

T A B L E _ O F _ C O N T E N T S

1.0	Executive Summary	1 - 4
2.0	Mission Statement	5
3.0	Organisation and Managements	
3.1	Organisation Chart (See Appendices)	
3.2	Description of Finance Division	5 - 6
3.3	Description of Field Audit Division	
3.4	Description of Administration Division	6 - 9
3.5	Description of Security Department	9
3.6	Description of Parole Board	10 11
3.7	Description of National Registration Centre	12 - 13
3.8	Description of General Register Office	14
3.9	Description of Police Complaints Authority	15
4.0	Summary and Review of Current Year's Programme	16
4.1	Finance Division	16
4.2	Field Audit Division	17
4.3	Security Department	18
4.4	Administration Division	19
4.5	Parole Board	20 - 21
4.6	National Registration Centre	22
5.0	Review of Special Initiatives	
6.0	Appendices	

EXECUTIVE SUMMARY

The Ministry of Home Affairs Annual Report for 1994 concentrates on the activities of the undermentioned constituent departments.

- The Secretariat
- The General Register Department
- The National Registration Centre
- The Guyana Police Force
- The Guyana Prison Service
- The Guyana Fire Service

During the year under review the Ministry was under the political direction of Minister Feroze Mohamed.

Again, as was noted in 1993 the various departments and divisions of the Ministry were operated without their full complement. Vacancies existed at various levels.

The activities and responsibilities of the Ministry through its component departments and divisions during 1994 were as stated hereunder:

1. Maintenance of Public Order and Safety
2. Declaration of Public Holidays
3. Administration of Road Traffic
4. Immigration
5. Citizenship
6. Gambling Prevention
7. Fire Protection
8. Prisons
9. National Registration
10. Registration of Births, Marriages and Deaths
11. Parole Board

Some measure of internal and external training was done during 1994 as is shown under special initiative.

The Guyana Prison Service although faced with the continued problem of recruiting and retaining personnel had an increment of twenty (20) ranks. There were one hundred and forty (140) staff vacancies at the end of 1994 in a required task force of four hundred and fifty (450).

The phenomenon of a high level of female staff prevailed. The number of female staff employed in 1994 was one hundred and twenty three (123) - reflecting 40% of ranks employed.

The Administration continued to expose members of staff to training both internally and externally.

Members of staff continued to be involved in sports and cultural activities

The rehabilitation of physical structures particularly at New Amsterdam, Mazaruni, Georgetown Prisons and Head Office, continued during 1994. To this end the sum of nineteen million, three hundred and seventeen thousand, five hundred and ten dollars (\$19,317,510) was expended.

Further the Department acquired one (1) five ton truck and one (1) mini bus at a cost of four million, three hundred and seven thousand dollars (\$4,307,000.00).

The Prison Self-Support Scheme (PRISS) continued to provide an avenue for the Department and inmates to earn funds. At the end of 1994, the Scheme had a cash balance of one million, two hundred and twenty-three thousand, three hundred and ninety one dollars and seventy-seven cents (\$1,223,391.77) as compared to eight hundred and eighty-six thousand three hundred and seventy-four dollars and fifty cents (\$886,374.50) at the end of 1993.

The TUCK Shop also continued to assist in the supply of basic needs to prisoners. The cash balance of the TUCK Shop at 1994.12.31 was two hundred and eighty-six thousand, three hundred and eighty three dollars and seventy-five cents (\$286,383.75) as compared to two hundred and seven thousand, nine hundred and fifty-nine dollars and twenty-seven cents (\$207,959.27) at 1993.12.31.

The Guyana Fire Service despite being plagued with a manpower shortage continued to meet the demands made on it. The strength of the Service was 60.6%, with 145 vacancies out of an establishment of three hundred and sixty-eight (368).

The rehabilitation of building at Headquarters, Leonora, West Ruimveldt Workshop and Campbellville continued during 1994 at a cost of eight million dollars (\$8000,000.00).

Forty-four (44) properties were completely destroyed by fire in 1994. This showed an increase of twenty-one (21) when compared to the 1993 figure.

Fire fatalities were eleven (11) an increase of six (6) when compared with the 1993 figure.

The General Register Office performed quite satisfactorily and especially in the area of Search and Transcription. The high morale of the staff in spite of unsatisfactory working conditions is to be commended.

During the year under review, there was an increase in the price of death, births and marriage certificates.

In accordance with the specification of the Pan American Health Organization and the Ministry of Health, Form 2, Death Registration was amended.

Twenty-six (26) new Registration Centers were created throughout the country particularly in the Interior Regions. These new centers will serve to improve the registration of births and deaths in the various regions.

As reported in 1993, no chemical or other preservation activity was undertaken. Hence the deterioration and destruction of registers and documents continued in 1994. Every effort will be made to ensure the early computerization of this department.

Notwithstanding, the constraints mentioned and other difficulties under which the staff functioned, revenue collected altogether through the issue of certificates and the performance of marriages totaled three million, five hundred and twenty-one thousand and thirty-one dollars and eighty-two cents (\$3,521,031.82).

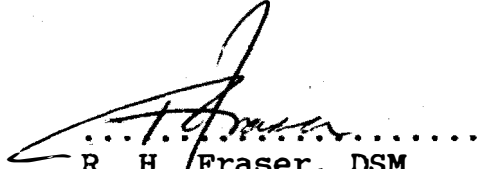
The main focus of the National Registration Centre in 1994 was the spearheading of all plans that were necessary for a free, fair and transparent Local Government Elections. The department enjoyed the confidence of all political parties and contending groups in the Local Government Elections. Instructive manuals and video tapes among other documents, were used in the preparation of staff for the said Elections. All necessary support was given to the Guyana Elections Commission in 1994 by the Department.

The Photographic Unit prepared thirty-one thousand, two hundred and fifty-two (31,252) identification cards for distribution throughout the country.

The general staff development programme allowed members of staff to participate in professional courses internally and externally. Generally, the various departments of the Ministry of Home Affairs performed favorably during 1994. Particularly the National Registration Centre during the Local Government Elections held in August.

Credit must also be given to the Registrar General and Staff for the improvement shown in the issuing of birth and other certificates to members of the public.

Once again the Public Service Ministry contributed, through the provision of training courses, to the development of staff of this Ministry.



R H Fraser, DSM
Permanent Secretary (ag)
Ministry of Home Affairs.

MISSION STATEMENT

To formulate policies in relation to the maintenance of PUBLIC ORDER and SAFETY and to ensure that such policies are implemented by the appropriate agencies in order to assist in protecting and maintaining the social fabric of Guyana.

ORGANIZATION AND MANAGEMENT (ORGANIZATIONAL CHARTS - See Appendices)

FINANCE DIVISION

The Finance Division was directly responsible for all financial operations of the Secretariat and also provided financial services to constituent departments.

