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ஆட்களை பதிவு செய்யும் திணைக்களம்  
Registration of Persons Department



# කාර්ය සාධන වාර්තාව-2011 செயல் மதிப்பீட்டு அறிக்கை-2011 PERFORMANCE REPORT-2011



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**PERFORMANCE REPORT  
2011**

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# **Department of Registration of Persons Performance Report -2011**

## **1. Introduction**

Registration of legal residents of Sri Lanka who are of the age of 18 years and above and issuance of NICs for them was commenced in year 1972 by the Department of Registration of Persons in terms of the provisions of the Registration of Persons Act . No.32 of 1968 and in accordance with an amendment made to the Act, the age of registration of persons was revised as 16 years with effective from year 1981.

### **Vision**

To be the people friendly service provider that confirms the identity of citizens in a credible manner.

### **Mission**

Registration of Sri Lankan citizens who have attained 16 years of age in an efficient and secure manner and issue of identity cards to them in terms of the Registration of Persons Act No:32 of 1968.

### **Objective**

This Department which has its main objective as the registration of persons and issuance of identity cards to them in terms of act No 32 of 1968 amended by Acts No 28 of 1971 and No 11 of 1981, While issuing the NICs which is the main document that certifies the identity of persons is expected to create the necessary environment for governance of the country helping to maintain law and order in the Democratic Socialist Republic of Sri Lanka facing the challenges of the 21<sup>st</sup> century and fulfilling that task through a proper management.

## **Role**

- Registration and issue of identity cards to persons who are legally resident in Sri Lanka and attained 16 years of age
- Issue of corrected identity cards in place of ones that have already been issued by the Department when such corrections are required
- Issue of duplicate identity cards to replace lost identity cards
- Providing the aforesaid service in a day by “one day service”
- Taking necessary legal action regarding various malpractices that are being committed during the issue of NICs
- Creating awareness program for institutions regarding the NIC and the process of Issuance of NIC
- Confirmation of the genuineness of NIC at the request of various government departments
- Issuing information for police clearance reports

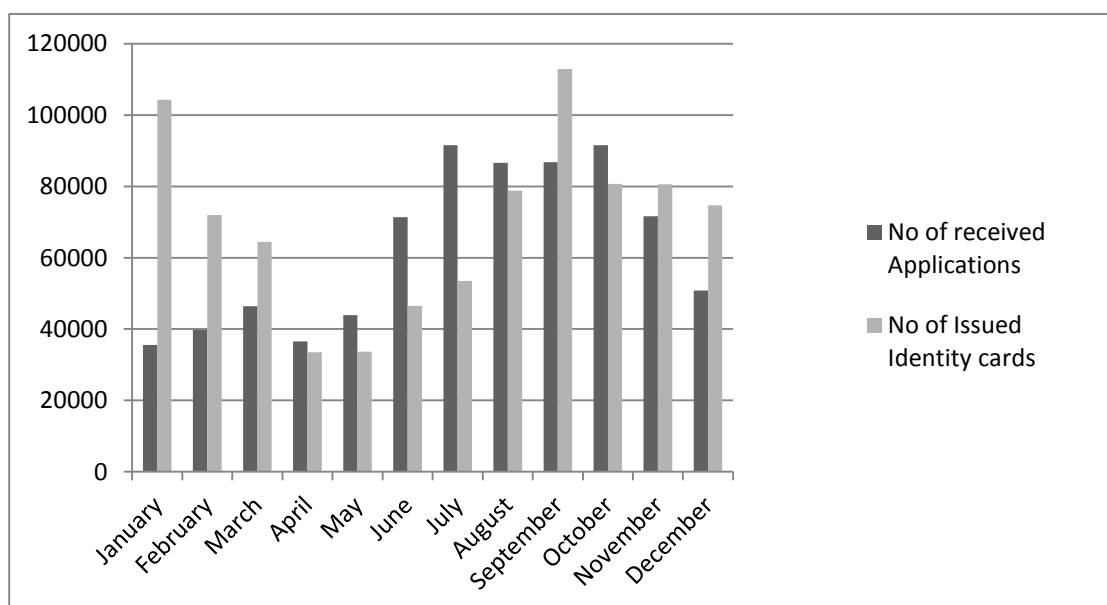
## 2. Issuing Identity Cards

### Normal Service

The number of NICs issued by the Department under the normal service from January 01 to December 31 in 2011 can be identified as follows.

Month	No of received Applications	No of Issued Identity cards
January	35508	104309
February	39755	71998
March	46425	64478
April	36489	33471
May	43914	33632
June	71381	46516
July	91571	53504
August	86620	78817
September	86777	112875
October	91520	80669
November	71603	80593
December	50836	74686
<b>Total</b>	<b>752399</b>	<b>835548</b>

According to the Chart , the difference between Received applications and issued identity cards is the quantity of incorrect and cancelled applications.

