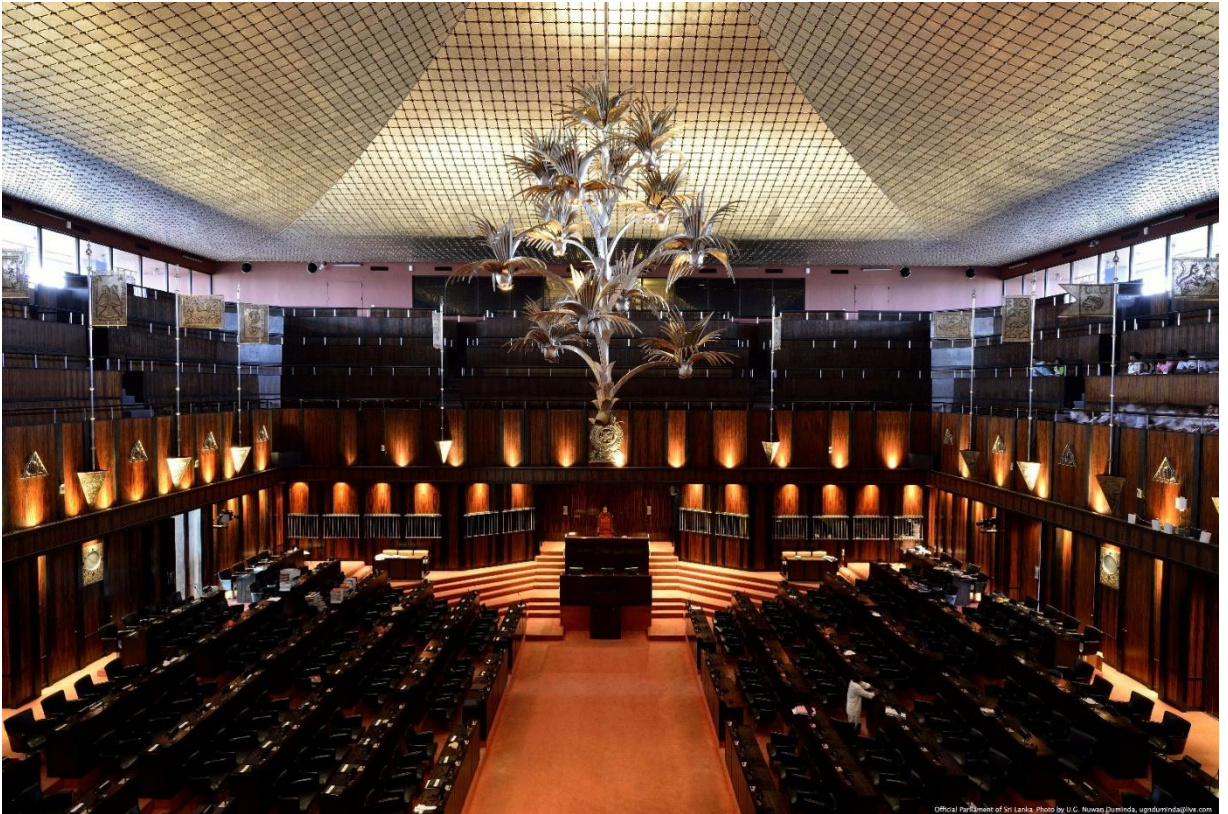


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அரசாங்க அலுவல்களை பாராளுமன்றத்திற்குச்
சமர்ப்பிக்கும்போது பின்பற்ற வேண்டிய நடைமுறை

PROCEDURE TO BE FOLLOWED IN PRESENTING THE
GOVERNMENT BUSINESS TO PARLIAMENT



පාර්ලිමේන්තුවේ සභානායක කාර්යාලය

பாராளுமன்ற சபை முதல்வரின் அலுவலகம்

OFFICE OF THE LEADER OF THE HOUSE OF PARLIAMENT

Preface

The main objective of the Office of the Leader of the House of Parliament is to plan, coordinate, implement and monitor the legislative process of the government in order to ensure that Parliament enacts laws in exercise of its legislative power.

There are a set of specific procedures and traditions that the Office of the Leader of the House must follow in carrying out this role. Many instances have been observed where the relevant Ministries, Departments and other Statutory Institutions as well as the Office of the Leader of the House faced various practical difficulties due to the failure of submitting to the Parliament in a timely manner and in the required quantities the by-laws and legislative works that should have been submitted in accordance with the Constitution, the Standing Orders of Parliament, various ordinances and the “Manual on the Activities of the Cabinet” issued by the Office of the Cabinet of Ministers.

With the aim of overcoming these difficulties and providing adequate understanding in this regard, the Office of the Leader of the House has identified that it is timely to issue this guideline for the attention of the Secretaries of the Ministries, Heads of Departments, and Heads of other Statutory Institutions, including the procedures to be followed in communicating the work of the government with Parliament, the documents to be provided, and other important and essential information to be known when dealing with the Office of the Leader of the House.

