
CIVIL STATUS DIVISION

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PART A: OVERVIEW OF DEPARTMENT

I. STRATEGIC NOTE

1. Major Achievements for 2011

- Registered and delivered birth, death and marriage certificates and issued National Identity Cards as follows:

	Registration	Delivery
Birth Certificates	9,127	116,206
Death Certificates	5,488	4,059
Marriage Certificates	6,116	19,469
Identity Cards		41,362
Total	20,731	181,096

- Anti-Corruption framework launched in collaboration with the Independent Commission Against Corruption (ICAC).
- Improved service delivery through better IT Network, with the introduction of routers in a number of Sub-Offices.

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

- No major constraint currently.

3. Strategic Direction 2012-2014

- The Civil Status Division will increase efficiency and effectiveness in the delivery of services.

4. Priority Objectives and Major Services to be provided for 2012-2014

Programme 241: Civil Status Affairs

Priority Objectives:

- Computerise remaining (15) offices

Major Services:

- Registration of birth, death and civil marriage
- Issue of birth, death and marriage certificates
- Issue of National Identity Cards

Civil Status Division – continued

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

Code	Programmes and Sub-Programmes	Rs	Rs	Rs	Rs
		2011 Estimates	2012 Estimates	2013 Planned	2014 Planned
241	Civil Status Affairs	60,230,000	66,438,000	63,130,000	64,230,000
	Total	60,230,000	66,438,000	63,130,000	64,230,000

III. SUMMARY OF FUNDED POSITIONS BY PROGRAMMES AND SUB-PROGRAMMES

Code	Programmes	Total		% Distribution	
		In Post 2011	Funded 2012	2011	2012
241	Civil Status Affairs	156	157	100%	100%
	Total	156	157	100%	100%

PART B: SERVICES TO BE PROVIDED AND PERFORMANCE INFORMATION

DELIVERY UNITS	SERVICES TO BE PROVIDED	PERFORMANCE				
		Service Standards (Indicators)	2010 Actual	2012 Targets	2013 Targets	2014 Targets
PROGRAMME 241: Civil Status Affairs						
Outcome: An efficient and effective, customer-oriented service with a fraud proof system.						
Civil Status Division	S1: Policy and Management Services.	SS1: PBB Strategic Plan in line with guidelines submitted.		May	May	Apr
		SS2: % of requests acknowledged within 5 working days	90%	90%	95%	95%
	S2: Timely delivery of Civil Status Services.	SS1: Average time taken in days to deliver birth, marriage and death certificates within (day).	1.5	1	1	1

PART C: INPUTS - FINANCIAL RESOURCES**1. SUMMARY BY ECONOMIC CATEGORIES**

Code	Economic Categories	Rs	Rs	Rs	Rs
		2011 Estimates	2012 Estimates	2013 Planned	2014 Planned
21	Compensation of Employees	44,685,000	47,853,000	46,755,000	47,555,000
22	Goods and Services	14,645,000	15,585,000	13,475,000	13,775,000
24	Interest	-	-	-	-
25	Subsidies	-	-	-	-
26	Grants	-	-	-	-
27	Social Benefits	-	-	-	-
28	Other Expenses	900,000	3,000,000	2,900,000	2,900,000
31	Acquisition of Non-Financial Assets	-	-	-	-
32	Acquisition of Financial Assets	-	-	-	-
	Total	60,230,000	66,438,000	63,130,000	64,230,000

2. SUMMARY FOR YEAR 2012

Code	Programme	Rs	Rs	Rs	Rs
		Compensation of Employees [code 21]	Goods and Services [code 22]	Subsidies/ grants [code 25-28]	Acquisition of Assets [codes 31-32]
241	Civil Status Affairs	47,853,000	15,585,000	3,000,000	-
	Total	47,853,000	15,585,000	3,000,000	-

Programme 241: Civil Status Affairs

Item No.	Details	Rs	Rs	Rs	Rs
		2011 Estimates	2012 Estimates	2013 Planned	2014 Planned
21	Compensation of Employees	44,685,000	47,853,000	46,755,000	47,555,000
21110	Personal Emoluments	39,200,000	41,128,000	39,930,000	40,630,000
21111	Other Staff Costs	5,485,000	6,225,000	6,325,000	6,425,000
21210	Social Contributions	-	500,000	500,000	500,000
22	Goods and Services	14,645,000	15,585,000	13,475,000	13,775,000
22010	Cost of Utilities	4,615,000	4,075,000	4,230,000	4,225,000
22030	Rent	4,900,000	5,150,000	4,900,000	4,900,000
22040	Office Equipment and Furniture	475,000	2,350,000	600,000	730,000
22050	Office Expenses	285,000	285,000	300,000	320,000
22060	Maintenance	1,825,000	1,885,000	1,650,000	1,700,000
22070	Cleaning Services	45,000	45,000	50,000	50,000
22100	Publications and Stationery	2,200,000	1,600,000	1,550,000	1,650,000
22120	Fees	200,000	75,000	75,000	75,000
22900	Other Goods and Services	100,000	120,000	120,000	125,000

F(i)

F(ii)

Civil Status Division - continued

Item No.	Details	Rs	Rs	Rs	Rs
		2011 Estimates	2012 Estimates	2013 Planned	2014 Planned
28	Other Expense	900,000	3,000,000	2,900,000	2,900,000
28211	Transfers to Non-Profit Institutions	900,000	900,000	900,000	900,000
28211015	<i>Other Current Transfers - Muslim Family Council</i>	<i>900,000</i>	<i>900,000</i>	<i>900,000</i>	<i>900,000</i>
28212	Transfers to Households	-	2,100,000	2,000,000	2,000,000
28212007	<i>Other Current Transfers - Savings Culture Campaign</i>	-	<i>2,100,000</i>	<i>2,000,000</i>	<i>2,000,000</i>
	Total	60,230,000	66,438,000	63,130,000	64,230,000

PART D: HUMAN RESOURCES

STAFFING POSITIONS BY PROGRAMMES AND SUB-PROGRAMMES

Salary Code	Position Titles	In Post	Funded Positions		
		2011	2012	2013	2014
Programme 241: Civil Status Affairs		156	157	157	157
18 75 82	Registrar of Civil Status	1	1	1	1
18 58 69	Deputy Registrar of Civil Status	1	1	1	1
18 48 61	Principal Civil Status Officer	5	5	5	5
18 37 51	Senior Civil Status Officer	13	13	13	13
18 18 46	Civil Status Officer	71	71	71	71
08 37 51	Office Supervisor	1	1	1	1
01 48 59	Senior Financial Operations Officer	1	1	1	1
01 41 55	Financial Operations Officer	-	1	1	1
01 29 49	Assistant Financial Operations Officer	2	1	1	1
21 29 49	Assistant Procurement and Supply Officer	1	1	1	1
08 31 51	Senior Officer	2	2	2	2
08 18 45	Clerical Officer/Higher Clerical Officer	1	1	1	1
08 18 48	Officer	20	21	21	21
08 13 41	Clerk Assistant	10	10	10	10
08 27 48	Senior Word Processing Operator	1	1	1	1
08 34 55	Confidential Secretary	-	-	-	-
08 17 44	Word Processing Operator	4	4	4	4
24 27 37	Head Office Care Attendant	1	1	1	1
24 19 33	Senior Office Care Attendant	1	1	1	1
24 10 30	Office Care Attendant	17	17	17	17
16 16 47	Machine Minder/Senior Machine Minder(Bindery)	3	3	3	3
	Total	156	157	157	157