Towards this end the Division was involved in making payments of personal emoluments to the Ministry's Secretariat, National Registration Centre, the General Register Office, the Police Complaints Authority, the Elections Commission and the Prisons and Fire Services. It also accounted for all expenditure on goods and services acquired; managed disbursement of funds under the capital budget; collected and accounted for revenue; checked and verified all property and ensured that adequate security existed for the safe guard of all public funds.

The Finance Division was headed by an acting Principal Assistant Secretary (Finance) and it was organized into two sections - Accounts and Field Audit in which all the senior staff were in acting capacities.

The staff organization was as follows:

	<u>Authorized</u>	<u>Actual</u>
Principal Assistant Secretary (Finance)	1	1
Chief Accountant	1	1
Accountant	1	1
Assistant Accountant	2	2
Accountants Clerk 111	5	4
Accounts Clerk 11/1	1.	3
Clerk of Works	1	1
Purchasing Clerk	1	1

Through constant supervision of the staff of this Division there was considerable improvement in the Accounting System. There has however been no proper reconciliation because of the absence of important records to conduct such reconciliation. The bank balance could not have been established and balances in the Bank accounts could not have been refunded to the Consolidated Fund.

More qualified staff needed to be recruited as the staff complement was below the required level.

With the exception of the reconciliation of accounts, all other targets set, were achieved by the Division.

FIELD AUDIT DIVISION

This Division continued to report directly to the Permanent Secretary. Even though its a section of the Finance Division, its role extends beyond that of Finance.

The main responsibility of the Division was to ensure that satisfactory safeguards exist within the Ministry and its five (5) constituent departments for the safe keeping of public funds and stores.

The establishment of the Division was:

	<u>Authorized</u>	<u>Actual</u>
Field Auditor	1	-
Stock Verifier	1	1

ADMINISTRATION DIVISION

The objective of this Division was to ensure that there existed an efficient and effective Administrative/Personnel/Registry to administer their specific responsibilities to the Ministry. Further it was necessary to give support to the other departments, viz, The Guyana Police Force, The Guyana Prisons Service, The Guyana Fire Service, the National Registration Centre and the General Registrar's Office, so that their respective goals and objectives could be achieved.

The work of the Ministry revolved around the activities of the Administrative Division, which was responsible for the following:

- Manpower planning, recruitment and staffing
- Human Resources Development
- Maintenance of Records and Information Support System
- The provision of secretarial and other office support services
- The Co-ordination of participation in special projects, community and national events.

The Division also had specific responsibilities under the:

- Public Holidays Act
- Births and Deaths Act
- Marriage Act
- Prisons Act
- Police Act
- Jurisdiction and Marriage Act
- Other Legislation pertinent to the maintenance of public Order and safety in Guyana.

The Administrative Division had responsibility for two (2) sections - General Duties and Registry and was headed by a Principal Assistant Secretary.

Its staff complement was as follows:

	<u>Authorized</u>	<u>Actual</u>
Principal Assistant Secretary (General)	1	1
Assistant Secretary (General & Training)	2	1
Administrative Assistant	1	1
Senior Registry Supervisor	1	1
Typist Clerk 11	5	5
Office Assistants	4	4
Charwomen	3	3
Driver	1	1

CENTRAL REGISTRY

During the year, the Central Registry consisted of a Senior Registry Supervisor typists clerk 11/1, four (4) office assistants and three charwomen.

The objectives of the Registry were:

- (a) to ensure incoming mail are properly routed to various Heads of Sections and relevant officers;
- (b) to ensure out-going mail are addressed and despatched on time so as to meet their destination either by post or by hand within the shortest possible time;
- (c) to ensure that routine typing is undertaken for the general administration - Personnel, Accounts Division, Research and Planning Division and the Field Audit Section;
- (d) to ensure that correspondence pertaining to the Administrative and Personnel Division are filed on a daily basis; and
- (e) to ensure that files are stored in their respective cabinet for easy retrieval.

PERSONNEL DIVISION

This Division was during the period being reviewed under the direct control of the acting Permanent Secretary.

The role of the Personnel Division is to pursue consistent, efficient and equitable Personnel Management practices for the staff of the Secretariat, General Register's Office, National Registration Centre, Fire and Prisons Services and to some extent the Guyana Police Force.

During the period under review the Division processed all matters in relation to:

- (a) recruitment of staff with the intention of securing suitably qualified persons to fill the vacancies. Some vacancies were filled by the recruitment of new officers while others were by transfer of staff and by promotions.

- (b) leave applications and leave passage assistance for all staff of the Ministry. The Division ensured that the leave roster was completed as far as possible any absence without leave was dealt with in accordance with Public Service Rules and Regulations.
- (c) the processing of advances for the purchase of motor vehicles and the issuing of acting and responsibility allowances to eligible staff.
- (d) maintaining of adequate records so that documentation necessary to verify that legal, regulatory and procedural requirements have been achieved by the Division.
- (e) the application of conditions of service as they involved employee relations with the view of providing the recognition of the human factor as a necessary input in achieving a high level of performance.
- (f) the processing of superannuation benefits for pensionable and non-pensionable employees of the General Register Office, National Registration Centre, Guyana Police Force Prisons and Fire Services and the Secretariat.
- (g) the filing of all correspondence and personnel matters which was done on a daily basis.

During the year the staff complement of this Division consisted of the following:

	<u>Authorized</u>	<u>Actual</u>
Senior Personnel Officer	1	1
Personnel Officer 11	1	-
Personnel Officer 1	1	1
Clerk 111 (G)	2	-
Clerk 11 (G)	3	3

SECURITY DEPARTMENT

The Management Services Division of Public Service Management was invited to complete the restructuring of the Security Department but same was not completed.

Some computer equipment was acquired during the year for use by the Department. The Immigration Support Services Division continued to issue approvals for Work Permits; renew Visas and processed applications for citizenship.

PAROLE BOARD

The Parole Board was constituted under the provisions of the Parole Act No. 24 of 1991.

The aim of the Act, through the Board, is to assist in the rehabilitation of prisoners by early release on licence and supervision and for recall to prison in case of breach of the licence.

Membership of the Board according to the act consisted of

- (a) a chairman, who shall be a person who has been or who is qualified to be a Puisne Judge of the High Court to be appointed by the Minister.
- (b) two other members to be appointed by the Minister of whom:
 - (1) one shall be a person who is a Medical Practitioner registered under the law relating to the registration of Medical Practitioners having special qualifications or experience in Psychiatry, and
 - (11) one shall be a person, who in the opinion of the Minister is qualified as having had experience of and shown capacity in, matters relating to the supervision, or after-care of discharged prisoners.
- (c) the Director of Prisons, ex-officio, and
- (d) a member of the Police Force, not below the rank of Assistant Commissioner of Police.

