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ஆட்களைப் பதிவு செய்யும் திணைக்களம்
Department for Registration of Persons

කාර්ය සාධන වාර්තාව-2016
செயல் மதிப்பீட்டு அறிக்கை-2016
PERFORMANCE REPORT-2016

10 වන මහල, "සුහුරුපාය", ශී සුභූතිපුර පාර, බත්තරමුල්ල
10 ஆம் மாடி, "சுஹுறுபாய", ஸ்ரீ சுபூத்திபுர வீதி,
பத்தரமுல்லை.
10th Floor, "Suhurupaya", Sri Subuthipura Road,
Battaramulla

PERFORMANCE REPORT
2016

Content

Department for Registration of Persons
Performance Report -2016

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 for 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 15 years with effective from 7th July 2016.

The Department of Registration of Persons which was since inception located at No 38, Keppetipola road, Colombo 05 has been relocated since 26th September 2016 at "Suhurupaya" ,Subhuthipura road,Battaramulla.

Theme
  ➢ Identity Card, the Trusted Personal Identity

Vision
  ➢ An assured Identity for Every Sri Lankan Citizen.

Mission
  ➢ To create a database of all citizens of Sri Lanka and issue National Identity Cards recognized nationally and globally to all Sri Lankan citizens, which underline their human, social, economic, political and legal rights within the country and safety outside the country, to assist national and other agencies in establishing the identity of any citizen and to support Sri Lanka's national security and development.

The Key Functions of the Department

  ➢ Registering all Sri Lankans and maintaining a registry;

  ➢ Issuing National Identity Cards (NICs) to the eligible citizens;

  ➢ Verifying and certifying information/data and sharing them with national intelligence and security agencies.

The Responsibilities of the Department

  ➢ To register all Sri Lankan citizens in National Register of Persons and maintain it.

  ➢ To issue National Identity Cards (NICs) to those who are eligible.

  ➢ To verify and certify information/data of Citizens of Sri Lanka.

  ➢ To share information with Government and other organizations.

  ➢ To build capacity within the Department through human resource development and state-of-the-art technical know-how.

 ➢ To assist national security and development of the country.

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 2016 can be identified as follows.

Month	No of received Applications	No of Issued Identity cards
January	36,614	48,358
February	33,608	36,144
March	55,171	40,640
April	73,096	35,972
May	90,089	54,233
June	106,021	54,506
July	89,613	54,374
August	105,561	78,124
September	49,467	57,694
October	61,869	74,237
November	59,839	62,104
December	47,374	11,274
Total	**808,322**	**607,660**

According to the Chart, the difference between Received applications and issued identity cards is the quantity of incorrect and cancelled applications.
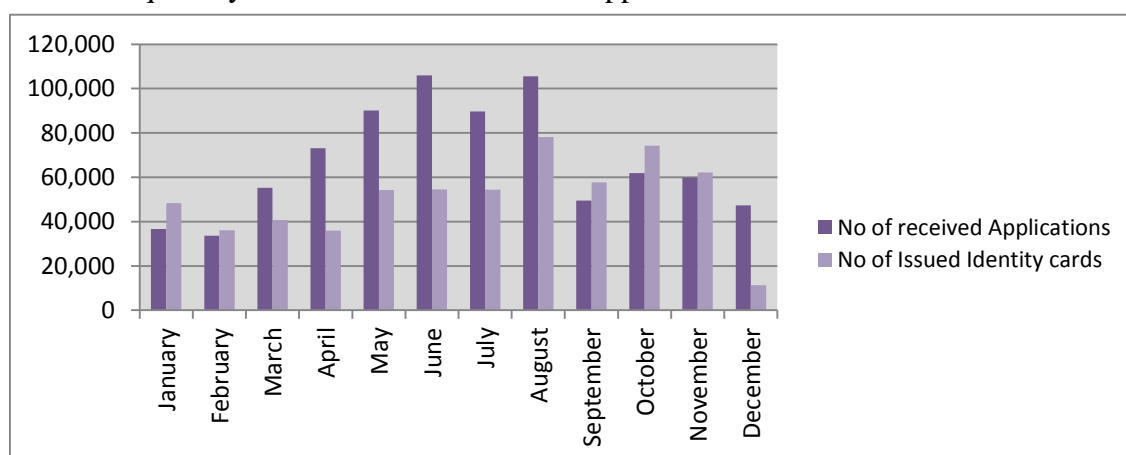
Important: The number of Identity Cards issued in some months are lower than the received applications due to the incomplete applications were available among them. The number of Identity Cards issued in the other months are higher than the applications received because the previously incompleted applications were duly completed in these months and therefore Identity Cards for them also were able to issue during these months.

- **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, since 1st of July 2015 it was amended to Rs 1000/=.

The following chart indicates the income received by the department and the monthly issued identity cards from January to December in 2015.

