

## Content

<b>1.</b>	<b>Introduction</b>	<b>1</b>
1.1.	<i>Theme</i>	
1.2.	<i>Vision</i>	
1.3.	<i>Mission</i>	
1.4.	<i>Key functions of the department</i>	
1.5.	<i>The responsibilities of the department</i>	
<b>2.</b>	<b>Evolution of the Identity Card</b>	<b>2</b>
<b>3.</b>	<b>Using Information Technology for issuing Identity cards.</b>	<b>3</b>
3.1.	<i>Assigning numbers by means of computer</i>	
3.2.	<i>Preparation of Identity Cards by means of computer</i>	
3.3.	<i>Issuing indexes by means of Computer</i>	
<b>4.</b>	<b>Accelerating the Identity Cards issuing Process</b>	<b>3</b>
4.1.	<i>Introduction of computerized Identity Cards printed in both Sinhala and Tamil languages.</i>	
4.2.	<i>Issuing the identity cards in all three languages</i>	
<b>5.</b>	<b>Summary of Identity Cards Issued in 2017</b>	<b>4 - 8</b>
5.1.	<i>One Day Service</i>	
5.2.	<i>Mobile Service</i>	
5.3.	<i>Normal Service</i>	
<b>6.</b>	<b>Progress –Legal</b>	<b>9</b>
<b>7.</b>	<b>Progress – Financial</b>	<b>10</b>
7.1.	<i>Estimate and the expenditure</i>	
7.2.	<i>Revenue estimate and the actual revenue</i>	
<b>8.</b>	<b>Trainings</b>	<b>11</b>
<b>9.</b>	<b>Incentives</b>	<b>12</b>
<b>10.</b>	<b>Internal Auditing</b>	<b>12</b>
<b>11.</b>	<b>Information of the Staff</b>	<b>13</b>
11.1.	<i>New appointments</i>	
11.2.	<i>Resignations</i>	
11.3.	<i>Transfers</i>	
11.4.	<i>Releasements</i>	
11.5.	<i>Promotions</i>	
11.6.	<i>Deaths</i>	
11.7.	<i>Retirements</i>	
<b>12.</b>	<b>Physical Resource Management</b>	<b>14</b>
12.1.	<i>Lands and buildings</i>	
12.2.	<i>Other assets</i>	
<b>13.</b>	<b>e – NIC Project.</b>	<b>15 - 20</b>
	<b>Annexure I</b>	<b>21</b>

## **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 were commenced in the 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 26<sup>th</sup> September 2016 at “Suhurupaya”, Subhuthipura road, Battaramulla.

### **1.1. Theme**

- Identity Card, the Trusted Personal Identity

### **1.2. Vision**

- An assured Identity for Every Sri Lankan Citizen.

### **1.3. 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.

### **1.4. 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.

### **1.5. 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 development of state-of-the-art technical know-how.
- To assist the national security effort and development of the country.

## 2. Evolution of the Identity Card

### ➤ 1972

Registering and issuing Identity cards to legal residents of Sri Lanka above 18 years of age commenced in accordance with the provisions of Registration of Persons Act No. 32 of 1968 .

### ➤ 2014.02.28

Commencement of Registering and issuing Identity cards in dual Languages of Sinhala and Tamil, on 28.02.2014 following the order made by the Supreme Court considering the SC Application No. 2013/93 (F/R). a process which was hitherto done in Sinhala language only.

### ➤ 2016.07.07

Commencement of registering and issuing Identity cards to legal residents of Sri Lanka, from 07th July 2016, who have completed 15 years of age in accordance with the amendment made to the Registration of Persons Act No. 32 of 1968.

### ➤ 2017.10.27

Commencement of registering and issuing Identity cards in all three languages of Sinhala, Tamil and English (Smart card) from 27.10.2017.



Photograph of the new national identity card.

### **3. Using Information Technology for issuing Identity cards.**

---

#### **3.1. Assigning Numbers by means of Computer**

Assigning numbers to Identity cards issued for the first time commenced on 1<sup>st</sup> of January 2007 within the department itself.

#### **3.2. Preparation of Identity Cards by means of computer.**

Issuing Identity Cards by means of computer in dual languages of Sinhala and English commenced on 28<sup>th</sup> February 2014.

#### **3.3. Issuing Indexes by means of Computer**

Searching of departmental records (indexes) in order to issue duplicates for lost NICs and for amending current NICs was manually done. However, such indexes have been computerized by now and therefore they are now searched through the computerized system.

### **4. Accelerating the Identity Cards issuing Process.**

---

#### **4.1. Introduction of computerized Identity Cards printed in both Sinhala and Tamil Languages.**

Considering the Human Rights Application No. SC 93/2013 F/R filed with the Supreme Court, seeking a determination that Identity Cards be issued in both Tamil and Sinhala languages, it was ordered by the Supreme Court to issue Identity cards in both Sinhala and Tamil languages as at 01.01.2014 until the e-NIC is issued.

The Identity Card which was hitherto issued had been manually written in one language. Writing an Identity Card manually in two Languages takes nearly twice as much time as it takes for writing in one language. Further, it required the services of many officers. In response to this situation, issuing Identity Cards in Sinhala and Tamil Languages using a computerized methodology was started on 28<sup>th</sup> February 2014.

#### **4.2. Issuing the National Identity Card in all three languages.**

Issuing a most modern Identity card (Smart card) printed in all three languages of Sinhala, Tamil and English using a computerized system with Laser technology which is exclusive to this department was initiated on 27<sup>th</sup> October, 2017.

