

Home Affairs

District Administration Division

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007				Output Target	Expected Benefits/ Result	Officer Responsible for implementation Name:/Designation/ Tele No:
			1	2	3	4			
District Administration	<b>1. Coordinate of activities the District Secretariats</b> 1.1. Conduct awareness on policies and programmes of the Central government 1.2. Conduct conferences of District Secretaries / Government Agents		FT				Sound District Administration System	Excellent Public Service at District level	Ms. S.K. Weerathunga. Additional Secretary Tel : 2687772
			PT						
	<b>2. Improve performance in District Administration</b> 2.1. Identify training needs 2.2. Formulate training Programmes accordingly 2.3. Implement training programmes through the Public Service Training Institute and the Sri Lanka Institute of Development Administration		FT						
			PT						
State Ceremonies	<b>3. Organize and co-ordinate of State Ceremonies including Independence Day Celebrations and Funerals requiring State's sponsorship.</b> 3.1. Obtain approval of the Cabinet of Ministers as required.		FT						
			PT						

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			Quarter						
			1	2	3	4			
	3.2. Organize of relevant ceremonies 3.3. Organize of Independence Day Celebrations 2007 3.4. Arrange initial activities for Independence Day 2008 3.5. Create awareness on the proper use of the National Flag.		FT					Ms. S.K. Weerathunga. Additional Secretary Tel : 2687772	
Provisions of the Prize Competition Act	4. Grant approval of commercial/social prize competitions conducted by various commercial organizations and other establishments. 4.1. Grant licenses for prize competitions 4.2. Grant permission under Betting Ordinance 4.3. Supervise of these prize competitions. 4.4. Amend the Prize Competition Act.		FT				Increased government revenue	Prize Competitions Act is being impementant productively	
			PT						
Provisions of the Holidays Act	5. Announce of Holidays 5.1. Determin Poya/Public and Bank Holidays through Committees appointed for the purpose. 5.2. Revise holidays as and when required. 5.3. Publish those holidays in gazette notification.		FT				Declared public sector Holidays.	Holidays Act is being implemented productively	
			PT						
Office Management	6. Attend Establishment matters of the Registrar General's Department.		FT				Completed approved cadre	Excellent Public Service	
			PT						

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	6.1 Identify needs		FT				Completed approved cadre	Excellent Public service	Ms. S.K. Weerathunga, Additional Secretary Tel : 2687772
	6.2 Obtain approval from appointing authority		PT						
	6.3 Make appointments								
	<b>7. Appoint Notaries</b>						Appointment of Notaries without delay		
	7.1. Obtain particulars relating to interviews from the Registrar General.		FT						
	7.2. Obtain Hon. Minister's approval		PT						
	7.3. Make appointment								
	<b>8. Redemarkate Births, Marriages and Deaths Registrars Divisions if necessary</b>						Redemarkated divisions		
	8.1. Receive requests from the Registrar General		FT						
	8.2. Obtain Hon. Minister's approval.			PT					
	<b>9. Amend Acts relating to the Registrar General's Department.</b>						Updated regulations		
	9.1 Refer requests to the Cabinet of Ministers and obtain approval								
9.2. Refer to the Legal Draftsman									
9.3. Refer to the Parliament and obtain approval.			FT						
			PT						

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	<b>10. Appoint Births, Marriages and Deaths Registrars</b>							Ms. S.K. Weerathunga. Additional Secretary Tel : 2687772	
	10.1. Identify staff needs		FT						
	10.2. Obtain approval of the Cabinet of Ministers and the Public Services Commission when required.		PT						
	10.3. Make appointments								
	<b>11. Appoint subordinate employees to the staff in District Secretariats as required.</b>								
	11.1. Identify of staff needs		FT						
	11.2. Inform the Director of Combined Services to provide the required staff		PT						
	<b>12. Appoint Staff Officers</b>								
	12.1. Appoint District Secretary/ Additional District Secretary/ Assistant District Secretary		FT						
			PT						
	<b>13. Coordinate post Tsunami rehabilitation activities at Districts.</b>								
	13.1. Review progress of CADREP Project		FT				Availability of updated information of post Tsunami activities.		
13.2. Coordinate other implementing projects at districts.		PT							
13.3. Gather information on affected families / persons									