“The harder you work, the higher your percentage of luck” (Samuel Goldwyn)

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1. Government Business Presented to Parliament

Government business presented to Parliament to implement public policies by ministries, departments and other institutions can be identified as follows;

1.1 Bills

1.1.1 Procedure to be followed with regard to Bills:

- (i) Cabinet approval must be obtained prior to drafting a new Act or an amending an existing one.
- (ii) In accordance with the Cabinet Decision No. 21/Mis (045) of 27.07.2021 on enacting legislations by Parliament and the letter No. CGW/LS/1/General of 28.07.2023 issued by the Secretary to the Chief Government Whip of Parliament, Secretaries to Ministries have already been instructed to make necessary arrangements to obtain views of the government MPs on the relevant concept paper following its approval by the Cabinet and to incorporate any proposed amendments, , where appropriate through the Legal Draftsman prior to submission of the final Bill to the Cabinet.
- (iii) Once the Bill has been drafted by the Legal Draftsman, It must be forwarded to the Attorney General, for review its constitutionality. Upon receipt of the Attorney General's clearance, the Bill should then be submitted to the Cabinet of Ministers for approval to be published in the Gazette and subsequently be presented to Parliament.
- (iv) On receipt of the approval by the Cabinet of Ministers, the relevant Ministry should arrange for the Bill to be published in the Gazette.
- (v) In accordance with the Article 78 of the Constitution, “Every Bill must be published in the Gazette at least seven (07) days prior to its inclusion on the Order Paper of Parliament” for the first reading.
- (vi) Nevertheless, the provisions in Article 78 and Article 121 of the Constitution will not apply to the Bills that fall under Article 122 of the Constitution.
(The above procedure must also be followed when amending an existing Act.)

1.1.2 The following documents must be presented to Parliament for the first reading of a bill.

- (i) Relevant documents as mentioned in paragraph No.2 hereafter.
- (ii) 03 copies of the Cabinet Memorandum submitted to present the Bill to Parliament and 03 copies of the relevant Cabinet decision.
- (iii) 03 copies of the observations submitted to the Cabinet by any other Minister on the relevant Bill, if any.
- (iv) 03 copies of the Attorney General’s clearance.
- (v) In case the Attorney General has informed that the amendments are to be made to the proposed Bill, the original letter under signature of the Secretary to the Ministry addressed to the Secretary General of Parliament through the Secretary to the Leader of the House confirming that such amendments have been incorporated into the Bill.
- (vi) The under mentioned number of copies of gazette notification publishing the Bill in all three languages: Sinhala – 360, Tamil – 120, English - 340

NB:

(Short title of the Bill should be the same in all documents, i.e., the gazette, Cabinet Memorandum, Cabinet Decision and the Attorney General's clearance of the Bills.)

- (vii) A note of background information prepared in all three languages containing a synopsis inclusive of the introduction of the Bill, its objective, socio-economic impact and content (Sinhala - 160, Tamil -30, English -30).
- (viii) When submitting documents related to 1.1.2 above to the office of the Leader of the House, the instructions in 9.3 below should be followed.

NB:

- A Bill presented to Parliament for approval may be challenged in the Supreme Court within 14 days of its first reading in Parliament.
- The Ministry should provide maximum required assistance to conduct relevant committee meetings as early as possible

after 14 days on a Bill which has not been challenged before the Supreme Court, to examine its constitutionality.

Soon after the date of Supreme Court determination on any Bill challenged before the Supreme Court in terms of Article 121 (2) of the Constitution or the date of expiry of the duration of three weeks from its submission or the date of petition, whichever occurs earlier, the Ministry should provide its fullest cooperation to hold the relevant committee meetings to consider the relevant Bill.

1.1.3 Documents needs to be submitted when its second reading

If the Ministry intends to make any amendment based on a Supreme Court determination or arising at the committee stage deliberations the following documents must be submitted to the office of the Leader of the house of parliament at least 3 days prior to the second reading of the Bill;

- (i) 3 copies of the Cabinet Memorandum and relevant Cabinet decision in accordance with Article 78 (3) of the Constitution and with the Cabinet Decision No. CP/19/1891/101/121 of 20th July 2019.
- (ii) 03 copies of the Attorney General's Clearance.

I bring to your attention the following excerpt from a letter sent by the Attorney General addressed to the Secretary General of Parliament regarding the proposed amendments to be presented at the Committee stage of Parliament in respect of a Government Bill:

“In the circumstances, I have to advise you that it would be prudent for the relevant Line Ministry to obtained the clearance of the Attorney General in respect of every Committee Stage Amendment proposed by the Government in respect of a Bill,”

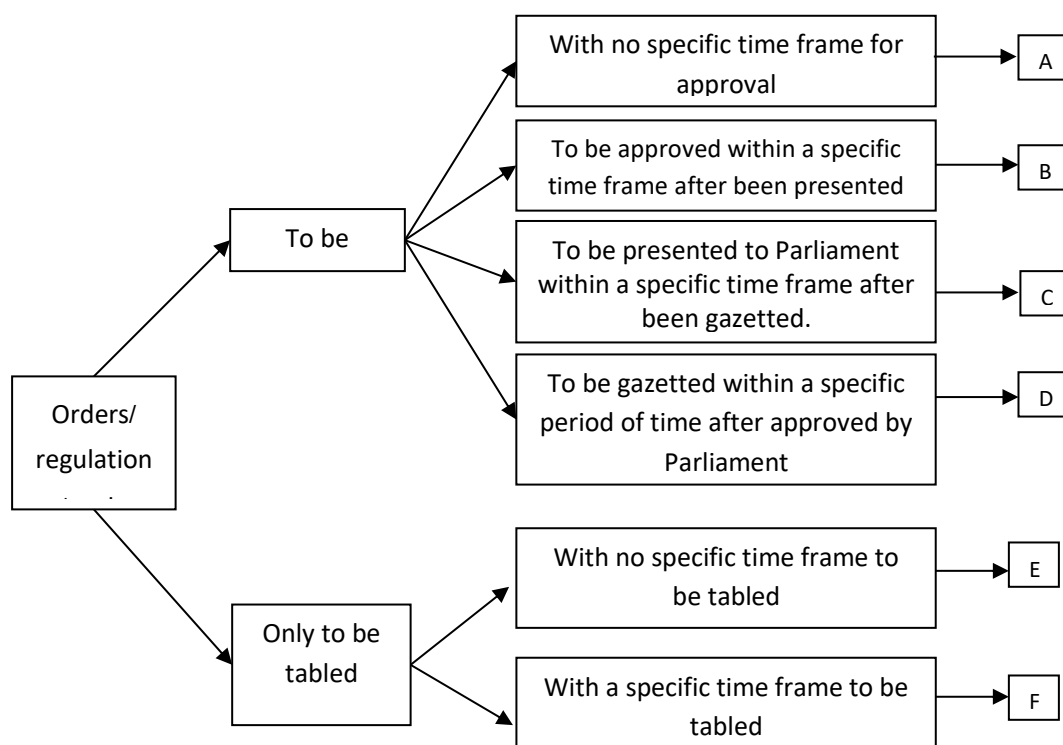
- (iii) Three hundred (300) Sinhala and English copies each and one hundred (100) Tamil copies of the proposed amendments.

