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PART A: OVERVIEW OF DEPARTMENT

I. STRATEGIC NOTE

1. Major Achievements for 2010 (January to October 2010)

- Production of 10 issues of E-Version of GIS Newsletter reflecting Government projects and events.
- Production of brochure/poster on landslides, cyclones and torrential rains completed.
- Brochure on Civil Status formalities: Work completed at 100% at GIS level. Publication is under press.
- Booklet on Services at Registrar General's Office: Work completed at 100% at GIS level. Publication is under press.
- 100% scanning of black and white photos in archives has been completed and 80% archiving of black and white photos has been completed.
- 60% scanning of negatives from 1950's onwards completed.

2. Major Services to be provided for 2011-2013

Programme 211: Government Information Service and Provision of International News.

- Official Publications and Documentation.
- Coverage of Government activities and dissemination through press releases and posting on web portal.
- Publications on subjects of public interest (brochures, posters, booklets, yearbook and newsletter).
- Photographic coverage of Government activities and provision of public address, sound recording and video projection facilities to Ministries and Departments and for major conferences, seminars and workshops.
- Photo-Archiving of official events and development projects.
- Production and dissemination of overseas news bulletins.

3. Major Constraints and Challenges and how they are being addressed

- Printing constraints – Often publications outlive their timeliness.
- Delayed response from stakeholders in submitting inputs for publications.
 - Submission of advance programme of work to Government Printing DepartmentEndeavour to obtain greater collaboration on the part of Ministries/Departments.
- Advanced equipment for professional use sometimes not readily available on the local market
 - Making use of existing equipment but digitalisation work unduly delayed.

II. LIST OF PROGRAMMES, SUB-PROGRAMMES AND PRIORITY OBJECTIVES

Programme 211: Government Information Service and Provision of International News

- Greater support to Government in its communication process to empower people.
- Communicate Government policies and projects through the media.
- To improve delivery of Audio Visual Services through the establishment of an Archive system for photos
- Increase awareness of subscribers on International events and issues.

III. SUMMARY OF FINANCIAL RESOURCES BY PROGRAMMES AND SUB-PROGRAMMES

Code	Programmes and Sub-Programmes	Rs	Rs	Rs	Rs
		2010 Estimates	2011 Estimates	2012 Planned	2013 Planned
211	Government Information Service and Provision of International News	298,343,000	46,170,000	47,305,000	46,204,000
	Total	298,343,000	46,170,000	47,305,000	46,204,000

IV. SUMMARY OF STAFFING POSITIONS BY PROGRAMMES AND SUB-PROGRAMMES

Code	Programmes	Total		% Distribution	
		In Post 2010	Funded 2011	2010	2011
211	Government Information Service and Provision of International News	66	67	100%	100%
	Total	66	67	100%	100%

PART B: SERVICES TO BE PROVIDED AND PERFORMANCE INFORMATION

DELIVERY UNIT	SERVICES TO BE PROVIDED	PERFORMANCE				
		Service Standards (Indicators)	2010 Baseline	2011 Targets	2012 Targets	2013 Targets
PROGRAMME 211: Government Information Service and Provision of International News						
Outcome: Inform Citizen about Government policies, objectives and decision-making through different media.						
Government Information Service	O1: Policy and Management Services.	P1: Preparation and/or update of PBB Strategic Plan.	-	June	June	June
		P2: % of PBB indicators that are met.	90%	90%	90%	90%
		P3: Projects and/or Programmes completed within time and budget.		75%	80%	85%
		P4: Date limit set or 5 working day rule met, whichever is the earliest, for following percent of requests as verified by Registry records or an alternative system.	90%	90%	95%	95%
	O2: Official Publications and Documentation	P1: Production of Year book, brochures and booklets on subject of public interest and topical issues.	4	6	8	8
		P2: Scanning of selected documents for safe-keeping and quick retrieval for period.	-	1950's	1960's	1970's
	O3: Photo-Archives of official events and development projects.	P1: Scanning of selected Negatives frames from 1950's onwards.	15%	35%	55%	70%

PART C: INPUTS - FINANCIAL RESOURCES

1. SUMMARY BY ECONOMIC CATEGORIES

Code	Economic Categories	Rs	Rs	Rs	Rs
		2010 Estimates	2011 Estimates	2012 Planned	2013 Planned
21	Compensation of Employees	23,743,000	25,090,000	25,915,000	26,314,000
22	Goods and Services	18,600,000	18,380,000	18,640,000	17,140,000
24	Interest	-	-	-	-
25	Subsidies	-	-	-	-
26	Grants	2,000,000	2,000,000	2,000,000	2,000,000
27	Social Benefits	-	-	-	-
28	Other Expenses	-	-	-	-
31	Acquisition of Non-Financial Assets	1,000,000	700,000	750,000	750,000
32	Acquisition of Financial Assets	253,000,000	-	-	-
	Total	298,343,000	46,170,000	47,305,000	46,204,000