The undermentioned persons were appointed to serve on the Board for the period January 1st 1994 to December 31st 1995.

Mr. Milton B. Persaud, S.C. Attorney-at-law	Chairman
Mr. Florizel Matthews, B. Soc. Sc. Dip S.P. & A, retired Chief Probation Officer	Member
Dr. Bhiro Harry, M.D Psychiatrist	Member
Mr. Ovid Glasgow Assistant Commissioner of Police	Ex-officio Member

Mr. Cecil Kilkenny
Director of Prisons

Ex-officio Member

The undermentioned individuals who were chairman of the respective Visiting Committee of the Prisons during 1994 attended 1994 meetings of the Board.

- (ii) Mr. Pritam Singh - Lusignan Prison
- (iii) Mr. Carl Clementson - Mazaruni Prison

During the latter part of 1994, the undermentioned persons were appointed chairmen for each of the four prisons Visiting Committees.

- (i) Mr. Jose Da Silva - Georgetown Prison
- (ii) Mr. David R. Persaud - New Amsterdam Prison
- (iii) Mr. Carl Clementson - Mazaruni Prison
- (iv) Mr. Desmond Nicholson - Lusignan Prison

Mr. Jose Da Silva resigned on 01-12-1994 because of ill health.

During 1994, twenty-two (22) petitions were considered by the Board and were distributed as follows.:

Georgetown Prisons	9
New Amsterdam Prisons	5 including/female
Mazaruni Prisons	8

The Public Service Ministry approved in November 1993, the creation of the positions Head Parole Unit, Senior Parole Officer, Parole Officer and Typist Clerk. Only the positions of Head Parole Unit and Typist/Clerk were filled in 1994 thus placing great strain on these two officers.

NATIONAL REGISTRATION CENTRE

The Mission of this Department was to provide for the establishment of a National Register for the issue of identification cards and for purpose connected therewith.

Included in its responsibilities was the registering of all eligible Guyanese and the production and distribution of individual National Identification Cards.

LOCAL GOVERNMENT ELECTION 1994

The main activity of the Department for 1994 was the implementation of the programme set by the Elections Commission in relation to the conduct of the local Government Election held in August, 1994 for all eligible neighborhood Democratic Councils. These elections were successfully held under the direction and control of the Elections Commission with the assistance of four temporary senior Executive Managers, who, along with the Administrative staff of NRC planned and conducted the said Election.

The main events in this historic Electoral process were:

- (a) the revision of the preliminary Voters' List, which consisted of a registration exercise to update the said List.
- (b) the election of seventy-one (71) local Government Councils. This consisted of an Election by secret ballots cast at 929 Polling Stations on August 8th 1994.

Throughout the period of preparation for and conduct of the Local Government Elections 1994, supervisors were directly engaged in

- (a) training of field staff
- (b) monitoring and evaluating field operations
- (c) assisting, guiding and reporting for field staff
- (d) answering queries and advising of the public

Certain members of staff participated in professional courses and events organized by other institutions. Weekly staff development sessions were held during the year under review.

The National Registration Centre during 1994 enjoyed the confidence of all political parties and contesting groups. With few exceptions, if any, electoral related groups were quite satisfied with the initiatives taken and the support given to the Guyana Elections Commission, in staging the Local Government Election, 1994.

During 1994, the staff complement of the National Registration Centre was as follows:

	<u>AUTHORIZED</u>	<u>ACTUAL</u>
Commissioner	1	nil
Deputy Commissioner	1	nil
Assistant Commissioner	1	nil
Registration Officer and Executive Assistant	1	1
Supervisors	4	nil
Chief Photographers	1	nil
Registration Clerk 111 Accounts	2	2
Store Keeper 111	1	nil
Registration Clerk 111 Accounts Photographers	18	7
Registration Clerk 1	11	5
Stores Clerk	1	nil
Stores Attendant	1	nil
EDP Operator 111	1	nil
EDP Operator 1		nil
EDP Operator 11	1	
Typist Clerk 111	1	1
Typist Clerk 11/1	1	nil
Telephonist 11/1	1	1
Office Assistant	1	1
Vehicle Driver	2	1
Cleaners	2	1
Handyman	1	nil
Confidential Secretary	1	nil

GENERAL REGISTER OFFICEMISSION STATEMENT

"To maintain and secure National Registers and Registration forms of births, deaths and marriages of the Guyanese people and to supply members of the public upon request, extracts of the entries recorded, with the minimum of delay."

The General Register Office, as a Department of the Ministry of Home Affairs operates in accordance with the Registration of Births and Deaths Act Cap. 44:01 and the Marriage Act Cap. 45:01 of the Laws of Guyana.

The activities of the Department revolved around the processing of petitions for Marriages, the registration of births and deaths and marriages and the issuing of the relevant certificates. This Department also makes amendments to the original records of births as authorised by Court Orders.

The overall performance of the Department was satisfactory, particularly in the area of Search and Transcription.

The establishment of the Department was:

	<u>Authorised</u>	<u>Actual</u>
Registrar General	1	1
Deputy Registrar General	1	1
Head Administration	1	1
Accountant	1	-
Head Data Processing	1	-
Supervisor, Receiving/Despatch Section	1	1
Supervisor, Search/Late & re-Registration	1	1
Supervisor, Transcription Section	1	-
Confidential Secretary	1	1
Clerk of Marriages	1	1
Accounts Clerk	3	2
Receiving/Despatch Clerk	8	8
Data Entry Clerk	2	2
E.D.P. Clerk	1	1
Search/Transcriber	12	12
Clerk (Registration)	2	2
Records Clerk Typist	1	1
Drive/Office Assistant	1	-
Office Assistant	1	1
Cleaner	2	2

POLICE COMPLAINTS AUTHORITY

The Office of the Police Complaints Authority Secretariat was brought into being by the Police Complaints Act No.9 of 1989.

During 1994, the authority received one hundred and forty six (146) complaints, a small increase over 1993.

Fifty six (56) complaints were made against members of the force who allegedly delayed to act promptly upon reports made at the various police stations.

The Complaints Authority is of the opinion, based upon reports received from investigating officers, that enough time and care were not spent when investigating complaints.

There were forty six (46) complaints of incidents of wrongful arrests and illegal detention during 1994.

STAFFING:

There is need for more staff. Mr. Mclean Ogle retired in December, 1993 and no one was employed during 1994 to fill the vacancy.

Vacancies also exist on the Panel since the retirement of the Mr. Wallace and Father Khanai as members.

	<u>AUTHORISED</u>	<u>ACTUAL</u>
Secretary	1	-
Legal Officer	1	-
Administrative Assistant	1	0
Confidential Secretary	1	1
Accounts Clerk lll	1	0
Typist Clerk lll	1	1
Office Assistant	1	-
Cleaner	1	-

The authority is appealing for the filling of all vacancies.