1.2 Subsidiary laws such as Orders/ Regulations /Directives/ Rules

1.2.1 Subsidiary laws such as orders/ regulations/directives/rules enacted under the provisions of the Constitution or under any other Act should fall under any of the following categories;

When presenting orders/regulations/directives/rules to Parliament by any Ministry, it should be clearly indicated in the covering letter referred to in No. 2 under which category (from the following categories given as A, B, C, D, E, F) it is being submitted.

- A. To be approved by Parliament, however, no specific time has been set for the purpose;
- B. To be approved by Parliament within a specific time after presenting it to Parliament;
- C. To be presented to Parliament within a specific time after publishing it in the gazette;
- D. To be published in gazette within a specific time after approval by Parliament;
- E. Only to be tabled in Parliament for which no specific time has been set;
- F. Only to be tabled in Parliament within a specific period of time;



1.2.2 The following documents must be submitted for approval of orders/ regulations/ rules in Parliament. (A,B,C,D)

- (i) The relevant documents as mentioned in point 2 hereunder
- (ii) 03 copies of the Cabinet memorandum and 03 copies of the relevant Cabinet approval where required as per provisions of the relevant Act and as per the Directives given in the Hand book on Cabinet affairs, issued by the office of the Cabinet of Ministers.

- (iii) Three copies in each language of the motion prepared in all three languages of Sinhala, Tamil and English in accordance with the order/rule/regulation to be presented as per the model motion given below for inclusion in the order paper of Parliament:

(iv) ***model motion;***

(if presented to Parliament after the gazette publication)

(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.

- ***If a new gazette notification has been issued to amend the relevant gazette notification, the numbers and dates of both relevant gazette notifications should be mentioned in the above motion.***

The information required to fill in the particulars pertaining to each numbered point in the above motion are as follows:

- (1) (8)- Ministry (Eg.: Minister of Health,)***
- (2) (5) - Name of the Act***
- (3) - Year of the Act***
- (4) - Act Number***
- (6) - Section No. of the relevant Act***
- (7) - subject matter of the relevant Act***
- (9) - Date of the gazette notification***
- (10) - Gazette notification number***
- (11) - The relevant date is filled in by the Office of the Leader of the House.***

- (v) Three hundred and twenty (320) copies of A, B, C, D orders/ regulations/ rules to be approved;
- (vi) A note of background information prepared in all three languages containing objective, socio-economic impact of the order/ regulation/ rule and a synopsis of its contents (Sinhala- 160, Tamil -30, English -30)
- (vii) When submitting the documents related to 1.2.2 above to the office of the Leader of the House, the instructions in 9.3 hereafter should be followed.

1.2.3 Following documents must be submitted for the order/ regulation/ rule which tabling alone is sufficient (E, F):

- (i) Documents as given in paragraph 2 hereunder
- (ii) 03 copies of the Cabinet Memorandum and relevant Cabinet approval where required as per provisions in the relevant Act.
- (iii) Two hundred and seventy-five (275) copies of the gazette notification publishing the orders/ rules/ laws/ regulations

1.3 Direct motions/ decisions / resolutions

- (i) Documents as given in paragraph 2 hereunder
- (ii) 03 copies of the Cabinet Memorandum and the relevant Cabinet decision for the direct motions/ resolutions/ decisions requiring Parliamentary approval.
- (iv) Eight (08) copies of the motion/ resolution each in all three languages of Sinhala, Tamil and English
- (v) A note of background information prepared in all three languages containing objective, socio-economic impact of the motion/ resolution and a synopsis of its contents (Sinhala- 160, Tamil -30, English -30)

1.4 Supplementary Estimates

Any Ministry expecting Parliamentary approval for any financial provision in addition to the existing budgetary provisions for any unforeseen expenditure should first of all obtain Cabinet approval and then submit its request to Parliament as a supplementary estimate in terms of Financial Regulation 74.

1.4.1 The following documents should be submitted for approval of supplementary estimates

- (i) Documents as given in paragraph 2 hereunder
- (ii) Three hundred and twenty (320) copies of the motion prepared in all three languages of Sinhala, Tamil and English as per the model motion given below, in order to include it in the order paper of Parliament.

