

# **The procedure to be followed when presenting the Government Business to Parliament**

**Office of the Leader of the House of Parliament**

**29<sup>th</sup> May 2025 @ 1.00 pm @ CR-01, Parliamentary Complex**



# **Government Business presented to Parliament**

- 1. Bills**
- 2. Subordinate Laws such as Orders / Regulations /Directives/ Rules**
- 3. Direct Motions / Resolutions**
- 4. Supplementary Estimates**
- 5. Releasing of additional provisions under the Supplementary Support Services and Emergency Requirement Liability Project  
*(Section 6(1) of the Appropriation Act of the relevant year)***
- 6. Agreements and Conventions entered into by Sri Lanka with foreign Governments**
- 7. Reports**

# Only a Minister can present the Government Business to Parliament



**To present or approve Government Business,  
the Minister should submit a letter through the  
Leader of the House of Parliament to the Speaker.**

When submitting that letter;

- a. Special Spending Units** – Under the Hon. Prime Minister's signature
- b. Ministries , Departments and Statutory Bodies**
  - Under the respective Cabinet Minister's Signature
- c. In the event the Minister is not a member of the Cabinet**
  - Under the Non-Cabinet Minister's signature
    - ✓ Gazette No. [2355/09](#) dated 23.10.2023
    - ✗ Gazette No. [2329/44](#) dated 27.04.2023
- d. In a situation where there is an Acting Minister appointed**
  - Copy of the Credentials, with the covering letter signed by the respective Minister

## **Common errors in the Minister's covering letter.**

- a. Sending the documents without the covering letter**
- b. Covering letter signed by any other officer other than the Ministers' concern**
- c. Covering letter under the Hon. Prime Ministers' signature for the Ministries coming under the President**
- d. Contents of the covering letter**

**New covering letter under the new Minister's signature is required  
If the documents have already been handed over to the OLHP at  
the following occasions;**

- a. Dissolution**
- b. Prorogation**
- c. Minister's resignation or is replacement**
- d. Change of the Ministry**