All complaints received by the authority were submitted to the Commissioner of Police.

SUMMARY AND REVIEW OF CURRENT YEAR'S PROGRAMMEFINANCE DIVISION

ITEM NO.	TARGETS SET FOR YEAR	TARGETS ACHIEVED	ANALYSIS OF SUCCESSES FAILURES-
01	Collecting and bringing to account revenues and other receipts	100%	Consistent Supervision and improved staff performances due to training
02	Payment of salaries and other charges	100%	-do-
03	Preparation of monthly Financial Statements, including Revenue etc.	100%	-do-
04	Reconciliation of Accounts	nil	The absence of important records caused lapse in reconciliation.
05	Reconciliation of Ledger Accounts - 6011,6022,6041 & 6063		No. D.P.U. Reports available from Ministry of Finance to conduct this exercise.

FIELD AUDIT DIVISION

ITEM NO.	TARGETS SET FOR THE YEAR	TARGETS ACHIEVED	ANALYSIS OF SUCCESSES OR FAILURES
01	Conducting Audit Inspections and Stock Verification	90%	Inspite of constraints it was possible to visit 15 police stations and other agencies and carry out audit inspections.

SECURITY DEPARTMENT

I TEM	ACTIVITIES	RECEIVED	APPROVED	IN PROCESS
1	Application for Citizen- ship - Naturalisation - Registration - Renunciation	24 70 71	24 70 71	- - - -
2	Processing of Application for Work Permits	1,246	1,246	-
3	Processing of Visa application	845	845	-
4	Processing Extension of Stay Applications	1,447	1,447	-
5	Processing Applications for Permission to Reside	16	16	-
6	Processing Applications of Foreigners to visit the Interior	376	376	-
7	Vetting of Public Servants	7	7	-
8	Monitoring of students having Government Contractual Obligations	401	401	-

ADMINISTRATION DIVISION 1994

ITEM NO.	TARGETS SET FOR THE YEAR	TARGET ACHIEVED	ANALYSIS OF SUCCESSES OR FAILURES
01	Processing of application under the Gambling Control Act	114	A reduction of 21 as a result of effective control measures exercised over granting of approval.
02	Providing secretarial and administrative support to Georgetown Prisons Visiting Committee meeting	2	A decrease of 80% due to late appointments of members,
03	Processing of applications for the appointments of marriage officers	94	An increase of 44.6%
04	Processing application for registration of building for publication of Banns and notices of marriage	6	A decrease of 20% due to a prolonged investigative period.
05	Recruitment of Staff	95%	Recruitment exercise was satisfactory.
06	Appointment of Staff according to establishment also acting appointment	95%	Work was performed satisfactorily
07	Processing of leave application	100%	Work done with satisfaction.
08	Forwarding of advances and responsibility allowances		Work done with satisfaction.
09	The keeping of adequate records reporting for Record of Service, Promotion and disciplinary action.	98%	-do-
10	Preparation of Superannuation papers	75%	Inadequate records caused delays.

PAROLE BOARD

ITEM NO:	TARGETS SET FOR THE YEAR	TARGET ACHIEVED	ANALYSIS OF SUCCESSES OR FAILURES
01	Receiving Parole application	100%	Received 23 applications
02	Processing Parole applications	20%	The processing of the 23 applications plus 20 others from the previous years were not completed because of the lack of, or all of the following documents, Home Study Report, Criminal record, Chancellor's Report, Director of Public Prosecution's Report and the comments of judge by whom the sentence was imposed.
03	Holding Board Meetings	100%	24 Board meetings were convened.
04	Preparing Licence for the Minister's signature	10%	4 licenses were signed by the Minister.
05	Liaise with the Probation Service for Home study and Quarterly Reports		Limited manpower man-power affected the ops. of the Probation Services.

06	Liaise with Police to obtain the Criminal Records for the prospective paroles.	20%	The Police also informed the Board that they were operating with limited staff.
07	Visits to the Prisons	80%	Six (6) out of eight (8) proposed visits were made.
08	Meeting with legal Personnel	100%	Discussions on Regulations, Amendment and Interpretation of the law.
09	Assist in facilities for rehabilitation in and out of Prison	75%	Seeking help from NGO's.
10	Discussion with Prisoners about parole	80%	
11	Sensitizing the public about Parole	80%	
	<ul style="list-style-type: none"> a. Talks on Radio b. Meeting with press c. Series of short statement in the news media. d. Seminar 		<p>Meetings held N/A. Two statement were issued.</p> <p>One Seminar convened for a better understanding of the role of the Parole Board as it relates various Agencies.</p>

NATIONAL REGISTRATION CENTRE
MISSION STATEMENT

**"TO PROVIDE FOR THE ESTABLISHMENT
OF A NATIONAL REGISTER FOR THE
ISSUE OF IDENTIFICATION CARDS
AND FOR PURPOSES CONNECTED
THEREWITH."**

ITEM NO.	TARGETS SET FOR THE YEAR	TARGETS ACHIEVED	ANALYSIS OF SUCCESS OR FAILURES
1.	Conduct Local Government Elections for all eligible (71) Neighborhood Democratic Councils.	100%	Most successful. Staff members played a positive and meaningful role.
2.	Distribution of identification cards	31,252	
3.	Register eligible persons re: Local Government Elections.	95%	
4.	Revision of Preliminary Voters Lists.	100%	
5.	Training of field staff in preparation for and conduct of Elections.	100%	
6.	Editing new Registration cards. Editing old registration cards. making corrections in records effecting effecting transfers collating objections filing application forms processing application forms for I.D. distribution	5,215 128,774 2,180 4,053 1,362 2,395 6,935	

GENERAL REGISTER OFFICE

ITEM NO:	TARGETS SET FOR THE YEAR	TARGETS ACHIEVED	ANALYSIS OF SUCCESSES OR FAILURES
01	Computerisation of the entire system.	Not Achieved	Tendering process was incomplete in 1994.
02	Preservation of documents etc. (1) transcribing of entries from deteriorated documents to registers by hand	40% of the amount allocated for the period.	Some of the registers are such disrepair that often only two or three details of an entry are obtained.
03	1 supervisor and 4 transcribers (11) the procuring of expert advise on preservation	not achieved	
04	Amendments to the Marriage Act Chapter 45:01 of the Laws of Guyana	not achieved	Although reminders were sent to the Chief Parliamentary Counsel, no further action was taken on the draft submitted.
05	Increases in prices of certificates.	100% achieved	Price of birth and death certificates is now \$30.00 per copy. The marriage certificate remained at \$40.00 per copy
06	Compilation of statistics of deaths for transmission to National Registration Centre and National	100% achieved	

Insurance Scheme

07	Visits to Registration Centres by Deputy Registrar General	25%	The Deputy Registrar General carried out visits to some centres on the East Coast, East Bank and West Coast of Barbice.
08	Liquidation of Arrears (1) for 1994	95% achieved	At the end of January, 1995, only 583 applications remained to be processed in the Search Unit for 1994. The other Units were processing work for November and December, 1994.
	(2) Maintaining work up-to-date	80% Overall	Search Unit processing work up-to-date. Transcription and Despatch and Receipt are processing for November and December, 1994.