Model motion

<u>Motion</u>							
<u>Ministry of</u>							
<u>Supplementary Estimate</u>							
<u>Head Program No. -</u>							
<i>The Minister of proposes to pay a supplementary sum of not more than rupees million (Rs. million) out of a sum or sums of money to be utilized for any suitable purpose of the Democratic Socialist Republic of Sri Lanka or out of a sum of money obtained by the Democratic Socialist Republic of Sri Lanka or out of a loan taken by the Democratic Socialist Republic of Sri Lanka during the financial year which commences on and ends on The amount should be spent as specified in the schedule given below.</i>							
<u>Schedule</u>							
<i>Head- Ministry of</i> <i>Program-</i> <table style="margin-left: auto; margin-right: auto;"><tr><td style="text-align: right;"><i>Recurrent expenditure</i></td><td style="text-align: right;"><i>Rs.</i></td></tr><tr><td style="text-align: right;"><i>Capital expenditure</i></td><td style="text-align: right;"><i>Rs.</i></td></tr><tr><td style="text-align: right;"><i>Total expenditure</i></td><td style="text-align: right;"><i>Rs.</i></td></tr></table> <i>(Rs..... only.)</i>		<i>Recurrent expenditure</i>	<i>Rs.</i>	<i>Capital expenditure</i>	<i>Rs.</i>	<i>Total expenditure</i>	<i>Rs.</i>
<i>Recurrent expenditure</i>	<i>Rs.</i>						
<i>Capital expenditure</i>	<i>Rs.</i>						
<i>Total expenditure</i>	<i>Rs.</i>						

- (iii) Three hundred and twenty (320) copies in each language of the supplementary estimate prepared in all three languages of Sinhala, Tamil and English and signed by the relevant Minister.
- (iv) Three hundred and twenty (320) copies in each language of the synopsis of the objectives of supplementary estimate prepared in all three languages of Sinhala, Tamil and English and signed by the relevant Minister.

(This should be sent as an attachment to the supplementary estimate.)

- (v) In addition to the synopsis referred to in point (iv) above, the note of background information prepared in all three languages containing objective, socio-economic impact and contents of the supplementary estimate

(Sinhala - 160, Tamil -30, English -30)

1.5 Releasing additional provisions under the supplementary support Services and Emergency Requirement Liability Project (Section 6(1) of the Appropriation Act of the relevant year)

Any Ministry seeking the approval of Parliament for an additional financial provision for an unforeseen expenditure must first obtain the approval of the Cabinet of Ministers and submit to the Parliament the note on supplementary allocations in accordance with Financial Regulation 74 within 2 months period.

1.5.1 The following documents should be submitted for releasing additional provisions under the Supplementary support Services and Emergency Requirement Liability Project

- (i) Documents as given in paragraph 2 hereunder
- (ii) Two hundred and seventy-five (275) copies of the report on additional releasements under the Supplementary support Services and Emergency Requirement Liability Project prepared in all three languages.

1.6 Performance Reports of Government Ministries, Departments and Commissions and Annual Reports of Statutory Bodies, Corporations and Boards.

The Ministries and Departments prepare the Annual Performance Report and Corporations, Boards and Statutory Institutions established under various Acts prepare Annual Reports and Account Statements, for tabling in Parliament and reference of the relevant committee.

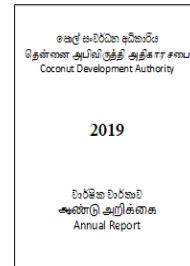
Such Annual Reports and Account Statements should be presented to Parliament in terms of provisions stipulated in the Public Finance Management Act No. 44 of 2024, Financial Regulations and the Circular No. PFD/RED/01/01/2020/01 of 28.08.2020 issued by the Department of Public Finance.

The Performance Report and Annual Report should be prepared in all three languages.

1.6.1 Such reports should be delivered by hand to the Office of the Leader of the House of Parliament as follows for tabling in Parliament.

- (i) Documents as given in paragraph 2 hereunder
- (ii) In case of an Annual Report, two copies of the Cabinet Decision in that regard.
- (iii) Title of the relevant report, names of the Ministry/ Department, Corporations/ Boards/ Statutory Institutions in all three languages (in the order of Sinhala, Tamil and English) and the year should be mentioned on the envelope in which such print copies are sent.

Eg.: -



- (iv) If the report is to be printed as one book, 12 printed copies should be submitted in all three languages (to come in the order of Sinhala, Tamil and English).
- (v) 12 copies in each language should be submitted if printed separately in each language. (The name on the cover should be in the language of the report).
- (vi) PDF soft copies, in addition to the 12 printed copies of the report, should be sent to the following email address:
olhp.reports@gmail.com
- (vii) When sending the materials to e-mails, the instructions in point 9.1 hereunder should be followed.
- (viii) After the relevant annual report has been presented to Parliament, all annual reports must be approved by a motion according to Parliamentary tradition. Upon tabling of its report after considering in the relevant committees, the Office of the Leader of the House sends a letter with instructions on how to send the motion to the relevant Ministry. The model motion is as follows:

• ***The information required to fill in the particulars pertaining to each numbered***

.....(1)....., - Annual Report of(2)..... - (.....(3).....), - That the Annual Report
(10)..... (11)..... prepared for the year ended on(9)..... including Auditor
 General's observations, presented on(8)..... under Section(7)..... of the
(6)..... Act No.(5)..... of(4)..... be approved.
 (Having considered on(13)..... by the Sectoral Oversight Committee on(12)..... the
 report of that committee was presented to Parliament on(14).....)

point in the relevant motion are as follows:

- (1) , - Ministry (Eg.: Minister of Health,)
- (2) , (10) - Name of the institution
- (3) , (11) - Year of the report
- (4) - Year of the Act
- (5) - Act No.
- (6) - Act title
- (7) - Section No. of the relevant Act
- (8) - Date on which the Annual Report was presented to Parliament
- (9) - Date on which the Account year ended
- (12) - Ministry (Eg.: Health)

- (13) - *Date of meeting of the relevant Sectoral Oversight Committee on which the report was considered.*
- (14) - *The date on which the Committee Report was presented to Parliament by the relevant Sectoral Oversight Committee after considering it*

1.7 Progress Reports presented at committee stage of the Budget

Every Special Spending Unit and every Cabinet Ministry should prepare a progress report for the reference of the Hon. Members paying particular attention to the recent programs of each Ministry.