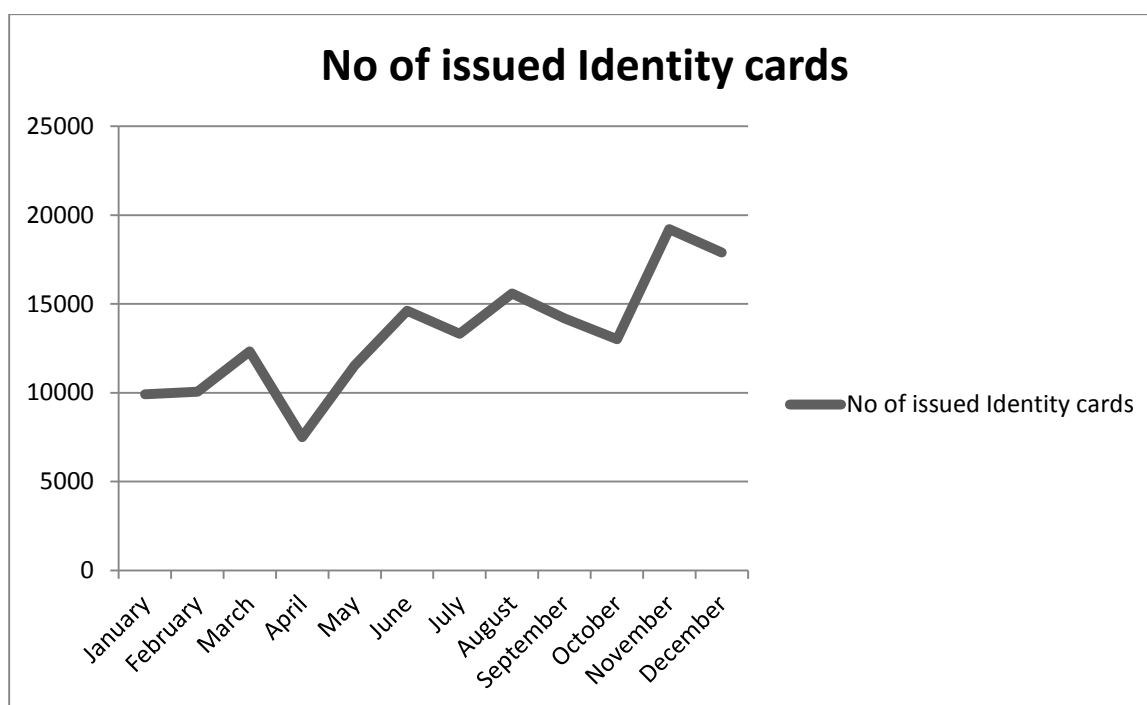


## One Day Service

An expedite program (one day service) has been launched for candidates who expect to obtain identity cards immediately for their urgent needs since 01.09.2003. Under this program Government approved fees of Rs 500/= has been charged for one application .

The following chart indicates the income received by the department and the issued identity cards month by month from January to December in 2011.

Month	No of issued Identity cards	Income (Rs)
January	9909	4954500
February	10050	5025000
March	12318	6159000
April	7492	3746000
May	11537	5768500
June	14619	7309500
July	13317	6658500
August	15582	7791000
September	14180	7090000
October	13018	6509000
November	19208	9604000
December	17889	8944500
<b>Total</b>	<b>159119</b>	<b>79559500</b>