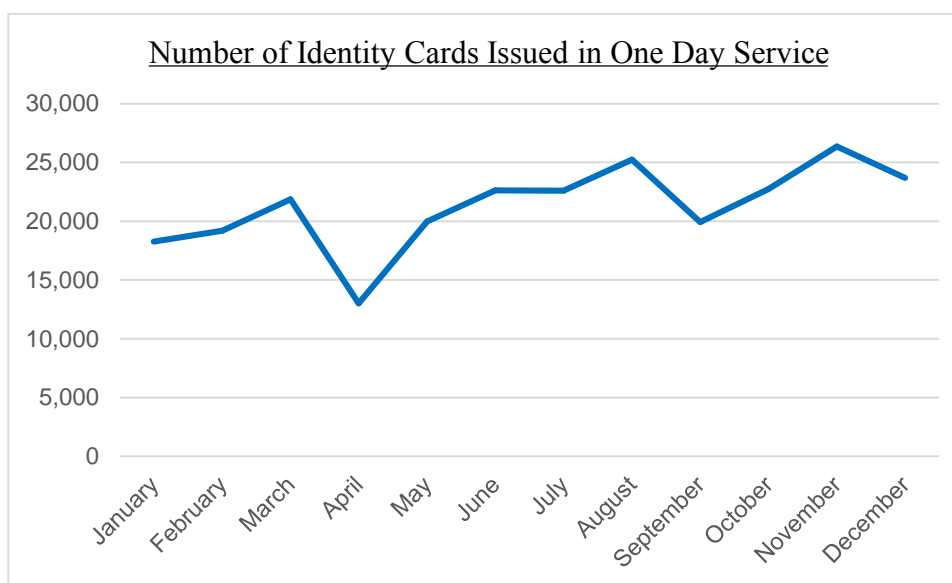
## 5. Summary of Identity Cards Issued in 2017

### 5.1. One Day Service

Issuing identity cards in one day for persons who have urgent needs to obtain them was initiated on 01.09.2003. A Fee of Rs. 500.00 was charged from one application. This fee was amended to Rs. 1000.00 since 01<sup>st</sup> of July 2015.

The number of Identity Cards issued in each month from January to December 2017 and the income accrued to the department by issuing Identity Cards are mentioned below.

Month	Number of Identity Cards Issued in One Day Service	Income Rs.
January	18,256	18,256,000.00
February	19,191	19,191,000.00
March	21,858	21,858,000.00
April	12,999	12,999,000.00
May	19,989	19,989,000.00
June	22,608	22,608,000.00
July	22,603	22,603,000.00
August	25,225	25,225,000.00
September	19,927	19,927,000.00
October	22,724	22,724,000.00
November	26,365	26,365,000.00
December	23,693	23,693,000.00
<b>Total</b>	<b>255,438</b>	<b>255,438,000</b>



## 5.2. Mobile Service

Conducting Mobile Services was accelerated following the decision of making National Identity Cards mandatory for casting votes. Duly filled applications from the eligible persons are collected by approaching them in their suburbs in mobile services. The number of identity cards issued was 22,088 which is of 90% out of the total number of applications received in the Mobile Services conducted at various places islandwide in 2017.

Serial Number	Date	Organization/ Sponsoring Organization	Place	Total Applications Received
1	1/7/2017	Ministry of Home Affairs	Nagoda Divisional Secretariat	720
2	2017/01/10-11	Browns Company	Browns Company	87
3	1/12/2017	Hon. Minister of Housing and Construction Sajith Premadasa and Lunugamwehera Divisional Secretariat.	Lunugamwehwa new town, at Thuru Sewana "Gajasamaragama" housing scheme	108
4	1/14/2017	Ministry of Home Affairs	Conclusion of Nilamehewara programme -Galle	318
5	1/20/2017	Divisional Secretariat at Kelaniya	Kelaniya Divisional Secretariat	96
6	1/28/2017	Siddamulla pragathi Cultural guild and Homagama Divisional Secretariat	Siddamulla Madduma Bandara Primary School	126
7	1/29/2017	Civil Defense Committee - Weliveriya	Sri Sugatharamapurana Viharaya	114
8	2/3/2017	Sri Lanka Women Lawyers Association – Awissawella.	Awissawella Courts Complex- Lawyers Rest Room	65
9	2/3/2017	Hon. Minister of Housing and Construction Sajith Premadasa and Lunugamwehera Divisional Secretariat .	weliwewa Village	144
10	2/17/2017	Thissamaharama Divisional Secretariat	Thissamaharama Divisional Secretariat	610
11	2/17/2017	Bulathsinhala Divisional Secretariat	Bulathsinhala Divisional Secretariat	802
12	2/22/2017	Board Of Investment of Sri Lanka- Biyagama Zone	At its premises	46
13	2/23/2017	Hon. Minister of Housing and Construction Sajith Premadasa and Thissamaharama Divisional Secretariat	Sirivijayagama village	42
14	1/28/2017	Madurawala Divisional Secretariat	Madurawala Divisional Secretariat	658
15	3/8/2017	Sri Lanka Rupavahini Cooperation	Ambalangoda Dharmashoka College	17
16	3/10/2017	Airtel Lanka (Pvt)Ltd.	At its Premises	20
17	3/14/2017	Department of Examination, Sri Lanka	At its Premises	72
18	3/16/2017	Ministry of National Policies and Economic Affairs, 1 <sup>st</sup> floor, Bristol Street, Colombo 01.	Kaluthara District – Miriswatta Estate	41
19	3/19/2017	National Youth Services Council	Trincomalee town and Four gravet Divisional Secretariat.	134
20	3/21/2017	Ministry of National Policies and Economic Affairs, 1 <sup>st</sup> floor, Bristol Street, Colombo 01.	Nuwara eliya District – Wawerlee Estate	54
21	3/23/2017	Ministry of National Policies and Economics Affairs, 1 <sup>st</sup> floor, Bristol Street, Colombo 01.	Rathnapura District – Endana Estate	41
22	3/30/2017	Aluthkade courts complex	Lawyer's Assosiation	25
23	4/3/2017	Sri Lanka Army	683, Wishwa madu Brigade Headquarters	75
24	4/7/2017	Nilamehewara Mobile Service	At Kuru/ Ganewatta S.B.Herath National School	268
25	4/8/2017	Wellampitiya Police Station	At Sedawatta Siddhartha College	142
26	4/22/2017	Nilamehewara Mobile Service	At Vavuniyawa Nedunkeni College	246
27	4/23/2017	Nilamehewara Mobile Service	Chettikulama College, Wengachchedikulam	310