**All Government Business should be presented to Parliament  
in all three languages**

**ಹಿಂಛಿ**

**ತಢಿಢ್**

**English**

# Committee Consideration

**Bills & Reports**

**Sectoral Oversight  
Committee (SOC)**

**Gazettes**

**Ministerial  
Consultative  
(MCC)**

**Money related  
matters**

**Comm. On Public  
Finance  
(CoPF)**



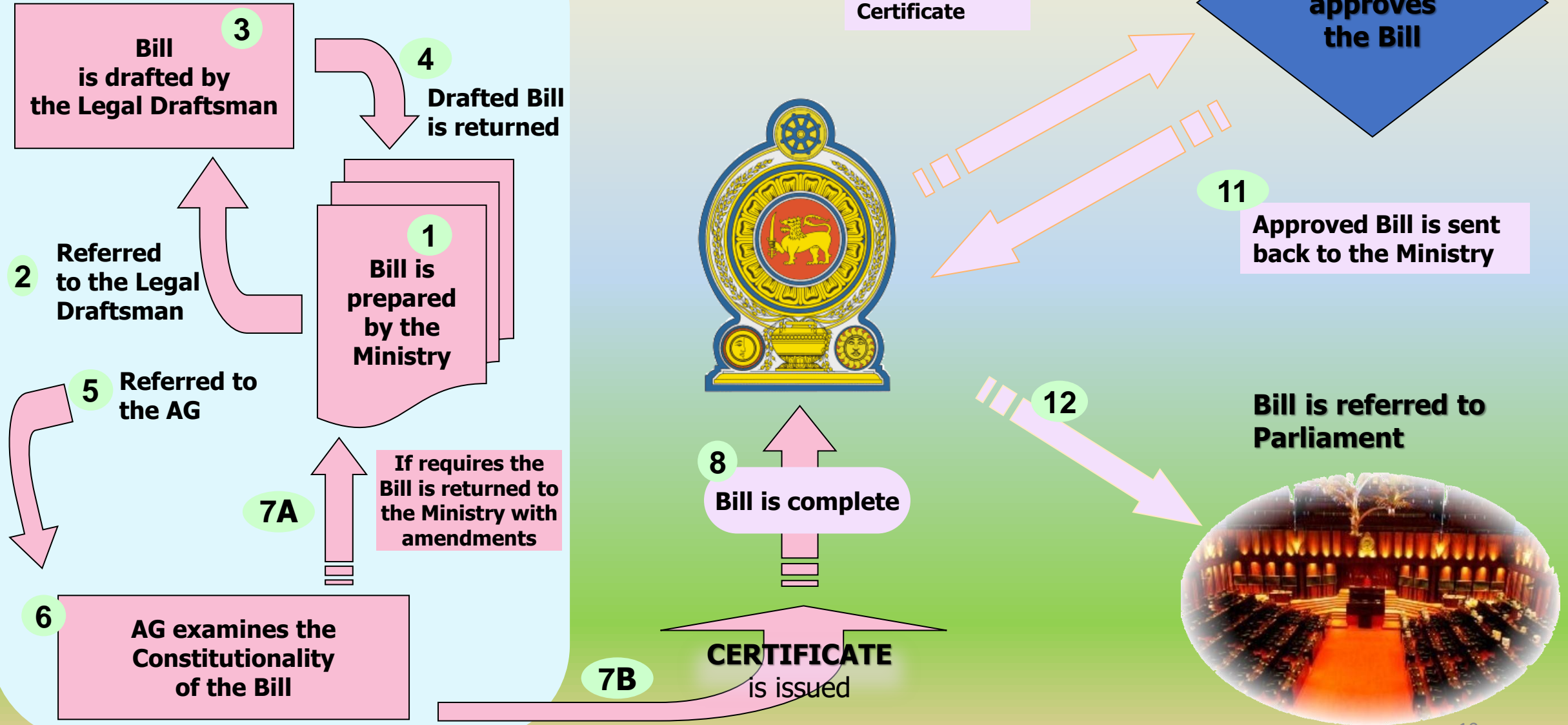
# 1. Bills

- Urgent Bills
- Ordinary Bills



# Before a Bill comes to Parliament .....

## Process of preparation



## Article 78 of the Constitution;

- First Reading of the Bill

**THE GAZETTE OF THE DEMOCRATIC  
SOCIALIST REPUBLIC OF  
SRI LANKA**

**Part II of July 26, 2024**

**SUPPLEMENT**

*(Issued on 31.07.2024)*

*(Issued on 31.07.2024)*

## Article 121(1) of the Constitution and Standing Order 55(2)(a);

- Challenging the Bill before the Supreme Court

# Required documents for Submitting a Bill to Parliament

## a. Gazette Supplement of the Bill

– Sinhala - 360 Copies / Tamil - 120 Copies / English - 340 Copies

## b. Cabinet Memorandum and Cabinet Decision

– 3 copies

## c. Certificate/Opinion from the Attorney General

– 3 copies

## d. Observations from any other relevant Minister

– 3 copies

## e. If the Attorney General has indicated that there are amendments to the proposed Bill; A letter signed by the Secretary to the Ministry that the amendments have been incorporated

## f. Background Note

– Sinhala - 160 copies / Tamil - 35 copies / English - 35 copies

## **Important Note:**

- **The short title of the Bill should be same in all the following documents:**
  - **Gazette Supplement**
  - **Cabinet Memorandum**
  - **Cabinet Decision**
  - **Attorney Generals' Clearance**
- **The L.D.-O. number of the Bill must be the same in all languages**
- **The relevant L.D.-O. number of the Bill should be mentioned in the Attorney General's clearance.**





නීතිපති නිල මැදිරිය  
කොළඹ 12, ශ්‍රී ලංකාව.

சட்டத்துறை அத்தியியின் கூடம்  
கொழும்பு 12, இலங்கை.

Attorney-General's Chambers  
Colombo 12, Sri Lanka.

දුරකථන  
தொலைபேசி  
Telephone } 0112327166

ෆැක්ස්  
பெக்ஸ்  
Fax } 0112381171

My Ref: B/17/2025  
Yr. Ref: FP/01/01/01/03/20/03-2023(ii)

17<sup>th</sup> February, 2025

Secretary,  
Ministry of Finance, Planning and Economic Development,  
Colombo 01.