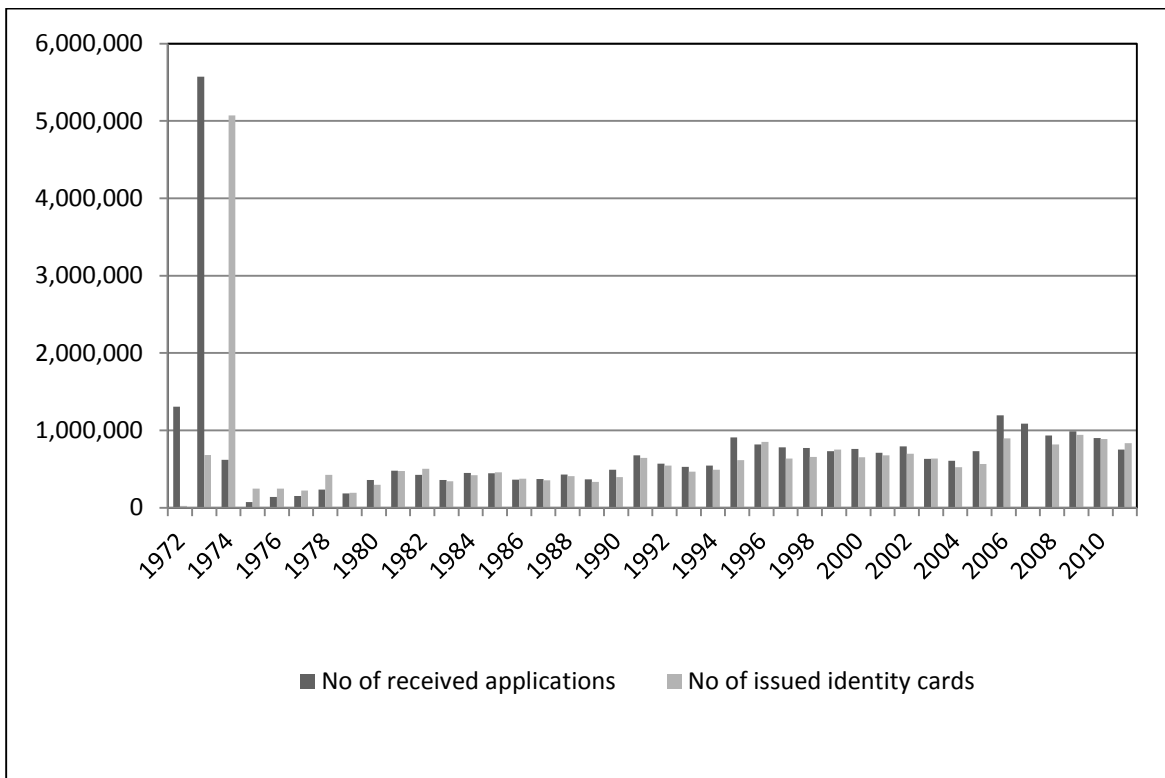


## Receiving Applications and Issuing Identity Cards

Year	No of received applications	No of issued identity cards	Year	No of Received applications	No of issued identity cards
1972	1,305,801	22,459	1992	568,493	545,957
1973	5,570,696	680,024	1993	528,628	468,494
1974	619,855	5,071,234	1994	545,121	493,093
1975	72,268	248,694	1995	907,560	616,915
1976	138,216	246,694	1996	816,275	853,191
1977	152,221	221,783	1997	782,988	636,187
1978	236,834	423,276	1998	771,597	655,580
1979	186,813	194,436	1999	731,079	753,560
1980	360,510	297,702	2000	758,463	651,787
1981	479,724	474,577	2001	711,295	679,250
1982	425,904	505,559	2002	794,357	700,000
1983	358,830	342,088	2003	633,168	635,046
1984	451,651	421,010	2004	607,111	524,241
1985	446,619	458,557	2005	731,310	564,872
1986	364,150	374,074	2006	1,196,276	897,674
1987	372,108	353,819	2007	1,086,236	958,445
1988	431,102	409,870	2008	933,663	818,407
1989	365,966	333,083	2009	986,670	941,537
1990	491,622	397,135	2010	899,349	890,084
1991	676,681	646,150	2011	752,399	835,548
			<b>Total</b>	<b>29,249,609</b>	<b>25,283,647</b>



## Receiving Applications and Issuing Identity Cards



### **3. Accelerated Program of Issuing NIC**

#### **Recruitment of temporary Belt Clerks**

Temporary Belt clerks have been recruited to this department occasionally for this program since 02.05.2006 under the approval of Cabinet of Ministers and finally 07 have been recruited from 01.08.2011 to 31.12.2011.

#### **Recruitment of Temporary Clerks (Tamil)**

Due to the lack of Production Assistants with Tamil Language writing skill who are specially recruited for developing NICs, the issuance of NICs written in Tamil Language has been shown a slight downfall.

According to the request made to the Ministry of Constitutional Affairs and National Integration , 16 Temporary Clerks (Tamil) who were trained under the “Equal Access to justice” project funded by UNDP, were recruited on the basis of temporary and monthly allowance of Rs. 9000/= at the 1<sup>st</sup> instance. They had been employed from 07.08.2009 to 06.11.2009 and from 16.11.2009 to 15.03.2010. Again they have been served from 15.04.2010 to 31.08.2010 on the basis of Rs 10000/- monthly allowance. Seven trained persons assumed duties from 15.09.2010 and 23 assumed duties from 04.10.2010 had been served up to 14.02.2011 on the basis of 15,000/- monthly allowance and 07 have been serving since 01.08.2011 on the basis of 15,000/- monthly allowance. Funds were allocated for the same under the above mentioned project.

#### **Employment of the Officers from the Civil Security Department.**

Due to the promotions gained to the other services, the number of Production Assistance who are directly involved with developing NICs have been decreased. Therefore, 47 officers who have skill to develop NICs have been employed from the Civil Security Department. They have been employing in this department since 20.09.2011. These officers have also been utilized to issue NICs immediately for students who sat for the G.C.E O/L examination in December 2011.

#### **Recruitment of Practical Trainees**

Apart from the above officers, practical training was provided from 10.08.2011 to 14.02.2012 to the Trainees who have trained at the centers of Maharagama, Dehiwela, Rathmalana of the National Youth Service Council. They have been paid Rs: 500/= per day.

#### **4. Applying Information Technology for the Process of Issuing NICs**

##### **Assigning Numbers Using Computers**

Assigning Numbers through computer for NICs issued for the first time has been implementing since 01 January 2007 within the department itself. The Number of NICs assigned numbers from January to December in 2011, are given in below table.

<b>Month</b>	<b>IDs assigned numbers</b>
January	19865
February	24102
March	23520
April	14740
May	15741
June	28199
July	43224
August	60846
September	50535
October	55056
November	56298
December	32214
<b>Total</b>	<b>424340</b>

##### **Issuing Index Cards through Computerization.**

Searching department records (index) for issuing duplicates for lost NICs and for amending current NICs has been formerly done manually. Currently it has been computerized and therefore being done through the system.

##### **Complete the Database of Index which is included with the information of issued NICs.**

Project of Computerizing Department records (index) on issued NICs has been initiated by ICTA under the funds of the World Bank on 20.04.2009. Accordingly, 16 million indexes can be re-searched under any circumstances.

Number of Computerized index in 2011 are given in below table.

<b>Month</b>	<b>No of Computerized Appendix</b>
August	18311
September	73691
December	30477

Total number of index Computerized to the date of 31.12.2011 is 122,479.

As a result of scanning and computerization of Information of index cards, it has been possible to verify information given in the applications for duplicate and for corrections of NICs expeditiously. Accordingly, it has also been made possible to provide the information requested by various agencies in a much speedy manner.

## **5. Mobile Service**

Conducting mobile services is expedited as the NICs are compulsory to vote in the elections. Obtaining completed applications from persons live far away by approaching them at village level in this mobile service. 19102 applications have been received from January to December in 2011 under this program. A report with regard to this is annexed here with as Annexure 1.

