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வருடாந்த செயலாற்றுகை அறிக்கை
ANNUAL PERFORMANCE REPORT

2024



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பாராளுமன்றத்தின்சபை முதல்வரின்அலுவலகம்
OFFICE OF THE LEADER OF THE HOUSE OF
PARLIAMENT



**OFFICE OF THE LEADER OF THE
HOUSE OF PARLIAMENT**

2024

ANNUAL PERFORMANCE REPORT

ANNUAL PERFORMANCE REPORT FOR THE YEAR 2024

OFFICE OF THE LEADER OF THE HOUSE OF PARLIAMENT

Expenditure Head No.17

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Chapter 01 - Institutional Profile

1.1 Introduction

The **Office of the Leader of the House of Parliament in Sri Lanka** is a Government special spending unit established in the premises of the Parliament of Sri Lanka. The Secretary to the Leader of the House of Parliament, a post equivalent to a Secretary of a Cabinet Ministry serves as the Chief Accounting Officer. This office plays a vital role in supporting the Hon. Leader of the House of the Parliament by planning, coordinating, monitoring and implementing the annual legislative programs of Parliament ensuring the effective execution of his duties.

The staff of the Office of the Leader of the House of Parliament collaborates with all Government Ministries, Departments and Semi Government Agencies to effectively implement the government's legislative agenda.

A senior Member of the Government Group appoints as the Leader of the House of Parliament. It is the responsibility of the Leader of the House to take the necessary steps to implement Government Businesses and Legislative Programme of the Government during the Session of Parliament.

In procedural matters, the House of Parliament relies on the Leader of the House for guidance. It is the responsibility of the Leader of the House to propose appropriate action to be taken in accordance with the Constitution and the Standing Orders of the Parliament. The Leader of the House is always available to advise and assist all Members of the Parliament.

1.2 Vision, Mission, Objectives of the Institution

Vision

"To be the best office of the Leader of the House of the Parliament among Commonwealth Nations."

Mission

"Planning, coordinating, implementing and supervising the legislative programme of the Government with a view to ensuring the approval of legislation by Parliament."

Objectives

- *Planning, coordinating, implementing and monitoring the Annual Legislative Programme of the Government.*
- *Ensure that the Parliament promptly approves Government Business including Bills, Statutes, Proposals, Ordinances and Regulations and Reports, etc. under the Government's Annual Legislature Programme.*
- *Facilitate the implementation of Government Policies and Programmes.*

1.3 Key Functions

The primary responsibility of the office of the leader of the House of Parliament is to provide necessary assistance for the implementation of Government Policies and Programs by planning, coordinating, implementing and monitoring the Government's legislative program and to ensure that the Legislature is duly endorsed by legislation, proposals, regulations, rules and regulations and legislation incorporating governmental functions is .

