbers 2 to 10 presented in pages from 79 to 108 and other Notes presented in pages from 109 to 112 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 Accounts were reconciled with Treasury Books of Accounts and found correct.


Chief Accounting Officer

Name: Dhammika Dasanayake
Designation: Secretary General of Parliament
Date :

W. B. D. DASANAYAKE
Secretary General of Parliament
Parliament

Sri Jayawardanepura - Kotte.


Director (Finance)

Name: K.G.M. Jayashantha
Date: 24.03.2017

K. G. MERWIN JAYASHANTHA
Director (Finance)
Parliament of Sri Lanka
Sri Jayawardanepura Kotte.

Appropriation Account by Programme - 2016

Expenditure Head No. : 16 Name of Ministry / Department / District Secretariat : Parliament
Programme No. & Title : 01 Operational Activities

Summary of Recurrent and Capital Expenditure

Nature of Expenditure with DGSA format Reference	(1)	(2)	(3)	(4)	(5)	(6)	Page No. (Reference to relevant DGSA format)
	Rs.	Rs.	Rs.	Rs.	Rs.	Net Effect Savings/(Excesses) (4-5)	
(a) Recurrent (DGSA 3)	1,666,550,000	190,900,000	0	1,857,450,000	1,816,476,164	40,973,836	80
(B) Capital (DGSA 4)	525,600,000	54,393,000	0	579,993,000	336,070,569	243,922,431	82 - 84
Total	2,192,150,000	245,293,000	0	2,437,443,000	2,152,546,733	284,896,267	



Director (Finance)

Date : 24-03-2017

Recurrent Expenditure by Project

Expenditure Head No : 16 Name of Ministry / Department / District Secretariat: Parliament
 Programme No. & Title : 01 Operational Activities

	(1)	(2)	(3)	(4)	(5)	(6)
	Provision in Budget Estimates	Supplementary Provision and Supplementary Estimate Allocation	Transfers in terms of the F.R. 66 and F.R. 69	Total Net Provision (1+2+3)	Total Expenditure	Net Effect Savings/(Excesses) (4-5)
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Project 01: Office of the Hon. Speaker						
Personel Emoluments	51,800,000	7,000,000	0	58,800,000	57,679,929	1,120,071
Other Expenditure	60,050,000	66,000,000	-5,000,000	121,050,000	100,811,796	20,238,204
Sub Total	111,850,000	73,000,000	-5,000,000	179,850,000	158,491,725	21,358,275
Project 02 : Establishment Services						
Personel Emoluments	667,200,000	35,000,000	0	702,200,000	695,316,196	6,883,804
Other Expenditure	395,000,000	7,300,000	24,000,000	426,300,000	418,315,525	7,984,475
Sub Total	1,062,200,000	42,300,000	24,000,000	1,128,500,000	1,113,631,721	14,868,279
Project 03: Facilities to the Hon. Members of Parliament						
Personel Emoluments	100,000,000		0	100,000,000	99,997,451	2,549
Other Charges	392,500,000	75,600,000	-19,000,000	449,100,000	444,355,267	4,744,733
Sub Total	492,500,000	75,600,000	-19,000,000	549,100,000	544,352,718	4,747,282
Grand Total	1,666,550,000	190,900,000	0	1,857,450,000	1,816,476,164	40,973,836

K. G. Jayaraman
 Director (Finance)

Date : 24.03.2017

DGSA 4

Capital Expenditure by Project

Expenditure Head No : 16 Name of Ministry / Department / District Secretariat: Parliament
 Programme No. & Title : 01 Operational Activities
 Project No. & Title : 01 Office of the Hon. Speaker

Object Code No.	Item No.	Financed by (Code No.)	Description of Items	(1) Provision in Budget Estimates Rs.	(2) Supplementary Provision and Supplementary Estimate Allocation Rs.	(3) Transfers in terms of the F.R. 66 and F.R. 69 Rs.	(4) Total Net Provision (1+2+3) Rs.	(5) Total Expenditure Rs.	(6) Net Effect Savings/(Excesses) (+/-) Rs.
			Rehabilitation and Improvement of Capital Assets						
2001		11	Buildings and Structures	2,000,000	0	0	2,000,000	510,070	1,489,930
2002		11	Plant, Machinery and Equipment	500,000	0	0	500,000	303,600	196,400
2003		11	Vehicles	3,000,000	0	0	3,000,000	725,940	2,274,060
			Acquisition of Capital Assets						
2101		11	Vehicles	0	0	0	0	0	0
2102		11	Furniture and Office Equipment	800,000	0	0	800,000	405,965	394,035
2103		11	Plant, Machinery and Equipment	300,000	0	0	300,000	298,060	1,940
			Total	6,600,000	0	0	6,600,000	2,243,635	4,356,365



 Director (Finance)
 Date : 2-4-2016

DGSA 4

Capital Expenditure by Project

Expenditure Head No : 16 Name of Ministry / Department / District Secretariat: Parliament
 Programme No. & Title : 01 Operational Activities
 Project No. & Title : 02 Establishment Services

Object Code	Item No.	Financed by (Code No.)	Description of Items	(1) Provision in Budget Estimates	(2) Supplementary Provision and Supplementary Estimate Allocation	(3) Transfers in terms of the F.R. 66 and F.R. 69	(4) Total Net Provision (1+2+3)	(5) Total Expenditure	(6) Net Effect Savings/(Excesses)
			Rehabilitation and Improvement of Capital Assets						
2001		11	Buildings and Structures	1,000,000	0	0	1,000,000	472,998	527,002
2002		11	Plant, Machinery and Equipment	9,000,000	0	0	9,000,000	8,924,050	75,950
2003		11	Vehicles	1,000,000	0	0	1,000,000	769,614	230,386
			Acquisition of Capital Assets						
2101		11	Vehicles	0	15,393,000	0	15,393,000	15,392,844	156
2102		11	Furniture and Office Equipment	5,000,000	2,000,000	0	7,000,000	6,553,207	446,793
2103		11	Plant, Machinery and Equipment	0	37,000,000	0	37,000,000	34,277,957	2,722,043
2401		11	Capacity Building Staff Training	2,200,000	0	0	2,200,000	2,122,961	77,039
2001		11	Refurbishment of Parliamentary Complex Buildings and Structures	500,000,000	0	0	500,000,000	264,625,215	235,374,785
			Total	518,200,000	54,393,000	0	572,593,000	333,138,846	239,454,154