28	4/29/2017	Nilamehewara Mobile Service	Gamini College, Vavunia-South	83
29	4/30/2017	Nilamehewara Mobile Service	Hindu College-Vavunia.	293
30	5/4/2017	Transport Commission	At its premises	48
31	5/6/2017	Nilamehewara Mobile Service	Ehetuwewa Divisional Secretariat	212
32	5/20/2017	Nilamehewara Mobile Service	Kandawelai	465
33	5/20/2017	Nilamehewara Mobile Service	Pachchilapallei	205
34	5/22/2017	Nilamehewara Mobile Service	Pudukuduirippu Divisional Secretariat	548
35	6/7/2017	Colombo Stock Exchange	At its premises	24
36	6/10/2017	Nochchiyagama Divisional Secretariat	Nochchiyagama Divisional Secretariat premises	254
37	6/24/2017	Ministry of Health ,Indigenous Medicine, Social Services and Child Protection Services, Environment and Provincial Council Affairs	Kebithigollawa Central College	207
38	6/24/2017	Nilamehewara Mobile Service	Narammala Divisional Secretariat	316
39	6/25/2017	Nilamehewara Mobile Service	Weerambagedara D.S.Senanayake College	315
40	6/30/2017	Bank of Ceylon	At Its headquarters	220
41	7/6/2017	Mass Active Counter line Company	Mass Active Counter line	81
42	7/15/2017	Nilamehewara Mobile Service	U.B.Wanninayaka College (Galgamuwa)	1262
43	7/16/2017	Nilamehewara Mobile Service	Mahawa Wijayaba National College (Mahawa)	279
44	7/16/2017	Hon. Minister Faisar Musthafa (Maradana)	Mattakkuliya Sri Wickramapura Janasewana Reception Hall.	36
45	7/20/2017	Office of the Assistant Superintendent of Police	Puttalam Police Station	131
46	7/22/2017	Nilamehewara Mobile Service	Kobeigane National College	534
47	7/23/2017	Nilamehewara Mobile Service	Mawathagama National College	280
48	7/29/2017	Nilamehewara Mobile Service	Kuliyapitiya West (Saranath College)	90
49	7/30/2017	Nilamehewara Mobile Service	Rasnayakepura College	280
50	8/5/2017	Mobile Service (Kollupitiya Police Station)	St Marys' College	35
51	8/5/2017	Nilamehewara Mobile Service	Panduwasnuwara West	442
52	8/6/2017	Nilamehewara Mobile Service	Maspotha	152
53	8/11/2017	Mobile Service (Maradana Police Station)	Adikarana Mawatha, Sri Bodhirajaramaya	4
54	2017/08/12	Nilamehewara Mobile Service (Kilinochchi)	Karachchi Divisional Secretariat	326
55	8/13/2017	Nilamehewara Mobile Service (Kilinochchi)	Punakkari Divisional Secretariat	375
56	8/12/2017	Mobile Service (Ragama Police Station)	International Buddhist center	171
57	8/13/2017	Mobile Service (Kandana Police Station)	Polpithimukalana Community hall	239
58	8/17/2017	Mobile Service (Borella Police Station)	Sirisarana Uyana mahal housing scheme	92
59	8/18/2017	Mobile Service (Kahathuduwa Police Station)	Kiriwaththuduwa Sanasa Bank	238
60	8/19/2017	Nilamehewara Mobile Service (Kurunegala)	Paduwasnuwara East (Dematawa College)	410
61	8/20/2017	Mobile Service (Katana Police Station)	Sri Harishchandrapura viharaya	65
62	8/24/2017	Central Bank, Sri Lanka	At its premises	201
63	8/22/2017	Hik/Gra/Ni. Galagoda West and East	Galagoda Seewali Primary College	130
64	8/25/2017	Welfare Association- Auditor Generals' Department	Welfare Association- Auditor Generals' Department	59
65	8/25/2017	Hon. Minister Musthafa (Maradana)	Abegunaratne Hall	35
66	8/26/2017	Nilamehewara Mulativu	Divisional Secretariat Dunukkai	250
67	8/27/2017	Nilamehewara Mulativu	Welioya (Sampath Nuwara National College )	398