In addition, 22 mobile services were conducted in Anuradhapura district in 2011 in line with the “Dayata Kirula” programme held in Anuradhapura. The data with regard to the same is annexed herewith as the Annexure 11.

## **6. Productivity**

Since the department is a directly service provider to the general public, Productivity concept is used to motivate the staff to create a customer friendly working environment to enable to increase the productivity of the service delivery of the department.

## **7. Training programs**

A Sinhala language training programme was conducted to enhance the Sinhala Language skill of the Tamil officers with the assistance of a consultant of the Department of Official Languages.

272 officers have been participated in the training programs conducted by the Public Service Training Institute (PSTI) in 2011. It is expected to improve the efficiency of the service through these trainings.

The details of the participation of training programmes are as follows.

NO	Date	Training programs organized	No of participants
1.	22.01.2011	Music for Attitude developments	1000
2.	06.03.201	Fundamental productivity Components &Positive thinking	400
3.	05.04.2011	Awareness program for Drivers and KKS	59
4.	19.04.2011- 03.05.2011	Inauguration program for newly appointed officers of Management assistant service	45
5.	05.05.2011	Awareness program of Bribery and corruption	80
6.	20.06.2011	Inauguration program for Newly appointed KKS	12
7.	24.06.2011	5S program	5
8.	27.06.2011- 28.06.2011	High level computer program	40
9.	30.06.2011	Training program for identifying forged birth certificates	40
10.	11.07.2011	Training program for identifying forged birth certificates	40
11.	03.10.2011	Training program for productivity components	60
12.	21.12.2011- 23.12.2011	Training program of conflict releasing of the office premises	30
13.	28.12.2011- 29.12.2011	Training program of successful consumer service	30

## 8. Incentive Allowances

On request of applicants, “one day service” has been initiated since 2003 to issue NICs with in the same day. An approved scheme of incentives has been implementing to motivate the staff involved with one day service delivery. This scheme of incentives has also been implemented in 2011.

## 9. Legal Affairs

Legal related activities such as finding solutions for applications with issues, confirmation of doubtful NIC numbers, reply for inquiries of various public and private institutions, checking doubtful birth certificates and charging for violating the Act of Registration of Persons completed during 2011 are given in Annexure III.

## 10. Awareness Programs on NIC

Awareness programs conducted by the department on requests made by various public institutions in 2011 are given in below table.

Date	Awareness program	Venue
24.01.2011	Training program for checking NICs	Ministers Security Division, 440, Union place, Colombo 02
01.03.2011	Awareness program of IDs	1 <sup>st</sup> Regiment Sri Lanka Army police Kirulapana Rd, Polhengoda, Colombo 05
04.03.2011	Training for Grama Niladhari	Ministry of Public administration & home affairs Grama Niladhari Administration Division, Independence avenue, Colombo 7
27.04.2011	Training of the enforcement officers of drug law	Police drugs Bureau
08.06.2011	Training of the enforcement officers of drug law	Police drugs Bureau
04.08.2011	Of NIC	Sri Lanka police academy, Diulapitiya, Thibirigaskatuwa, Katana. Negombo.
27.08.2011	Training program for Grama Niladhari	Ministry of Public administration & Home affairs Grama Niladhari Administration Division, Independence avenue, Colombo 7
05.09.2011	Discussion of dual resident registration	Haton National bank

## 11.Physical Resource Management

### Land and Buildings

The building situated in No 45, Kappetipola Road, Colombo 05 is possessed to the department.

Constructing a building for one day service and renovations of the lavatory system of the department have been done in the year.

### Rents

The department has rented 12,180 square feet “Yamuna Building” situated at Nugegoda on monthly rental of Rs 402,500/= including all taxes.

### Other Assets

Details of vehicles currently possess by the department are given in below table.

Number	Vehicle	Purchased Date	Purchased Value
202 – 9519	Three Wheeler	1997.02.06	133465.00
52 – 4126	L 300 Van	1991.11.07	515000.00
58 -7878	Cab	1996.11.04	1094000.00
GW1193 (deactivated)	Motor Bike	2002.11.05	74750.00
NA 2147	L 300 Van	2006.05.24	4450000.00
KB 8577	Motor Car	2006.05.25	3400000.00
PA 9855	L 300 Van	2006.11.22	4250000.00
KF 6282	Motor Car	2007.12.17	1935000.00
PB 6775	L 300 Van	2008.08.26	6250000.00
KH 3686	Motor Car	2008.09.02	3750000.00
PC 3265	Cab	2011.06.28	2627353.00
KP 5832	Jeep	2011.08.18	4587528.00
WP 6059	Motor Bike	2011.06.14	104496.00
KC 3663	A vehicle taken from the Defense Ministry		



## 12. Financial Progress

Total Expenditure in 2011 was Rs 221.3 million. Under the project 01, 27.32 million has been spent as recurrent expenditure and 1.59 million has been spent as capital expenditure. In addition, 157.5 million has been expended as recurrent Expenditure and 34.82 million as capital expenditure under the project 02.

Insert Cards and laminating rolls use for creating the identity cards are purchased by Crown Agent Company in United Kingdom. Expenditure for the same is given in below tables.