An Act to Amend the Value Added Tax Act, No. 14 of 2002

I write with reference to the Legal Draftsman's letter dated 17<sup>th</sup> February, 2025 addressed to you with a copy to me, enclosing the amended final draft of the above Bill.

I have examined the provisions of the draft Bill, and have to advise you that the provisions of the draft Bill are not inconsistent with the Constitution. The Bill is not subject to any prohibitions or restrictions imposed by the Thirteenth Amendment to the Constitution and may be enacted by Parliament.

Parinda Ranasinghe (Jnr.), P.C.  
Attorney-General

Copy to: Legal Draftsman - Yr. Ref: L.D.-O 81/2024

Value Added Tax (Amendment)

L.D. - O 81/2024

AN ACT AMEND THE VALUE ADDED TAX  
ACT, No. 14 OF 2002

BE it enacted by the Parliament of the Democratic Socialist  
Republic of Sri Lanka as follows: -

1. (1) This Act may be cited as the Value Added Tax (Amendment) Act, No. of 2025. Short title and the date of operation

5 (2) The provisions of this Act other than the amendment made by paragraph (1) of section 3 shall come into operation on the date on which the Bill becomes an Act of Parliament.

10 (3) The amendment made by paragraph (1) of section 3 shall be deemed to have come into operation on January 1, 2024.

2. Section 2 of the Value Added Tax Act, No. 14 of 2002 (hereinafter in this Act referred to as the "principal enactment") is hereby amended as follows: - Amendment of section 2 of Act, No.14 of 2002

15 (1) by the substitution in paragraph (b) of subsection (1) of that section, for the words "by any person," of the words "by any person; or";

20 (2) by the addition immediately after paragraph (b) of subsection (1) of the following: -

"(c) on the supply of services by a non-resident person through an electronic platform to a person in

# Committee stage



**Supreme  
Court**

**SOC or the  
Committee  
on Public  
Finance**

**A Minister or  
a Member of  
Parliament**

**Ministry**

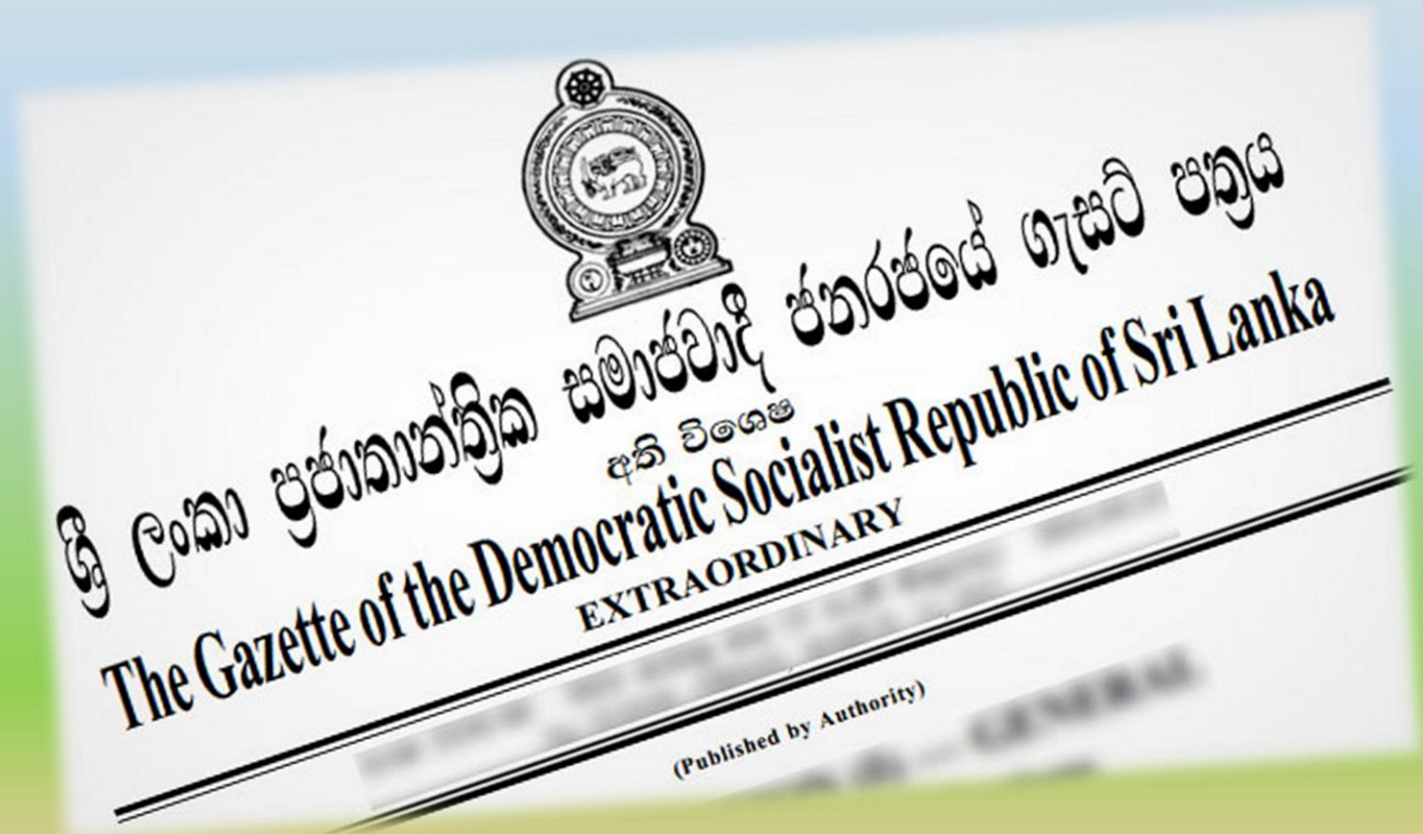
# Required documents at the Committee Stage