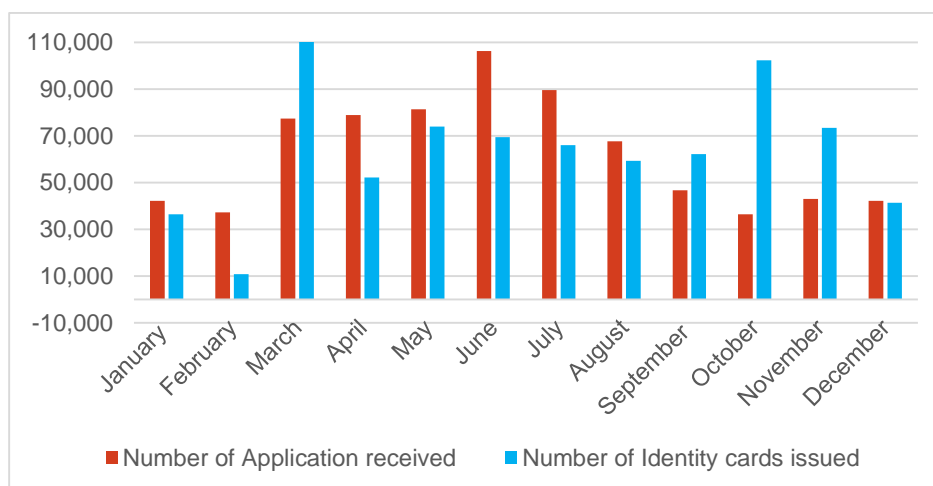
68	8/28/2017	Nilamehewara Mulativu	Marittampaththu Divisional Secretariat	410
69	9/2/2017	Cooperative Society Ltd. Negombo	Cooperative Society L.T.D Hall.	107
70	9/9/2017	Nilamehewara Mannar	Mannar (Al Ashvar)	330
71	9/9/2017	Hon. Member of Parliament P.Harrison	Nochchiyagama	367
72	9/10/2017	Nilamehewara Mannar	Nanthan Divisional Secretariat	58
73	9/11/2017	Nilamehewara Mannar	Madu Divisional Secretariat	62
74	9/11/2017	Hon.M.P P.Harrison	Madyama Nuwaragam Palatha	131
75	9/12/2017	Hon.M.P P.Harrison	Mahawilachchiya	320
76	9/23/2017	Nilamehewara Kurunegala	Ridigama (Rambadagallama Central College)	176
77	9/24/2017	Nilamehewara Kurunegala	Ibbagamuwa (Ibbagamuwa Central College)	303
78	9/30/2017	International Lions' Club ,Galle	Densil Kobbekaduwa College	62
79	9/30/2017	Nilamehewara Mannar	Manthai (Adampan College)	156
80	10/1/2017	Nilamehewara Mannar	Musali (Silawathura College)	577
81	10/7/2017	Aththanagalla Divisional Secretariat	Bemmulla sub office	125
82	10/10/2017	Western province Educational office	Western province Educational office	121
83	10/14/2017	Nilamehewara Kurunegala	Pannala	403
84	10/15/2017	Nilamehewara Kurunegala	Udubaddawa	182
85	10/15/2017	Wilimbula United Trade Association (Mahara)	Wilimbula (Primary College)	172
86	10/21/2017	Aththanagalla Divisional Secretariat	Walpola Sri Sumanaramaya	82
87	10/28/2017	Aththanagalla Divisional Secretariat	Ranissawala Temple	140
88	10/28/2017	Hon. Minister Palitha Thewarapperuma	Bulathsinhala Divisional Secretariat	470
89	10/28/2017	Nilamehewara Kurunegala	Nikaweratiya (Ni/Mahasen Vidyalaya)	116
90	10/29/2017	Nalanda Junior Old Boys Association	Nalanda Junior Old Boys Association Primary school	37
91	10/29/2017	Aththanagalla Divisional Secretariat	Pitiyegedra College	270
92	10/29/2017	Nilamehewara Kurunegala	Bamunakotuwa Divisional Secretariat	294
93	10/29/2017	Hon. Minister Palitha Thewarapperuma	Madurawala Divisional Secretariat	252
94	11/4/2017	Aththanagalla Divisional Secretariat	Meewala Community Hall	150
95	11/4/2017	International Lions' Club (Piliyandala )	Kesbewa	73
96	11/10/2017	Brandix Apparel Company (Rathmalana)	Brandix Apparel Company (Rathmalana)	79
97	11/11/2017	Benthota Divisional Secretariat	Benthota Divisional Secretariat	1250
98	11/15/2017	Mass Active Shadow Line Katunayake	Mas Active Shadow Line Katunayake	60
99	11/12/2017	International Lions' Club	Bibila Neelagiri Viharaya	150
100	11/18/2017	Sri Lanka Telecom Mobitel	Homagama Divisional Secretariat	437
101	11/21/2017	Department of Governement Information	Department of Governement Information	70
102	11/21/2017	Dodangoda Divisional Secretariat	Dodangoda Divisional Secretariat	110
103	11/25/2017	Pahala Yagoda (Gampaha Divisional Secretariat)	Sugathanandanaramaya Gampaha	95
104	11/26/2017	Hon. Minister Palitha Thewarapperuma	Palindanuwara Divisional Secretariat	958
105	11/26/2017	Hon. Minister E.A.Jhon Amarathunga	Wattala Divisional Secretariat	75
106	12/1/2017	Lions' Club	Kesbewa Divisional Secretariat	70
107	12/4/2017	Ministry of Women and Child Affairs	Nachchidoowa Divisional Secretariat	82
108	12/6/2017	Brandix Apperal Finishing - Rathmalana	Rathmalana	111
<b>Number of applications received in Mobile Service as at 31.12.2017</b>				<b>24,659</b>



### 5.3. Normal Service

The following is the number of identity cards issued under Normal Service from 1<sup>st</sup> of January 2017 to 31<sup>st</sup> of December 2017.

Month	Number of Applications received	Number of Identity cards issued
January	42,113	36,432
February	37,258	10,841
March	77,363	114,873
April	78,941	52,174
May	81,387	74,005
June	106,238	69,448
July	89,525	66,029
August	67,628	59,313
September	46,737	62,129
October	36,363	102,329
November	43,023	73,364
December	42,103	41,294
<b>Total</b>	<b>748,679</b>	<b>762,231</b>



N.B.: The reasons for the difference between the number of applications received and number of identity cards issued are mentioned bellow.