 Director (Finance)
 Date : 24.03.2017

DGSA 4


Capital Expenditure by Project

Expenditure Head No : 16 Name of Ministry / Department / District Secretariat: Parliament

Programme No. & Title : 01 Operational Activities

Project No. & Title : 03 Facilities to the Hon. Members of Parliament

Object Code No.	Item No.	Financed by (Code No.)	Description of Items	(1) Provision in Budget Estimates	(2) Supplementary Provision and Supplementary Estimate Allocation	(3) Transfers in terms of the F.R. 66 and F.R. 69	(4) Total Net Provision (1+2+3)	(5) Total Expenditure	(6) Net Effect Savings/(Excesses) (4-5)
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
			Rehabilitation and Improvement of Capital Assets						
2001		11	Buildings and Structures	0		0	0	0	0
			Acquisition of Capital Assets						
2102		11	Furniture and Office Equipment	300,000		0	300,000	198,214	101,786
2103		11	Plant, Machinery and Equipment	500,000		0	500,000	489,874	10,126
			Total	800,000	0	0	800,000	688,088	111,912


 Director (Finance)
 Date : 24.03.2017

Public Officers Advance Account :

The approved limits and actual amounts of the Advanced account “ B” of the Public Officers at the end of the year 2016 are given below :-

Description	Approved Limits 2016 (Rs.)	Actual Amounts 2016 (Rs.)	
Maximum Limits for Expenditure	38,000,000	01601-1	24,909,561.00
		01601-2	1,271,958.00
Minimum Limits for Receipts	28,000,000	01601-1	31,162,838.63
		01601-2	107,909.10
Maximum Balance		122,327,984.73	

6. Legislative Services Department

6.1 Sectoral Oversight Committees

The Sectoral Oversight Committee System was introduced as per a motion passed in Parliament on 19th December 2015 and the functions of Ministries and Institutions are monitored under 16 such Committees which have been named. Accordingly, the said Sectoral Oversight Committees, which consist of majority participation of the back benchers and 20 members perform the following duties ;

- a) perform in view of getting a complete understanding on the subjects which come under its scope and of determining on the nature of targets and objectives of each of the institution;
- b) perform with relevance to the subjects coming under its scope in order to determine the impact made to the institutional performance by other rules and regulations, ordinances and court decisions in addition to the major governing rules for each of the institutions;
- c) identify the major programmes and projects formulated and/ or implemented by each of the institutions within its scope;
- d) provide recommendations with relevance to carrying out the functions that the committees have been entrusted with as per Articles 43(1) and 44(2) of the Constitution identifying the challenges faced pertaining to the accomplishment of these functions, having monitored the functions accomplished by the minister;

- e) monitor the implementation of the major rules and regulations relevant to their scope / field in order to identify the challenges and issues;
- f) monitor the continuous implementation, summary and disposal of the rules, regulations, statutes and court determinations existing at present pertaining to the field as per the impact made by them on the society , and also observes the decisions taken regarding requirement of the amendment to existing laws and/or the enactment of new laws;
- g) properly monitor the implementation of new rules and regulations by the Ministry and decide the need of their amendment or enactment of new laws
- h) in addition to this, determine and monitor the relevance, productivity, transparency and efficiency of certain major programmes and projects implemented by the Ministry.

The Sectoral Oversight Committees have the possibility to request for information /documents on the subjects under their scope, organize continuous meetings, summon and question officers ,to question the relevant minister(s),consult experts and the public, and to conduct field visits in order to implement the above measures, and also the ability to conduct independent research and analysis and also to conduct research and studies of the commission where necessary.

Under the specific functions accomplished by the Sectoral oversight committees, they monitor the performances of the institutions, and adequately examines whether the programmes and operations are carried out in a suitable manner, with transparency, actively and efficiently. Also they decide the suitability of functions, responsibilities, objectives and goals of the institutions and examines the active contribution of the governing structure of the institutions.

Similarly, the Sectoral Oversight Committees also have the responsibility to amend their monitoring plans a periodic manner in consultation with the other committees pertaining to the formulation and implementation of such plans.

Accordingly, the measures taken by each of the committee during the year 2016 are briefly indicated as follows;

	Sectoral Oversight Committee	Number of meetings conducted	Number of considerations					Number of reports presented to Parliament
			Bills	Orders/Regulations	Motions	Annual and performance reports /agreements		
01	Economic Development	8	1	-	-	3	1	
02	International Relations	11	1	4	-	3	5	
03	National Security	6	1	-	-	5	2	
04	Sustainable Development, Environment and Natural Resources	12	1	11	-	1	3	
05	Women and Gender	8	-	-	-	-	-	
06	Education and Human Resources Development	14	4	8	-	-	4	
	Sub-committees	4	Formulation of a report on the expansion of Medical Education of Sri Lanka with the participation of the Private Sector					
	<ul style="list-style-type: none"> • Higher Education • Education 	3						
07	Health and Public Welfare and Social Empowerment	11	2	2	-	-	3	
08	Transport and Communication	12						
09	Agriculture and Lands	8	-	1	-	2	1	
	Sub committees <ul style="list-style-type: none"> • Economic Policies 	3						
10	Legal Affairs (Anti-corruption) and Media	14	5	1	3	-	8	