Month	No of issued Identity cards	Income (Rs)
January	13039	13,039,000.00
February	16336	16,336,000.00
March	15762	15,762,000.00
April	8949	8,949,000.00
May	14811	14,811,000.00
June	19711	19,711,000.00
July	17011	17,011,000.00
August	20333	20,333,000.00
September	16169	16,169,000.00
October	19188	19,188,000.00
November	23635	23,635,000.00
December	20426	20,426,000.00
Total	205370	205,370,000.00
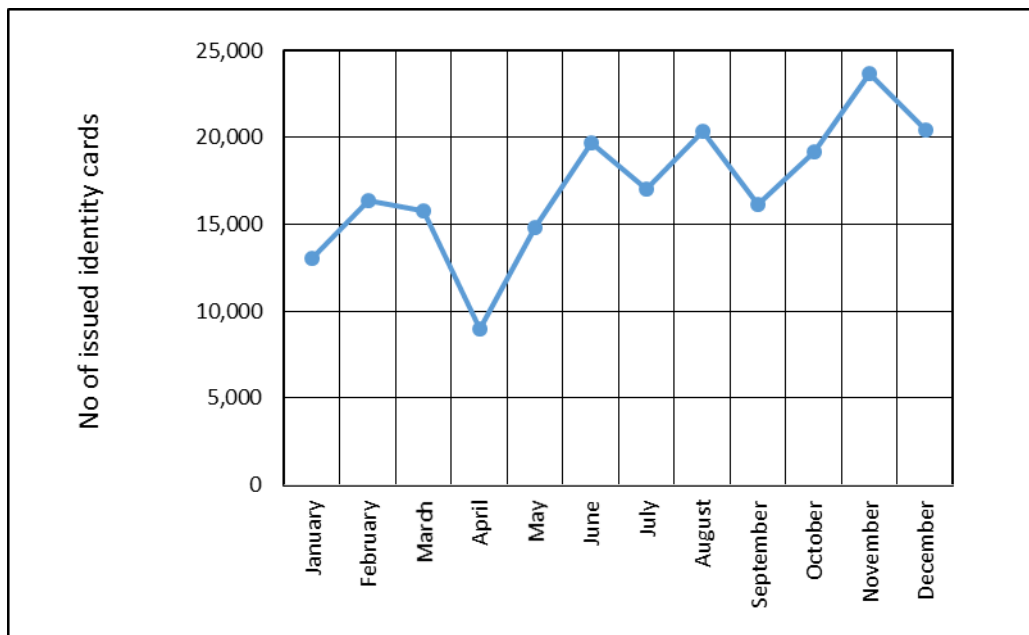
• Receiving Applications and Issuing Identity Cards

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	1994	545,121	493,093
1973	5,570,696	680,024	1995	907,560	616,915
1974	619,855	5,071,234	1996	816,275	853,191
1975	72,268	248,694	1997	782,988	636,187
1976	138,216	246,694	1998	771,597	655,580
1977	152,221	221,783	1999	731,079	753,560
1978	236,834	423,276	2000	758,463	651,787
1979	186,813	194,436	2001	711,295	679,250
1980	360,510	297,702	2002	794,357	700,000
1981	479,724	474,577	2003	633,168	635,046
1982	425,904	505,559	2004	607,111	524,241
1983	358,830	342,088	2005	731,310	564,872
1984	451,651	421,010	2006	1,196,276	897,674
1985	446,619	458,557	2007	1,086,236	958,445
1986	364,150	374,074	2008	933,663	818,407
1987	372,108	353,819	2009	986,670	941,537
1988	431,102	409,870	2010	899,349	890,084
1989	365,966	333,083	2011	752,399	835,548
1990	491,622	397,135	2012	900,751	781,922
1991	676,681	646,150	2013	1,048,343	969,617
1992	568,493	545,957	2014	957,382	881,721
1993	528,628	468,494	2015	1,006,302	1,041,989
			2016	1,011,469	804,580
			Total	**34,173,856**	**29,763,476**