- a. **Covering Letter**
- b. **Cabinet Memorandum and Cabinet Decision**
  - 3 copies
- c. **Attorney General's Clearance**
  - 3 copies
- d. **Proposed Amendments**
  - Copies in Sinhala and English (300), Tamil (100)




## 2. Gazette Notification

- Subordinate Laws such as Orders/ Regulations /Directives/ Rules



# According to the provisions of the Law ;

- Approval / Tabling after publication in the Gazette



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අති විශේෂ  
The Gazette of the Democratic Socialist Republic of Sri Lanka  
EXTRAORDINARY

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අංක 2376/25 - 2024 මාර්තු මස 21 වැනි ප්‍රභස්ථානිකදා - 2024.03.21  
No. 2376/25 - THURSDAY, MARCH 21, 2024

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(Published by Authority)

**PART I : SECTION (I) — GENERAL**

**Government Notifications**

**INLAND REVENUE ACT, No. 24 OF 2017**


**Regulation under Section 123 (8)**

BY virtue of the powers vested in me under Sub-section (8) of Section 123 of the Inland Revenue Act, No. 24 of 2017 as amended by the Inland Revenue (Amendment) Act, No. 4 of 2023 (herein after referred to as IR Act), I, Ranil Wickremesinghe, Minister of Finance, Economic Stabilization and National Policies of the Democratic Socialist Republic of Sri Lanka, do by this regulation prescribe the information to be shared on a regular basis to the Commissioner General of Inland Revenue (hereinafter referred to as CGIR). As provided in the IR Act, notwithstanding anything to the contrary in any other written law, the persons including Government Institutions shall provide information as prescribed in the Schedule I hereto, to the CGIR, subject to the conditions of the Schedule II of this Notification.

This Notification shall come into effect from April 01, 2024.

**RANIL WICKREMESINGHE,**  
Minister of Finance, Economic Stabilization and  
National Policies.

Ministry of Finance, Economic Stabilization and National Policies,  
Colombo 01,  
March 21, 2024.




1A - PG 6677 - 404 (03/2024)  
This Gazette Extraordinary can be downloaded from [www.documents.gov.lk](http://www.documents.gov.lk)

## ■ Publication in the Gazette after approval

එල්.ඩී.බී 277/40

(188 වන අධිකාරය වූ) පුරාවස්තු ආඥාපනත

(188 වන අධිකාරය වූ) පුරාවස්තු ආඥාපනතේ 46 වන වගන්තිය සමඟ කියවිය යුතු, එහි 47 වන වගන්තිය යටතේ බුද්ධශාසන, ආගමික හා සංස්කෘතික කටයුතු අමාත්‍යවරයා විසින් සාදනු ලබන නියෝග.