REVIEW OF SPECIAL INITIATIVE

During the year in review staff members were in attendance at private classes in various subject areas.

Training facilities were again provided by the Public Service Ministry and other institutions in efforts to further upgrade workers. Courses were held in:

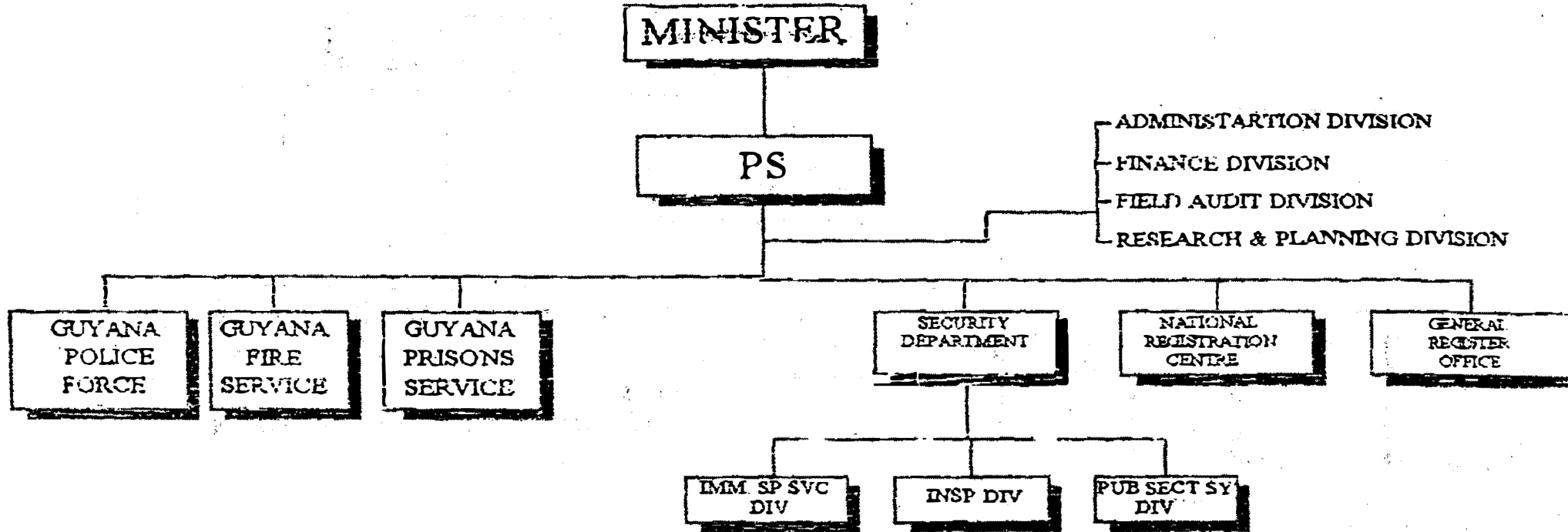
1. Career Opportunity Service
2. Pitman's Higher English and Typing
3. Certificate in Commerce
4. Diploma - Secretarial Science
5. Diploma - Accountancy (University of Guyana)
6. Training of Trainers
7. Procurement and Stores Management
8. Managing Meetings
9. Personnel Practice and Policy
10. Counselling skills for Supervisors
11. Office Assistants Seminar
12. First Aid for the Office
13. Registry Management in the Public Service
14. Professional Secretarial Practices
15. English Language and Communication for the Office

The Ministry of Home Affairs will continue to assist in providing training for the development of its members of staff.