4
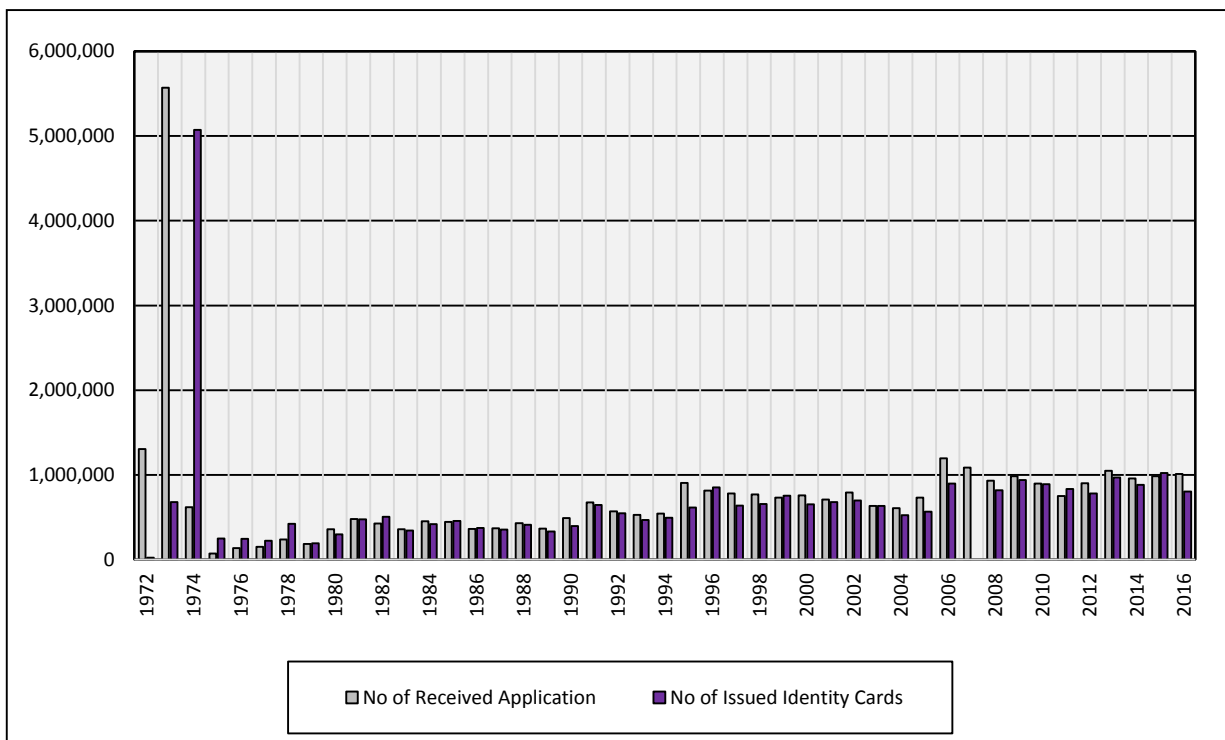
3. Accelerated Program of Issuing NIC

• Introducing printed and computerized Identity card in dual languages of Sinhala and Tamil

The Supreme Court has ordered to issue Identity Cards in dual languages of Sinhala and Tamil until the issuance of e–NIC , due to the human right application No 93/2013(F/R) which was submitted to the Supreme Court requesting to issue Identity Cards in two languages.

Earlier issued Identity Card was a hand written one in single language. The time needed for writing details on Identity Card in two languages might be nearly two times of writing in single language. More staff is required for the same as well. As a solution , issuing printed Identity Cards in both Sinhala and Tamil languages was commenced on 2014.02.28 with the assistance of information and communication technology.

• Recruitment of Temporary Clerks (Tamil)

Due to the lack of Production Assistants with Tamil Langue writing skill who are specially recruited for developing NICs, the issuance of NICs written in Tamil Langue 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 1st instance. Their services have been obtained as following table. Funds were allocated for the same under the above mentioned project.

Time period	No of officers	allowances
2009.08.07 - 2009.11.06	16	Rs.9000/- per month
2009.11.16 - 2010.03.15	16	
2010.04.15 - 2010.08.31	23	Rs.10000/- per month
2010.09.15 - 2011.02.14	07	Rs.15000/- per month
2010.10.04 - 2011.02.14	23	
2011.08.01 – 2011.12.31	07	
2012.01.04 – 2012.05.31	07	
2012.06.06 – 2012.07.31	07	
2012.08.01 – 2012.12.31	07	
2013.04.08 – 2013.07.31	05	
2013.08.07 – 2013.12.31	07	
2014.05.16 – 2014.09.16	07	
2014.07.14 – 2014.09.16	01	
2014.11.01 – 2014.11.19	08	

- **Employment of Tamil medium Clerks on Contract Basis**

In this newly introduced computerized system of issuing Identity Cards in both Sinhala and Tamil languages, it is essential to translate the details to Tamil language. Due to the lack of Tamil medium clerks, the approval was obtained from the Department of Management Services for the employment of 10 Tamil medium clerks for the department on contract basis. Accordingly , the details of the employment of contract basis officers is given in below table.

Time period	No of officers	Allowances
2014.11.21 – 2015.11.20	8	Rs.437/- per day
2015.01.16 – 2016.01.15	2	Rs.437/- per day
2015.11.21 – 2016.11.20	8	Rs.437/- per day
2016.01.16 – 2017.01.15	1	Rs.437/- per day
2016.11.21 – 2017.11.20	7	Rs.437/- per day

- **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 had been employed from the Civil Security Department from 2010.09.20 to 2013.12.31. Sixteen officers of them have been employing until now. In 2015 with recruitment of new Public Management Officers, obtaining the service of Civil Security Department officers have been stopped since 2015.10.13.

- **Recruitment of Practical Trainees**

In addition to the above officers, practical training was provided to the trainees who had trained at the Vocational Training Institutes, with the payment of Rs.500/- per day. The details are given in the following table.

Time period	No. of Trainees	Vocational Training Institute
2011.08.10 – 2012.02.09	6	National Youth Services Council
2011.08.15 – 2012.02.14	4	Lalith Athulathmudali Vocational Training Center
2011.12.08 – 2012.06.07	1	Vocational Training Center Dehiwala
2012.04.02 – 2012.10.01	4	Sri Lanka Vocational Training Authority
2012.04.20 – 2012.10.19	1	Technical College Gampaha
2012.10.01 – 2013.03.31	2	Sri Lanka Korean National Technical College
2012.12.10 – 2013.06.09	1	Technical College Gampaha
2013.01.21 – 2013.07.20	2	Lalith Athulathmudali Vocational Training Center
2014.07.07 – 2015.01.06	1	National Apprentice and Industrial Training Authority
2014.07.15 – 2015.01.14	1	National Apprentice and Industrial Training Authority
2014.02.18 – 2014.07.04	1	Institute of Advanced Technological Education -

		Dehiwala
2014.02.18 – 2014.08.17	2	Institute of Advanced Technological Education - Dehiwala
2014.04.28 – 2014.10.27	1	Ministry of Youth Affairs & Skills Development
2014.05.20 – 2014.11.19	4	Ministry of Youth Affairs & Skills Development
2014.07.07 – 2015.01.06	1	National Apprentice and Industrial Training Authority
2014.07.15 – 2015.01.14	1	Sri Lanka Vocational Training Authority

❖ No trainees have been recruited since 14.01.2015 to date.