- Unattended applications from 2016
- Submission of incomplete applications
- Submission of applications without reaching the required age.
- Submission of bogus applications



Identity cards in printing.

## 6 Progress – Legal

The following are the activities carried out by the Legal Division in accordance with the Registration of Persons Act No 32 of 1968 (As amended by Act No 8 of 2016).

- Taking legal actions following an investigation against a person who has committed an offence under section 44(1) A,B,C,D and E of the Registration of persons Act No 08 of 2016
- Executing the powers, vested in the commissioner General or in an authorized officer, of informing a certain person to submit relevant information related to him or her as per section 1A 39 of the Act.
- Certification of information mentioned in the Identity Card on a request made by a government officer when attending to an official duty as per section 39 (B)
- Certification of information regarding the holder of the identity card on a request made by a certain Authority as per section 39 (C)

The particulars of activities carried out in 2017 are shown below.

No	Activity	Applications /Letters received	Applications /Letters completed	Applications /Letters in progress
01	Incomplete applications. I. Submission of double applications (submission of two or more original applications) II. Receiving two photos of different persons for the same Identity Card number III. Producing Identity Cards of other persons and distorted Identity Cards together with amended applications IV. Producing bogus birth certificates V. Referring birth certificates submitted together with applications to the Register General Office for verification	5092	3379	1713
02	I. Verification of Identity Card numbers, police clearance for those who go abroad or those who are expecting to go abroad II. Verification of Identity Card numbers – letters	37633 662	37633 662	- -
03	Identity Cards Number verifications I. Public requests for verification of Identity Cards.(First timer applications) II. For security agencies (police stations, Criminal Investigation Department, Terrorist Investigation inquiries and other security agencies • police messages III. For Government and private organizations (Government and private banks, Labor Department, Department of Motor Traffic, Elections Department) IV. For International agencies, Embassies, High Commissions V. Inquiries regarding Identity Cards related to legal proceedings	189 2626 260 6421 33 116	117 2626 240 6349 33 116	72 - 20 72 - -
04	Referring the cases to the Criminal Investigating Department and Fraud Investigating Bureau where there have been attempts to prepare Identity Cards by submitting Bogus documents.	57	-	57

## 7. Progress – Financial

### 7.1. Estimate and the expenditure

No	Expenditure particulars	Activity	Estimate (Rs. Thousands)	Progress (Rs. Thousands)		%
		Recurrent expenses				
1		Personal emoluments	569,402	Financial	567,706	99.7%
				Physical		
2		Other recurrent expenses	178,115	Financial	177,097	99.4%
				Physical		
		<b>Total Recurrent</b>	<b>747,517</b>		<b>744,803</b>	99.6%
		<b>Capital expenditure</b>				
		<b>Maintenance and development of capital assets</b>				
3	2001	Constructions	4,000	Financial	1,146	28.7%
				Physical	3	100%
4	2002	Machines and equipment	1000	Financial	983	98.3%
				Physical	7	100%
5	2003	Vehicles	1500	Financial	1,315	87.7%
				Physical	5	100%
		<b>Acquiring capital assets</b>				
6	2102	Furniture and office equipment	4,000	Financial	1,995	49.90
				Physical	48	100%
7	2103	Machines and equipment	2,000	Financial	1,760	88.0%
				Physical	8	100%
		<b>Human Resource development</b>				
8	2401	Trainings for the staff	1,500	Financial	1,498	99.9%
				Physical	16	100%
		<b>Other capital expenditure</b>				
9	2505	Pre preparedness for Procurement	200	Financial	0	0%
				Physical		
10	2509	Other	56,500	Financial	56,500	100%
				Physical	*1,680,685	100%
		<b>Total Capital Expenditure</b>	<b>70,700</b>	Financial	<b>65,197</b>	92%
				Physical		
		<b>Grand Total</b>	<b>818,217</b>	Financial	<b>810,000</b>	99%

*Secure Empty cards	=	500,000
Laminating rolls	=	3,440
Printing cards	=	<u>1,177,245</u>
		<u><b>1,680,685</b></u>

### 7.2. The Revenue Estimate and the Actual Revenue

Activity	Revenue Estimate (Rs.)	Progress as at 31.12.2017 (Rs.)
One day service revenue	220,000,000.00	255,438,000.00
Fines and charges	12,000,000.00	24,472,009.00
Stamps	8,000,000.00	9,884,889.00
<b>Total</b>	<b>240,000,000.00</b>	<b>289,794,898.00</b>

## 8. Trainings

- Officers of this department were made to participate in various training programs throughout the year 2017 with the objective of enhancing their productivity. It is expected that this will ensure an efficient and quick service to the public.

Particulars of Training programs in 2017 are mentioned below.

No.	Activity	Estimate (Rs. Thousands)	Progress (Rs. Thousands)	
			Financial	Physical
1	Official Language Training	511	Financial	379.000
			Physical	84 *
2	Post graduate Training	430	Financial	441.500
			Physical	2 *
3	Training on computer networking	284	Financial	309.000
			Physical	4 *
4	Workshop on identification of documents	50	Financial	182.775
			Physical	315 *
5	Training on court proceedings	25	Financial	61.600
			Physical	82 *
6	Induction Training	-	Financial	25.150
			Physical	53 *
7	Training on procurement procedure	-	Financial	27.500
			Physical	1 *
8	Efficiency bar examination for production assistant and document	-	Financial	43.625
			Physical	5 *
9	Training management of vehicles	-	Financial	6.000
			Physical	1 *
10	Annual board of survey Training	-	Financial	12.000
			Physical	2 *
11	For the Training of the National productivity secretariat	-	Financial	10.000
			Physical	2 *
12	Training on issues with the computer system of the department	200	Financial	Not conducted
			Physical	
<b>Total</b>		<b>1500</b>		<b>1,498.150</b>

\*No of officers participated for the training programmes

## **9. Incentives**

---

- On the requests of applicants, One Day Service was initiated from 2003 onwards to issue Identity Cards within a single day.
- Incentive scheme is underway for this one day Service staff with proper approval. This incentive scheme was in effect in 2017 also.