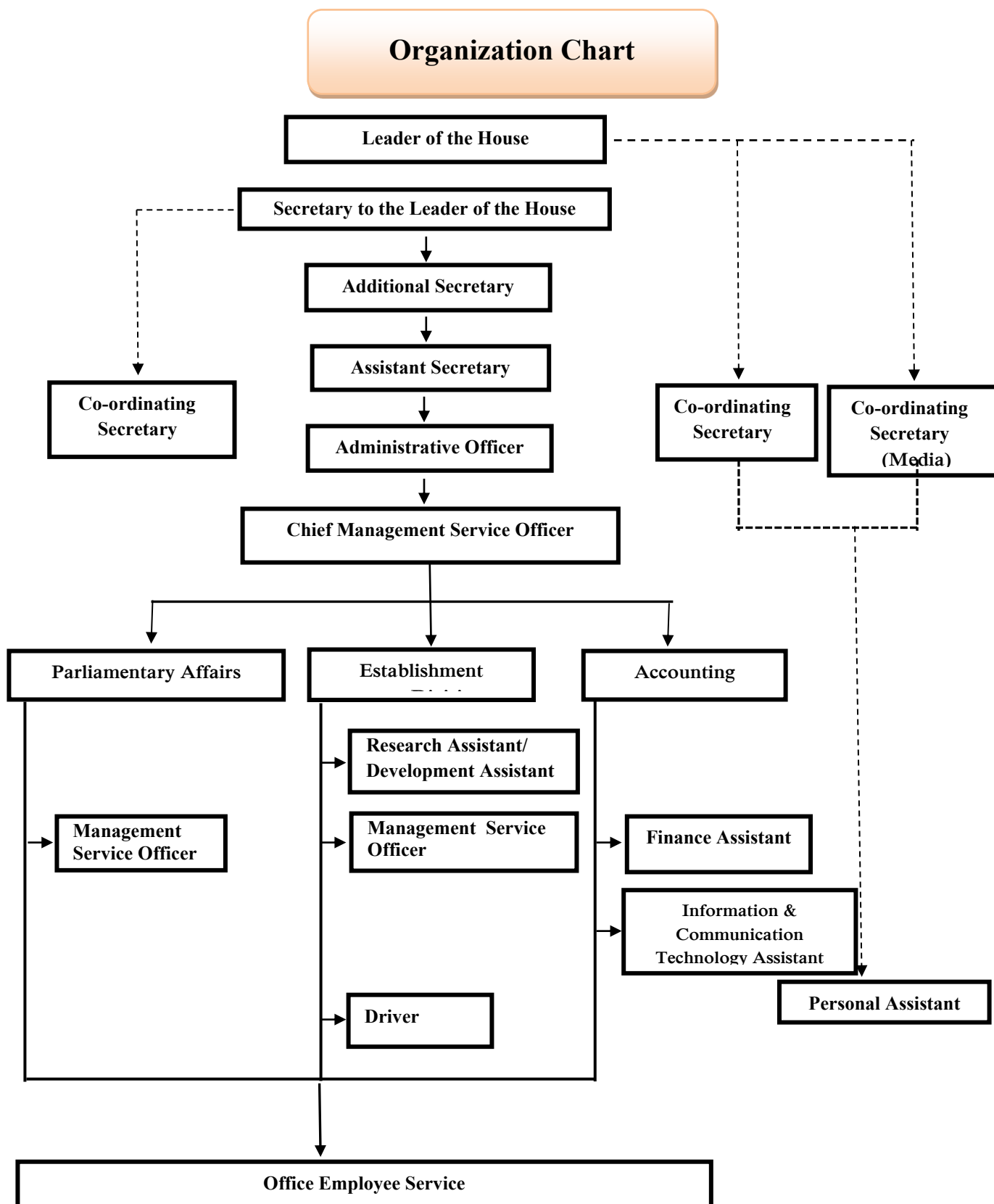
This office is responsible for ensuring the systematic conduct and efficient transaction of the Government Business in Parliament including the passage of the Annual National Budget / Appropriation Bill (Discussion and Approval), and, , the main functions of this Office are given below in detail.

- (1) Determine the relative priority to be assigned on various items of Government Business in order to be presented to Parliament. (The agenda of the Parliament shall be in accordance with the priorities set by this Office in the respect of Government Business).
- (2) Prepare the Government Business programme for each Parliament Sitting week, for the consideration of the Committee on Parliamentary Business.
- (3) prepare the Annual Budget Programme / Time Table for the consideration of the Cabinet of Ministers.
- (4) Ensure that the questions raised by the Hon. Members of Parliament under the Prime Minister's Question Time are referred promptly to the Hon. Prime Minister and questions asked by the Party Leaders under the Standing Order 27(2) & Motions moved by the Hon. Members of Parliament at the Adjournment Time are referred expeditiously to the relevant Ministries for their urgent attention and response.
- (5) Ensure that the Government institutions adhere to the accepted Parliamentary Rules and Procedures as stipulated in the Standing Orders of the Parliament and the Constitution, and provide appropriate advice and guidance to public institutions on procedural matters.
- (6) Submit Annual Performance Reports of Government Ministries, Departments & Annual Reports and Accounts of other Statutory Institutions and Corporations to the Parliament and referring the same to relevant Sectoral Oversight Committees and thereafter to submit those Annual Reports and Accounts along with the motion to the Parliament for approval.