4. Application of 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.

- **Issuing Identity Cards by using Computerized system**

The printed Identity Card have been issued from 28.02.2014 in both Sinhala and Tamil languages.

- **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.

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. 30,415 applications have been received from January to December in 2016 under this program.

No	Date	Place	No of Received Application
1	2016.01.14	Gurugoda Boardline Horana.	330
2	2016.01.20	Toyota Lanka Wattala.	75
3	2016.01.30	Madduma Bandara Junior School	130
4	2016.01.31	Kurukulawa St Lasurus College.Ragama.	40
5	2016.02.12	MAS Holdings Pvt Ltd. Kuliyapitiya.	75
6	2016.02.26	Municipal Council, Kandy.	248
7	2016.03.12	South Asia Apperals Pvt Ltd	105
8	2016.03.18	Library Auditorium Uva Provincial	15

		service board	
9	2016.03.29 & 2016.03.30	Colombo Advercate Society	63
10	2016.04.01 & 2016.04.02	Municipal Council, Kandy.	60
11	2016.04.02	Kahapola Tempal	40
12	2016.04.07	683 Commando Headquarters	40
13	2016.04.07	683 Commando Headquarters	
14	2016.04.07	South Asia Gateway Pvt Ltd	19
15	2016.05.04	Jailler Camp	48
16	2016.05.04	National Productivity Secratariat Office	142
17	2016.05.17	Pension Department	78
18	2016.05.17	Sri Jayawardana Hospital	59
19	2016.06.14 - 2016.06.15	Haidramani Factory Kahathuduwa.	208
20	2016.06.16	Water Board, Rathmalana.	166
21	2016.06.16-21	Divisional Secretariat Office,Bibila.	1800
22	2016.06.16-21	Divisional Secretariat Office, Madagama.	
23	2016.06.16-21	Divisional Secretariat Office, Rathugala.	
24	2016.06.16-21	Divisional Secretariat Office, Buththala.	
25	2016.06.16-21	Divisional Secretariat Office,Badalkumbura.	
26	2016.06.23-27	Divisional Secretariat Office,Wallawaya.	1200
27	2016.06.23-27	Divisional Secretariat Office,Thanamalwila.	
28	2016.06.23-27	Divisional Secretariat Office,Sewanagala.	
29	2016.06.23-27	Divisional Secretariat Office,Katharagama.	
30	2016/06/24	Divisional Secretariat Office,Thanamalwila	154
31	2016.06.28	Sri lanka Bureau of Forign Employment Battaramulla.	81
32	2016.07.01	Sri Priyadarshanarama Temple Kohilawatta	187
33	2016.07.01-2016.07.02	Divisional Secretariat Office,Madirigiriya	605
34	2016.07.07-2016.07.12	Divisional Secretariat Office, Alahara.	2160
35	2016.07.07-2016.07.12	Divisional Secretariat Office,Higurakgoda.	
36	2016.07.07-2016.07.12	Divisional Secretariat Office,Walikanda.	
37	2016.07.14	Divisional Secretariat Office,Mathara	65
38	2016.07.15	Dambulla Gamuda Playground	258
39	2016.07.16-2016.07.17	Divisional Secretariat Office,Dimbulagala	1213
40	2016.07.16-2016.07.18	Divisional Secretariat Office,Lankapura.	