### For Purchasing Insert Cards

	Purchased Date	Quantity	Value of Raw materials	Custom fees and transportation charges	Total
Indent Value	2011/02/20	800,000	7,137,234.76	2,350,234.44	9,847,469.20
	2011/11/30	500,000	4,097,445.28	1,177,432.00	5,274,877.28

### For Purchasing Laminating Rolls

	Purchased Date	Quantity	Value of Raw materials	Custom fees and transportation charges	Total
Indent Value	2011/01/20	3,000	7,650,057.84	4,445,740.00	12,095,797.84
	2011/08/15	3,000	7,565,692.93	4,181,815.00	11,747,508.18

### Expenditure for the Renovation of Department Building in 2011

Expenditures	Total Amount
Renovation of 1 <sup>st</sup> & 2 <sup>nd</sup> floor lavatory system	3 757 885.00
Constructing of new one day service premises	17 500 000.00

The data with regard to the Appropriation account and Revenue account is annexed herewith as the Annexure V.

## **13. Details of the Staff**

### **Retirements**

- One SLAS Officer
- One Administration Officer
- 08 officers belong to the Management Assistant Service 1
- 02 officers belong to the Management Assistant Service 11

### **Service Extensions**

- 03 officers of the Management Assistant Service Grade 111
- 04 officers of the Office Employment Service Grade 1
- 04 officers of the Office Employment Service grade 11

### **Resignations**

- 01 Officer of the Management Assistant Service Grade 111 has been resigned

### **Transfers**

- 03 Officers of the Sri Lanka Administrative Service
- 02 Enforcement Officers
- 34 Officers of the Management Assistant Service
- 01 Data Entry Operator
- 16 Officers of the Office Employment Service

### **Release**

- 02 Enforcement Officers
- 42 Production Assistants

### **Promotions**

- 15 Production Assistants have been promoted to the Management Assistant Service.
- One Officer of the Office Employment Service Grade 1 has been promoted to the Management Assistant Service.

## **Review**

Registration of Sri Lankan citizens who have completed 16 years of age and issuance of National Identity Cards (NICs) for them under the Registration of Persons Act No:32 of 1968 are the main functions of the department.

Accordingly, the department has taken necessary steps to restructure the process of providing NICs for the public within two weeks under the normal service.

Under the Elections (Special Provisions) Act No 14 of 2004, each person should ensure his/her identity at the point of casting the vote and the NIC should be the main identification document in this regard.

Since the NIC has been made compulsory for the Ordinary Level and Advance Level examinations conducted by the department of examinations as well as to obtain various services from the public institutions, the importance of NIC has been highly increased.

The process of issuing NIC and the structure of the department have been re-structured in 2011 in order to address the demand that is increased gradually based on above reasons.

In this process, shortage of Tamil Language skilled officers is one of the major constraint faced by the department. As a solution for that, 17 Tamil Translators and Clerks have been recruited. Moreover, large number of applications for NICs would be received from school children in the last quarter of each year and existing carder is not adequate for proceeding them in an efficient manner. Hence, 47 Civil Security Officers have been deployed to the department with the assistance of the Civil Security Department in order to address the difficulties on managing the peak time of issuance NICs specially for students.

To be improve the productivity of the department, officers have been motivated by organizing competition among the divisions. Productivity division in the Department has been established for this purpose. A scheme for directing staff for various productivity programmes was commenced and some of staff got opportunities to get participate training and seminars on the subject.

From the cost 14.5 Mn. sanitary toilets facilities of the Department has been improved to be provided better sanitation facilities for the staff and thousand of people who are coming to obtain services from the Department.

Under the technical advices and supervision of the Department of Buildings , a new building has been constructed with the cost of 30 Mn, to provide one day service for people in more convenient and efficient manner.

In addition, the divisions of the Department carried out in the “Salusala” building on rental basis was shifted to the office premises and it was able to save Rs:3.6 million annual rent paid for this purpose.

Minister of Defense, His Excellency, the President Mahinda Rajapakshe, the Secretary to the Ministry of Defense and Urban Development and his staff, Secretary of the Ministry of Public Administration & Home Affairs and his staff are highly appreciated for their fullest cooperation and supports extended us to make the various activities completed successful in year 2011.

I would like to pay my sincere gratitude for Gramaniladaries who assisted us by certifying applications, School principles and Estates Superintendents, District Secretaries who kept better communications and rapport with us at all the times and Registrar General and his staffs , all officers of the Security Forces and Police, officers of the Government Press for getting printing done on time and the staffs of my department at all levels for their dedication and commitment.