- (7) Submit Progress Reports forwarded by all Ministries to Parliament at Committee stage of the Annual Budget.
- (8) Nominate / recommend Members of the Government Parliamentary Group to serve in various Select, Ministerial Consultative, Sectoral Oversight Committees & Committees for Special purpose of Parliament, and to represent the Government Parliamentary Group at numerous International Parliamentary Conferences, Seminars, etc.
- (9) Suggest appropriate measures from time to time to update and streamline existing legislative procedures, practices and methods.
- (10) Assist the Private Members' Bills moved by the Hon. Members of Parliament.
- (11) Advice on parliamentary proceedings.
- (12) Ensure that the officers of this office remain in the officials' chamber during the sessions of Parliament for the purpose of coordinating and providing necessary information for Hon. Ministers and Hon Members represent the government.

1.4 Organizational Structure

The activities of the Office are mainly performed by the Secretary to the Leader of the House of Parliament, on the instructions given by the Leader of the House of Parliament. The Secretary functions as the Chief Accounting Officer and a staff of 37 including an Additional Secretary supports him.



Chapter 02 – Progress and the Future Outlook

2.1 Performed Major Functions

In year 2024, this office in close coordination with the Ministries, Departments and relevant Institutions, has submitted various Bills, Resolutions, Decisions, Regulations, Orders and Agreements, Supplementary Estimates, Advance Accounts, Annual Reports and other Reports relating to Government Business to parliament for approval, aiming at enhancing the welfare of the general public. .

Bills, Rules, Orders and Regulations presented to the parliament during the last few years

	2016	2017	2018	2019	2020	2021	2022	2023	2024
Bills	31	38	42	32	09	30	44	38	46
Rules, Orders and Regulations	153	168	155	176	210	306	169	240	143

2.1.1 Bills

Ministry to Finance, Economic Stablistment & National Policy

S. No.	Act No.	Act Name	Date of Certification
1.	15/2024	The Social Security Contribution Levy (Amendment) ACT	20.03.2024
2.	16/2024	Value Added Tax Act,	20.03.2024
3.	17/2024	Secured Transactions ACT	01.04.2024
4.	18/2024	Registration of Documents (Amendment) ACT	01.04.2024
5.	19/2024	Trust Receipts (Amendment) ACT	01.04.2024
6.	20/2024	Mortgage (Amendment) ACT	01.04.2024
7.	21/2024	Finance Leasing (Amendment) ACT	01.04.2024
8.	22/2024	Inland Trust Receipts (Amendment) ACT	01.04.2024
9.	23/2024	Companies (Amendment) ACT	01.04.2024
10.	24/2024	Banking (Amendment) ACT	10.04.2024
11.	26/2024	Recovery of Loans By Banks (Special Provisions)(Amendment) ACT	08.05.2024
12.	33/2024	Public Debt Management ACT	18.06.2024
13.	44/2024	Public Financial Management ACT	08.08.2024
14.	45/2024	Economic Transformation ACT	09.08.2024

Ministry of Justice, Prison Reform and Constitutional Reforms

S. No.	Act No.	Act Name	Date of Certification
15.	01/2024	Office for national unity and reconciliation ACT	23.01.2024
16.	02/2024	Mediation (Amendment) ACT	23.01.2024
17.	03/2024	Powers of Attorney (Amendment) ACT	23.01.2024
18.	04/2024	Prevention of Frauds (Amendment) ACT	23.01.2024
19.	05/2024	THE RECOGNITION AND ENFORCEMENT OF INTERNATIONAL SETTLEMENT AGREEMENTS RESULTING FROM ACT	31.01.2024
20.	06/2024	Notaries (Amendment) Bill ACT	31.01.2024
21.	07/2024	National Hydrographic ACT	01.02.2024
22.	08/2024	Contempt of a Court, Tribunal or Institution ACT	01.02.2024
23.	25/2024	Criminal Procedure ACT	03.05.2024
24.	27/2024	Partition Amendment ACT	13.05.2024
25.	43/2024	Civil Procedure Code (Amendment) ACT	02.08.2024
26.	49/2024	Introduction of a new law on reciprocal recognition, registration and enforcement of foreign judgements ACT	12.09.2024
27.	50/2024	Code of Criminal Procedure (Amendment) ACT	13.09.2024