41	2016.07.22-2016.07.23	Divisional Secretariat Office,Thamankaduwa	850
42	2016.07.30	Royal College Polonnaruwa	523
43	2016.08.06	Hinkenda Maha Vidyalaya	45
44	2016.08.16	Government Development and Skills Cooperation	54
45	2016.08.29	Divisional Secretariat Office,Kahawatta	275
46	2016.09.01	Divisional Secretariat Office,Addalachchena	69
47	2016.09.03	Sivali Maha Vidyalaya Colombo	138
48	2016.09.03	Sri Bodhirathanaarama Temple	114
49	2016.09.10	Homagama	38
50	2016.09.16	Kristhuraja College Waliweriya	160
51	2016.09.18	Sahira College Mathale	90
52	2016.09.21	Ministry of Skill Development & Vocational Trainning	32
53	2016.09.24	Awatiwatta Playground	121
54	2016.10.13	Divisional Secretariat Office,Karachchi	493
55	2016.10.14	Divisional Secretariat Officem,Poonakari	
56	2016.10.20	Divisional Secretariat Office,Kandawali	475
57	2016.10.21	Divisional Secretariat Office,Pachchaleyipalli	
58	2016.10.20	Yakkala Old Fair	44
59	2016.10.23	Nalanda Vidyalaya	15
60	2016.10.30	Divisional Secretariat Office,Niyagama	2,772
61	2016.10.31	Divisional Secretariat Office,Walivitiya Divithura	
62	2016.11.02	Divisional Secretariat Office,Alpitiya	
63	2016.11.03	Divisional Secretariat Office,Baddegama.	
64	2016.11.05	Divisional Secretariat Office,Hikkaduwa (Rathgama)	2,232
65	2016.11.06	Divisional Secretariat Office,Ambalangoda	
66	2016.11.07	Divisional Secretariat Office,Kadawathsathara	
67	2016.11.11	Divisional Secretariat Office,Lunugamwehera	84
68	2016.11.12	Municipal Council, Mabola	200
69	2016.11.12	Divisional Secretariat Office,Habaraduwa	4,031
70	2016.11.13	Divisional Secretariat Office,Imaduwa	
71	2016.11.14	Divisional Secretariat Office,Yakkalamulla.	
72	2016.11.16	Divisional Secretariat Office,Hikkaduwa(paraliya)	
73	2016.11.17	Divisional Secretariat Office,Benthota	
74	2016.11.18	Mobitel Pvt Ltd Head Office	46
75	2016.11.19	St Anthhoney Church Kirimatiyagara	173
76	2016.11.20	Divisional Secretariat Office,Balapitiya	2297
77	2016.11.21	Divisional Secretariat Office,Karandeniya	
78	2016.11.22	Community Center Kompannawidiya 175	112
79	2016.11.25	Divisional Secretariat Office,Neluwa	1873
80	2016.11.27	Divisional Secretariat Office,Akmimana	
81	2016.11.26	St sebesthiyan College Ederamulla.	464
82	2016.11.26	Weragoda Primary School Wallampitiya	220
83	2016.11.27	Sri Walukarama Temple Katiyala	122
84	2016.12.02	Divisional Secretariat Office,	2,275

		Gonapinuwala	
85	2016.12.03	Divisional Secretariat Office,Bopepoddala	
86	2016.12.04	Divisional Secretariat Office, Thawalama	
87	2016.12.05	Divisional Secretariat Office,Baddegama	
88	2016.12.06 & 2016.12.07	Aluthkade Courts	107
89	2016.12.11	Vidyaloka Maha Vidyalaya Kerawalapitiya.	178
90	2016.12.17	South Asia Apperals Pvt Ltd	29
	Total Received Applications		**30,415**

6. Training programs

Steps have been taken to make participate the employees of the department in various training programes in year 2015 with the expectation of improving productivity. As the output, it is expected to improve the efficiency of providing services to the public.

The Details of the training of the staff is submitted in the annexure I.

7. 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 2016.

8. 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 2015 are given in Annexure II.

9. Physical Resource Management

- **Land and Buildings**

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

- **Rents**

The department has rented 12,180 square feet "Yamuna Building" situated at Nugegoda on monthly rental of Rs 527,250/= including all taxes.

- **Other Assets**

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

	Number	Vehicle	Type	Purchased Date	Purchased Value (RS)
1	NA 2147	L 300 Van	Mitsubishi L300	2006.05.24	4,450,000.00
2	KB 8577	Motor Car	Nissan Sunny Super Salon	2006.05.25	3,400,000.00
3	PA 9855	L 300 Van	Mitsubishi L300	2006.11.22	4,250,000.00
4	PB 6775	L 300 Van	Mitsubishi L300	2008.08.26	6,250,000.00
5	PC 3265	Cab	Mahindra- Bolero	2011.06.28	2,627,353.00
6	KP 5832	Jeep	Mahindra- Scorpio	2011.08.18	4,587,528.00
7	WP 6059	Motor Bike	TVS star sports	2011.06.14	104,496.00
8	PE 1266	Cab	Toyota-Hilux	2012.06.12	7,500,000.00
9	KX 7866	Motor Car	Nissan - Silphy	2014.02.10	9,390,000.00
10	PF7780	Cab	Mitsubishi L200	2014.12.18	6,390,000.00
11	CAN6891	Motor Car	Nissan Sunny N17	2015.12.08	5,795,000.00
12	CAN7833	Motor Car	Nissan Sunny N17	2015.12.10	5,795,000.00
13	KF6282	Motor Car	TATA Indigo	2016.08.01	1,935,000.00

10. Financial Progress

- **Expenditure estimate and the actual expenditure for the year 2016 are shown as follows.**

Financial Information

Number		Activities	Budget estimate 2016 Rs.'000	Progress Rs.' 000 31/12/2016	
		Recurrent expenditure			
1		Personal Emoluments	549,700	Finance	543,412
				physical	
2		Recurrent expenditure Other	84,210		82,851
		Total Recurrent expenditure	**633,910**		**626,263**
		Capital Expenditure			
		Rehabilitation andImprovement of capital Assets			
3	2001	Buildings and Structures	5,500	Finance	5,090
				physical	3
4	2002	Plant, Machinery and Equipment	500	Finance	453
				physical	1
5	2003	Vehicles	500	Finance	499
				physical	4
		Acquisition of Capital Assets			
6	2102	Furniture and Office Equipment	2,000	Finance	1,747
				physical	7
7	2103	Plant, Machinery and Equipment	3,500	Finance	3,458
				physical	53
		Human Resource Development			
8	2401	Staff Training	1,200	Finance	1,188
				physical	435
		Other Capital Expenditure			
9	2502	Other Investment	75,000	Finance	75,000
				physical	***1,411,849**
		Total Capital Expenditure	**88,200**		**87,435**
		Grand Total	**722,110**		**713,698**