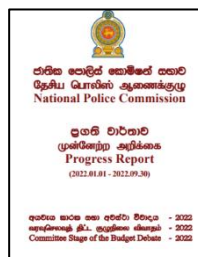
Arrangements should be made to send the progress report pertaining to the Committee Stage of the Budget to the Office of the Leader of the House on or before the date to be notified by Secretary to the Leader of the House.

Therefore, difficulties likely to emerge may be avoided by keeping the relevant progress report prepared before commencement of the Budget Debate.

1.7.1 Such reports should be presented to Parliament as follows:

- (i) A written request under signature of Secretary to the Ministry/ Chief of the Special Spending Unit addressing Secretary General of Parliament through Secretary to the Leader of the House should be submitted to make necessary arrangements to present the Progress Report to Parliament at the committee stage.
- (ii) This progress report should be prepared in all three languages.
- (iii) Name of the relevant report and name of the Special Spending Unit/ Ministry should appear in all three languages (in the order of Sinhala, Tamil and English) on the cover page of printed copies.

Eg.: Progress report of the National Police Commission:



- (iv) If the report is to be printed as one book, 12 printed copies should be submitted in all three languages (to come in the order of Sinhala, Tamil and English).
- (v) 12 copies in each language should be submitted if printed separately in each language. (The name on the cover should be in the language of the report).
- (vi) PDF soft copies, in addition to the 12 printed copies of the report, should be sent to the following email address:
olhp.reports@gmail.com
- (vii) When sending the material to e-mails, the instructions in point 9.1 which comes hereunder should be followed.

- 1.8 Reports presented by the Committee on Public Accounts in terms of Standing Order 119 (4)**
- 1.9 Reports presented by the Committee on Public Enterprises in terms of Standing Order 120 (4)**
- 1.10 Reports presented by the Committee on Banking and Financial Services in terms of Standing Order 122 (4)**
- 1.11 Reports presented by the Committee on Economic Stabilization in terms of Standing Order 123 (4)**
- 1.12 Reports presented by the Committee on Ways and Means in terms of Standing Order 124 (6)**

Presenting reports pertaining to the above-named committees should be made in terms of the forms of the guideline issued from time to time by, and instructions of the Committee on Public Accounts, Committee on Public Enterprises, Committee on Banking and Financial Services, Committee on Economic Stabilization and Committee on Ways and Means.

- (i) Such reports should be presented in keeping with instructions issued by the relevant committees and guidelines therein.
- (ii) Documents as given in paragraph 2 hereunder
- (iii) If the report is to be printed as one book, 14 printed copies should be submitted in all three languages (to come in the order of Sinhala and Tamil followed by English).
- (iv) 14 copies in each language should be submitted if printed separately in each language. (The name on the cover should be in the language in the report).
- (v) In addition to the 14 printed copies of the report and the compact disk (CD), soft copies in PDF format should be sent to the following email address:
olhp.reports@gmail.com
- (vi) When sending the material to e-mails, the instructions in point 9.1 which comes hereunder should be followed.

1.13 Other reports to be presented to Parliament

Reports not counted under the reports referred to from **1.6** to **1.12** above

Eg. Reports presented by a Ministry or a Department or a Commission or a Statutory Body to Parliament on any matter of timely concern or a legal requirement.

1.13.1 The following should be taken into consideration before delivering those reports to Parliament for tabling .

- (i) Relevant report should be prepared in all three languages.
- (ii) In case of a report presented on a legal requirement, a copy of such legal instrument should be submitted.
- (iii) Name of the relevant report, year, name of the Ministry and institution / name of the Commission should appear in all three languages (in the order of Sinhala, Tamil and English) on the cover page of printed copies.

- (iv) If the report is to be printed as one book, 320 printed copies should be submitted in all three languages (to come in the order of Sinhala, Tamil and English).
- (v) If printed separately in each language:
Sinhala - 225 Tamil - 70 English - 100
(The name on the cover should be in the language in the report).
- (vi) In addition to the printed copies of the report, soft copies in PDF format should be sent to the following email address:
olhp.reports@gmail.com
- (vii) When sending the material to e-mails, the instructions in point 9.1 which comes hereunder should be followed.

1.14 Agreements and conventions entered into by Sri Lanka with foreign governments

According to the provisions of Article 157 of the Constitution, international agreements/conventions entered into between the Government of Sri Lanka and a foreign government must be submitted to Parliament for approval.

The Secretary to the Ministry is responsible to make arrangements to obtain due Parliamentary approval on international agreements or conventions which are not submitted under the provisions of Article 157 of the Constitution and entered into by institutions falling under the purview of his Ministry. The Secretary to the Ministry should keep the Office of the Leader of the House duly informed as to whether such agreements submitted to Parliament should be approved or merely tabled.