Ministry of Health

S. No.	Act No.	Act Name	Date of Certification
28.	46/2024	Medical Ordinance (Amendment) ACT	15.08.2024
29.	47/2024	Medical Ordinance (Amendment) ACT	15.08.2024

Ministry of Labour and Foreign Employment

S. No.	Act No.	Act Name	Date of Certification
30.	28/2024	Shop and Office Employees Regulation of Employment and Remuneration (Amendment) ACT	13.05.2024
31.	48/2024	National Minimum Wage of workers (Amendment) Act	11.09.2024

Ministry of Public Security

S. No.	Act No.	Act Name	Date of Certification
32.	09/2024	Online Safety Act	01.02.2024

Ministry of Power and Energy

S. No.	Act No.	Act Name	Date of Certification
33.	36/2024	Sri Lanka Electricity Act	27.06.2024

Ministry of Women, Child Affairs and Social Empowerment

S. No.	Act No.	Act Name	Date of Certification
34.	37/2024	Empowerment of Woman Act	02.07.2024

Ministry of Education

S. No.	Act No.	Act Name	Date of Certification
35.	38/2024	Sri Lanka National Commission for UNESCO Act	02.07.2024

Ministry of Technology

S. No.	Act No.	Act Name	Date of Certification
36.	39/2024	Sri Lanka Telecommunications (Amendment) Act	02.07.2024

2.1.2 Resolutions, Determinations, Rules, Regulations, Orders and Treaties

Parliamentary approval has been obtained for 143 Rules, Resolutions, Determinations, Regulations, Orders and Treaties during 2024.

2.1.3 Supplementary Estimates

Nine (09) numbers of Additional allocations and six (6) numbers of advance accounts have been submitted to Parliament under the Supplementary Support Services and Emergency Responsibility Liability projects and all those were approved by the parliament in the year 2024.

2.1.4 To facilitate the MPs to draw the attention of Parliament on current issues and problems

02 questions at the adjournment time have been newly introduced from year 2021 widening the opportunity for Hon. Members to raise their questions.

questions asked during last four years at adjournment time.

	2021	2022	2023	2024
Government	21	22	18	7
Opposition	21	22	19	10

This office has attended to direct thirty one (31) motions on the adjournment time and 43 questions under standing order 27(2), raised on issues of general importance to relevant ministries and ensured answers for which have been given in the Parliament.

Motions on adjournment time

	No of Motions				
	2020	2021	2022	2023	2024
Government	33	32	24	32	13
Opposition		28	22	34	18

Questions under standing order 27(2)

	2020	2021	2022	2023	2024
Questions Raised	34	58	42	68	43
Questions answered	30	52	32	61	33
No of answers are due	04	06	10	7	10

Questions asked of the Prime Minister

	2023	2024
Government	2	8
Opposition	2	8

2.1.5 Annual Reports and Other Reports

During the year 2024, Four hundred eighty four (484) Annual Reports, Performance Reports and other reports forwarded by various Government Departments and Statutory Institutions have been tabled in Parliament, through the coordination of this Office.

	2020	2021	2022	2023	2024
Annual Performance Reports	137	172	233	154	136
Annual Reports	109	264	304	325	235
Other Reports	3	22	41	66	113
Total	249	458	578	545	484

2.1.6 Contribution for Conducting Committees in Parliament

This office has contributed to uplift the Democratic procedure and to facilitate the MPs to involve in the ministerial activities by ensuring the smooth functioning of Parliamentary committees and Ministerial consultative committees.

Accordingly, this office has submitted nominations of MPs of the Government group for following parliamentary committees, Ministerial consultative committees and sectoral oversight committees in 2024.