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*Insert Cards          600,000
 Laminating Rols          1,840
 Card Printing          810,009
                      ──────────
                       1,411,849
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- **Revenue estimate and the actual revenue for the year 2016 are shown as follows.**

Activities	Revenue estimate 2016 (Rs.)	Progress 31/12/2016 (Rs.)
One day Service revenue	140,000,000	205,370,000
Fine revenue	3,000,000	21,045,896
Stamp revenue	7,000,000	8,980,434
Total	**150,000,000**	**235,396,330**

11. Details of the Staff

The number of officers newly recruited, retired , resigned , transferred, released and promoted are given as below.

I. **New Appointments**
- 13 officers belong to Development officer Service
- 20 Officers belong to Public Management Assistant Service
- 2 Officers belong to Drivers Service

II. Retirements

- 07 Officers belong to the Public Management Assistant Service
- 01 Officer belong to the Office Employment Service

II. **Resignations**

- 02 Officers belong to the Public Management Assistant Service
- 01 Development Officers

IV. Transfers
- While 02 SLAS Officers were transferred out of the department, 02 Officers have been transferred to the department.
- While 21 Public Management Assistants were transferred out of the department, 12 Officers have been transferred to the department.
- While 14 Development Officers were transferred out of the department, 17 Officers have been transferred to the department.
- 03 Enforcement Officers were transferred out of the department
- While 04 Office Employment Assistants were transferred out of the department, 03 Officers have been transferred to the department.
- While 01 Information and Communication Technology Assistant was transferred out of the department, 02 Officers have been transferred to the department.

V. Release

- 02 Officers of the Public Management Assistant Service
- 19 Development Officers

VI. Promotions

- 01 Officer of the Sri Lanka Administrative Service Grade III has been promoted to Grade I
- 01 Officer of the Sri Lanka Administrative Service Grade III has been promoted to Grade II
- 01 Officer of the Public Management Assistant Service Grade II have been promoted Grade I
- 05 officers of the Production Helper Service have been promoted to Public Management Assistant Service Grade III
- 02 Officers of the Office Employees Service Grade II have been promoted to Grade I

VII. Deaths

- 01 officer of Office Employees Service

Details of the staff are annexed at annexure (III).

12. Internal Audit Section

➢ Fulfilled the vacancy by arriving an officer on 03.11.2015, for the post of Chief Internal Auditor in the Department of Registration of Persons.

➢ Conducted 04 audit and management meetings on following days as on coming up dates, 29.01.2016, 12.05.2016, 19.10.2016 and 29.12.2016 to take required actions for implementing supervision and variables under the circulars, rules and regulations which are related to the review activities, progress of answering for the audit quarries of internal audit of the department.

➢ Following events were observing, considering and supervising by the audit and management committee meetings which were held on above mentioned dates.

> ➢ Giving advices and supervising (For the performance report – 2015 and the operational report – 2016, those affairs for forwarding affairs to the Parliament and Ministries in the scheduled dates.
>
> ➢ Giving advices to recover the money from the relevant persons by accomplishing relevant all supervising and coordinating activities of prime investigation regarding the asset misplaced which were inside the department premises.
>
> ➢ Giving advises and supervising affairs for maintain documents as of annual vehicle cost report, fixed asset register and computer asset register formally. Giving advices, reviewing progress and supervising report for prepare to submit with the relevant sections accurately as of the reports should forward annually such as performance report, power separation under the F.R. 135, appropriate account, advance B account, last year board of survey report.
> ➢ Giving advices to update the reports which were should forward annually and quarterly such as financial progress report, physical progress report, bank balancing, impress balance report, deposit account balance etc.
>
> ➢ Following observational and supervision affairs about the administrative problems of reginal office and provincial offices.

➢ In year 2016, Completed giving answers for 18 queries which were send out by the Auditor General for the department.

➢ Submit an audit report by commit an audit apropos to stores accruals and issues relevantfor year 2015.

➢ Submit an audit report by commit a revenue observation apropos to issuing Identity cards by one day service in year 2015.

➢ Submit an audit report by commit an observation on salary ledger and salary payments relevant to November and December, 2015 and January, 2016.

- ➢ Payment observation on e - NCI issuing during the period of January to December in year 2016.

- ➢ Submit a report by commit an internal auditrelevant on observation of losing Identity cards during the months of January to May in year 2016.

- ➢ Submit recommendations apropos to correcting those defects which are existing in the computer system and also commit revenue observation during the period of January to May in year 2016.

- ➢ Commit an observation on vehicle use and maintenance in year 2016.

- ➢ Commit an observation on staff leave in year 2016.

- ➢ more than this, go through with bank balance and monthly accounts reports in year 2016.

13. e-NIC Project

1. Objectives of the project

- Establishment of secured, centralized electronic storage for registration of persons who are age of 15 years and above.

- Issuance of Electronic National Identity Card (e-NIC) for covering all aspects of identity than existing NIC.