2. SUMMARY FOR YEAR 2011

Code	Programme	Rs	Rs	Rs	Rs
		Compensation of Employees [code 21]	Goods and Services [code 22]	Subsidies/ grants [codes 25-28]	Acquisition of Assets [codes 31- 32]
211	Government Information Service and Provision of International News	25,090,000	18,380,000	2,000,000	700,000
	Total	25,090,000	18,380,000	2,000,000	700,000

Programme 211: Government Information Service and Provision of International News

Item No.	Details	Rs	Rs	Rs	Rs
		2010 Estimates	2011 Estimates	2012 Planned	2013 Planned
21	Compensation of Employees	23,743,000	25,090,000	25,915,000	26,314,000
21110	Personal Emoluments	21,070,000	22,155,000	22,980,000	23,379,000
21111	Other Staff Costs	2,673,000	2,935,000	2,935,000	2,935,000
22	Goods and Services	18,600,000	18,380,000	18,640,000	17,140,000
22010	Cost of Utilities	320,000	320,000	320,000	320,000
22020	Fuel and Oil	340,000	340,000	340,000	340,000
22030	Rent	50,000	50,000	50,000	50,000
22040	Office Equipment and Furniture	325,000	350,000	350,000	350,000
22050	Office Expenses	525,000	525,000	555,000	555,000
22060	Maintenance	545,000	550,000	525,000	525,000
22070	Cleaning Services	35,000	35,000	35,000	35,000
22100	Publications and Stationery	16,250,000	16,000,000	16,250,000	14,750,000
22120	Fees	125,000	125,000	125,000	125,000
22170	Travelling within the Republic	25,000	25,000	30,000	30,000
22900	Other Goods and Services	60,000	60,000	60,000	60,000

Government Information Services - *continued*

Item No.	Details	Rs	Rs	Rs	Rs
		2010 Estimates	2011 Estimates	2012 Planned	2013 Planned
26	Grants	2,000,000	2,000,000	2,000,000	2,000,000
26313	Extra-Budgetary Units	2,000,000	2,000,000	2,000,000	2,000,000
26313048	<i>Current Grant - Media Trust Fund</i>	<i>2,000,000</i>	<i>2,000,000</i>	<i>2,000,000</i>	<i>2,000,000</i>
31	Acquisition of Non-Financial Assets	1,000,000	700,000	750,000	750,000
31121	Transport Equipment	-	-	-	-
31122	Other Machinery and Equipment	1,000,000	700,000	750,000	750,000
32	Acquisition of Financial Assets	253,000,000	-	-	-
32145	Loans	253,000,000	-	-	-
	Total	298,343,000	46,170,000	47,305,000	46,204,000

PART D: HUMAN RESOURCES

STAFFING POSITIONS BY PROGRAMMES AND SUB-PROGRAMMES

Salary Code	Position Titles	In Post 2010	Funded Positions		
			2011	2012	2013
Programme 211: Government Information Service and Provision of International News		66	67	67	67
02 75 82	Principal Assistant Secretary	1	1	1	1
02 45 67	Assistant Secretary	1	1	1	1
08 31 51	Senior Officer	1	1	1	1
01 41 55	Financial Operations Officer	1	1	1	1
21 29 49	Assistant Procurement and Supply Officer	1	1	1	1
08 29 49	Executive Officer	-	-	-	-
08 18 48	Officer	4	5	5	5
08 18 45	Clerical Officer/Higher Clerical Officer	-	-	-	-
08 34 55	Confidential Secretary	2	2	2	2
08 27 48	Senior Word Processing Operator	1	1	1	1
08 17 44	Word Processing Operator	2	2	2	2
24 27 37	Head Office Care Attendant	1	1	1	1
24 19 33	Senior Office Care Attendant	-	-	-	-
24 10 30	Office Care Attendant	4	4	4	4
24 13 36 } 24 13 31 }	Driver	4	4	4	4
24 02 21 } 24 02 16 }	General Worker	2	2	2	2
Information Section					
10 00 84	Director, Information Services	1	1	1	1
10 75 81	Assistant Director, Information Services	1	1	1	1
10 65 75	Principal Information Officer	2	2	2	2
10 59 71	Senior Information Officer	4	4	4	4
10 44 67	Information Officer	5	5	5	5
10 59 71	Head Documentation Unit(New)	-	-	-	-
10 34 51	Senior Publicity / Documentation Officer	2	2	2	2
10 19 46	Publicity / Documentation Officer	2	2	2	2
Audio-Visual Section					
10 20 40	Audio-Visual Officer	-	-	-	-
10 46 57	Head, Audio-Visual Production Officer Cadre	1	1	1	1
10 41 55	Principal Audio-Visual Production Officer	1	1	1	1
10 34 51	Senior, Audio-Visual Production Officer	2	2	2	2
10 20 48	Audio-Visual Production Officer	5	5	5	5
Overseas News Section					
10 47 57	Head, News Officer Cadre	1	1	1	1
10 39 53	Senior News Officer	4	4	4	4
10 21 50	News Officer	10	10	10	10
Total		66	67	67	67