9th Parliament

10th Parliament

S. No.	Committee Name	No. of committee members							
		5 th session				1 st session			
		Ex-officio	Gov.	Opp.	Total	Ex-officio	Gov.	Opp.	Total
1	Committee on Parliamentary Business	7	16	10	26	7	12	4	16
2	Committee of Selection	1	7	5	12	1	8	4	12
3	Committee on Standing Orders	3	6	3	9	3	4	2	6
4	House Committee	1	10	4	14	1	6	3	9
5	Committee on Ethics and Privileges		11	5	16		7	3	10
6	Committee on Public Accounts		19	12	31		15	7	22
7	Committee on Public Enterprises		19	12	31		15	7	22
8	Committee on Public Finance		18	10	28		8	4	12
9	Committee on Public Petitions		15	8	23		8	4	12
10	Committee on High Posts	Appointments have been made for this committee in the first session.							
11	Liaison Committee	All Chairs of committees				All Chairs of committees			
12	Backbencher Committee	2	8	8	16	2	8	8	16
13	Legislative Standing Committee	2	10	5	15	2	10	5	10

S. No.	Committee Name	No. of committee members									
		5 th session					1 st session				
		No. of committees	Ex-officio	Gov.	Opp.	Total	No. of committees	Ex-officio	Gov.	Opp.	Total
1	Ministerial Consultative Committees	29	64	87	58	145	28	60	88	58	208
2	Sectoral Oversight Committees	17	-	7	5	12	Not appointed yet.				

Select Committees

Nominations have been made in the year 2024 to appoint members for the following special committees.

- The Select Committee of Parliament to Study the Practical Problems and difficulties in relation to preparation for the proposed “Business Ready (B-READY) Index” in Sri Lanka and make its Proposal and recommendations.
- Select Committee of Parliament to look into whether the child malnutrition issue in Sri Lanka is aggravating and to identify short term, medium term and long term measures to be taken in that regard as well as to oversee the speedy implementation of the identified measures.
- Select Committee of Parliament to investigate into and to make suitable recommendation relating to the disaster caused by new Diamond and X-press Pearl Vessels in the Maritime Zone of Sri Lanka.
- Select Committee of Parliament to look into and identify the mechanisms to be implemented in order to immediately control and eradicate the rapidly spreading drug menace in the country and to submit observation and recommendations to Parliament in that regard.

2.1.7 Contribution to international parliamentary committees

Twenty (20) governing party parliamentary representatives are appointed annually by this office as members of following committees established to development of cooperation, new ideas, knowledge and attitudes as well as promote peace, democracy and sustainable development between parliamentary representatives and parliamentary staff in different countries of the world. It provides an opportunity for members of parliament and parliamentary staff to gain advanced knowledge through activities such as local and foreign discussions, conferences, training sessions and study tours conducted by respective organizations.

- Commonwealth Parliamentary Association (Sri Lanka Branch)
- Inter-Parliamentary Union (Sri Lanka Group)
- SAARC Parliamentarians’ Association (Sri Lanka Branch)

2.1.8 Meeting foreign delegations.

Valuable opportunities can be created to get support for government functions, tasks and legislative activities by exchanging ideas and attitudes as well as various resources with the foreign delegations that come to Sri Lanka to meet the Honorable Leader of the House regarding parliamentary and legislative functions. In the year 2024, the Honorable Leader of the House has taken steps to strengthen relations with foreign missions and diplomatic officials in the Parliament and obtain various opportunities.

2.1.9 Votes of Condolence

Votes of Condolence in respect of the under-mentioned late Members of Parliament have been moved by the Hon. Leader of the House of Parliament during the year 2024 under review;

Year 2024

1. Hon. Sanath Nishantha
2. Hon. R.M. Karunaratne
3. Hon. Bandula Basnayake
4. Hon. (Dr.) P.M.B. Cyril
5. Hon. Asoka Jayawardhana
6. Hon. U.L.M. Farook
7. Hon. Gamini Jayawickrama Perera
8. Hon. Najib Abdul Majeed
9. Hon. A.H.M. Alawi
10. Hon. Palitha Thevarapperuma
11. Hon. Milroy Fernando
12. Hon. Roni de Mel

2.1.10 Duty in Official Booth

Officers of this Office were deployed at the Officials Booth for the purpose of coordinating and providing of information necessary for the Hon. Ministers and Government members on sitting Days.