1.14.1 The following documents should be submitted to this office in presenting agreements/ conventions to Parliament

- (i) Documents as given in paragraph 2 hereunder
- (ii) 03 copies each of the Cabinet Memorandum and Cabinet Decision granting approval to present to Parliament.
- (iii) A copy of the Attorney General's clearance confirming that the Agreement / Convention complies with the provisions of the Constitution.
- (iv) 03 copies of the relevant motion prepared in all three languages
- (v) If the Agreement/ Convention is to be printed as one book, 320 printed copies in all three languages (to come in the order of Sinhala, Tamil and English).
- (vi) If the Agreement/ Convention has been printed separately in each language
Sinhala - 225 Tamil - 70 English - 100
(The name on the cover should be only in the language of the report).
- (vii) In addition to the printed copies of the report, soft copies in PDF format should be sent to the following email address:
olhp.reports@gmail.com
- (viii) When sending the material to e-mails, the instructions in point 9.1 which comes hereunder should be followed

2. How to present government business to Parliament

Only a Minister can present to the legislature the government business referred to in 1 above regarding the scope of responsibility entrusted to each Minister in accordance with the subjects and functions assigned to Ministers by Article 44 of the Constitution and Parliamentary tradition. A letter addressed to the Speaker of Parliament must be forwarded by the relevant Minister through the Leader of the House requesting to take necessary action to table / approve the government business so forwarded to Parliament.

In forwarding that letter;

- I. When it is required to present to Parliament any subject matter coming directly under the purview of the Hon. President, it is the Hon. Prime Minister who has to handle the matter in Parliament and, therefore, the letter dealing with any subject matter of an institution directly coming under the purview of the Hon. President must be sent under signature of the Prime Minister;
- II. According to the abovesaid gazette notification and the Parliamentary tradition, only a Cabinet Minister may present government business to the legislature. Therefore, the letter dealing with any subject matter of Ministries and Departments and statutory institutions of such Ministries coming under the purview of a Cabinet Minister must be sent under signature of the Cabinet Minister;
- III. Where the President has appointed a non-Cabinet Minister with a specific portfolio , the letter in respect of any subject matter of Ministries and Departments and statutory institutions coming under the purview that Ministry must be sent under signature of that Minister;
- IV. Where the Hon. President has appointed an acting Minister on the absence of the Cabinet Minister, the said letter must be issued under signature of the acting Minister and a copy of the letter of appointment to serve on acting basis must be forwarded along with the letter, to the Office of the Leader of the House.

3. Prime Minister's Questions

Thirty minutes out of the time allocated for Questions for Oral Answers will be allocated for this purpose on Wednesday of the first sitting week every month.

Two questions each may be asked by the Government and the Opposition on any such allocated day.

The question may be forwarded by any Member of Parliament who is not a member of the Cabinet of Ministers, Non-Cabinet Minister or a Deputy Minister.

Notice should be made to the Secretary General of Parliament also with a copy to the Office of the Leader of the House before 12.00 noon on Friday in the week before the day the question is to be asked.

The matter may also be directed to the relevant subject Minister for reply at the discretion of the Hon. Prime Minister.

Secretary to the Ministry should be responsible to prepare the answer in such a way that the Hon. Prime Minister or the relevant subject Minister is provided with sufficient information to answer the question in Parliament.

4. Questions to be asked under Standing Order 27(2)

Proviso to the Standing Order 27(2) provides that, any question relating to a matter of urgent public importance may be asked from the Minister concerned, by the Leader of the

Opposition or a leader of a recognized political party with a Parliamentary representation at the end of the Oral Questions session, after due notice has been given in advance.

Notice should be made to the Secretary General of Parliament before 12.00 noon of the day before the day the question is to be asked.

Upon receipt, the notice shall be referred to the relevant Ministry as early as possible.

The Secretary to the Ministry should ensure that the reply is prepared in such a way that the Minister is provided with sufficient information so that he is able to give the reply in Parliament.

For early preparedness, it would be appropriate to send copies of the reply to the Leader of the House (by fax No. 011 277 7468) and Chief Government Whip of Parliament (by fax No. 011 277 7454) at or before 9.30 a.m. on the relevant day.

The relevant Minister should ask for time to answer the question in the event of inability to answer on the due date. If the Minister is not in a position to be present on the day in Parliament, the letter asking for time should be forwarded to the Secretaries to the Leader of the House and the Chief Government Whip of Parliament under signature of the Minister or Secretary to the Ministry.

5. Motions at the Adjournment Time

Due notice should be made to the Secretary General of Parliament also with a copy to the Office of the Leader of the House, prior to 12.00 noon the day before the date on which the motion is to be moved.

Upon receipt of the notice by the Office of the Leader of the House, the Motion at the Adjournment Time will be forwarded to the relevant Ministry.

The Secretary to the Ministry should ensure that the reply is prepared in such a way that the Minister is provided with sufficient information so that he is able to answer in Parliament.

For early preparedness, it would be appropriate to send copies of the reply to the Leader of the House (by fax No. 011 277 7468) and Chief Government Whip of Parliament (by fax No. 011 277 7454) at or before 9.30 a.m. on the relevant day.

The relevant Minister should ask for time to reply in case of any inability to reply on the due date. If the Minister is not in a position to be present in Parliament, the letter asking for time should be forwarded to the Secretaries to the Leader of the House and the Chief Government Whip of Parliament under signature of the Minister or Secretary to the Ministry.

6. Questions at the Adjournment time

On a date with scheduled Questions at the Adjournment Time, twenty minutes are allocated for the questions and each party of the Government and the Opposition may ask a question.

Five minutes are allocated for the Hon. Member to ask the question and five minutes for the Hon. Minister to reply it.

Any Member of Parliament may raise a Question at the Adjournment Time.

Due notice should be made to the Secretary General of Parliament also with a copy to the Secretary to the Leader of the House, before 12.00 noon the day before the date on which the question is to be asked.

Soon after receipt the notice will be forwarded to the relevant Ministry.

The Secretary to the Ministry should ensure that the reply is prepared in such a way that the Minister is provided with sufficient information so that he is able to give the reply in Parliament.