**Divisional Administration Division**

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007				Output Target	Expected Benefits/ Result	Officer Responsible for implementation Name:/Designation/ Tele No:
			1	2	3	4			
Sound Divisional Administration System	1. Identify staff needs • Identify suitable officers • Obtain approval of the Public Service Commission • Make appointments • Coordinate Establishment matters of staff officers and subordinates • Coordinate Establishment matters of Accountants of the Divisional Secretariats with Accountant Services Board						Availability of Qualitative approved cadre	Sound divisional administration system	Mr. J.M.Karunadasa SAS 2692557
			FT						
	2' Investigate Public comments pertaining to the Divisional Administration • Receipt of Public comments • Invite preliminary report from District Secretary • Monitor appropriate action taken						Well disciplined Divisional Administration System	Good Governance	
			FT						

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			Quarter						
			1	2	3	4			
	3. Organize Office Management Competition for Divisional Secretariats <ul style="list-style-type: none"> <li>Review &amp; finalize existing criteria.</li> <li>Conduct the competition at District, Provincial and National levels</li> <li>Arrange awarding ceremony</li> </ul>						Introduced best practices model for the Divisional Administration System	Quality service delivery	Mr. J.M.Karunadasa SAS 2692557
			FT	PT					
Circuit Bungalows.	4. Manage Circuit Bungalows of the Home Affairs Division. <ul style="list-style-type: none"> <li>Receipt of Public Servants requests</li> <li>Prioritize and make reservation</li> <li>Attend establishment matters of the staff</li> <li>Entertain and review clients comments.</li> </ul>						More attractive Circuit Bungalows	Higher motivation of Public Servants.	
			FT	PT					

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			1	2	3	4			
Adminis- trative Bound- aries	5. Redemarkate Administrative Boundaries of Divisional Secretariats <ul style="list-style-type: none"> <li>Obtain recommendation of the Committee</li> <li>Implement recommendations</li> </ul>		FT				Acceptable demarkation for divisions	Efficiency Public service	Mr. J.M.Karunadasa SAS 2692557
				PT					
	6. Attend Establishment matters of Computer Data Entry Operators and Development Coordinators <ul style="list-style-type: none"> <li>Collect required information for confirmation</li> <li>Grant confirmation</li> <li>Arrange Efficiency Bar Examination with the assistance of Dept. SLIDA</li> <li>Prepare Service Minute(For Dev.co)</li> </ul>		FT				Satisfied employees	Satisfied beneficiaries	
				PT					

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			Quarter 1	Quarter 2	Quarter 3	Quarter 4		
7.	Coordinate functions of other Ministries • Receipt of other Ministries requests to carry out duties through Divisional Secretariats • Review and Grant approval		FT				Quality service through holistic approach for clients	Mr. J.M.Karunadasa SAS 2692557
			PT					
8.	Provide Official Quarters to Divisional Secretaries • Identify Official Quarters which can be utilized at present. • Attend to repair quarters • Construction of new buildings.		FT				Excellent Public service	
			PT	100%				
9.	Prepare a new transfer scheme for Divisional Secretaries		FT		50%			
			PT			50%		
			FT		30%			
			PT			40%		
			FT					
			PT			100%		

**Grama Niladrari Administration Division**

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007				Output Target	Expected Benefits/Result	Officer Responsible for implementation Name:/Designation/ Tele No:
			1	2	3	4			
Proper rural Administration at village level	Attend Establishment matters of Grama Niladaries		FT				Ensure qualitative service	Productive public service at village level	Mr. G.D.Anura Piyabandu SAS 2696381
	<ul style="list-style-type: none"> <li>Identify vacancies</li> <li>Recruit officers</li> <li>Attend promotion</li> </ul>		PT	25%	25%	25%			
	2. Human Resources		FT				Improved knowledge skills and attitudes of Grama	Officers at village level with positive attitudes	
	<ul style="list-style-type: none"> <li>Development</li> <li>Identify Training needs</li> <li>Identify Training institutes</li> <li>Provide training</li> </ul>		PT		50%	50%			
	3. Provide physical facilities for Gama Niladhari office.						Niladharies	Efficient and productive service	
	<ul style="list-style-type: none"> <li>Name boards</li> <li>Furniture</li> <li>Office space</li> </ul>		FT				Satisfied office environment		
			PT	50%	50%				

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007				Output Target	Expected Benefits/Result	Officer Responsible for implementation Name:/Designation/Tele No:
			Quarter	1	2	3			
4.	Provide official diary - 2008 for Grama Niladharies <ul style="list-style-type: none"> <li>• Insert amendments</li> <li>• Attend printing</li> <li>• Deliver to Districts</li> </ul>		FT					Excellent public service at village level	Mr. G.D.Anura Piyabandu SAS 2696381
			PT			50%	50%		
5.	Coordinate Grama Niladhari Management Competitions							Qualitative service to beneficiaries	
			25%	25%	25%	25%	Coordinated competitions at Grama Niladhari, Division, Divisional, District & National levels		
6.	Conduct inquiries on complaints against Grama Niladharies							Good governance at village level	
			25%	25%	25%	25%	Reports from District and Divisional Secretaries		