  
විද්‍ය වික්‍රමනායක,  
බුද්ධශාසන, ආගමික හා සංස්කෘතික කටයුතු අමාත්‍ය

2023 ඔක්තෝබර් 25 දින,  
කොළඹ දී ය.

නියෝග

- මේ නියෝග 2023 අංක ෫෮෪ වන පුරාවස්තු කෘති අරමුදල් නියෝග යනුවෙන් හඳුන්වනු ලැබේ.
- (1) (188 වන අධිකාරය වූ) පුරාවස්තු ආඥාපනතේ 46 වන වගන්තියේ නිශ්චිතව දක්වා ඇති පුරාවස්තු කෘති අරමුදලට වැයවෙන්නේ ව පවතින මුදල් ප්‍රමාණයෙන් සියයට පනස්පහක ප්‍රතිශතයක් (55%), පහත දැක්වෙන ප්‍රතිශතයන්ට අනුව එක් එක් නීති ක්ෂේත්‍රය අවසානයේ දී පහත සඳහන් නිලධාරීන්ට හෙවිය යුතු ය:-
  - පුරාවස්තුවල ආරක්ෂාව සහතික කිරීම සඳහා තොරතුරු සපයන තොරතුරු සපයන්නන්ට - සියයට දහයක ප්‍රතිශතයක් (10%);
  - මේ පනත යටතේ නීති ක්ෂේත්‍රයන්හි නිරත වන වැටුප් නිලධාරීන්, පොලීස් නිලධාරීන් හෝ වෙනත් යම් රාජ්‍ය ආයතනයක හෝ පළාත් පාලන ආයතනයක යම් නිලධාරීන්ට - සියයට තිහක ප්‍රතිශතයක් (30%);
  - මේ පනතේ කාර්යය සඳහා ස්ථානීය පිරික්සීම් සිදුකරන පුරාවිද්‍යා දෙපාර්තමේන්තුවේ නිලධාරීන්ට - සියයට දහයක ප්‍රතිශතයක් (10%);

# The process of tabling or approving the gazette notification

**Approval**

**Presentation**

**Comm.  
Consideration**

**Comm.  
approval**

**Debate/  
without debate**

**Table**

**Presentation  
only**

# Time period for Approval

**A**

**No specific time period for approval**

**\* Ex: Motor Traffic Act**

**B**

**Should be approved with in a specific time after being presented**

**\* Ex: Excise (Special Provisions) Act**

**C**

**Should be submitted to Parliament within a specific period of time**

**\* Ex: Import and Export Control Act**

**D**

**Should be published in the Gazette after approval**

**\*Ex: Tea Control Act**

# Time period for Tabling



**Specific time period for tabling**

**\* Ex: Appropriation Act**



**NO specific period for tabling**

**\*Ex: The Universities Act**

## **Common issues;**

- a. Formulation of Orders/Rules/Regulations in accordance with the provisions of the relevant law**
- b. Language-related issues**
- c. Requirement to submit within the timeframe**

## Non compliance with the time frame given in the Law

- Gazette Num & Date 2319/36 - 2023.02.14
- According to the Act, date for approval - 2023.05.14
- Received to OLHP - 2023.08.03

***Act:***

***“It must be submitted for the approval of Parliament within three months after publication in the Gazette”***



Gazette Num	Published date	Complete one month	Parlیمانet sittings on that period	Received to OLHP	Next Sitting date
2320/47	2023.02.22	2023.03.22	07	2023.03.21	2023.03.22
2393/36	2024.07.18	2024.08.18	08	2024.08.16	2024.08.21
2413/37	2024.12.04	2025.01.04	06	2025.01.02	2025.01.07

**Act:**

***“Every regulation made by the Minister shall be brought before Parliament within a period of one month from the date of the publication of that regulation”***

- **Gazette Num & Date** **2424/42** - **2025.01.31**
  - **According to the Act, date for approval** - **2025.05.31**
  - **Received to OLHP** - **2025.04.30**
  - **Presentation on Parliament** - **2025.05.08**
  - **Approved date** - **2025.05.20**
- (only 8 working days for comm. Consideration and approval)**