11	Youth, Sports, Arts and Heritages	8	-	1	-	-	1
12	Enterprise and Commerce	7	-	1	-	1	2
13	Energy	13	-	2	-	6	3
	Sub committees						
	• Power and Renewable Energy	6					
14	Production and Services	7	-	-	-	-	-
	Sub committees						
	• Development of Public Institutions related to manufacture of Cement						
15	Internal Administration and Public Management	11	1	-	-	2	1
16	Reconciliation and Rebuilding North and East	9	-	-	-	2	1

6.2 Committees for Special Purposes:

(i). Committee on Public Finance:

This Sectoral Oversight Committee was introduced as per a motion passed in Parliament on 19th December 2015 and the functions of the Committee are to;

- Collection of Revenue under Article 148 of the Constitution
- Making payments from the consolidated fund
- Utilizing of public funds for specific legal requirements
- Deploying public funds
- Examining the appropriation depression, appropriation transfers and unexpected balances of the appropriation act for the current year
- Implementing the appropriation act for the current year
- Public Debt and Debt servicing and Examine the reports and statements under Public Finance Management (Responsibilities) Act number 03 of 2003

Further, the other functions of the Committee are to periodically report to parliament the facts disclosed by the above referred sections, to present a report on the estimates including estimates whether moneys have been properly deployed within the policy decisions of the government within a period of 06 weeks from the tabling of the Budget estimates and to submit to Parliament a report on the public finance, finance and economic assumptions which have been used as the basis for the calculation of the overall estimated expenses and receipts , within four days from the second reading of the appropriation bill.

Accordingly, the chairman of the Committee on Public Accounts which consists of 20 members, is Hon. M.A. Sumanthiran and 28 meetings have been conducted within the year 2016 and 08 committee reports have been tabled.

(ii) Committee of Selection:

The Committee of Selection with the Chairmanship of the Hon.Speaker, Karu Jayasooriya, consists of 20 members and 08 meetings were held during the year 2016.

(iii) Committee on Privileges:

The Committee with the Chairmanship of the Hon. Thilak Marapana, consists of 10 members and 04 meetings were held during the year 2016

(iv) Committee on High Posts:

The Committee with the chairmanship of the Hon.Speaker, Karu Jayasooriya, consists of 15 members and 14 meetings were held during the year 2016

(v) Committee on Standing Orders:

The Committee with the Chairmanship of the Hon. Speaker, Karu Jayasooriya, consists of 09 members and 08 meetings were held during the year 2016

(vi) Committee on Public Accounts

The Committee on Public Accounts has summoned 67 institutions to the Committee and has conducted 74 investigations and 03 other investigations on specific matters and has endeavored to regulate the performance and also the financial control of public institutions.

Specific/ New programmes initiated by the Committee on Public Accounts during the year 2016

The major functions undertaken by the committee during this year were to study about the income trends of public institutions without getting restricted to the auditor general's reports considered by the Committee, to obtain information from all the public institutions by the system through the introduction of computer information technology and to evaluate the said institutions on that basis, to identify the administrative and financial deficiencies currently available in the said institutions and implement remedial measures to regulate them and through that to further regulate the activities of the Committee.

Awareness workshops conducted by the Committee on Public Accounts

The committee took measures to conduct several awareness workshops on the programme of obtaining information through the online system. Accordingly, two – two day special workshops were conducted on 2016.03.31 and 2016.12.06 respectively for all the secretaries to the ministries, chief officers including commissioners/assistant commissioners of provincial councils and local government institutions.

Appointment of Sub-Committees.

A sub - Committee has been appointed to submit suggestions and recommendations with pertinence to the utilization of information communication technology to regulate and develop the revenue collection of the major revenue generation institutions of the government.

Presentation of Committee Reports

The main report of the Committee on Public Accounts comprising of institutions examined by the Committee between 01-01-2016 and 07-04-2016 was submitted to Parliament on 22-09-2016 while the report of the Sub-Committee on Using Information Communication Technology to Improve the Collection of Government Revenue was submitted to Parliament on 23-11-2016.

Institutions Examined by the Committee on Public Accounts in year 2016

Number	Name of the Institution	Dates of Examination
01	Sri Lanka Customs	09.01.2016 23.03.2016 23.06.2016
02	Department of Motor Traffic	09.01.2016 24.03.2016 10.06.2016 06.10.2016
03	Department of Inland Revenue	26.01.2016
04	Excise Department	26.01.2016
05	Ministry of Skills Development and Vocational Training	26.01.2016
06	Ministry of Education	27.01.2016 12.02.2016
07	Land Ministry	27.02.2016
08	Department of Immigration and Emigration	28.01.2016
09	Examinations Department	28.01.2016
10	Department of Valuation	09.02.2016
11	Import and Export Control Department	10.02.2016
12	Divineguma Development Department	11.02.2016
13	District Secretariat - Kurunegala	12.02.2016
14	District Secretariat - Kandy	23.02.2016
15	Prisons Department	24.02.2016
16	Department of Railway	25.02.2016
17	Employee Provident Fund	26.02.2016
18	Ministry of Sustainable Development and Wildlife	08.03.2016
19	Department of Sustainable Development and Wildlife	08.03.2016
20	Department of National Zoological Gardens	08.03.2016
21	Department of National Botanical Gardens	08.03.2016
22	Department of National Archives	10.03.2016

23	Department of Land Settlement	10.03.2016
24	Department of Educational Publications	10.03.2016
25	Department of Survey	10.03.2016
26	Ministry of National Co-existence Dialogue and Official Languages	10.03.2016
27	Department of Official Languages	10.03.2016
28	Ministry of Industry and Commerce	10.03.2016
29	Department of Commerce	10.03.2016
30	Department of Registrar of Companies	10.03.2016
31	Department of Measurement Units, Standards and Services	11.03.2016
32	Department of Export Agriculture	11.03.2016
33	Ministry of Labour and Trade Union Relations	07.04.2016
34	Department of Labour	07.04.2016
35	Department of Manpower and Employment	07.04.2016
36	Ministry of Agriculture	07.04.2016
37	Department of Agriculture	07.04.2016
38	Department of Agrarian Services	07.04.2016
39	Department of Coast Conservation	04.05.2016
40	Department of Government Analyst	05.05.2016
41	Legal Draftsman's Department	06.05.2016
42	Ministry of Petroleum Resource Development	18.05.2016
43	Department of Census and Statistics	08.06.2016
44	Department of Archaeology	08.06.2016
45	Sri Lanka Navy	22.06.2016
46	Police Department	22.06.2016
47	Sri Lanka Air Force	24.06.2016
48	Sri Lanka Army	24.06.2016