- Establishment of Data Sharing and verification mechanism with the government and other institutions.

- Facilitation to national security and development of the country.

2. Main Functions of the project

- Making legal provisions to the Registration of Persons' Act for e.NIC operations

- Establishment of DS-DRP Units for e.NIC Operations

- Replacing of the existing Identity Card with a new form

- Establishment of DRP Head Office and e.NIC Operations Unit at SPI Building , Battaramulla

- Development of IT Infrastructure Facilities

- Initial data capturing program

- Digitization of Citizens data

- Establishment of National Register of Persons (Electronic storage of registration of persons)

- Issuance of eNIC

- Implementation of Data Sharing and Verification service

3. Implementation of Revise Project Plan

3.1 Background:
For the purpose of providing more expedited service to the general public by using information technology, the basic document that is used by all public and private sector institutions to verify is the National Identity Card. Several problems have arisen with regard to this identity card owing to the fact that it was nor prepared using new technology and also due to the fact that it was processed using manual labor only by the department for Registration of Persons since 1972 as per the Registration of Persons Act No 32 of 1968.

Therefore, the general public and all institutions supplying services have come under pressure. Therefore it has been difficult to ensure national security and personnel security. Father the department has found it very difficult to issue identity cards since the machines

used for this purpose have become obsolete and finding spare parts for these machines too is difficult while at the same time finding secure cards for printing identity cards too is difficult.

As a solution to the problems of the current identity card and the process adopted by the department for issuing identity cards, the Cabinet approval has been granted on 17.08.2011 for the project of issuing digital Identity Cards (e-Nic) by maintaining a digital data base for registration of persons.

It has been proved that the verification of the identity of a person is not properly happening due to such verification is done based on documents only since it is easier to verify the identity of a person by taking biometric data such as fingerprints, of all Sri Lankans aged over 15 years.

It has been planned to establish a national register of personnel names, the purpose of issuing identity cards where in includes family information, personnel information and a photograph of international standard and issue identity cards upon information available there.

3.2   First Step

3.2.1   Issuing a plastic card instead of the current identity card

Issuing a plastic card containing information used in the e - identity card since it has been very difficult to issue in both languages through interim solution process, the currently available printed secure card meant for hand writing in Sinhalese only.

Since the interim solution process software has been designed so as issue the e - identity card there is a possibility to issue a plastic card for that it has been planned to buy printing machines and pre printed plastic cards.

3.2.2   Obtaining information for e – identity card through divisional offices of the department

As per the cabinet decision given on 03.03.2007 approval has been granted decentralize the departmental activities to divisional and provincial level. Accordingly departmental units have been established in all 331 divisional secretariats and two development officers have been attached to each such unit.

It has been planned to electronically obtain to the head office the information of all applications submitted to divisional units of the department for obtaining identity cards for the first time for obtaining a duplicate for a lost identity card and where the information has changed related to a person to obtain new one with changed information. The general public will benefit from that each divisional secretariats has been provided with two computers, two scanners and a printer to establish this system. And connectivity facilities have been established in each divisional secretariat to electronically obtain information.

3.2.3   Physical infrastructure creation

Steps have been taken to build the following infrastructure facilities for issuing identity cards in addition to the already established infrastructure facilities.

I.   Establishing Disaster center
II.   Establishing main data base at Battaramulla new building

3.2.4. Collection and digitalization of information of citizens

i) Collection of information of citizens beyond 15 years of age with bio and biometric data   and a photograph of the ICAO standard.
Grama Niladharies of 14022 Grama Niladhari divisions, Divisional Secretaries or Assistant Divisional Secretaries have been trained on collection of information and all necessary equipment's and instructions have been given to divisional secretaries.

ii) Digitalization of collected information through a supplier
For this, a supplier has after obtaining cabinet approval been selected through a National Competitive bidding system and the contract has been granted to supplier.As soon as the data collection gets off the digitalization of data too can be started and it has been planned to finish this process withing 11 months.

iii) Establishing National Register of Persons
While data collection and digitalization are in progress, the National Register of Persons can be initiated upon this digitalized information of one million persons.

3.3 Step Two – Creating Information Technology Infrastructure

3.3.1   Enhancing Interim Solution Software.
 It has been planned to modify the interim solution software by a suitable supplier for national e – identity card by including biometric data, finger prints, family information and a photograph of ICAO standard.

3.3.2   Establishing main data base and disaster mitigate center.
 Establishing the two data base centers with servers and UPS and required other spare parts by a suitable supplier.

3.3.3   Establishing connection between the two data base centers.

3.3.4   Establishing by a suitable supplier the national e – identity operation unit with required office equipments and network connections.

3.4   Step Three

Issuing national e – identity card with modern cards based on national register of persons and preparation and implementation of information exchanging methodology.