H.E. Janakantha Silva

Secretary to the Leader of the House of Parliament
Chief Accounting Officer
Office of the Leader of the House of Parliament
Sri Lanka Parliament
Sri Jayawardenapura Kotte

3. Statement of Financial Performance for the period ended 31st December 2024

3.1 Statement of Financial Performance

ACA -F

Statement of Financial Performance for the period ended 31st December 2024

Revised Budget Allocations 2024 Rs.		Note	Actual	
			2024 Rs.	2023 Rs.
-	Revenue Receipts		-	-
-	Income Tax	1	-	-
-	Taxes on Domestic Goods & Services	2	-	-
-	Taxes on International Trade	3	-	-
-	Non Tax Revenue & Others	4	-	-
-	Total Revenue Receipts (A)		-	-
-	Non Revenue Receipts		-	-
-	Treasury Imprests		62,809,000	70,279,000
-	Deposits		12,925	747,059
1,500,000	Advance Accounts		2,982,790	2,250,168
-	Other Main Ledger Receipts		-	-
1,500,000	Total Non Revenue Receipts (B)		65,804,715	73,276,227
1,500,000	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		65,804,715	73,276,227
-	Remittance to the Treasury (D)		1,157	2,958,796
-	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		65,803,558	70,317,431
-	Less: Expenditure		-	-
-	Recurrent Expenditure		-	-
51,100,000	Wages, Salaries & Other Employment Benefits	5	45,487,431	47,692,420
17,289,450	Other Goods & Services	6	16,062,430	16,887,362
400,000	Subsidies, Grants and Transfers	7	392,160	389,223
-	Interest Payments	8	-	-
155,550	Other Recurrent Expenditure	9	155,548	-
68,945,000	Total Recurrent Expenditure (F)		62,097,569	64,969,005
-	Capital Expenditure		-	-
1,100,000	Rehabilitation & Improvement of Capital Assets	10	1,080,173	526,656
855,000	Acquisition of Capital Assets	11	854,336	-
-	Capital Transfers	12	-	-
-	Acquisition of Financial Assets	13	-	-
100,000	Capacity Building	14	51,000	92,000
-	Other Capital Expenditure	15	-	-
2,055,000	Total Capital Expenditure (G)		1,985,509	618,656
-	Total Expenditure I = (F)+(G)		66,752,123	68,516,670
-	Balance as at 31st December J = (E-I)		(948,565)	1,800,761
-	Balance as per the Imprest Adjustment Statement		(948,565)	1,800,761
-	Imprest Balance as at 31st December		-	-

3.3 Statement of Financial Position as at 31st December 2024

ACA-P

Statement of Financial Position As at 31st December 2024

	Note	Actual 2024 Rs	2023 Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	92,590,150	92,476,496
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	4,837,460	5,164,130
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		97,427,610	97,640,626
<u>Net Assets / Equity</u>			
Net Worth to Treasury		4,837,460	5,164,130
Property, Plant & Equipment Reserve		92,590,150	92,476,496
Rent and Work Advance Reserve	ACA-5(b)	-	-
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	-	-
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		97,427,610	97,640,626

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 01 to 25 and Annexures to accounts presented in pages from 26 to 32 form an integral part of these Financial Statements. The Financial Statements have been prepared in accordance with the Government Financial Regulations 150 & 151 and State Accounts Guideline No. 06/2024, dated 16.12.2024 and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found in agreement.

We hereby certify that an effective internal control system for the financial control exists in the Reporting Entity and carried out periodic reviews to monitor the effectiveness of internal control system for the financial control and accordingly make alterations as required for such systems to be effectively carried out.



Chief Accounting Officer
Name :
Designation :
Date : 25.02.2025



Accounting Officer
Name :
Designation :
Date : 25.02.2025



Chief Financial Officer/ Chief Accountant/
Director (Finance)/ Commissioner (Finance)
Name :
Date : 25.02.2025

H.E. JANAKANTHA SILVA
Secretary to the Leader of the House of Parliament
Sri Lanka Parliament
Sri Jayewardenepura Kotte

H.E. JANAKANTHA SILVA
Secretary to the Leader of the House of Parliament
Sri Lanka Parliament
Sri Jayewardenepura Kotte

Sugath Dharmakeerthi
Additional Secretary
Office of the Leader of the House of Parliament
Parliament of Sri Lanka
Sri Jayewardenepura Kotte