49	National Education Commission	08.07.2016
50	Public Service Commission	08.07.2016
51	Attorney General's Department (Not examined)	20.07.2016
52	Ministry of Development Strategy and International Trade	20.07.2016
53	Ministry of Rural Economy	21.07.2016
54	Department of Animal Products and Health	21.07.2016
55	Department of Civil Defence	10.08.2016
56	Western Provincial Council	11.08.2016 25.10.2016
57	Department of Irrigation	22.09.2016
58	Department of Government Printing	22.09.2016
59	Sabaragamuwa Provincial Council	04.10.2016
60	District Secretariat - Hambantota	05.10.2016
61	Wattala Pradeshiya Sabha	25.10.2016
62	Mirigama Pradeshiya Sabha	25.10.2016
63	Dehiwala-Mt. Lavinia Municipal Council	26.10.2016
64	Ministry of Parliamentary Affairs and Mass Media	26.10.2016
65	District Secretariat - Matara	27.10.2016
66	North Western Provincial Council	27.10.2016
67	Kaluthara Urban Council	28.10.2016

Special Committee Meetings held by the Committee to Look into Specific Matters

Number	Matters Examined	Dates of Examination
01	Recommending steps to be taken by and taken among stakeholders to improve the collection of government revenue using effective information technology systems (A sub - Committee looked into this matter)	04.05.2016 02.05.2016 08.07.2016 09.08.2016 23.08.2016

02	Special committee called to investigate whether undocumented loans and issuance of bonds that occurred in January 2015 caused any harm/loss to the management of public debt	07.06.2016
03	Special committee held regarding action to be taken to fill vacancies in the Accountant's Service	09.06.2016 27.10.2016

Committee on Public Enterprises

Performance and current activities of the following institutions were considered by the Committee on Public Enterprises in 2016 in order to be reported to Parliament. Necessary meetings were held and reports were compiled for this purpose.

Presentation of Reports

Furthermore, two reports on public enterprises were submitted to Parliament on 09 August 2016 and 28 October 2016 after examining public enterprises and completing the tasks assigned to the Committee.

Institutions Examined by the Committee

Number	Name of the Institution	Date of Examination
01	Bank of Ceylon	2016.01.26
02	Ceylon Electricity Board	2016.01.28
03	LTL Holdings Pvt. Ltd.	2016.02.09
04	Rakna Arakshana Lanka	2016.02.09
05	Trustee Board of the Sri Jayawardenapura Hospital	2016.02.10
06	National Council for Elders	2016.02.12
07	Sri Lankan Airlines	2016.02.12
08	State Pharmaceuticals Corporation	2016.02.23
09	Janatha Estate Development Board	2016.02.24
10	Central Bank of Sri Lanka	2016.02.25
11	Agricultural and Agrarian Insurance Board	2016.02.26
12	Rakna Arakshana Lanka	2016.03.08
13	Sri Lanka Cricket	2016.03.08
14	Palmyrah Development Board	2016.03.11
15	Land Reforms Commission	2016.03.23
16	Lankaputhra Development Bank	2016.03.23
17	Ceylon Electricity Board	2016.03.24
18	National Film Corporation	2016.03.24
19	Elkaduwa Plantation Company	2016.04.06
20	National Water Supply and Drainage Board	2016.04.07
21	Ceylon Petroleum Corporation	2016.04.08
22	Cooperative Wholesale Establishment	2016.05.18

23	Road Development Authority	2016.06.07
24	Central Bank of Sri Lanka	2016.06.08
25	Sri Lanka Insurance Corporation	2016.06.08
26	State Engineering Corporation	2016.06.09
27	Telecommunications Regulatory Commission	2016.06.23
28	Committee discussion on the report of the Auditor General regarding the bond issue	2016.06.29
29	Presentation by the Auditor General regarding the bond issue	2016.07.05
30	Central Bank of Sri Lanka	2016.07.07
31	Road Development Authority	2016.07.08
32	Sri Lanka Cricket	2016.07.20
33	Sri Lanka Rupavahini Corporation	2016.07.21
34	National Lotteries Board	2016.07.22
35	Sri Lanka Football Federation	2016.08.09
36	Maganeguma Companies under the Road Development Authority	2016.08.10
37	Sri Lanka Ayurvedic Drugs Corporation	2016.08.10
38	Central Bank of Sri Lanka	2016.08.12
39	Central Bank of Sri Lanka	2016.08.23
40	Sri Lanka Ports Authority	2016.08.23
41	Kurunegala Plantation Company Ltd.	2016.08.25
42	Employee Provident Fund	2016.08.26
43	National Transport Commission	2016.09.06
44	Tourism Development Authority	2016.09.07
45	Central Bank of Sri Lanka	2016.09.08
46	Tourism Development Authority	2016.09.09
47	Airport and Aviation Services Company Ltd.	2016.09.09
48	CWE – Lak Sathosa	2016.09.20
49	Central Environment Authority	2016.09.21
50	People’s Bank	2016.09.22
51	Central Bank of Sri Lanka	2016.09.23
52	Ayurvedic Drug Corporation	2016.10.04
53	Central Bank of Sri Lanka	2016.10.05
54	Central Bank of Sri Lanka	2016.10.20
55	Central Bank of Sri Lanka	2016.10.21
56	Central Bank of Sri Lanka	2016.10.24
57	Central Bank of Sri Lanka	2016.10.26
58	Special discussion	2016.11.21
59	National Lotteries Board	2016.12.05
60	Ayurvedic Drug Corporation	2016.12.07

(VIII) Committee on Public Petitions:

The first meeting of the Committee for the year 2016 was held on 25-02-2016 and during the year under consideration, a total of 300 petitions were taken into consideration, 31 committee meetings held and 77 files closed. In the 77 files closed, are 18 petitioners who were able to gain relief. The rest of the files had to be closed

since the Committee did not have the provisions under which relief could be granted to those parties.