# Required documents for Submitting a Gazette to Parliament

## for Tabling

- a. Gazette Notification
  - 320 copies
- b. Cabinet Memorandum and Cabinet Decision
  - 3 copies

## for Approval

a. Gazette Notification

– 320 copies

b. Cabinet Memorandum and Cabinet Decision

– 3 copies

c. Motion

– 3 copies

d. Background Note

– Sinhala - 160 copies / Tamil - 35 copies / English - 35 copies

# Motion

## යෝජනාව

...(1)... අමාත්‍යතුමා, ...(2)... පනත යටතේ නියමය, - ...(3)... අංක ...(4) ... දරන ...(5) ... පනතේ ...(6)... වගන්තිය යටතේ ...(7)... සම්බන්ධයෙන් ...(8)... අමාත්‍යවරයා විසින් සාදන ලදුව, ...(9)... දිනැති අංක ...(10)... දරන අති විශේෂ ගැසට් පත්‍රයේ පළ කරනු ලැබ, ...(11)... දින ඉදිරිපත් කරන ලද නියමය අනුමත කළ යුතු ය.

## பிரேரணை

...(1)... அமைச்சர்,- ...(2)... சட்டத்தின் கீழ் கட்டளை, - ...(3)... ஆம் ஆண்டின்.... (4)..... ஆம் இலக்க ...(5)... சட்டத்தின் ...(6)... ஆம் பிரிவின் கீழ் ...(7)... தொடர்பில் ....(8)... அமைச்சரால் ஆக்கப்பட்டு, ...(9)... ஆம் திகதிய ....(10)... ஆம் இலக்க அதிவிசேட வர்த்தமானப் பத்திரிகையில் பிரசுரிக்கப்பட்டதும், ....(11)... ஆம் திகதி சமர்ப்பிக்கப்பட்டதுமான கட்டளை அங்கீகரிக்கப்படுமாக.

## Motion

...(1)... Minister, - Order under the ...(2)... Act, - That the Order made by the Minister of ...(8)... under Section ...(6)... of the ...(5)... Act, No. ...(4)... of ...(3)... relating to ...(7)... and published in the Gazette Extraordinary No. ...(10)... of ...(9)... ,which was presented on ...(11)... , be approved.

### **3. Direct Motions/ Resolutions**

## Required documents for Submitting Direct Motions/ Resolutions to Parliament

- a. Cabinet Memorandum and Cabinet Decision
  - 3 copies
- b. Motion/Resolution
  - 320 copies
- c. Background Note
  - Sinhala - 160 copies / Tamil - 35 copies / English - 35 copies

## **4. Supplementary Estimates**



# Required documents for Submitting Supplementary Estimates to Parliament

- a. Cabinet Memorandum and Cabinet Decision  
– 3 copies
- b. Motion/Resolution  
– 3 copies
- c. Supplementary Estimates  
– 320 copies
- d. A comprehensive description of the objectives of the supplementary estimate, signed by the relevant Cabinet Minister  
– 320 copies (must be attached to the supplementary estimate.)
- e. Background Note  
– Sinhala - 160 copies / Tamil - 35 copies / English - 35 copies

**5. Releasing of additional provisions under the Supplementary Support Services and Emergency Requirement Liability Project  
(Section 6(1) of the Appropriation Act of the relevant year)**

- a. Report on additional releases under the Linguistically-Based Supplementary Support Services and Emergency Needs Liabilities Project

– 275 copies

*"This report is submitted under Section 6(1) of the Appropriation Act. A report including the amount of funds so transferred and the reasons for such transfer shall be submitted to Parliament within two months from the date of such transfer."*

## **6. Agreements and Conventions entered into by Sri Lanka with Foreign Governments**

- a. Article 157 of the Constitution;
  - Should be submitted to Parliament for approval.
- b. Other Agreements and Conventions;
  - The Secretary should inform the OLHP whether the agreement to be tabled or approved

## Required documents for Submitting an Agreements and Conventions

- a. Cabinet Memorandum and Cabinet Decision
  - 3 copies
- b. Attorney General's Clearance
  - 3 copies
- c. Motion
  - 3 copies
- d. Printed Copies of the Agreement / Conventions:
  - for Tabling – 275 copies
  - for Approval – 320 copies
- a. Soft copy of the Agreement / Conventions in PDF format