3.4 Statement of Cash Flows for the period ended 31st December 2023

ACA-C

Statement of Cash Flows for the Period ended 31st December 2024

	2024 Rs.	Actual 2023 Rs.
Cash Flows from Operating Activities	-	-
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected on behalf of Other Revenue Heads	1,370,665	-
Imprest Received	62,809,000	70,279,000
Recoveries from Advance	2,704,020	-
Deposit Received	12,925	747,059
Total Cash generated from Operations (A)	66,896,610	71,026,059
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	61,673,739	64,617,875
Subsidies & Transfer Payments	392,160	389,223
Expenditure incurred on behalf of Other Heads	175,000	-
Imprest Settlement to Treasury	1,157	2,958,796
Advance Payments	2,656,120	1,694,450
Deposit Payments	12,925	747,059
Total Cash disbursed for Operations (B)	64,911,101	70,407,403
NET CASH FLOW FROM OPERATING ACTIVITIES (C) = (A) - (B)	1,985,509	618,656
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	-	-
Less - Cash disbursed for:		
Capital Expenditure		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	1,985,509	618,656
Total Cash disbursed for Investing Activities (E)	1,985,509	618,656
NET CASH FLOW FROM INVESTING ACTIVITIES (F) = (D) - (E)	(1,985,509)	(618,656)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G) = (C) + (F)		
Cash Flows from Financing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash generated from Financing Activities (H)	-	-
Less - Cash disbursed for:		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Total Cash disbursed for Financing Activities (I)	-	-
NET CASH FLOW FROM FINANCING ACTIVITIES (J) = (H) - (I)	-	-
Net Movement in Cash (K) = (G) + (J)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

3.5 Notes to the Financial Statements

1. Reporting Period

The reporting period for these financial statements is the period from 1st January to 31st December, 2024.

2. Basis of measurement

Financial statements are prepared on historical cost, and the historical cost of certain assets is improved to the revalued value. Unless otherwise specified, account preparation is done on an improved cash basis.

Financial Statements are presented in Sri Lanka Rupees to the nearest Rupee.

3. Recognizing revenue

Transfer and non-exchange income are recognized in cash receivables during the accounting period, regardless of their taxable period.

4. Identify and measure property, plant and equipment.

When the assets of the company are assured of future economic benefits related to the asset and the assets can be reliably measured, those assets are recognized as property, plant and equipment.

The property, plant and equipment are identified at cost and the value revalued when the cost model is not applicable.

5. Property, plant and equipment reserve

This reserve account is the corresponding account of property, plant and equipment.

6. Cash and cash equivalents

The currency and cash equivalents are comprised of local currency notes and coins as of December 31, 2024.

3.6 Performance of the Revenue Collection

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	as a % of Final Revenue Estimate
	Not Relevant				

3.7 Performance of the Utilization of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	69,000	69,000	62,098	90%
Capital	2,000	2,055	1,985	97%

3.8 In terms of F.R.208 grant of allocations for expenditure to this Department /District Secretariat/Provincial Council as an agent of the other Ministries/ Departments

S. No.	Allocation Received from Which Ministry/ Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
	Not Relevant					

3.9 Performance of the Reporting of Non-Financial Assets

Rs. ,000

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2024	Balance as per financial Position Report as at 31.12.2024	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	office located in the Parliament complex			
9152	Machinery and Equipment	92,590	92,590		100%
9153	Land	Not Relevant			
9154	Intangible Assets	Not Relevant			
9155	Biological Assets	Not Relevant			
9160	Work in Progress	Not Relevant			
9180	Lease Assets	Not Relevant			

3.10 Auditor General's Report

Please refer annex 01.

Chapter 04 – Performance indicators

4.1 Performance indicators of the Institute (Based on the Action Plan)

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100%- 90%	75%-89%	50%- 74%
1. Submission of bills to Parliamentary approval.	100%		
2. Submission of Gazette Notifications, to Parliamentary approval.	100%		

Chapter 05 – Performance of the achieving Sustainable Development Goals (SDG)

5.1 Indicate the Identified respective Sustainable Developments Goals

The work of the Government of the House of Parliament shall be carried out by the Leader of the House of the Legislature for the policies adopted by the Government to be implemented and implemented by all Ministries, Departments and other institutions in order to achieve the Sustainable Development Goals.