**Jagath P Wijeweera**  
**Commissioner General of the Department of Registration of Persons**

## Annexure I

**Progress of Mobile Service -2011**

Number	Date	Organized Mobile Service	No of Application
1.	30.03.2011	Lawyers Association, Colombo	32
2.	02.04.2011	Jalthara School Homagama	140
3.	06.04.2011	Mahal warava Merchants Association	40
4.	08.04.2011	Chief Engineer's Office Colombo	171
5.	21.04.2011	Galle port	263
6.	30.04. 2011	Anandaramastha Buddhist Association ,Molpe in Moratuwa	158
7.	30.04.2011	Biyagama Sapugaskanda Vidyalaya	84
8.	07.05.2011	Egoda Uyana Vidyalaya Moratuwa	52
9.	28.05.2011	Naturab International PVT Limited	86
10.	28.05.2011	Ihala yagoda Shailabimbaramaya,Gampaha	179
11.	04-05.06.2011	EPF in Central Bank	185
12.	18.06.2011	Brandix Casual wear Garment	76
13.	09.07.2011	Matara pasgoda	261
14.	14.07.2011	Lion's club,Kotte	140
15.	19.07.2011	Divisional secretariat, Mahara	87
16.	21.07.2011	Ministry of Land and Land development	68
17.	22.07.2011	Department of Wild life	82
18.	16,17.07.2011	Dayata Kirula ,Padawiya	647
19.	30,31.07.2011	Dayata Kirula Madawachchiya,Kabilithigollawa	835
20.	30.07.2011	Divisional secretariat,Biyagama	287
21.	30.07.2011	Lion's Club ,kasbewa	42
22.	30.07.2011	Mayurapada Vidyalaya,Mawanella	174
23.	05.08.2011	Colombo dockyard	326
24.	06.08.2011	Wijaya Newspapers	66
25.	06-07.08.2011	Dayata kirula Rabawa	330
26.	11-12.08.2011	Mass Unichela company Pannala	330
27.	13-14.08.2011	Dayata kirula Horovpatahana	540
28.	17.08.2011	Divisional Secretariat, Gampaha	184
29.	20-21.08.2011	Dayata kirula ,Galenbindunuwewa	524
30.	20.08.2011	Vogue tex Garment, Udukawa,Matara	67
31.	27.08.2011	Open University	140
32.	27.08.2011	Ferguson Garment, Horana	26
33.	27.08.2011	Divisional Secretariat, Paddukka	68
34.	29.08.2011	Divisional Secretariat, Dompe	89
35.	03- 04.09.2011	Kumara Wattha Estate Pallawatte Sugar company by Employee provision Fund of Central Bank	219
36.	27-28.08.2011	Dayata Kirula , Kahatagasdigiliya	888
37.	03.09.2011	Divisional Secretariat, Padukka	50
38.	13,15,16.09.201	Divisional Secretariat, Punagar,Kandiweli	1175
39.	10.09.2011	Divisional Secretariat, Kiridiwela	27
40.	21- 25.09.2011	Divisional Secretariat, Udapalatha	77
41.	20.09.2011	Divisional Secretariat, Jaela	124

42.	24-25.09.2011	Dayata Kirula ,Mahavillachchiya	513
43.	24.09.2011	Mass Unichela Garment, Kuliypitiya	285
44.	27.09.2011	Divisional Secretariat, Katana	350
45.	01.10.2011	Sunethra Devi pirivena, Papiliyana	68
46.	01.10.2011	Kirillawela Maha vidyalaya	128
47.	02.10.2011	Sampath Bank Premises, Puttalama	279
48.	04.10.2011	Divisional Secretariat, Walachchena	225
49.	01.10.2011	De mazaned College,Kadana	03
50.	14.10.2011	Divisional Secretariat, Chenkaladi	221
51.	15,16.10.2011	Divisional Secretariat,Nochchiyagama,Talawa	352
52.	15.10.2011	Saint Mary College,Mathugama	14
53.	16.10.2011	Nalanda College Colombo	53
54.	20,22.10.2011	Divisional Secretariat,Addalachchena,Kalmunai	231
55.	25.10.2011	Divisional Secretariat, Padipalai	158
56.	22.10.2011	Dayata Kirula – Divisional Secretariat- Tabuththegama	385
57.	25.10.2011	Divisional Secretariat- Minuwangoda	192
58.	29.10.2011	Dayata Kirula –Divisional Secretariat-Rajanganaya	258
59.	30.10.2011	Samurdhi Welfare association - Aldeniya	130
60.	30.10.2011	Sunethra Devi Vidyalaya- Ibulgoda	40
61.	05.11.2011	Dayata Kirula- Galnawa Divisional Secretariat Area	303
62.	10.11.2011	Mini co-op city Galahitiyawa South	120
63.	11.11.2011	Divisional Secretariat, Wellaweli	438
64.	12,13.11.2011	Dayata Kirula- Divisional Secretariat Area Tirappane & Nuwaragam palatha Central	192,209
65.	19,20.11.2011	Dayata Kirula Nuwara Gampalatha East & Mihinthale	412,323
66.	17.11.2011	Divisional Secretariat, Mihirigama	
67.	20.11.2011	Borelusgamuwa MahaVidyalaya	75
68.	22.11.2011	Divisional Secretariat,Vavuniya	539
69.	23.11.2011	Divisional Secretariat, Thamankaduwa	182
70.	24,25.11.2011	Muthur	472
71.	26,27.11.2011	Werugal	251
72.	27.11.2011	Divisional Secretariat, Iphalogama	143
73.	03,04.12.2011	Divisional Secretariat,Seruwila	
74.	05,06.12.2011	Divisional Secretariat, Morawewa	640
75.	03.12.2011	Dayata Kirula –Kekirawa	350
76.	04.12.2011	Dayata Kirula – Palugaswewa	195
77.	06.12.2011	Divisional Secretariat –Attanagalla	253
78.		Divisional Secretariat Area- Udunuwara	99
79.	17.12.2011	Youth Service Council ,Maharagama	14
80.	17.12.2011	Saint Annes Church- Weligampitiya Jaela	286
81.	17.12.2011	Nalawalana Vidyalaya- Pannala	148
82.	18.12.2011	Kirikiththa Vidyalaya- Weliweriya	39
83.	22.12.2011	Srilanka Aurvedic Drugs Corporation	72
84.	23.12.2011	Klochya International Lanka PVT Limited	35
85.	23.12.2011	Department of Attorney General	38
86.	28.12.2011	Ministry of Industrial & Commercial	50