A

ORGANISATION CHART
GLOBAL STRUCTURE - MINISTRY OF HOME AFFAIRS

APPENDIX

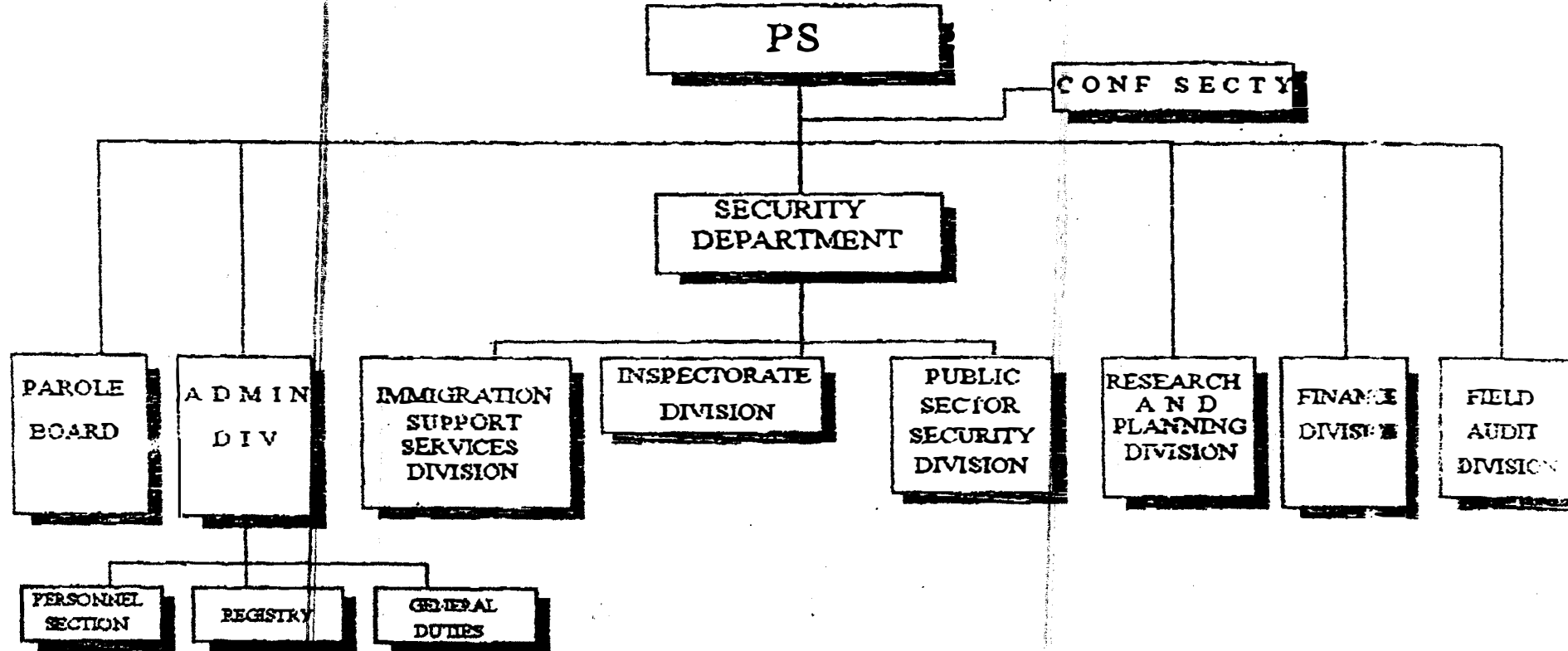


B

ORGANISATION CHART

APPENDIX

MINISTRY OF HOME AFFAIRS SECRETARIAT

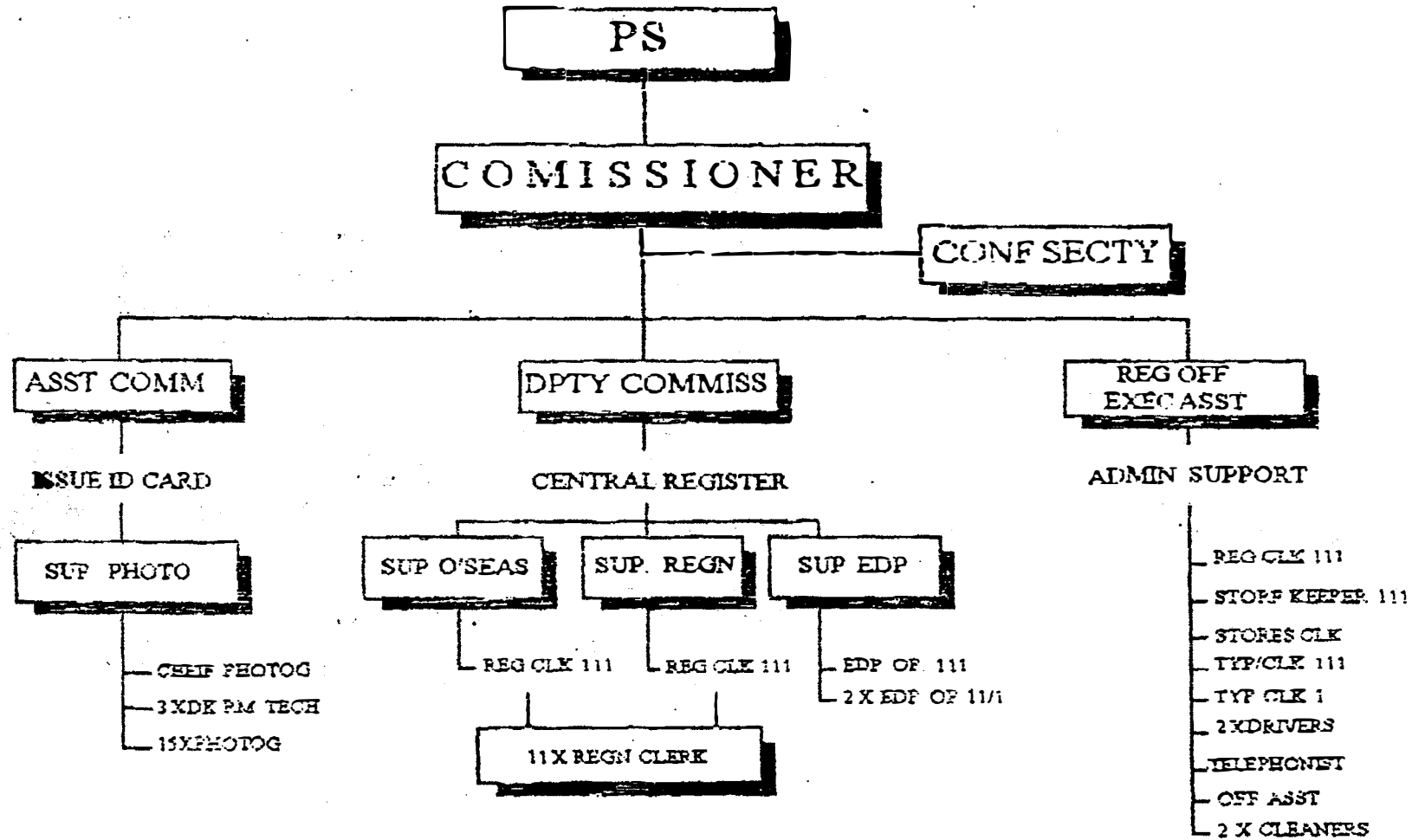


- C -

ORGANISATION CHART

APPENDIX

NATIONAL REGISTRATION CENTRE

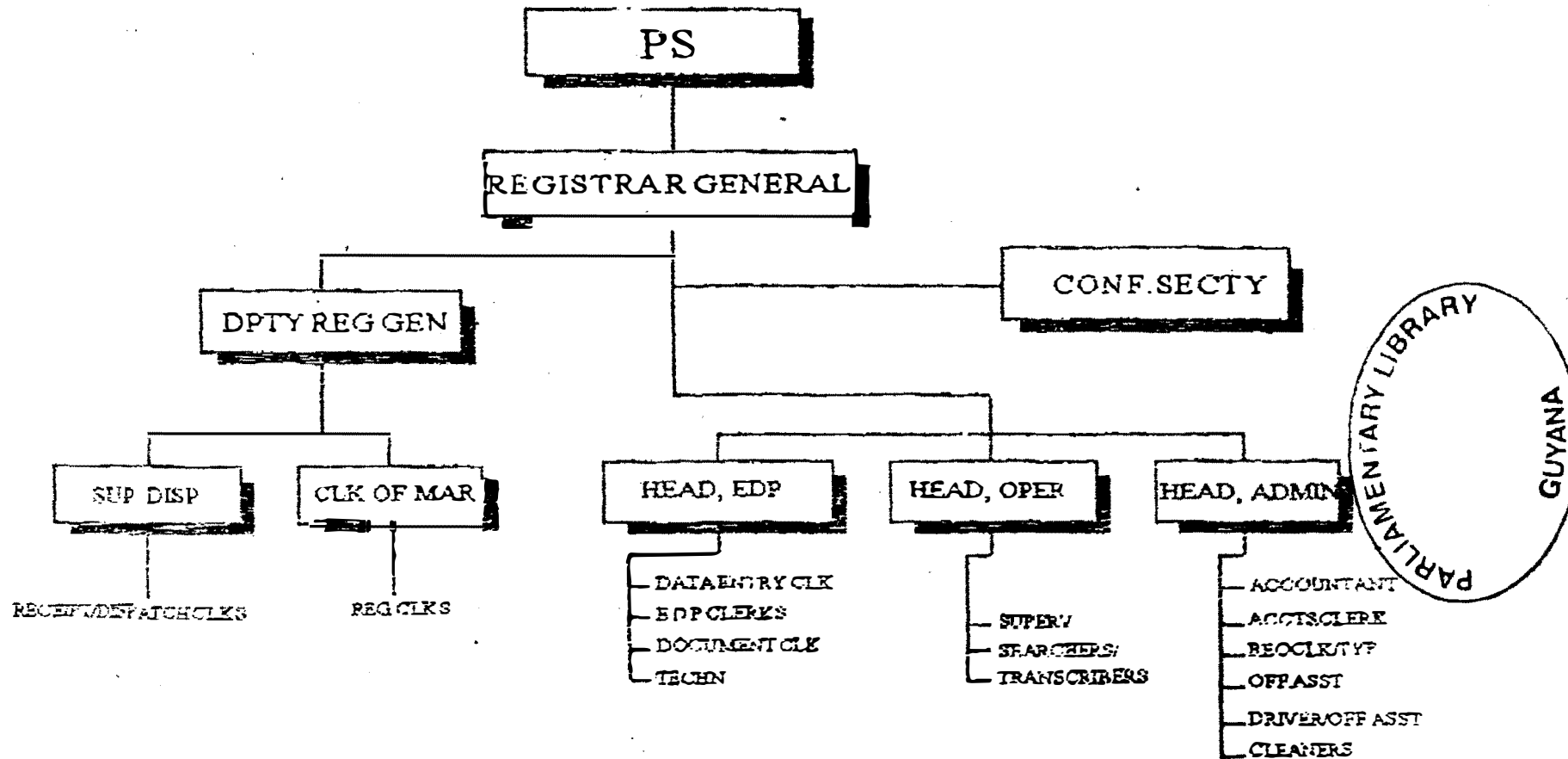


D

ORGANISATION CHART

APPENDIX

GENERAL REGISTER OFFICE



E

HEAD 12
BUDGETED AND ACTUAL CURRENT EXPENDITURE 1994
ELECTIONS COMMISSION

SUB TOTAL	EXPENDITURE	BUDGETED 1994	ACTUAL 1994
	Total Appropriation Expenses	10,681,000	14,562,000
	Total Employment Cost	1,634,000	1,548,000
	Wages and Salaries	1,385,000	1,347,000
101	Administrative	760,000	751,000
102	Senior Technical		
103	Other Technical & Craft Skilled	91,000	79,000
104	Clerical and Offices Support	387,000	377,000
105	Semi Skilled Operatives & Unskilled	147,000	140,000
	Over Head Expenses	249,000	201,000
201	Other Direct Labour Cost	125,000	82,000
203	Benefits and Allowance	72,000	66,000
204	National Insurance	52,000	53,000
	Other Charges	9,047,000	13,014,000
302	Materials, Equipment & Supplies	36,000	56,000
303	Fuel and Lubricants	254,000	254,000
304	Rental and Maintenance of Buildings	12,000	8,000
306	Electricity Charges	480,000	396,000
307	Transport, Travel and Postage	132,000	186,000
308	Telephone Charges	120,000	104,000
309	Other Services Purchased	13,000	10,000
314	Other	8,000,000	12,000,000

F

HEAD 21
BUDGETED AND ACTUAL CURRENT EXPENDITURE 1994
MINISTRY OF HOME AFFAIRS (SECRETARIAT)

SUB HEAD	EXPENDITURE	BUDGETED 1994	ACTUAL 1994
	Total Appropriate Expenses	19,502,000	16,935,000
	Total Employment Cost	7,583,000	7,500,000
	Wages and Salaries	5,838,000	5,759,000
101	Administrative	2,618,000	2,604,000
102	Senior Technical	701,000	712,000
103	Other Technical & Craft Skilled	155,000	182,000
104	Clerical & Office Support	2,127,000	2,060,000
105	Semi-skilled Operatives & Unskilled	237,000	201,000