7. Ministerial Announcements

- When it has been unable to reply a Question under Standing Order 27(2) of Parliament on the day the question was asked or,
- With regard to a statement made by a Member of Parliament during the course of a Parliamentary Debate or
- In case any Minister is going to make a statement on any special matter concerning his Ministry,

A letter under signature of the Minister or Secretary to the Ministry by clearly stating the matter should be forwarded without delay to the Secretary to the Leader of the House.

8. Private Members' Bills

The report of the Minister as required by Standing Order 52(6) on Private Members' Bills should be referred to the Secretary General of Parliament within 6 months of the date of such request.

When a report of the Minister has been required for a Bill and the relevant Ministry is not in agreement with the contents in that Bill or the relevant Ministry is already fulfilling the objectives of the Bill or is making arrangements to fulfill them in near future, a report notifying the same should be forwarded to the Parliament without delay.

Further, in case the contents in the relevant bill do not come under the purview of one's Ministry, the Secretary General of Parliament should be kept informed of the same as early as possible.

If the relevant Ministry is not in agreement with the contents in the Bill or decides that it should be further amended, the said Bill should be taken drafted as required from the Legal Draftsman, the approval of the Attorney General and the Cabinet be taken thereafter and the Report of the Minister, along with a copy of such approvals, should be forwarded to the Secretary General of Parliament to be tabled in Parliament.

(Paragraph (C) in the decision at the meeting of the Cabinet of Ministers held on 23.05.1979)

9. General instructions

9.1 In sending by email:

- (i) Three separate files should be prepared in each of the three languages and converted into PDF format.
- (ii) A PDF file of each language should be less than 20 MB in capacity (for the ease in uploading to the website)
- (iii) The PDF files should be labeled as follows so that its language of contents, relevant institution, year could be clearly identified.
- (iv) The three files prepared separately in the three languages and taken into the PDF format should have been referred to the above email address the same day, the 12 print copies are submitted to the Secretary to the Leader of the House (it is compulsory to ensure that the reports have been referred to the email address by the time the reports are submitted).

Eg: *If it is the Annual Performance Report of the Ministry of Health,*

Name				
 M_of Health_S-PR-2022	}	M_of Health_	S-	PR-
 M_of Health_T-PR-2022				
 M_of Health_E-PR-2022		(1)	(2)	(3)
				(4)

(1) *Name of the Ministry / Department/ Corporation, Statutory Board or Body*

(2) *Relevant language (should be labeled as: Sinhala -S, Tamil – T, English – E)*

(3) *Report type:*

- *If an annual report - AR*
- *If a performance report - PR*
- *If a progress report - Pro.Rep*
- *Number of the relevant standing order in case it is a report under 3.10 above (Eg : S.O.119(4), S.O.120(4))*

(4) *The year of the report (relevant to 1.6, 1.7)*

- 9.2** Simply forwarding the above reports to the designated email address should not be considered as a formal submission to the Office of the Leader of the House or tabling in Parliament.
- 9.3** When submitting the said reports to Parliament, it is mandatory to complete and bring two copies of the annexure attached herewith. The relevant attachments may also be downloaded from the following link on the website of the Office of the Leader of the House of Parliament. Submitting the two copies of the attachment along with the said reports may help to avoid unnecessary troubles.
- 9.4** Contents should be the same in all three languages of Sinhala, Tamil and English in presenting everything referred to in 1 above as government business to be presented to Parliament.
- 9.5** The number of soft and hard copies to be presented to Parliament may vary depending on decisions taken by Parliament or Committees of Parliament from time to time and arrangements will be made to keep the Ministries and Special Spending Units informed of it at such a variation. Such updates will be displayed in the website of the Office of the Leader of the House (www.olhp.gov.lk)
- 9.6** The Constitution, Standing Orders of Parliament, Circulars issued by the Presidential Secretariat, guidelines for submission of Cabinet Memoranda / Notes to the Cabinet, Circulars issued from time to time by the Ministry of Finance and Parliamentary practices should be taken into consideration.
- 9.7** , Ministries and Special expenditure heads should be held responsible to submit government business within the specified period to the Office of the Leader of the House.
- 9.8** Documents and Reports to be presented to Parliament should be handed over to the Office of the Leader of the House before 3.00 p.m. on official weekdays.
- 9.9** All institutions should ensure that the reports to be presented to Parliament are printed at a minimum cost.
- 9.10** Arrangements should be made to mention the name, designation and telephone number of a contact officer of the institution to which the particular report belongs in the letter of request for permission to visit the Office of the Leader of the House.

- 9.11 In presenting gazette notifications containing subsidiary laws such as orders, regulations and rules, special attention should be drawn to present them within the time frame specified for such submissions in the Act authorizing formulation of such subsidiary laws. There should be no inconsistencies between Sinhala, Tamil and English texts of the gazette notification.



H. E. Janakantha Silva

Secretary to the Leader of the House of Parliament

11.03.2025

10. Annexure 01 (Applies to 1.1)

Documents required and checklist in undertaking Bills

Tick (✓) as applicable in the cages given against each item.