# 7. Reports

## i. Performance Reports

- The annual performance report is presented by ministries and departments

## ii. Annual Reports

- Institutions, boards, statutory bodies, and funds established under various acts prepare and submit annual reports and financial statements

## iii. Report Submitted Under Standing Order of Parliament

- 119(4),120(4),122(4),123(4),124(6)
- Reports summoned by committees established under the Standing Orders of Parliament

## iv. Progress Reports

- During the budget committee sessions, each special Spending unit and each Cabinet ministry prepares and submits a progress report for the use of Members of Parliament

## v. Other Reports

- Reports submitted to Parliament by a ministry, department, commission, or constitutional body based on a timely issue or matter or due to a legal requirement

# Required documents for Submitting Reports

- a. **Printed Reports**
  - i. Three languages in one book -12 copies or
  - ii. Copies prepared separately -36 copies
- b. **Soft copy in PDF Format**
- c. **Cabinet Memorandum and Cabinet Decision for Annual Reports**

# Uniformity for naming an e-Copy

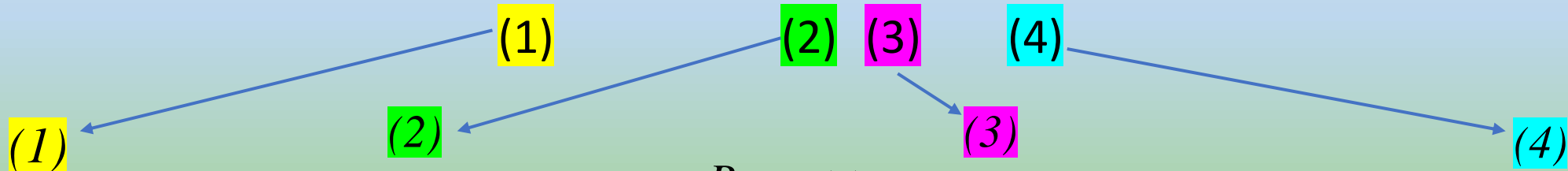
- The PDF files should be labeled as follows so that its language of contents, relevant institution, year could be clearly identified.
  - If it is the Annual Performance Report of the Ministry of Health,*

1. M\_of Health\_S-PR-2022.pdf

2. M\_of Health\_T-PR-2022.pdf

3. M\_of Health\_E-PR-2022.pdf

M\_of Health\_S-PR-2022.pdf



*Name of the  
Ministry /  
Institution*

*Relevant  
language  
(should be  
labeled as:*

*Sinhala - S  
Tamil - T  
English - E )*

*Report type:*

- Annual report - AR*
- Performance report - PR*
- Progress report - Pro.Rep*
- Number of the relevant  
standing order in case it is  
a report under 3.10 above -  
S.O.119(4) / S.O.120(4)*

*The year of  
the report*

## When submitting those reports ;

- There should be three files prepared separately in the three languages and converted into PDF format.
- A PDF file of each language should be less than 20 MB in capacity (for the ease in uploading to the website)
- The three files prepared separately in the three languages and taken into the PDF format should have been referred to the email address [olhp.reports@gmail.com](mailto:olhp.reports@gmail.com). (it is compulsory to ensure that the reports have been referred to the email address by the time the reports are submitted).



# Important matters when submitting the Reports



- Auditor General's report with signature should be scanned and included
- Reports submitted under Standing Orders

පාර්ලිමේන්තු ප්‍රකාශන මාලා අංක : 95  
ආයතනයේ නම : කෘෂිකර්ම, පශු සම්පත්, ඉඩම් හා වාරිමාර්ග අමාත්‍යාංශය

පාර්ලිමේන්තුවේ රජයේ ගිණුම් පිළිබඳ කාරක සභාව විසින් සභාගත කරන ලද වාර්තා  
සම්බන්ධයෙන් ස්ථාවර නියෝග අංක 119(4) යටතේ ගරු ආයතන භාර අමාත්‍යවරයාගේ  
නිරීක්ෂණ හා ගනු ලබන පියවර පාර්ලිමේන්තුව වෙත ඉදිරිපත් කිරීම