**Dayata kirula 2012****Report of the Mobile Service – Anuradhapura District**

<b>Divisional Secretariat</b>	<b>Held date</b>	<b>No of Received Applications</b>
Padaviya	17- 16.07.2011	647
Madavachchiya	30.07.2011	423
Kabilithigollawa	31.07.2011	412
Rabawa	07- 06.08.2011	312
Horowpathana	14- 13.08.2011	540
Galenbindunuwewa	21- 20.08.2011	524
Kahatagasdigiliya	28- 27.08.2011	888
Mahawillachchiya	25- 24.09.2011	521
Talawa	15.10.2011	97
Nochchiyagama	16.10.2011	255
Tabuththegama	22.10.2011	385
Rajangananaya	29.11.2011	258
Galnawa	05.11.2011	303
Tirappane	12.11.2011	192
Nuwara Gampalatha(Central)	13.11.2011	209
Mihintale	19.11.2011	412
Nuwara Gampalatha(Eastern)	20.11.2011	323
Epalogama	27.11.2011	143
Kakirawa	03.12.2011	350
Palugaswewa	04.12.2011	195
Payagala	07.01.2011	123
Nachchaduwa	2012.01.08	139

**Annexure 111**

**Legal Division - 2011**

1.	No of letters given information for Police Station & various police sections	3451
2.	No of letters provided information for Military Intelligent services & State Intelligent services	3892
3.	No of letters provided information to Criminal investigation Department	2876
4.	No of letters provided information for police clearance reports	18375
5.	No of letters provided information for inquiries requested by the Court	154
6.	Presenting Documents & providing evidence for the court	22
7.	No of letters provided information for inquiries requested by the department of immigration & migration	1546
8.	No of letters provided information for inquiries requested by the department of registration motor vehicle	1234
9.	No of letters provided information for inquiries requested by the department of labour	1095
10.	No of letters provided information for inquiries requested by Private banks, private institutions and foreign diplomatic bureaus	420
11.	No of letters provided information for inquiries requested by the other government institutions	185
12.	No of dual applications received by the legal division	1247
13.	No of duplicate applications with intricacies	415
14.	No of amended applications received with intricacies	1391
15.	No of completed applications of above 12,13,14	1178
16.	No of Birth certificates received from all the divisions for inspection	1864
17.	No of Birth Certificates confirmed if forge	1015
18.	No of Birth Certificates confirmed if true	456
19.	No of calling letters sent for forging birth certificates	970
20.	No of statements taken for forging birth certificates	452
21.	If informed to pay fine but not paid still	98
22.	Applications fined, cancelled and completed	325
23.	No of letters confirmed correct Id number	6576
24.	Amount of fine cash	Rs 56000.00



**Annexure IV**

**Details of the staff 31.12.2011**  
**Detail Report for the number of staff**

Designation	Approved number	No of Current staff	Vacancies	Excess
Commissioner general) - SLAS-Special Grade)	01	01	-	-
Commissioner ) Admin - ((SLAS -I)	01	01	-	-
Commissioner) operation & IT- ((SLAS- .I)	01	-	-	-
Chief Accountant) - SLAcS-I(	01	) 01super numary basis(	-	-
Deputy/Assistant Commissioner ) Admin – ( SLAS II/III	01	-	01	-
Deputy/Assistant Commissioner )Operation – ( SLAS II/III	01	) 01Acting(	01	-
Deputy/Assistant Commissioner) IT - (SLAS. II/III	01	-	01	-
Assistant Commissioner SLAS III )Deputy/Assistant Commissioner )IT - (SLAS. II/III Including acting (	10	07	03	-
Accountant SLAcS II/I	01	-	01	-
SLAcS II/II	01	01	-	-
Assistant Director) IT( Information & communication technology service I/II	01	-	01	-
M.A.S Supra	02	01	01	-
Budget assistant	01	01	-	-
Government Management Assistant Service	282	209	73	-
Enforcement Officer	135	75	60	-
Translator	01	-	01	-
Data Entry Operator	25	10	15	-
Receptionist	01	01	-	-
Drivers	08	08	-	-
Laminating Machine Operator	07	02	05	-
KKS	88	51	37	-
Production Assistant	140	67	73	-
Documentation assistant	27	11	16	-
Documentation Keeper	03	-	03	-
<b>Total</b>	<b>740</b>	<b>448</b>	<b>292</b>	<b>-</b>

DGSA I

**Appropriation Account - 2011**

Name of Department : Department of Registrations of Persons:

Expenditure Head No. 227

Programme Number given in Annual Estimates	Title of the Programme given in Budget Estimates	(1)		(2)		(3)		(4)		(5)		(6)		Page No. (Reference to relevant DGSA 2 format)
		Provision in Budget Estimates	Rs.	Supplementary Provision and Supplementary Estimate Allocation	Rs.	Transfers in terms F.R. 66 and 69	Rs.	Total Net Provision (1+2+3)	Rs.	Total Expenditure	Rs.	Net Effect Saving/(Excess)	Rs.	
1	Recurrent	193,260,000		3,400,000		(7625000/-9025000)		195,260,000		184,965,277		10,294,723	2	
	Operational Activities													
	<b>Sub Total (Recurrent)</b>	<b>193,260,000</b>		<b>3,400,000</b>		<b>-1,400,000</b>		<b>195,260,000</b>		<b>184,965,277</b>		<b>10,294,723</b>		
1	Capital	39,850,000		150,000		1,400,000		41,400,000		40,172,441		1,227,559	2	
	Operational Activities													
	<b>Sub Total (Capital)</b>	<b>39,850,000</b>		<b>150,000</b>		<b>1,400,000</b>		<b>41,400,000</b>		<b>40,172,441</b>		<b>1,227,559</b>		
	Total of Recurrent	193,260,000		3,400,000		-1,400,000		195,260,000		184,965,277		10,294,723		
	Total of Capital	39,850,000		150,000		1,400,000		41,400,000		40,172,441		1,227,559		
	<b>Grand Total</b>	<b>233,110,000</b>		<b>3,550,000</b>				<b>236,660,000</b>		<b>225,137,718</b>		<b>11,522,282</b>		

Detailed Programme Appropriation Accounts and other detailed Accounting Statements in DGSA format Numbers 2 to 11 presented in pages from 02 to 21 and other Notes presented in pages from 22 to 26 form an integral part of this Appropriation Account.