Total number of petitioned received by the Office in year 2016		1238
Number of petitions rejected by the Office in grounds of inconsistency with the Standing Orders		329
Number of petitions accepted by the Office for future action		909
Number of petitions referred to the Hon. Speaker for approval in 2016		918
Petitions received in 2015	50	
Petitions received in 2016	868	
Number of petitions submitted to Parliament in 2016		954
(Action was taken to submit in year 2016, the petitions received in 2015 but remained without being submitted)		
Number of petitions submitted to the Ombudsman for investigations		110

6.3 Select Committees

(i) Steering Committee of the Constitutional Assembly

This Committee which is headed by the Hon. Ranil Wickremasinghe, the Prime Minister, comprises of 21 Members of Parliament. The Committee has held 46 meetings in year 2016.

(ii) Select Committee of Parliament on the United Nations 2030 Agenda on Sustainable Development

This Committee which is headed by the Hon. Thilanga Sumathipala, the Deputy Speaker, comprises of 15 Members of Parliament. The Committee has held one meeting in year 2016.

Ad-hoc Committees

Women Parliamentarian's Caucus:

This Committee which is headed by the Hon. Mrs. Chandrani Bandara, comprises of 13 Members of Parliament. The Committee has held 10 meeting in year 2016.

Parliamentary Children's Caucus:

This Committee which is headed by the Hon. Dr. Mrs. Sudarshani Fernandopulle, has an active membership of seven Members of Parliament. The Committee has held 2 meeting in year 2016.

6.4 Bills Office

The function of the Bills Office is to make necessary arrangements in order to ensure that the law making process, which is the priority legislative function of Parliament, is put into action in keeping with the provisions stipulated in the Constitution and the Standing Orders of Parliament.

In order to facilitate this, the Bills Office functions in all three languages and attends to all legislation related matters from the presentation of Bills by government to printing the respective Acts after they receive Hon. Speaker's certificate.

Similarly, Private Members' Bills too are handled in all three languages from the printing of the draft gazette to the printing of the respective Act.

The Bills Office received 30 Government Gazette Bills in year 2016. Out of these, 24 were passed in Parliament after the Bills were printed. All 24 have received the Hon. Speaker's certificate too.

Bills passed in the year 2016

No	Act No:	Name of the Act	Date of Certification
1	1/2016	පළාත් පාලන ආයතන ඡන්ද විමසීම් (සංශෝධන) உள்ளூர் அதிகாரசபைகள் தேர்தல்கள் (திருத்தம்) Local Authorities Elections (Amendments)	2016-02-17
2	2/2016	ධීවර සහ ජලජ සම්පත් (සංශෝධන) கடற்றொழில், நீர்வாழ் உயிரின வளங்கள் (திருத்தம்) Fisheries and Aquatic Resources (Amendment)	2016-02-17
3	3/2016	සේවකයන්ගේ ජාතික අවම වේතය வேலையாளர்களின் தேசிய குறைந்தபட்ச வேతனம் National Minimum Wage of Workers	2016-03-23
4	4/2016	සේවකයන්ගේ අයවැය සහන දීමනාව வேலையாளர்களின் வரவுசெலவுத்திட்ட நிவாரணப்படி Budgetary Relief Allowance of Workers	2016-03-23

15	15/2016	සත්ව ආහාර (සංශෝධන) වிலங்கුත් தீனி (திருத்தம்) Animal Feed (Amendment)	2016-09-07
16	16/2016	මරණ ලියාපදිංචි කිරීමේ (තාවකාලික විධිවිධාන) (සංශෝධන) இறப்புக்களிள் பதிவு (தற்காலிக ஏற்பாடுகள்) (திருத்தம்) Registration of Deaths (Temporary Provisions) (Amendment)	2016-09-07
17	17/2016	විශ්වවිද්‍යාල (සංශෝධන) பல்கலைக்கழகங்கள் (திருத்தம்) Universities (Amendment)	2016-10-05
18	18/2016	අපරාධ නඩු විධාන සංගීර්ණය (සංශෝධන) පනත Code of Criminal Procedure (Amendment)	2016-10-17
19	19/2016	නීති කොමිෂන් සභා (සංශෝධන) சட்ட ஆணைக்குழு (திருத்தம்) Law Commission (Amendment)	2016-10-17
20	20/2016	එකතු කළ අගය මත බදු (සංශෝධන) சேர்ப்பெறுமதி வரி (திருத்தம்) Value Added Tax (Amendment)	2016-11-01
21	21/2016	වරාය සහ ගුවන් තොටුපල සංවර්ධන බදු (සංශෝධන) துறைமுக, விமான நிலைய அபிவிருத்தி அறவீடு (திருத்தம்) Ports and Airport Development Levy (Amendment)	2016-11-07
22	22/2016	ජාතිය ගොඩනැගීමේ බදු (සංශෝධන) நாட்டைக் கட்டியெழுப்பதல் வரி (திருத்தம்) Nation Building Tax (Amendment)	2016-11-07
23	23/2016	විසර්ජන (සංශෝධන) ஒதுக்கீடு (திருத்தம்) Appropriation (Amendment)	2016-11-07
24	24/2016	විසර්ජන ஒதுக்கீடு Appropriation	2016-12-10

Arrangements were made to publish 55 gazette notifications of Private Members' Bills during that year. Moreover, steps were taken to present to Parliament 57 Private Members' Bills and all those Bills that were presented to Parliament were referred to the relevant ministries for necessary action. Five reports obtained from Hon. Ministers in respect of five of those Private Members' Bills were presented to Parliament.