## **10. Internal Auditing**

---

- Investigation was carried out regarding maintenance and use of vehicles in 2016.
- Investigation carried out regarding leave taking by officers.
- Inspecting vouchers from December, 2016 to August, 2017 related to e NIC Project.
- Inspecting Departmental vouchers from January to September 2017.
- Inspecting bank statements and monthly accounts reports from January to August 2017.
- Investigating the incident in which 52 printed cards had been misplaced.
- Investigating the preparation of forged Identity Cards.
- Investigating details with regard to 04 petitions.
- Holding 06 rounds of Auditing and management committee meetings.
- Investigating the printing of Identity Cards with shortcomings.
- Inspecting the Running chart and repairing of vehicles.
- Inspecting 08 Divisional offices in Gampaha District.
- Investigating the posting of printed Identity Cards.
- Preliminary Investigating Report regarding the application CD841246.
- Investigating the delaying of settlement of sub imprest.
- Report regarding Identity Cards with shortcomings from 15.11.2015

## **11. Information of the Staff**

---

### **11.1. New Appointments**

- 35 officers of Development officer service.
- 12 officers of public management assistant service
- 13 officers of office employee service.

### **11.2. Resignations**

- 01 officer of Sri Lanka Administrative Service.
- 02 officers of public management assistant service – class III
- 04 officers of development officer service
- 01 officer of office employee service

### **11.3. Transfers**

- 02 officers of Sri Lanka Administrative Service have left on transfer.
- 17 officers of Public Management Assistant Service-class I have come on transfer and 07 officers have left on transfer.
- 04 officers of Public Management Assistant Service-class II have come on transfer and 02 officers have left on transfer.
- 10 officers of Public Management Assistant Service-class III have come on transfer and 17 officers have left on transfer.
- 03 officers of Enforcement officer Service have come on transfer and 5 officers have left on transfer.
- 20 officers of Development Officer Service have come on transfer and 16 officers have left on transfer.
- 1 officer of Information Technology Assistant Service has left on transfer.
- 1 officer of Office Employee Service has come on transfer.
- 1 officer of Driver Service has come on transfer and 1 officer has left on transfer.

### **11.4. Releasements**

- 03 officers of public management assistant service - class III
- 04 officers of Development Officers Service

### **11.5. Promotions**

- 02 officers of Sri Lanka Administrative Service Officer-class II have been promoted to class I
- 02 officers of Public Management Assistant Service-class III have been promoted to class II.

### **11.6. Deaths**

- One officer of Development Officer Service has died.

### **11.7. Retirements**

- 04 officers of public management assistant service - class I
- 02 officers of public management assistant service – class II
- 01 officer of driver service
- 01 officer of production assistant service

Cadre report of the department is in the Annexure I.

## 12. Physical Resource Management

### 12.1. Lands and Buildings

- Steps are already underway to transfer the building located at No. 38 Keppetipola road, Colombo 05, in which the department was housed from its inception, to 25.09.2017 to the office of Cabinet of Ministers.
- A sum of Rs. 18,684,500.44 is monthly paid to the ministry of Defense in respect of using 139,458 Sq. Ft of the Suhurupaya building wherein the department is now located.
- A block of land in extent of 0.1710 ha. on lady maclom road at Hawaeliya in Nuwaraeliya has been obtained from the Nuwaraeliya Divisional Secretariat and transferring the said land is currently underway.
- The Yamuna building in extent of 12,180 Sq. Ft located in Nugegoda has been taken on a monthly lease of Rs.826,562.50 for storing applications received by the Department.

### 12.2. Other Assets

The following are the information of Vehicles currently in the possession of the Department.

Serial No.	Vehicle No.	Make	Type of vehicle	Year of purchase	Value (Rs)
1	WP PE – 1266	TOYOTA	DOUBLE CAB	2012.06.12	7,500,000.00
2	WP KB – 8577	NISSAN	CAR	Original documents available with the Ministry of Defense	3,400,000.00
3	WP NA – 2147	MITSUBISHI	VAN	2077.12.17	4,450,000.00
4	WP KX -7866	NISSAN	CAR	2014.02.10	9,390,000.00
5	WP PF – 7780	MITSUBISHI	DOUBLE CAB	2015.01.29	6,390,000.00
6	WP PC – 3265	MAHINDRA	DOUBLE CAB	obtained from the Ministry of Defense on 2011.08.18	2,627,353.00
7	WP KP – 5832	MAHINDRA	JEEP	obtained from the Ministry of Defense on 2006.05.24	4,587,528.00
8	WP PB – 6775	MITSUBISHI	VAN	2006.11.22	6,250,000.00
9	WP PA – 9855	MITSUBISHI	VAN	2006.05.24	4,250,000.00
10	WP CAN – 7833	NISSAN	CAR	2015.12.18	5,795,000.00
11	WP CAN – 6891	NISSAN	CAR	2015.12.18	5,795,000.00
12	WP KF – 6282	TATA	CAR	2008.09.02 (handed over to this department on 01.08.2016 from the project)	1,935,000.00
13	WP WP – 6059	TVS	MOTOR BIKE	2011.05.31	104,496.00
14	WP ND - 0435	NISSAN	VAN	Handed over to the department on 31.08.2017	Obtain over the lease.