We hereby certify that the figures in this account, other detailed statements and Notes are correct and relevant accounts were reconciled with Treasury Books

Chief Accountant (Director(Finance)/Commissioner(Finance))

Name : *[Signature]*  
Date : 21/03/2011

**J. M. U. P. JAYAMAHA**  
Chief Accountant  
For Commissioner General of Registrations

Accounting Officer

Name : *[Signature]*  
Designation : **JAGATH R WIJEWEERA**  
Date : **21/03/2011**  
COMMISSIONER GENERAL  
DEPARTMENT OF REGISTRATION OF PERSONS  
C-45, KEPPETIPOLA ROAD  
COLOMBO-05.

Chief Accounting Officer

Name : *[Signature]*  
Designation : **LALITH WEERATJANA**  
Date : **21/03/2011**  
Secretary to the President



ජංගම සේවා තුළින් කඩිනමින්  
හඳුනුම්පත් ලබා දීමට ක්‍රියා කිරීම.

நடமாடும் சேவை மூலம்  
விரைவாக தேசிய அடையாள  
அட்டையைப் பெற்றுக்  
கொடுக்கும் நடவடிக்கை.

Arrangements to issue NIC s  
efficiently through mobile  
service.



එක් දින සේවය තුළින් හදිසි  
අවශ්‍යතා සඳහා ජාතික  
හඳුනුම්පත් නිකුත් කිරීම.

ஒரு நாள் சேவை மூலம்  
அவசர நடவடிக்கைகளுக்காக  
தேசிய அடையாள அட்டையை  
வழங்கள்.

Issue NICs for urgent  
requirements through “One  
Day Service”



ජාතික හඳුනුම්පත් ලබා ගැනීම  
සඳහා අවශ්‍ය වන ලියකියවිලි  
පිලිබඳ මහජනතාව දැනුවත්  
කිරීම.

தேசிய அடையாள  
அட்டையைப் பெற்றுக்  
கொள்வதற்கான தேவையான  
படிவங்கள் சம்பந்தமாக பொது  
மக்களுக்கு அறிவுருத்தல்.

Awareness on documents  
required for issuing NICs.



ජාතික තොරතුරු කේන්ද්‍රය භරහා  
අයදුම්කරුවන්ට කෙටි පණිවිඩ මගින්  
අයදුම්පත් ක්‍රියාකාරිත්වය පිළිබඳ  
තොරතුරු ලබා දීම.

தேசிய தகவல்கள்  
மையத்தினூடாக  
விண்ணப்பதாரர்களுக்க குந்தகவல்  
மூலம் விண்ணப்பத்தின் நிலை  
பற்றிய தகவலைத் தெரிந்து  
கொள்ளலாம்.

Launching SMS system for  
providing information to the  
candidates on processing status of  
their applications.

(RPD space STC space application  
number) to be sent to 1919



අමාත්‍යාංශ ලේකම්තුමාගේ  
ආශීර්වාද ලබමින් වැඩසටහන්  
ක්‍රියාත්මක කිරීම

அமைச்சின் செயலாளரின்  
ஆசிர்வாதத்தைப் பெற்றுக்  
கொண்டு வேலைத் திட்டத்தை  
நடைமுறைப்படுத்தல்.

Implement programs with the  
blessings of the Secretary of the  
Ministry.



සේවකයන්ගේ ආකල්ප වර්ධනය  
සඳහා වැඩමුළුවක් පැවැත්වීම

அலுவலரின் சேவை  
மனோபாவத்தை  
விரித்தியடையச் செய்யும்  
வேலைத்திட்டம்  
நடைமுறைப்படுத்தப்பட்டது.

Conduct workshop on  
improving attitudes of  
employees.



தேசார் கமீனீஜுவே மானவ  
சமீபக சவீர்டனய கிரீம  
சடலா பூபுஜ்ஜ வுடசபனன்  
சுவுன்லீம.

திணைக்களத்தில் மனித  
வள அபிவிருத்தி செய்வது  
தொடர்பாக பயிற்சி  
வேலைத்திட்டம்  
நடாத்தப்பட்டது

Conduct training programs  
for human resource  
development in the  
department.



சீலக அபிசூர்சய சடலா  
சலகிக சன் பூடனய கிரீம

அலுவலர்களை  
உச்சாகமுட்டும் முகமாக  
சான்றிதழ் பகிர்ந்தளித்தல்.

Certificates for staff  
motivation.



ஶார்கீச அஃல வலல சுகிக  
லுடூஜூமீபக பீலீலடல டுஜுவன்  
கிரீம

பாதுகாப்புப் பிரிவுகளுக்கு  
தேசிய அடையாள அட்டைத்  
தொடர்பான அறிவுருத்தல்  
வழங்கப்பட்டது.

Awareness on NICs for  
security forces.