**Registrar General's Department**

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007				Output Target	Expected Benefits/ Result	Officer Responsible for implementation Name:/Designation/ Tele No:
			1	2	3	4			
General Administration	1. Fill vacancies of Registrar Service.						Completed approved cadre	Excellent service delivery to the beneficiaries	Mr.E.M.Gunasekara. Additional Registrar General. 011-2393075.
	• Assistant Registrar General.								
	• Registrar Service Grade I		FT						
	• Registrar Service Grade II		PT	50%	25%				
	• Registrar Service Grade III								
2. Prepare the service minute for the Registrar Service.						More efficient document registration system.	Minimization of delays in Registration	Mr.L.K.Ratnasiri. Registrar General. 011-2393073	
• Publish Notaries list		FT							
• Redemarkate Registrar divisions in Homagama, and Mt. Lavenia Land Registrar.		PT	25%	25%	25%				
• Introduce a computer system for the Land Registry.		FT							
• Revise stamp fees on registration of document		PT	60%	40%					
			FT						
			PT	25%	50%				

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			1	2	3	4			
3.	Improve the registration of births, Marriages and Deaths (MBD) system.					More methodical civil registration system.	Satisfied General Public	Mr.L.K.Ratnasiri. Registrar General. 011- 2393073	
	• Attend Scanning documents of Marriage, Birth and Death. (MBD)		FT PT 25%	50%					
	• Register unregistered birth in Estate sector		FT PT 25%	25%	25%	25%			
	• Computerize civil registration system.		FT PT 25%	25%	25%	25%			
	• Attend to improve vital statistics system.		FT PT 25%	25%	25%	25%			
	• Amend MBD Acts & Ordinance.	21.1 M	FT PT 50%	25%	25%				
	• Amend Births, Marriages and Deaths Registration act.		FT PT 25%	50%	25%				
									Minimisation of legal obstacles in Birth, Marriages and Death Registration.

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Registration of Titles.	4	Revise forms used for Title Registration.						Mr.L.K.Ratnasiri. Registrar General. 011- 2393073	
			FT						
			PT	40%					
		• Establish an Insurance Fund.							
			FT						
			PT	40%					
		• Implement Title registration system at 1.Gampaha 2.Nigombo 3.Gampola 4.Ratnapura 5.Anuradapura.6.Hamagama 7. Hambantota.							
			FT						
			PT	50%					
		• Issue 120,000 title certificates.							
		FT							
		PT	25%	25%	25%	25%			
	5. Develop Human Resources							Mr.E.M.Gunasekara. Additional Registrar General. 011-2393075.	
	• Train officers on ICT.								
		FT							
		PT	25%	25%	25%	25%			
	• Train officers on Departmental Activities.								
		FT							
		PT	25%	25%	25%	25%			
	• Conduct foreign training on Title registration system.								
		FT							
		PT	25%	25%	25%	25%			

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			Quarter							
			1	2	3	4				
Develop-ment of Physical Resources	6. Develop Physical Resources.						Sufficient office space	Excellent Public Service	Mr.L.K.Ratnasiri. Registrar General. 011-2393073	
	• Construct a Building for the Head Office.	90 M								
			FT							
			PT	50%	25%					
	• Construct a Building for Kotapola Land Registry.	4 M								
			FT							
			PT	25%	25%	25%				
	• Construct a new building for Land Registry Elpitiya.	8 M								
			FT							
			PT	25%	25%	25%				

**Investigation & Monitoring Division**

Thrust Area	Activity	Allocation For 2007 (Rs.)	Milestones - 2007				Output Target	Expected Benefits/ Result	Officer Responsible for implementation Name:/Designation/ Tele No:
			Quarter						
			1	2	3	4			
Investigation	1. Conduct preliminary Investigations		FT	25%	25%	25%	Minimized corruption & malpractices	Excellent Public Service	Mrs. N.N.C.K Bandara SAS 011-2691062
			PT	25%					
Office Investigation	2. Conduct office investigations		FT	25%	25%	25%			
			PT	25%					
Human Resources Development	3. Human Resources Development		FT				Availability of Training opportunities for Investigation Assistants		
			PT	25%		25%			