4. Project Progress from 01.01.2016 to 31.12.2016

NO	Activity	Allocated amount	Progress		
				Rs.Mil	%
1	Development of Physical Infrastructure	249.38	Finance	156.48	62.7
			Physical		54.2
2	Information Technology Infrastructure Development	376.00	Finance	182.19	48.5
			Physical		30.0
3	Collection of Citizens data	37.04	Finance	1.27	3.4
			Physical		9.2
4	Digitalization of Citizens data	71.58	Finance	--	0.0
			Physical		0.0
5	Personalization of Cards	200.00	Finance	76.00	38.0
			Physical		80.0
6	Capital Expenditure	10.00	Finance	--	0.0
			Physical		60
7	Updating Operations in Data centers and units of the Department for Registration of Persons	17.70	Finance	8.03	45.4
			Physical		33.3
8	Instructors and Resource Persons	16.45	Finance	12.09	73.5
			Physical		100.0
9	Management and Regulation of Projects	21.85	Finance	19.97	91.4
			Physical		90.0
	Total	**1000.00**	Finance	**456.02**	**45.6**
			Physical		**50.7**

Training Programmes (from 01.01.2016 to 31.12.2016)

	Training Programme	Expenditure(Rs)	Progress (Number of officers participated)
1.	Postgraduate course on public Administration	244,500.00	2
2.	Tamil Language Course	703,000.00	112
3.	Induction Training Course	5,540.00	40
4.	Induction Training for new Assistant Commissioners	2,958.00	07
5.	Reporting damages/Paying compensation and writing off –skill development fund	25,500.00	03
6.	APFA training course on minimizing Audit Quarries	5,000.00	01
7.	Computer Networking Course - NIBM	125,000.00	02
8.	Training Course on prevention of Bribery and Corruption	76,800.00	233
9.	Preparation of project Report		02
10.	Writing Project Report		01
11.	Preparation of Cabinet papers		02
12.	Training Programme on Procument Evaluation		01
13.	Higher Course on Word Processing		01
	Total	1,188,298.00	407

Legal Progress in Year 2016

No.	Activity	No. of Received Applications / Letters	No of Active Application /Letters	No. of Completed Applications / Letters

01	Applications with issues
	
	i. Two or more numbers available in the computer reports/ Index or number records for the same Identity number / for different persons.
	
	ii. Submission of more than one application.
	
	iii. Submission of defaced Identity Cards or Identity Cards belonging to others along with applications for making corrections.
	
	iv. Having obtained two identity Cards in two Identity Card numbers.
	
	v. Counter sign of the Divisional Secretary is doubtful .
	
	vi. Submissions doubtful Birth Certificates to the Department of Register General
	
	vii. Issues in old number records
	   a) Same Identity Card number recorded in two places.
	   b) Wrong Identity Card numbers are recorded.
	   c) Faults due to disorder recordings done by the staff.
	viii. Legal action taken against to the submission of forge Birth Certificates.
		6370	2330	4040

02	i. Confirmation of Identity Card numbers required for Police clearances for the people who live in abroad or wish to go abroad. ii. Confirmation of Identity Card numbers - letters	38324 644	- -	38324 644

No.	Activity	No. of Received Applications / Letters	No of Active Application /Letters	No. of Completed Applications / Letters
03	Confirmation of Identity Card numbers			
	i. For requests of Public	1118	38	1080
	ii. For Defense Authorities (Police, Presidential Investigation Unit, Criminal Investigation Department, Government Intelligence Service)	2728	-	2728
	iii. For Public and Private Organizations (Government and Private Banks, Department of Labor, Employees Provident Fund, Department of Immigration and Emigration, Department of Motor Traffic, Department of Elections)	7142	109	7033
	iv. For Foreign Agencies a. IOM, Embassies, High Commissions	39	-	39
	v. For inquiries for the Judicial matters	140	-	140
04	Submissions to the Department of Crime Investigation for investigation with regard to the applications submitted along with forge documents for Identity Cards.	48	48	-

Details of the Staff as to 31.12.2016
Detail Report of the Carder

Designation	Approved Carder	Actual Carder	Vacancies	Excess
Commissioner General (SLAS-Special Grade)	1	1	-	-
Additional Commissioner General (SLAS-Special Grade)	1	1	-	-
Commissioner (SLAS -I)	3	3	-	-
Chief Accountant - SLAcS-I	1	1	-	-
Deputy/Assistant Commissioner – SLAS II/III	19	15	4	-
Deputy/Assistant Director	1	-	1	-
Accountant SLAcS II/III	1	1	-	-
Internal Auditor - SLAcS	1	1	-	-
Administrative Officer - P.M.A.S Supra	2	2	-	-
Translator	2	-	2	-
Budget Assistant (To be appointed from the Budget Department)	1	1	-	-
Enforcement Officer	65	64	1	-
Development Officer ★	837	748	89	-
Graduate Trainees★	-	35	-	-
Public Management Assistant	282	168	114	-
Information and Communication Technology Assistants	10	9	1	-
Drivers	11	11	-	-
Office Employees Service	90	69	21	-
Production Assistant*	31	31	-	-
Record Helpers*	10	10	-	-
Temporary Tamil Clerks (Contract Basis)	08	07	01	-
Total	**1377**	**1143**	**234**	**-**

*These posts have been approved for these officers on the basis of being personal to them. The vacancies created by the termination of these posts shall be added to the number of office employees post. Accordingly the total number of office employees should be 131

★35 Graduate Trainees have been allocated to this post in addition to 748 Development Officers already serving in the post. Accordingly 783 officers are serving in the Development Officers post. When these graduate trainees are confirmed in the Development Officer post, The number of vacancies in the Development Officer post would be 54