පාරාභ්‍රාමයක් ලෙස වෙළඳාමේ සහ සේවා මණ්ඩලයේ : 95  
නිලධාරීන්ගේ පෙර: කමිටුගෙන්, කාර්යයන්, කාර්යයන් මගින් මාර්ගගත  
අනුමැතිය

පාරාභ්‍රාමයක් ලෙසින් අරු කණයට කුමනින්ම මුහුණදීමට අවස්ථාවක්  
තොරතුරු නිලධාරීන්ගේ සේවය 119(4) හි දී මාර්ගගතව පෙන්වා  
පෙන්වා දෙන ලෙසින් අනුමැතියෙන් අනුමැතියෙන් මාර්ගගතව  
සම්පූර්ණ කිරීමට සූදානම්ව පාරාභ්‍රාමයක් ලෙසින් මාර්ගගතව

Parliamentary Series No: 95  
Name of the institution: Ministry of Agriculture, Livestock, Lands and Irrigation

Submission of observations of the Hon. Minister in charge of the institutions and  
Steps taken with regard to the reports tabled by the Committee on Public  
Accounts in terms of Standing Order No. 119(4)

# References to be followed when submitting documents to Parliament

- Constitution
- Public Financial Management Act, No. 44 Of 2024
- Parliament Standing Orders
- FR
- Other Circulars
- OLHP Guideline
- Cabinet Office Guideline







# Required Number of Copies

	Sinhala	Tamil	English
▪ Bill	360	120	340
▪ Gazette - Approval	320	320	320
Table	275	275	275
▪ Direct Motion/Resolution	08	08	08
▪ Supplementary Estimates (Proposal, Estimate, Background Report)	320	320	320
	275	275	275
▪ Agreements / Treaties Approval	320	320	320
Table	275	275	275
▪ Background Note	160	35	35
▪ Reports (AR/SO/PR)	12	12	12
▪ Central Bank report / budget documents	280	95	280

## When to submit documents & How ?

- Monday to Friday, from 8:30 a.m. to 3:30 p.m.  
(Except public holidays and special parliamentary holidays)
  - The officials bringing government affairs documents to the Office of the Leader of the House do not have an understanding of the documents they are carrying.
  - A checklist must be attached to those documents they bring.
  - They must also be informed of the contact details of a responsible officer to be contacted in case of any problematic situation.

# Acknowledgement of the OLHP for receiving documents

- Bills
  - [https://olhp.gov.lk/english/downloads/Annex\\_1-E.pdf](https://olhp.gov.lk/english/downloads/Annex_1-E.pdf)
- Gazette Notification
  - [https://olhp.gov.lk/english/downloads/Annex\\_2-E.pdf](https://olhp.gov.lk/english/downloads/Annex_2-E.pdf)
- Report
  - [https://olhp.gov.lk/english/downloads/Annex\\_3-E.pdf](https://olhp.gov.lk/english/downloads/Annex_3-E.pdf)
- It is mandatory to complete and bring two copies of these annexures, which can be downloaded from the website of the OLHP

## Parliament sitting dates

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ඉංග්‍රීසි			JANUARY			
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மார்ச்				மார்ச்			
				MARCH			
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○ පෝය නිවාඩු  
□ ප්‍රසිද්ධ නිවාඩු

போயா விடுமுறை  
அரசாங்க விடுமுறை

POYA HOLIDAYS  
PUBLIC HOLIDAYS

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2025

ପ୍ରତି							JULY		
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**செப்டெம்பர்**

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பார்லிமென்த்து டீஸ்டிங் தினங்கள் ரகுவாரித் திகிலா துன.  
பாராளுமன்ற அமர்வு நாட்கள் சிவப்பு நிறத்தில் காட்டப்பட்டுள்ளன.  
DATES IN RED DENOTE THE SITTING DAYS OF PARLIAMENT

නොවැම්බර්							
நவம்பர்				NOVEMBER			
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தேசுவரீவர்							
டிசம்பர்				DECEMBER			
க	அ	வி	வ	கி	செ	ஞ	
தி	செ	பு	வி	வெ	ச	ஞா	
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22	23	24	25	26	27	28	
29	30	31	*	*	*	*	



## Contact us



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**076 316 3475**



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**www.olhp.gov.lk**

**Thank  
You**