Accordingly, all the Sustainable Development Goals will contribute indirectly to achieving the goals.

Chapter 06 – Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies / (Excess)
Senior	03	03	-
Tertiary	04	03	01
Secondary	12	11	01
Primary	21	18	03

6.2 Briefly state how the shortage or excess in human resources has been affected to the performance of the institute

- Retirement of an officer serving in the Office Employees' Service.
- Cancellation of temporary appointments due to formation of new government.
- Transfer of a driver.

6.3 Human Resource Development

Name of the Programme	No. of staff trained	Duration of the Programme	Total Investment (Rs. '000)		Nature of the Programme (Abroad/ Local)	Output/ Knowledge Gained
			Local	Foreign		
Master's Degree in International Development from Nagoya University, Japan	1	2 Years Full Time			Abroad	Master's Degree
Skill Development Fund Training Courses	1	Two Days 15.02.2024 & 16.02.2024		-	Local	Knowledge of Internal Audit
Skill Development Fund Training Courses	1	One Day 02.08.2024			Local	Knowledge of Public Finance Regulations
Professional English Language Diploma Course (SLIDA)	1	Year 2024			Local	Professional English Language

Chapter 07– Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1	The following financial statements/accounts have been submitted on due date			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	-		
1.4	Stores Advance Accounts	-		
1.5	Special Advance Accounts	-		
1.6	Others	-		
2	Maintenance of books and registers (FR445)			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		
2.8	Stocks Register has been maintained and update	Complied		
2.9	Register of Losses has been maintained and update	Complied		
2.10	Commitment Register has been maintained and update	Complied		
2.11	Register of Counterfoil Books (GA – N20) has been maintained and update	Complied		
3	Delegation of functions for financial control (FR 135)			
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Complied	There is no an Accountant in the approved cadre and work under the supervision of SLAS officer.	
4	Preparation of Annual Plans			
4.1	The annual action plan has been prepared	Complied		
4.2	The annual procurement plan has been prepared	Complied		

4.3	The annual Internal Audit plan has been prepared	Compiled		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Compiled		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Compiled		
5	Audit queries			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Compiled		
6	Internal Audit			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Compiled		
6.2	All the internal audit reports has been replied within one month	Compiled		
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Compiled		
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	Compiled		
7	Audit and Management Committee			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Compiled		
8	Asset Management			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Compiled		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Compiled		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	Compiled		
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Compiled		
8.5	The disposal of condemn articles had been carried out in terms of FR 772	Compiled		
9	Vehicle Management			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Compiled		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Compiled		
9.3	The vehicle logbooks had been maintained and updated	Compiled		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Compiled		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Compiled		

9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	Compiled		
10	Management of Bank Accounts			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Compiled		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Compiled		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	Compiled		
11	Utilization of Provisions			
11.1	The provisions allocated had been spent without exceeding the limit	Compiled		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Compiled		
12	Advances to Public Officers Account			
12.1	The limits had been complied with	Compiled		
12.2	A time analysis had been carried out on the loans in arrears	Compiled		
12.3	The loan balances in arrears for over one year had been settled	Compiled		
13	General Deposit Account			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Compiled		
13.2	The control register for general deposits had been updated and maintained	Compiled		
14	Imprest Account			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Compiled		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	Compiled		
14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371	Compiled		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Compiled		
15	Revenue Account			
15.1	The refunds from the revenue had been made in terms of the regulations	Compiled		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Compiled		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	Compiled		
16	Human Resource Management			
16.1	The staff had been paid within the approved cadre			
16.2	All members of the staff have been issued a duty list in writing	Compiled		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Compiled		
17	Provision of information to the public			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right to Information Act and Regulation	Compiled		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	Compiled		

17.3	Bi-Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Compiled		
18	Implementing citizens charter			
18.1	A Citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Compiled		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular	Compiled		
19	Preparation of the Human Resource Plan			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Compiled		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Compiled		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Compiled		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Compiled		
20	Responses Audit Paras			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Compiled		

End of Report