During year 2016, 22 meetings of Sectoral Oversight Committees were held in regard of Government Bills and officers of the Bills Office participated in those meetings and gave necessary contributions as expected of them.

Apart from those, the following activities, too, were carried out by the Bills Office during year 2016:

- a) taking action to obtain and send to the Provincial Council of the Sabaragamuwa Province the opinion of Parliament regarding the Sabaragamuwa Tourism Statute on a request that had been made to Parliament by the Sabaragamuwa Provincial Council; and
- b) taking steps to obtain and report to Parliament the observations of all provincial councils on the Fisheries and Aquatic Resources (Amendment) Private Member's Bill presented to Parliament by Hon. M.A. Sumanthiran, M.P., as the said Bill was related to the concurrent list of the Constitution of Sri Lanka and referring the opinions of provincial councils regarding the Bill to the relevant Ministry.

6.5 Table Office

Activities performed by the Table Office during year 2016 are as follows:

- a) Four Order Books with 28 Addendums connected thereto in regard to Parliamentary Sittings, including motions and questions that are expected to be submitted in future and order papers and minutes regarding 97 parliamentary sittings were prepared and printed in Sinhala, Tamil and English languages.
- b) Measures were taken to present to Parliament 398 performance reports and annual reports of ministries and those of departments, corporations and statutory boards coming under such ministries, and motions which included orders and regulations that were imposed under various acts and were published in the Gazette and forwarded to this office by each ministry.
- c) Measures were taken to include in order books or in addendums to order books as relevant 736 questions for oral answers which were submitted by Members of Parliament, after registering and editing those questions in keeping with Standing Orders of Parliament and having translated into Sinhala, Tamil and English languages.
- d) Further, 160 private members' motions and 3 no date motions were received and they were included in the order books or addendums to order books as relevant after editing them and translating them into Sinhala, Tamil and English languages.
- e) Action was taken to convene 39 meetings of the Committee on Parliamentary Business and the minutes of those meetings were distributed in all three languages and follow up activities was carried out with regard to the decisions taken at those meetings.

- f) Measures were taken to present 09 votes of condolence to Parliament in year 2016 and the relevant Hansard reports, extracts, calling letters and order papers of the meetings were sent to the late Members' spouses or to their next of kin.

6.6 Parliamentary Interpreters' Office

Services provided by the Parliamentary Interpreters' Office during the year ended 31 December 2016 are as follows:

- a) Provision of simultaneous interpretation services in Sinhala/English, Sinhala/Tamil, Tamil/English languages to Members of Parliament inside the chamber of Parliament on sittings days.
- b) Simultaneous interpretation facilities were made available in Sinhala/English, Sinhala/Tamil, Tamil/English languages to the Hon. Members of Parliament, public officers and other officials participating in meetings of Sectoral Oversight Committees and other meetings held at Committee Rooms.
- c) Provision of consecutive interpretation at committees such as the Committee on Parliamentary Business and the Committee on Public Petitions which are held in committee rooms which are not equipped with simultaneous interpretation paraphernalia.

Mention should be made about the fact that there has been a considerable increase in the interpretation work at committees and written translation work when compared with the previous year.

Stream	No. of Pages Translated
Sinhala / English	1964
Sinhala / Tamil	1369
Tamil / English	948

6.7 Library of the Parliament

The Digital Library Portal which is the core feature that is required for digitalizing the valuable, old resources belonging to the library of Parliament was established during the year.

As a result, all data bases of the library were entered in the Digital Library through the DSPACE software.

During the year, library resources were acquired to the main collection of the library in Sinhala, Tamil and English languages. They were as follows:

Library books	– 874
Newspapers	– 34
Periodicals	– 16

Further, a renowned author donated to the Library through the Hon. Speaker a collection of 360 books written by her.

The number of books and other documents issued by the Library during the year was 1124.

During year 2016, where there were urgent requirements of information related to various subjects of national importance, around 475 files containing the required information were provided within a very short period of time utilizing various reference books, newspapers, magazines and the internet.

Over 2500 news items and articles published in daily national newspapers and periodicals on important current issues were photocopied or scanned during the year for immediate reference of the Hon. Members.

Further, around 80 documents and reports which were prepared obtaining necessary information from various publications of Parliament such as hansard reports, parliamentary series, bills and acts, from gazette notifications, performance reports of ministries and the printed copies and electronic copies of the annual reports and performance reports of corporations, boards and various other institutes.

The following tasks were fulfilled by the Research Division of the Library during the year:

Requests from Members of Parliament	- 254
Preparing speeches for the Speaker / for affairs of the Parliament Secretariat, and for parliament delegations who attend overseas conferences	} - 64
Background reports to bills	- 28
Technical reports	- 10
Research papers	- 08

7. Sergeant- at- Arms Department

The objective of this department is to provide services facilitating Hon . Speaker, Hon. Members of Parliament and their staff, staff of the parliament and affiliated staffs in carrying out parliamentary procedures .

- Security affairs

In year 2016 certain security measures could be relaxed while keeping the security position in a maximum level and measures were taken to make the Hon. Members of the Parliament , the staff and public officers aware of the decisions concerned .Accordingly , the services were provided not only for Hon . Members of Parliament , parliamentary staff, the public officers

who visit the parliament for their duties but also for the public who visited the parliament .

- Issuing official identity cards

700 official identity cards have been issued for Hon . Members of Parliament, staff of the parliament , affiliated staff police and former members of Parliament .

- Controlling people who enter the parliamentary complex, systematic execution of access control affairs , affairs relating to access control system and reception section

The basic information has been provided to the Information systems and management Department in order to plan the improvements on access control system with the facility of issuing various permits by Networking office of Sergeant -at- Arms, Deputy Sergeant- at -Arms , Assistant Sergeant - at -Arms , the office of the Sergeant - at -Arms Department, reception desks and security desks and accordingly , measures were taken in year 2016 to implement the basic training programs to make the relevant staffs aware of the program.