201	Over Head Expenses	1,745,000	1,029,000
201	Other Direct Labour Cost	1,157,000	1,029,000
202	Incentives		
203	Benefits and Allowances	272,000	332,000
204	National Insurance	316,000	380,000
	Other Charges	11,919,000	9,435,000
302	Materials, Equipment & Supplies	1,979,000	1,739,000
303	Fuels and Lubricants	198,000	45,000
304	Rental & Maintenance of Buildings	1,480,000	2,532,000
305	Maintenance of Infrastructure	507,000	544,000
306	Electricity Charges	865,000	410,000
307	Transport, Travel & Postage	2,467,000	1,475,000
308	Telephone Charges	300,000	336,000
309	Other Services Purchased	1,150,000	404,000
312	Subsidies & Contribution's etc.	2,398,000	1,177,000
314	Other	575,00	773,000

G

HEAD - 23 - PRISONS
BUDGETED AND ACTUAL CURRENT EXPENDITURE 1994
HEAD CODE: 23

SUB HEAD	EXPENDITURE	BUDGETED 1994	ACTUAL
		\$ 000	\$ 000
	Total Appropriate Expenses	<u>122,477</u>	
	Total Employment Costs	<u>47,681</u>	<u>47,881</u>
	Wages and Salaries	<u>33,740</u>	<u>33,931</u>
101	Administrative	3,580	3,576
102	Senior Technical		
103	Other Technical & Craft Skilled	12,500	12,516
104	Clerical & Office Support	7,075	6,624
105	Semi skilled operative & unskilled	10,585	11,215
	OVERHEAD EXPENSES	<u>13,941</u>	
201	Other Direct Labour Cost	<u>78</u>	<u>230</u>
202	Incentives		
203	Benefits and Allowance	11,542	11,340
204	National Insurance	2,321	2,380
205	Pensions and Gratuities		
	OTHER CHARGES	<u>74,796</u>	<u>74,944</u>
301	Expenses Specific to the Agency		
302	Materials, Equipment & Supplies	19,330	16,888
303	Fuel & Lubricants	4,901	
304	Rental & Maintenance of Building	2,548	679
305	Maintenance of Infrastructure		4,359
306	Electricity Charges	3,485	3,748
307	Transport, Travel & Postage	3,843	197
308	Telephone Charges	155	78
309	Other Service Purchased	118	-
310	Education Subvention-Grants etc.		
311	Rates & Taxes & Subventions to L/A		
312	Subsides and Contribution etc		
313	Refunds of Revenue		