### 13. e – NIC Project.

#### 13.1. Objectives of the project

- Establishment of secured, centralized electronic storage for registration of persons who are of the age of 15 and above.
- Issuing Electronic National Identity Card ( e-NIC) in place of the current Identity Card establishing the personal identity in more realistic way than by the current one.
- Establishment of Data Sharing and verification mechanism with the government and other institutions.
- Facilitation to national security and development of the country.

#### 13.2 Main Functions of the project

- Establishing branch offices of the department of Registration of persons and providing required infrastructure Facilities.
- Issuing the Identity Card on a smart card with a new format.
- Development of Information Technology infrastructure.
- Implementation of Data Capturing programme.
- Data Digitization and Data verification.
- Establishing a personal data base with information and biometrics of persons and photos of person taken to ICAO Standard
- Issuing the e NIC.
- Establishing a information sharing and certification methodology.

No.	Activities	Estimate (Rs. Millions)	Progress (Rs.Millions)		%
			Financial		
01	Obtaining approval for amendments to the Registration of persons Act for issuing Electronic identity Cards	-	Financial	-	-
			Physical	<ul style="list-style-type: none"> <li>➤ Approval of the parliament was obtained on 21.06.2016 for amendments made to the Registration of persons Act No. 32 of 1968.</li> <li>➤ Approval of the parliament was obtained on 22.08.2017 for regulations related to amendments made to the above act.</li> </ul>	100%
02	Approval for the continuation of planned but unfinished activities of the e-National Identity card project.	-	Financial	-	-
			Physical	<ul style="list-style-type: none"> <li>➤ Approval of the cabinet was granted on 07.10.2015 for the project currently underway and the two year project period ended on 31.10.2017 and the cabinet paper for the extension of the project for another two years with effect from 01.11.2017 was submitted to the Cabinet of Ministers on 22.09.2017. As per the</li> </ul>	100%



				observations of Hon. Minister of Finance and Media and Hon. Minister Of Telecommunication and Infrastructure, the approval of the cabinet was granted on 12.12.2017 for the cabinet paper jointly submitted by the ministers of the two ministries considering the joint proposal submitted by the secretary of the Ministry of Internal Affairs, Wayamba Development and Cultural Affairs and the secretary of the Ministry of Telecommunication and Digital infrastructure.	
03	Establishing 331 Departmental Units related to issuing e-NICs.	186.2	Financial	91.0	49%
			Physical	<ul style="list-style-type: none"> <li>➤ Under the project of establishing 331 Divisional offices of the Department of Registration of Persons, 328 offices were established in 2016. Three offices were established in Punakarei, Kandaweli and welioya Divisional Secretariats.</li> <li>➤ Granting Provisions for minor repairs of 247 Divisional Offices.</li> <li>➤ Granting Provisions for maintenance works of two provincial offices of the Department (North and East)</li> <li>➤ VPN Connection has been granted to 331 Divisional offices of the Department and performance of it has been checked in 116 offices. Checking performance in remaining offices will be done in the first half of 2018.</li> <li>➤ 805 QR readers have been purchased for the use by the Department.</li> <li>➤ Procurement process of purchasing 331 machines for Divisional offices for taking finger marks needed for the collection of biometric data of persons has been completed and the contracts are to be awarded in the first half of 2018.</li> </ul>	80%
04	Establishing 04 provincial offices (Southern, Uwa, Central, and North Central)	11.0	Financial	3.9	36%
			Physical	<ul style="list-style-type: none"> <li>➤ Under the Initiative of decentralizing the Departmental activities to the Divisional level, the Construction of Southern Province office has been completed. Operations are to be commenced in the first half of 2018.</li> </ul>	65%

				➤ Building Department has prepared the estimates for establishing the Central Province office in the Nuwara Eliya District.	
05	Establishing the Disaster Recovery Data Center in Kurunegala.	0.0	Financial	0.0	
			Physical	<p>The following tasks have been completed in 2017 for Establishing the Disaster Recovery Data Center in Kurunegala.</p> <ol style="list-style-type: none"> <li>I. Selection of Wewagedarwatta land at Wariyapola in Kurunegala upon recommendations of Technical instructors of the project.</li> <li>II. Surveying of two acre land obtained from the kurunegala plantations company has been completed.</li> <li>III. Preparation of necessary estimate and layout plan by the CECB for constructing the Disaster Recovery Data Center.</li> <li>IV. Submitting the cabinet paper on 22.09.2017 together with the estimate of Rs. 155 Million required for the constructions.</li> <li>V. Holding talks with the Director General of the General treasury on 22.12.2017 upon observations of the Hon. Minister of Finance and Mass Media and submitting a cabinet paper as agreed in this meeting.</li> </ol>	25%
06	Issuing a new identity card based on the e-NIC in place of current identity card.	144.9	Financial	50.5	35%
			Physical	<ul style="list-style-type: none"> <li>➤ Procurement activities of ICAO software have been completed on 02.10.2017. Though the contract was to end within 60 days, it was not awarded in 2017 pending the decision of the committee, due to objections made to the National procurement committee by a bidder against another bidder.</li> <li>➤ Registration of 1920 photographers in a bid to help citizen to take photographs of ICAO standard easily and conducting 23 training programme for them.</li> <li>➤ 500,000 pre printed cards were purchased on 27.10.2017.</li> <li>➤ Printing Personal information in All three languages (Sinhalese, Tamil And English) in the Identity Card was started from 27.10.2017.</li> </ul>	