- Observation and reporting of the information on attendance / departure of the staff .

In year 2016 as well , the task of making further observations and submission of reports on the information on attendance / departure of the staff to the Establishment office with a system of camera installed since October 2012 , was performed and about 900 reports have been submitted .

- Issuance of official condolence statements

About 105 official condolence statements were issued with the advice of Hon. Speaker/ the Secretary General of the Parliament

- New year festival of the Parliament

Parliament new year festival was successfully held on the advice of Hon. Speaker with the participation of Hon. Members of Parliament , parliamentary staff , affiliated staff and the staff of parliament police division , on 09 .04 . 2016 at Sports Ministry grounds, Colombo 07 .

Followings are the detailed tasks performed by this Department in year 2016

- VIP visits
Number of VIP visits were approximately 650
- 58 vehicle passes have been issued for the drivers of Members of Parliament
- 167 and 20 passes have been issued respectively for newspaper reporters and Newspaper messengers .
- Issuance of passes for parliament visits(Approximately)
 - (i) Total number of passes issued in 2016 -6200
 - (ii) Group Passes for parliament visits - 3160
 - (iii) Number of school children , visited in groups – 210,095
Approximately on monthly basis - 17508
 - (iv) Number of gallery passes , issued - 2124
Monthly average of the number of gallery passes issued - 177
 - (v) Number of school children and other persons who visited parliament without prior permissions - 9105
- Issuance of security clearance certificates in connection with construction of buildings in the surrounding area of parliamentary premises
- Followings are the information on the applications made in connection with the Issuance of security clearance certificates on construction of buildings in the surrounding area of parliamentary premises and of the approvals granted.

Number of applications received 157

Number of applications approved 135

8. Administrations Department

8.1 Establishment Office

Following tasks have been successfully accomplished by the Establishment Office in year 2016 .

8.1.1 Training programmes

a) Local training programmes /courses / awareness programmes

Training programmes/ courses were organized , approximately for 400 staff members both by following institutions and by the parliament

- Skills Development Foundation

- Prag institution
- Sri Lanka Standards Institution
- Sri Lanka Tourism and Hotel Management Institution
- Sri Lanka Institute of Development Administration
- National Archives Department
- Tharanaya Sansadaya
- Construction Machineries Training Center
- Sri Lanka institute of German Technical Technology
- Official language training programmes
- Training programme on positive thinking
- Department of State printing

b) Foreign training programmes / study programmes / seminars

- ITEC training programme- India – 11 officials
- 32rd training program for foreign parliamentary officials held in Indian parliament – India – 7 officials
- 32rd training programe on drafting for foreign parliamentary officials held in Indian parliament – India – 2 officials
- The orientation programme organized by Maldives constitutional assembly - Maladies - 9 officials
- Meeting for public accounts committee officials of Asian region – Bhutan – 1 official
- Regional meeting of parliamentary research centre – Jordan. 3 officials
- Lok Sabha study tour - India – 5 officials
- Asian and eastern Asian Parliamentary Staff development seminar - Pakistan – 2 officials
- World E- parliament seminar – Chili – 1 official
- Annual seminar of International library Association on Parliamentary libraries and Research - United States of America – 2 officials
- 1st executive committee meeting and the permanent committee meeting on Asian parliamentary council staffs and financial regulations
- 65th Westminster seminar - United kingdom – 2 officials
- Capacity building seminar – United Kingdom – 2 officials
- Study tour to Austrian parliament - Austria – 1 official
- Training program on installation of the sound system of the House – Singapore – 5 officials

8.1.2 Institutional tasks :

Recruitments – 66 new employees were recruited for parliamentary staff
Insurance scheme - the amount of money spent for staff insurance

scheme that is operated with Sri Lanka insurance company ,is 4,384,280.42

8.2 Members' Services Office

The major duty of this department is to take measures to provide approved services and services necessary for Hon. Members of Parliament in performing their duties properly in time and to ensure that the other departments of the parliament and the external sections provide such services , appropriately .

This department takes measures to supply new official telephone facilities to the members of Parliament in keeping with their needs , to supply needful stationery in required amounts, to coordinate with Ministry of Defense in respect of issuance of fire arms for their personal security , to maintain Hon. Speakers official residence and administration of Nuwaraeliya Generals ' house and to coordinate maintenance affairs .This Department coordinates the maintenance and control of Madiwela members residences .And also Members' services Department coordinates with Ceylon Electricity Board in providing four security electric lamps to the points that the Members of parliament request and it coordinates with the Ministry of Parliamentary Reforms and Media to provide necessary insurance cover when Hon. Members are hospitalized . And also the Department takes measures to provide necessary annual assets and liabilities declaration forms to Hon. members , in stipulated time and make them aware of it .

8.3 Transport Office

This Department performs the duty of providing transport facilities to parliamentary staff and affiliated staffs, maintenance of vehicles and repair works.

9. Hansard Department

Followings are the services provided by the Hansard Department for the year - 2016

- Covering 97 parliamentary sitting days.
- Covering 326 committees including Committee on Public Enterprises , Committee on Public Accounts , Committee on High Posts, Committee on Privileges, women Caucus., Children caucus, Committee on Standing Orders, Consultative Committees (Special) , Standing Committees , and Committee on Budget Estimates

- Covering the sessions of Committee on Parliamentary Affairs
- Proof reading 71 unedited Hansard reports(volume 239-244)
- Sending edited Hansards for printing(volume 238- 240)
- Binding 6 volumes of Hansard reports as a book and sending to the printer
- Sending Hansard reports containing motions of Condolence on 7 Members of parliament , for printing
- Editing the records of 235 committees
- Making 6 indexes concerning 69 Hansard reports and sending for printing (volume 239-244)
- Recording the audio of the activities taking place within the chamber and in the committees.
- Giving approval for the issuance of CDs on Parliamentary activities.
- Providing the services of Editor of Hansard and Deputy Editors of Hansard for the Interview Boards, Tender Boards, Technical Evaluation Committees and other Committees.