General Bills (.....) *Urgent Bills (.....) **(The Secretary to the Cabinet should have noted the Bill to be urgent overleaf.)
Eg: National Security, Disaster Management*

1.
 - i. Name in the gazette :
.....
 - ii. Name in the Cabinet Memorandum :
.....
 - iii. Name in the Cabinet Decision :
.....
 - iv. Name in the Attorney General's Clearance :
.....
 - v. Name in the letter of the Minister of the Bill :
..... should be the same in the Bill.
2. Date of gazette publication of the Bill :
3. Date of completion of 7 days after gazette notification of the Bill :
(Every Bill should be published in gazette at least 07 days before inclusion in the order paper in terms of Article 78 of the Constitution)
4. 03 copies of the Cabinet Memorandum (.....)
5. 03 copies of the Cabinet Decision (.....)
 - i. Attorney General's amendments (.....)
 - ii. It has been incorporated into the Bill (.....)
 - iii. The original of the letter signed by the Secretary to the Ministry mentioning that the proposed Amendments have been incorporated into the Bill (.....)
 - iv. Permission to print that Bill (.....)
 - v. Approval to present to Parliament (.....)
(one or more points listed from i to v above should have been incorporated into the Cabinet Decision as per provisions in the relevant Act)
6. The Original of the covering letter with signature of the Cabinet Minister for approval (.....)
7. The letter of appointment when the Acting Minister has submitted that letter (.....)
8. Three copies of the letter of the Attorney General's clearance that the Bill is consistent with the Constitution (.....)
9. Three hundred and twenty (320) copies of the gazette notification in all three languages (.....)
10. Whether the L.D.O No. in copies in all three languages and the Attorney General's clearance is the same (.....)
11. Notes of background information: S-160 (.....) T-30 (.....) E-30 (.....)
12. Date of late submission of notes of background information:
Signature of the officer :
*Name of the officer :
*Designation :
Date :
*Contact TP Nos :
**marked areas must be completed.*

11. Annexure 02 (applies to 1.2)

Gazette notification of orders/ rules/ directives/ regulations

Name of the Act

The person authorized to make orders/ rules/ directives/ regulations as per the Act -

* Place ✓ symbol in the cages in front as applicable

As mentioned in the Act,

Approval

- A. With no specific time frame for approval (.....)
- B. Approval to be obtained within a specific period of time after presentation (.....)
- C. To be presented to Parliament within a specific period of time after gazette publication (.....)
- D. To be gazetted within a specific period of time after Parliamentary approval (.....)

Gazette No.	Date	Duration to be approved

1. **Cabinet Memorandum (03 copies)** (.....)
2. **Cabinet Decision (03 copies)** (.....)
- Gazette notification title mentioned in it (.....)
 - Gazette notification number mentioned (.....)
3. **Proposal (03 copies)** (.....)
- (According to the format in the guideline)
- The gazette notification is in compliance (.....)
4. **Covering letter with signature of the Cabinet Minister** (.....)
- Gazette notification title mentioned in it (.....)
 - Gazette notification number mentioned (.....)
 - Mentions that it will be submitted for approval. (.....)
 - Letter of Appointment when the Acting Minister signs (.....)
5. **320 copies of the gazette notification** (.....)
6. **Background reports**
- Sinhala 160-(....) Tamil 30-(....) English 30-(....)
 - Date of late submission :

Tabling

- E. With no specific period of time for tabling (.....)
- F. With a specific period of time for tabling (.....)

Gazette No.	Date

1. **Cabinet Memorandum (03 copies)** (.....)
2. **Cabinet Decision (03 copies)** (.....)
- Gazette notification title mentioned in it (.....)
 - Gazette notification number mentioned (.....)
3. **Covering letter with signature of the Cabinet Minister** (.....)
- Gazette notification title mentioned in it (.....)
 - Gazette notification number mentioned (.....)
 - Mentions submitted for tabling (.....)
 - Letter of Appointment when the Acting Minister signs (.....)
4. **275 copies of the gazette notification** (.....)

Signature of the officer :

*Name of the officer :

*Designation :

Date :

*Contact TP Nos :

(*Marked areas must be completed.)

12. Annexure 03 (Applies to 1.6)

Report	: Performance Report / Annual Report
Name of the Statutory Body/ Department	:
Name of the Ministry	:
Date the report is brought to the Office of the Leader of the House:	

*Place ✓ symbol in the cages in front as applicable.

	Only for the use of the Office of the Leader of the House		
	Yes	Yes	No
1. Title of the report, name of the statutory body/ name of the Ministry/ Department are mentioned in order on the envelope of the printed copy.	☐	☐	☐
2. Contains 12 printed copies in all three languages.	☐	☐	☐
3. Copies prepared separately in each of the three languages as,			
i. 12 Sinhala copies	☐	☐	☐
ii. 12 Tamil copies	☐	☐	☐
iii. 12 English copies <i>(Mark either 2 or 3 above as applicable.)</i>	☐	☐	☐
4. There are three files separately prepared in each of the three Languages in PDF format.	☐	☐	☐
5. A PDF file prepared in each language is equal to or less than 20 MB in capacity.	☐	☐	☐
6. PDF files have been properly named <i>(as per 8.1 (4) of the guideline)</i>	☐	☐	☐
7. PDF referred to the email.	☐	☐	☐
8. Covering letter signed by the Hon. Prime Minister has been attachedIn any subject matter under the direct purview of the Hon. President.	☐	☐	☐
9. Covering letter signed by the Cabinet Minister included.	☐	☐	☐
10. Covering letter signed by the Acting Minister included in the absenceof the Cabinet Minister <i>(Apply 8, 9 or 10 above as the case may be)</i>	☐	☐	☐
11. 2 Copies of the letter of appointment as the Acting Minister areAvailable in submitting a letter under 10 above.	☐	☐	☐
12. 2 copies of the Cabinet Decision are available. <i>(not relevant to the Annual Reports)</i>	☐	☐	☐

Signature of the officer :

*Name of the officer :

*Designation :

Date :

*Contact Nos :

(*marked areas must be completed.)

for Office the use only

- The above documents were properly checked and undertaken.
- The above No/Nos
..... was / were rejected due to defects.

Date :

Signature