

19. Head 17 – Office of the Leader of the House of Parliament

19.1 Replies to Audit Queries

Reply to an audit query issued to the Office in the preceding year had not been furnished even by 31 March 2015.

19.2 Appropriation Account

Budgetary Variance

Excess provisions had been made for 6 Objects and as such the savings, after the utilization of provisions, ranged from 13 per cent to 59 per cent of the net provisions relating to the respective Objects.

19.3 Good Governance and Accountability

19.3.1 Internal Audit

An Internal Audit Unit had not been established.

19.3.2 Audit and Management Committee

Only one meeting of the Audit and Management Committee had been held during the year 2014.

19.4 Non-compliance

Non - compliance with Law, Rules and Regulations

Instances of non-compliance with the provisions in laws, rules and regulations observed during the course audit test checks are analysed below.

Reference to Laws, Rules and Regulations	Value	Non-compliance
	Rs.	
(a) Public Administration Circulars		
(i) Sub paragraph 02(a) of the Circular No.05/2013 of 22 April 2013	34,000	Uniform allowance superseding the Circular provision had been paid to 17 officers.
(ii) Sub-paragraph 02(i) of the Circular No.09/2009(i) of 17 June 2009	-	The officers and employees of the office had not supported their arrival at and departure from the place of work through finger print machines.
(iii) Sub-paragraph (iv) of the Circular No.9/2009 of 16 April 2009.	-	The times of arrival and departure in connection with the allowances paid for work done after duty hours had not been supported through finger print machines.
(b) Public Finance Circulars		
Paragraph 1 of Circular No.431 of 24 April 2008	428,355	The officers who proceed abroad on official tours including discussions, Seminars and training programmes should purchase air travel tickets from the Sri Lankan Airlines Company or the Mihin Lanka (Private) Company, irrespective of the source of funding. However, purchases had been made from a private institution.

19.5 Transactions of Contentious Nature

The approval for the supply of two trousers and two shirts with tunic collar per year to the officers working in the Officials' Box had been granted through the letter No11/575/E/195/2 dated on 04 July 2001 of the Director General of Establishments. Contrary to that an amount of Rs.48,000 had been paid at Rs.6,000 per officer to the Chief Management Assistant, 06 Management Assistant Officers and Research Assistant. Such Uniform allowance had been paid irrespective of the payment of a monthly outfit allowance ranging from Rs.3,000 to Rs.3,500.

19.6 Unresolved Audit Paragraphs

Reference to the Paragraphs on which the Office had not rectified the deficiencies, out of those pointed out in the paragraphs included in the Reports of the Auditor General on the Office, is given below.

Reference to the Report of the Auditor General		Subject under Reference
Year	Paragraph Number	
2013	4.3.3	Finger Print machines had not been used for supporting the arrival and departure.
2013	4.3 (a) (i)	Ten salary increments in addition to the annual salary increment had been paid on 04 occasions since the year 2004.

19.7 Human Resources Management

Approved Cadre and Actual Cadre

The position of the cadre as at 31December 2014 had been as follows.

Category of Employee	Approved Cadre	Actual Cadre	Number of Vacancies
(i) Senior Level	03	03	-
(ii) Tertiary Level	01	01	-
(iii) Secondary Level	10	08	02
(iv) Primary Level	14	11	03
(v) Others (casual/temporary/ contract basis)	03	03	-
Total	31	26	05