

## Home Affairs

## District Administration Division

Activity	Allocation 2006 (Rs.)	Financial Progress		Physical Progress	Cumulative impacts
		Rs	%		
1. Fill existing vacancies in the Department of Registrar Genral's				10 new officers have been recruited as Documentation Assistants.	
				12 Appointments have been made to the Class I of Registrars' Service.	
				Arranged to fill 15 vacancies in grade II of Registrar's Service.	
				Attended to create 12 additional posts for civil registrtion purpose.	
				Appointed 139 Registrars in relation to Births, Marriages, and Deaths registration. Issued 836 Notaries Licenses	
1.1 Appoint District/ Additional District/ Assistant District-Secretaries				<b>Appointed;</b> Dist. Secretaries -04 Addl. Dist. Secretaries - 05 Assistant District Secertaries - 06 Addl. District Secretary (Tsunami) - 05 in temporary basis	
1.2 Appoint subordinates District Secretariars				<b>Appointed;</b> 330 Technical Officers - One for each District & Divisional Secretariats.	

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				25 Draftsmants for Divisional Secretariats	
<b>2. Ensure availability of a Birth certificate for each &amp; every Sri Lankan</b>				Pilot project for computerization of existing Birth, Marriages and Deaths Certificates in Colombo District	
2.1 Apply modern Technology for the Registration of Births, Marriage and Deaths	12 Mn			Commenced to issue of birth certificate at 06 Districts where the registration of births is low.  Conducted Mobile services to issue Birth, Marriages, and Deaths Certificates.	
2.2 Redemarkate Births, Marriages and Deaths Registrar's Division.				Established new 03 additional Marriages Registrars' Divisions	
2.3 Amendmens of Acts of the Department of Registrar General's				Obtained approval of the parliament for ammended Marriages, Births and Deaths Act.  Amended stamp fee for registration of Marriages	
<b>Construct new building at Department of Registrar General</b>	175 Mn.			Construction works are in progress and the one floor has been completed.	

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3. Sound District Administration				Since January 2006, DS/GA's Conference have been held.	
3.1 Conduct District Secretaries/ Government Agents (DG/GA) Conference.					
3.2 Ensure productive service of District Secretariats				Made Compulsary for the District Secretaries to reside in official quaters	
				Ensured 02 days District Secretaries and 03 days Divisional Secretaries field duties  Ensured representation of Divisional Secretary to express condolence at funerals of war Heroes.	
<b>4. Conduct State functions and ceremonies with the state sponsorship</b>				Conducted Independence Day celebration on 4th February 2006 at Galle Face Green  Organized the funerals of Vidyajothi, Dr. A.N.S. Kulasinghe, renowned Engineer.	
4.1 Organize and coordinate state functions including of the Independence Day celebration and funerals conducted under the patronage of the Government				Conducted memorial ceremony of late Hon. S.W.R.D. Bandaranayaka	

Activity	Allocation 2006 (Rs.)	Financial Progress		Physical Progress	Cumulative impacts
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				Made General Public awareness on use of the National Flag.	
5. Prize Competition Ordinance 5.1 Grant approval for commercial/ social prize competitions organized by various commercial institutions and organizations	46.6 million received as Government revenue			120 permit have been issued for commercial/soial prize comepetitions  Supervised such competitions in order to ensure that they are conducted in the proper manner	
6. Holidays Ordinance 6.1 Declare Holidays				Determined the Public Bank and Poya holidays by a Holiday Comittee and published them by a gazette notification.  Published Public and Bank Holidays in year 2007	
7. Strengthen Divisional Adminis- tration.				Made compulsory for Divisional Secretaries to reside in the official quarters which can be used.	
7.1 Ensure officers residing within their divisions.					

Activity	Allocation 2006 (Rs.)	Financial Progress		Physical Progress	Cumulative impacts
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7.2 Minimize issue of permits				<p>Citizen are permitted to tap Kithul tree for the production of treacle and jaggery without obtaining a permit.</p> <p>Submitted cabinet memo to allow citizen to fell down one Jak tree at their lands without obtaining a permit</p>	

### Divisional Administration Division

Activity	Allocation 2006 (Rs.)	Financial Progress		Physical Progress	Cumulative impacts
		Rs	%		
<b>1. Attend Establishment matters pertaining to the Divisional Secretariats</b>					Establishment of sound Divisional administration system.
1.1 Identify staff needs				70%	
1.2 Identify suitable officers				100%	
1.3 Obtain approval of the Public Service Commission				75%	
1.4 Make appointments				100%	
<b>2. Investigate Public comments pertaining to the Divisional Administration</b>				Received assistance from Hot Line Unit	
2.1 Invite preliminary reports				Obtained assistance of the Investigation Unit	
2.2 Follow appropriate action as to the Preliminary report				Investigated 368 cases	
<b>3. Organize Office Management Competition for Divisional Secretariats</b>					Model officers for Divisional Administration
3.1 Review & finalize existing criteria				100%	
3.2. Conduct the competition at District, Provincial and National levels				Completed upto District level	

Activity	Allocation 2006 (Rs.)	Financial Progress		Physical Progress	Cumulative impacts
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3.3 Arrange awarding ceremony				To be conducted in 2007	Model officers for Divisional Administration
3.4 Attend preliminary matters in 2006				Being attended	
<b>4. Manage Circuit Bungalows</b>					Satisfied Public Servants
4.1 Receipt of Public Servants requests				Received 1022 requests	
4.2 Priorities and make reservation				Reserved 628	
4.3 Provide facilities (Repairs, logistics etc.) when necessary				Attended 628	
4.4 Attend establishment matters of the staff				100%	
4.5 Entertain and review clients comments				100%	
<b>6. Redemarkate Administrative Boundaries of Divisional Secretariats</b>					
5.1 Review Public requests				100%	
5.2 Appoint a Committee				Completed	
5.3 Obtain recommendations of the Committee				Yet to be received.	