10. Co-ordinating Engineer's Department:

Following tasks have been successfully completed by this department in year 2016.

- Supplying, fixing and successful completion of installing the sound control system in the chamber at a cost of Rs.121,733,358.65
- Supplying, fixing and successful completion of installing the CCTV system in the chamber at a cost of Rs.237,000,000.00
- Installing the Clock System valued at Rs. 8,771,827.89 in the Parliament.
- Successful installation of Intercom System in the Parliament at a cost of Rs.14,375,000.00
- Air-conditioning the Committee Office and Supplies and Services Office and successful completion of the task.
- Air-conditioning the Medical Center and successful completion of the task.

11. Information Systems and Management Department:

Maintenance of Information and Communication infrastructure, developing applications for financial management to increase the efficiency of various sections of the institute, information management for Committees on Public Enterprises and Public Accounts, Restaurant Management, Thrift Society Management, information on visitors' arrival, developing home grown applications and maintenance, dealing with maintenance services contracts, conducting training programmes, maintenance of parliament's website, monitoring data base on disaster management are among the major tasks undertaken by the Information Systems and Management Department in year 2016.

12. Internal Audit Office:

- a) 04 meetings of the Audit and Management Committee appointed with the objective of encouraging the utilization the human resource and other common resources of the Parliament in order to achieve the institutional goals and their reports have been forwarded to the Treasury.
- b) Action has been taken to confirm clarity of title deeds and survey plans of the lands which the Parliament is situated.
- c) Examining and reporting the activities of the Finance and Accounts Office, Supplies and Services Office, Coordinating Engineer's Department, Information Systems and Management Department
- d) Vouchers have been audited in a methodical manner.

13. Foreign Relations and Protocol Office:

The Foreign Relations and Protocol Office had mainly carried out tasks and services with regard to the Commonwealth Parliamentary Association, Inter-Parliamentary Association and SAARC Parliamentarians' Association in year 2016.

Following summits, workshops, tours, meetings and study tours were organized by this office.

Workshop/ Summit/ Meeting	Host country	Time period it was held
23 rd Commonwealth Summit	Malaysia	From 9 th to 14 th January, 2016
United Kingdom's Asian Regional Workshop	India	From 18 th to 21 st January, 2016
Asian Regional Public Accounts Committee Meeting	Nepal	From 10 th to 14 th March, 2016
Asian Regional Workshop (Safeguarding the fundamental rights of Parliament members)	Sri Lanka	From 31 st January to 4 th February, 2016
International Parliament Conference	United Kingdom	From 14 th to 17 th March, 2016
Mid-year Ex-Co meeting	United Kingdom	From 27 th to 30 th April, 2016
13 th Canadian Parliamentary Session	Canada	From 29 th May to 3 rd June, 2016
27 th Commonwealth Parliamentary Session	Australia	From 5 th to 11 th June, 2016
6 th Westminster Workshop	United Kingdom	From 04 th to 07 th July, 2016
Asia Pacific Regional Workshop	Australia	From 25 th to 28 th July, 2016
8 th Commonwealth Youth Parliamentary Forum	Canada	From 06 th to 10 th November, 2016
65 th Westminster Workshop	United Kingdom	From 21 st to 25 th November, 2016
62 nd Commonwealth Convention	United Kingdom	From 11 th to 17 th December, 2016

South Asian Region's Speakers' Convention on Sustainable Development	Bangladesh	From 30 th to 31 st January, 2016
134 th Inter Parliamentary Forum	Zambia	From 17 th to 23 rd March, 2016
Inter Parliamentary Union's Global Workshop on Young Parliamentary Representatives	Zambia	From 16 th to 17 th March, 2016
Meeting of Asian Parliamentary Association's Standing Committee on Social and Cultural Affairs	Iran	From 25 th to 29 th April, 2016
Workshop on International Trade	Singapore	From 17 th to 19 th May, 2016
Meeting of Asian Parliamentary Association's Standing Committee on Political Affairs	Jordan	From 01 st to 2 nd May, 2016
Sri Lanka – China Parliamentary Friendship Convention's study tour	China	From 10 th to 19 th June, 2016
Meeting of Asian Association's Standing Committee on Economy and Sustainable Development	Pakistan	From 25 th to 28 th July, 2016
Workshop on Sustainable Development	Indonesia	From 29 th August to 01 st September, 2016
Sri Lanka Parliamentary Representatives' study tour	China	From 21 st to 29 th September, 2016

First Executive and Standing Committee meeting on Staff and Financial Regulations	Cambodia	From 25 th to 28 th September, 2016
Visit of Sri Lanka – Palestine Parliamentary Friendship Association’s representatives	Palestine	From 10 th to 15 th October, 2016
Sri Lanka Parliamentary representatives official visit headed by Hon. Speaker	China	From 09 th to 15 th October, 2016
135 th Inter Parliamentary Forum	Switzerland	From 21 st to 28 th October, 2016
Official visit of the Speaker of Switzerland National Council and the General Secretary of Parliament		From 05 th to 08 th October, 2016
Sri Lanka’s main political party representatives’ official visit	China	From 12 th to 20 th December, 2016

There are 50 Parliamentary Friendship Associations and activities related to them are done by the Foreign Relations and Protocol Office.

Activities related to various study tours organized by the Commonwealth Association, Inter-Parliamentary Union and the SAARC Parliamentarians Association for Parliamentary Officers, Protocol and media activities of various state delegations who come to meet the Speaker, Deputy Speaker and Deputy Chairman of Committees, Activities with regard to visa, passport and reserving Special Guests’ terminal in the airports as well as airport duties are also done by this office.

ORGANIZATION CHART OF PARLIAMENT OF SRI LANKA

SECRETARY GENERAL OF PARLIAMENT
 DEPUTY SECRETARY GENERAL OF PARLIAMENT
 ASSISTANT SECRETARY GENERAL OF PARLIAMENT