H

HEAD 24
BUDGETED AND ACTUAL CURRENT EXPENDITURE 1994
POLICE COMPLAINTS AUTHORITY

SUB HEAD	EXPENDITURE	BUDGETED 1994	ACTUAL 1994
	Total appropriation expenses	1,803,000	670,000
	Total Employment Cost	293,000	444,000
	Wages and Salaries	236,000	414,000
101	Administrative		
102	Senior Technical		
103	Other Technical & Craft Skilled		
104	Clerical and Office Support	187,000	366,000
105	Semi Skilled Operatives & Unskilled	49,000	52,000
	Over Head Expenses	57,000	26,000
203	Benefits and Allowance	9,000	4,000
204	National Insurance	48,000	22,000
	Other Charges	1,510,000	226,000
302	Materials, Equipment & Supplies		76,000
304	Rental and Maintenance of Buildings	43,000	43,000
307	Transport, Travel and Postage	1,420,000	
308	Telephone	12,000	7,000
309	Other Services Purchased	9,000	
314	Other	26,000	100,000

1

HEAD 25 FIRE PROTECTION SERVICES
BUDGETED AND ACTUAL CURRENT EXPENDITURE - 1994

SUB HEAD	EXPENDITURE	BUDGETED 1994	ACTUAL 1994
	Total Appropriation Expenses	47,398	44,440
	Total Employment Costs	37,296	35,047
	<u>WAGES AND SALARIES</u>	21,176	21,242
101	Administrative	2,785	2,843
102	Senior Technical	-	-
103	Other Technical and Craft Skilled	18,176	18,155
104	Clerical and Office Support	-	-
105	Semi Skilled Operatives & Un- skilled	215	244
	<u>OVERHEAD EXPENSES</u>	16,120	13,805
201	Other Direct Labour Cost	523	710
202	Incentives	-	-
203	Benefits and Allowances	13,797	11,069
204	National Insurance	1,800	2,026
205	Pensions and Gratuities	-	-
	<u>OTHER CHARGES</u>	10,102	9,393
301	Expenses Specific to the Agency	-	-
302	Materials, Equipment & Supplies	1,227	1,234
303	Fuel and Lubricants	2,887	2,566
304	Rental and Maintenance of Building	380	985
305	Maintenance of Infrastructure	424	422
306	Electricity Charges	276	328
307	Transport, Travel and Postage	4,068	2,884
308	Telephone Charges	500	499
309	Other Service Purchased	190	275
310	Education Subvention-Grants etc.	-	-
311	Rates & Taxes and Subventions to L/A	-	-
312	Subsidies and Contributions etc	-	-
313	Refunds of Revenue	-	-
314	Other	150	200

J

HEAD 26

BUDGETED AND ACTUAL RECURRENT EXPENDITURE - 1993

NATIONAL REGISTRATION CENTRE.

SUB HEAD	EXPENDITURE	BUDGETED 1994	ACTUAL 1994
	Total Appropriate Expenses	134,897,000	138,578,000
	Total Employment Cost	3,910,000	3,071,000
	Wages and Salaries	3,098,000	2,682,000
101	Administrative	324,000	411,000
102	Senior Technical		
103	Other Technical & Craft Skilled	1,417,000	797,000
104	Clerical and Office Support	1,078,000	1,311,000
105	Semi Skilled Operatives & Unskilled	279,000	163,000
	Over Head Expenses:		
201	Other Direct Labour Costs	516,000	147,000
203	Benefits and Allowances	36,000	9,000
204	National Insurance	260,000	233,000
	Other Charges:		
302	Materials, Equipment & Supplies	15,489,000	6,626,000
303	Fuels & Lubricants	757,000	666,000
304	Rental and Maintenance of Buildings	1,810,000	2,060,000
305	Maintenance of Infrastructure	438,000	234,000
306	Electricity Charges	4,000,000	1,945,000
307	Transport, Travel & Postage	1,181,000	1,622,000
308	Telephone Charges	48,000	31,000
309	Other services Purchased	1,168,000	1,057,000
310	Education Subvention-Grants etc.,	96,000	
311	Other	106,000,000	121,266,000

K.

HEAD 27

BUDGETED AND ACTUAL CURRENT EXPENDITURE - 1994

GENERAL REGISTER OFFICE

SUB HEAD	EXPENDITURE	BUDGETED 1994	ACTUAL 1994
	Total Appropriate Expenses	8,227,000	8,146,000
	Total Employment Costs	3,585,000	3,532,000
	Wages and Salaries	3,035,000	3,068,000
101	Administrative	739,000	740,000
102	Senior Technical	-----	-----
103	Other Technical & Craft Skilled	287,000	290,000
104	Clerical & Office Support	1,903,000	1,917,000
105	Semi Skilled Operatives and Un-skilled	106,000	121,000
201	Overhead Expenses	550,000	464,000
203	Other Direct Labour Cost	30,000	26,000
	Benefits & Allowances	330,000	239,000
204	National Insurance	190,000	199,000
	Other Charges	4,642,000	4,614,000
302	Materials, Equipment & Supplies	500,000	500,000
303	Fuel & Lubricants	-----	-----
304	Rental & Maintenance of Buildings	72,000,000	68,000,000
305	Maintenance of Infrastructure	-----	-----
306	Electricity Charges	140,000	139,000
307	Transport, Travel & Postage	12,000	5,000
308	Telephone Charges	13,000	27,000
309	Other Services Purchased	2,313,000	2,301,000
314	Other	1,592,000	1,574,000

L

MINISTRY OF HOME AFFAIRS

PROJECT OR ACTIVITY	PROJECT	TYPE			FINANCING				STATUS
	LIFE YEAR	NEW	ON-GOING	COMPLETED	TOTAL BUDGETED FOR THE PROJECT	TOTAL DISBURSED TO DATE	TOTAL REQUESTED IN CURRENT YEAR	ACT. DISBURSED IN CURRENT YEAR	ESTIMATED % OF PRO. COMPLETED
Home Affairs Building	1	X	-	X					
Repairs and Painting	1	X	-	X	3,500,000.00	3,500,000.00	3,500,000.00	3,500,000.00	100
General Register Office	1	X	-	X	1,000,000.00	994,000.00	1,000,000.00	994,000.00	98
National Registration Centre	1	X	-	X	2,000,000.00	980,800.00	1,000,000.00	980,000.00	97
<hr/>									
Purchase of Equipment									
Vacuum Cleaner	1	X	-	X	14,995.000	14,995,000.	14,995.000	14,995,000	100
North Star Key System	2	-	X	X	353,000.00	353,000.00	353,000.00	353,000.00	100
Two Typewriters	1	X	-	X	190,000.00	190,000.00	190,000.00	190,000.00	100
three typist chairs	1	X	-	X	67,500.00	67,500.00	67,500.00	67,500.00	100
Air conditioner Unit	1	X	-	X	125,000.00	125,000.00	125,000.00	125,000.00	100
four steel cabinet	1	X	-	X	170,000.00	170,000.00	170,000.00	170,000.00	100
three Flasks	1	X	-	X	3,600.00	3,600.00	3,600.00	3,600.00	100
					924,095.00	924,095.00	924,095.00	924,095.00	