Activity	Allocation 2006 (Rs.)	Financial Progress		Physical Progress	Cumulative impacts
		(Rs)	%		
<b>6. Attend Establishment matters of Computer Data Entry Operators and Development Coordinators</b>				90%	Satisfied Public Servants
6.1 Collect required information for confirmation				100%	
6.2 . Grant confirmation				Confirmed 45 officers	
6.3 Arrange Efficiency Bar Examinations with the assistance of Dept. of Examinations				Arrangement in Progress	
6.4 Introduce Transfer Procedure				100%	
6.5 Prepare Service Minute				50%	
6.6 Implement Annual Transfer scheme				100%	
<b>7. Coordinate functions of other Ministries</b>					
7.1 Receipt of other Ministries requests to carry out duties through Divisional Secretariats				Attended for 98 requests	
7.2 Review and Grant approval				100%	

Activity	Allocation 2006 (Rs.)	Financial Progress		Physical Progress	Cumulative impacts
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<b>8. Strengthen District Administration</b>					
8.1 Provide official vehicles				Provided 230 New Double Cabs	
8.2 Provide official quarters				100%	

### Grama Niladhari Administration Division

Activity	Allocation 2006 (Rs.)	Financial Progress		Physical Progress	Cumulative impacts
		Rs	%		
1. Organize Grama Niladhari Management competitions				Postpone to year 2007	Excellent Public Service at Village level.
2. Attend Human Resources Development  Identify; <ul style="list-style-type: none"> <li>• Training needs</li> <li>• Training Institutes</li> <li>• Training fields</li> </ul>				Identified 61 Training Courses have been conducted	
3. Construct Grama Secretariats (Seva Piyasa)				Activity has been postponed.	
4. Provide Official Diaries for Year 2007 to all Grama Niladharies				With revisions, Diaries delivered to District Secretariats.	
5. Attend Eestablishement matters.				<ul style="list-style-type: none"> <li>• Promoted 1138 for Grade I on merit.</li> <li>• Called applications for recruitment to grade II of the service.</li> <li>• Made arrangements to promote Grade I and special grade.</li> <li>• Received reports from the District Secretary for 178 complaints</li> </ul>	

Activity	Allocation 2006 (Rs.)	Financial Progress		Physical Progress	Cumulative impacts
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				Referred them to the Investigation Unit for further inspection. Final replies have been sent for 34 complaints.	

**Registrar General's Department**

Activity	Allocation 2006 (Rs.)	Financial Progress		Physical Progress	Cumulative impacts
		Rs	%		
<b>1. Complete approved cadre requirement</b>					Satisfied clientele
1.1 Identify existing all positive vacancies				100%	
1.2. Amend recruitment scheme				Completed	
1.3 Select suitable applicants				To be commenced	
1.4 Make appointments.				Yet to be attended	
<b>2. Conduct Training for Human Resource Development</b>					
2.1 Information & Communication Technology				Arranged by the ICTA	
2.2 General Management				Arranged by the PSTI	
2.3 Public Finance & Accounting				Arranged by the INGAF	
<b>3. Civil Registration</b>					
3.1 Computerise Birth, Marriage & Death registration				System study completed.	
3.2 Improve vital statistics system	75.5 M			Commenced under World Bank Assistance	

Activity	Allocation 2006 (Rs.)	Financial Progress		Physical Progress	Cumulative impacts
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<b>4. Modernize of Documents Registration system</b>					
4.1 Develop a software				Software is being developed and tested at Puttlam Land Registry	
4.2 Implement a pilot programme				Pilot program is to be introduced at Colombo Land Registry first	
<b>5. Increase the rate of registration of Birth up to 100% (Universal Birth Registration Programme)</b>					
5.1 Commence the project				The project commenced under the assistance of Plan International Sri Lanka	
<b>6 Mobile Services</b>					
1. Conduct Mobile Services & Registration of Births				129 Mobile Services conducted. 8125 Unregistered births registered.	
<b>7. Appoint Registrars</b>					
7.1 Appoint registrars.				Appointed 60 Additional Marriage Registrars.	
<b>8. Project on Scanning of Birth, Marriage and Death certificates</b>					

Activity	Allocation 2006 (Rs.)	Financial Progress		Physical Progress	Cumulative impacts
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8.1 Prepare project report				Project reports are available	
8.2 Select a suitable institution				Tenders have been invited by ICTA	
8.3 Prepare computer software				Developed a software	
8.4 Commence a pilot project				Commenced in Colombo District	
<b>9. Constructions</b>					
9.1 Construct a building for the Head Office	175.6 M			Construction in progress	

## Investigation and Management Unit

Activity	Allocation 2006 (Rs.)	Financial Progress		Physical Progress	Cumulative impacts
		Rs	%		
<b>1. Investigations</b>				Conducted 45 preliminary Investigations	Excelent public service without corruption and malpractices
1.1 Investigate petitions against to officers					
2. Submit reports accordingly					
<b>2. Office Supervisions</b>				Submitted 32 reports on office supervision	
2.1 Investigate petitions against to District, Divisional Administration and Grama Niladharis					
2.2 Prepare reports					
2.3 Make necessary recommendations					
<b>3. Provide knowledge and skills of Investigation Assistant</b>				Conducted In- house training	