07	Establishing the head office of the Department of Registration of Persons and e-NIC project Management office in the “Suhurupaya” building in Battaramulla.	110.0	Financial	102.8	93%
			Physical	<ul style="list-style-type: none"> <li>➤ Loudspeaker systems have been fixed in the Departmental Auditorium and in the Commissioner General’s Conference hall.</li> <li>➤ Automated Entrance Controlling Systems have been established in selected divisions which have to function with full security.</li> <li>➤ Public address systems have been established in ODS division and front office for smoother functioning of departmental activities.</li> <li>➤ IP PABX telephone facility and a Caller Center have been established for the General public to obtain a more efficient service from the department.</li> <li>➤ CCTV display panels and CCTV cameras to monitor the departmental activities.</li> <li>➤ Furniture and other required equipments have been bought for the easier functioning of the department. Floor carpets too have been laid.</li> <li>➤ Central UPS and required name boards have been fixed. Internal partitioning too has been done.</li> </ul>	
08	Development of Infrastructure for Information Technology	224.9	Financial	0.0	
			Physical	<p>The following steps have been taken by Technical consultants, members of technical committees and staff of the Department in 2017 to develop the Software for the e NIC.</p> <ol style="list-style-type: none"> <li>I. Entering and registering information of citizen in the National Register of Persons for issuing e NIC.</li> <li>II. The process of certification and verification of data has been prepared.</li> <li>III. Specifications of identifying user needs have been prepared.</li> <li>IV. Specifications of developing the software have been prepared.</li> <li>V. Procurement documents have been prepared and Procurement notice for the proposal is to be published in the first half of 2018.</li> </ol>	50%

				<ul style="list-style-type: none"> <li>➤ Procurement activities have been completed for establishing a Cluster Server System to develop the system currently in place in the department. The relevant contract is to be awarded on 10.01.2018.</li> <li>➤ The Procurement activities for purchasing the servers required for the main data center for issuing e NIC have been completed and the contract is to be awarded in the first half of 2018.</li> <li>➤ The Procurement activities have reached the final stage for purchasing 361 scanners to further develop the process of entering personal information in the National Register of Persons and the contract is to be awarded in the first half of 2018.</li> <li>➤ The Procurement activities for purchasing the Automated finger print Identification System required for verification as 1:1 and 1: N. were started in 2017 and a letter seeking the approval of the Cabinet Appointed Procurement Committee for procurement has been sent to the secretary of the Line Ministry.</li> </ul>	
09	Data Collection Programme	35.0	Financial	5.4	15%
			Physical	<ul style="list-style-type: none"> <li>➤ According to the preliminary Action plan of e National Identity Card project, the trained human resource and other required infrastructure for manually collecting data have been established in all divisional offices. Legal provisions for amendments made to the Registration of Persons Act were allowed on 22.08.2017.</li> <li>➤ Cabinet approval was granted on 07.10.2015 for the amended project plan. Information technology Infrastructure was developed in divisional offices enabling citizen data Department to digitally obtain data. Accordingly, the data collection is scheduled for initiating in the middle of the year 2018.</li> </ul>	5%
10	Data Digitization	46.5	Financial	0.0	
			Physical	<ul style="list-style-type: none"> <li>➤ Supplier for Data Digitization has been selected in 2013 and the contract agreement has not been signed. However due to the delaying of receiving legal provisions for the data collection process, it</li> </ul>	

				got delayed and data digitization process did not commence as planned.	
				➤ Accordingly, after studying the legal background for Data Digitization through the relevant tender, the approval of the Project Steering Committee will be sought.	
11	Consultation and resource person payments	1.5	Financial	1.3	85%
			Physical	➤ Technical consultancy for the e NIC project was obtained from the computer school of the Colombo university and the Moratuwa university. Engineering consultancy is being provided by the Central Engineering Consultancy Bureau.	95%
12	Project Management and Regulation.	40.0	Financial	37.4	94%
			Physical	➤ Management of project, operations and regulations activities are carried out under this.	100%
		800.0	Financial	292.3	37%
			Physical		64%

## Annexure I

Serial No.	Position	Approved Cadre	Currently Available Cadre	Vacancies	Excess
1	Commissioner General	1	1	-	-
2	Additional Commissioner General	1	1	-	-
3	Commissioner	3	3	-	-
4	Chief Accountant	1	1	-	-
5	Deputy / Assistant Commissioner	19	15	4	-
6	Deputy / Assistant Director (Information Technology)	1	-	1	-
7	Accountant	2	1	1	-
8	Internal Auditor	1	1	-	-
9	Legal Officer	1	-	1	-
10	Administrative officer	2	2	-	-
11	Translator	2	1	1	-
12	Enforcement officer	24	14	10	-
13	Development officer	879	827	52	-
14	Technical officer	2	-	2	-
15	Management assistant	282	163	119	-
16	Bilingual clerk	20	-	20	-
17	Information and communication technology assistant	10	8	2	-
18	Driver	11	8	3	-
19	Driver (departmental)	2	2	-	-
20	K.K.S.	91	83	8	-
21	Production Helper	30	30	-	-
22	Record Helper	10	10	-	-
23	Temporary Tamil Clerk (on contract basis)	6	6	-	-
		<b>1,401</b>	<b>1,177</b>	<b>224</b>	<b>-</b>

- Holders of these posts have been confirmed in their posts in personal to them and vacancies created by the abolishment of these posts should be added to the cadre of the Office Employee service. Accordingly the number of office Employees should stand at 131.

- ★ Since the enforcement officer service has been absorbed into the Development officer service, the vacancies created in that post can be filled with officers from the Development service.