

CO-OPERATIVE REPUBLIC OF GUYANA

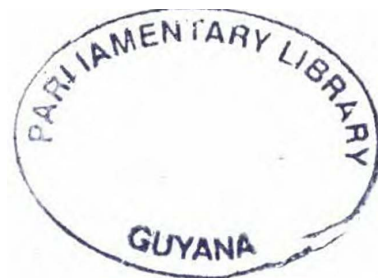
MINISTRY OF LOCAL GOVERNMENT

ANNUAL REPORT

1998

Submitted Pursuant To:

PUBLIC SERVICE MANAGEMENT



CONTENTS

1.0	Executive Summary	
2.0	Mission Statements	3
3.0	Organisation and Management	4
3.1	Structure	4
	Ministry of Local Government	
	Organisation Chart	5
3.2	Description of Divisions	6
3.2.1	Local Government Division	6
	Local Government Division	
	Organisation Chart	7
	Staffing	7
	General Observations	8
3.2.2	Planning and Training	9
	Planning and Training	
	Organisation Chart	10
	Staffing	10
	General Observations	11
3.2.3	Hinterland Affairs	12
	Hinterland Affairs	
	Organisation Chart	13
	Staffing	14
	General Observations	14
3.2.4	General Administration	15
	General Administration	
	Organisation Chart	15
	Staffing	16
	General Observations	16
3.2.5	Personnel Section	17
	Staffing	17
	Personnel Section	
	Organisation Chart	18
3.2.6	Registry	19
	Staffing	19
	General Observations	19

4.0	Summary and Review of Reporting Year's Programme	20
4.1	Local Government Division	20
4.2	Planning and Training	22
4.3	Amerindian Affairs	23
4.3.1	General Administration	
4.3.2	Welfare Division	
4.4	General Administration	25
4.4.1	Personnel	25
4.4.2	Registry	26
5.0	Projections	27
5.1	Local Government	27
5.2	Amerindian Affairs	27
6.0	Appendices	28
6.1	Current Appropriation Account For Year Ending 31-12-1998	
	Programme 1 Main Office	29
	Programme 2 Ministry Administration	32
	Programme 3 Regional Development	35
6.2	Status Report On Surveys Of Amerindian Lands	38
6.3	Details Of Capital Expenditure –1998- Amerindian Development 14015	39

1.0 EXECUTIVE SUMMARY

This report seeks to highlight the main focus of the Ministry of Local Government for the year 1998. It provides an analysis of the achievement of the work of the constituent departments of the Ministry: Local Government, Planning and Training, Amerindian Affairs, Finance and General Administration.

This Ministry faced the challenges of the foregoing year head on with the execution of a number of programmes and activities geared at Regional Development for the Ten (10) Administrative Regions. The Local Government Ministry through the insights and initiative of the Ministers, the Permanent Secretary, the Chief Regional Development Officer, the Principal Regional Development Officers and supporting staff, has noticed marked improvements in relation to the development of the Ministry, the Regions and the Local Authorities.

- Training programmes were designed to improve the awareness of Officers within the system and significant emphasis was placed on visits to the Amerindian communities. Through external aid from non-governmental organisations and other sector-agencies, we have seen the development of income generating projects in a number of communities and more Neighbourhood Democratic Councils have completed their work schedules. All these are the results of the Ministry's dedication to ongoing training.
- While staffing is considered to be a serious problem, within the Ministry there are a few experienced, knowledgeable and hard working members of staff who have decided to accept the challenges of the tasks ahead.

During the year the Ministry benefited from the services of training programmes conducted by CARICAD, the National Democratic Institute for International Affairs, The Commonwealth Local Government Forum and our training unit.

Staff members benefited from training programmes from the Public Service Management.

For the reporting year the Ministry was able to play a significant role in improving the communication for residents of the North Rupununi through the provision of radio sets by UNDP.

Through the activities of the Ministry and the Regional Administrative Bodies the importance of local governance is reaching more and more people.



.....
Roshan Ali
Permanent Secretary (a.g.)

Ministry of Local Government

Kingston

GEORGETOWN

4

July 29, 1999

2.0

MISSION STATEMENTS

“To supervise and maintain the legal and regulatory framework for the systems of regional and local administration, to ensure and facilitate the economic development of the Regions”.

“To promote the continued integration of the Amerindian community into the wider Guyanese society, and to encourage self sufficiency and economic and social development in the hinterland Regions”.

3.0 ORGANISATION AND MANAGEMENT

3.1 Structure:

The functions/activities for which the Ministry is responsible were distributed among three core areas as follows:

- Local Government
- Planning and Training
- Hinterland Affairs

Additionally, the administrative support came from the

- General Administration (where all personnel, clerical, secretarial, records management and ancillary services are grouped.)
- Finance

3.2.1 LOCAL GOVERNMENT DIVISION

The key tasks of the division were.

- (a) Monitoring the operations of Local Government Organs (Neighbourhood Democratic Councils, Regional Democratic Councils and Municipalities to ensure compliance with the legal and administrative requirements.
- (b) Examining Audit Reports, Minutes of Meetings and other paper work submitted by those Neighbourhood Democratic Councils, Municipalities and Regional Democratic Councils.
- (c) Advising Neighbourhood Democratic Councils and Municipalities on their statutory functions.
- (d) Advising on Local Government reform and amendments to relevant legislation and by-laws with assistance from the office of the Attorney General.
- (e) Assisting in the training of Councillors and Local Government Officers in collaboration with the Training and Planning Division of this Ministry.
- (f) Dealing with correspondences from the various Neighbourhood Democratic Councils.
- (g) Dealing with queries and correspondence from members of the public on matters which pertain to Neighbourhood Democratic Council, Regional Democratic Councils and Municipalities.
- (h) Collecting and analysing data on Rates and Arrears Rates including drainage and irrigation rates by Neighbourhood Democratic Councils.
- (i) Visiting Neighbourhood Democratic Councils and Municipalities and having discussion with Councillors and Officers.

Local Government Division
Organisation Chart

Permanent Secretary

C.R.D.O

| P.R.D.O |
| Local Govt. |

S.R.D.O

S.R.D.O

R.D.O R.D.O] R.D.O R.D.O]

Staffing:

The staff establishment of the Local Government Division comprised

Principal Regional Development Officer
Senior Regional Development Officers
Regional Development Officers
Confidential Secretary

The present complement of staff in this Division is:

Principal Regional Development Officer
Senior Regional Development Officer
Confidential Secretary (ag)

The numbers of vacancies in the Division are:

4 Senior Regional Development Officer
Regional Development Officers

General Observations

In several ways the division advised and co-operated with the other divisions of this Ministry. This co-operation, collaboration and communication played an important part in achieving the objectives of the Ministry as a whole.

Officers of the Local Government Division participated in several National Events, including, Mashramani and Independence. Mrs. Joan Elvis served as a member of the Cde. Mash Male and Female Costume committee, and also represented the Principal Regional Development Officer (LG) on the National Commemoration Committee, when he was unable to attend.

During the year the Principal Regional Development Officer attended the following:

- (a) National Trust Board Meetings.
- (b) National Commemoration Committee Meetings.
- (c) Environmental Protection Agency Meetings.

3.2.2 PLANNING AND TRAINING DIVISION

The key tasks of the division were

- (a) Assist both Regional and Sectoral administrations in planning, implementing, monitoring and evaluating projects, programmes and activities
- (b) Ensure that regional plans are coordinated and are consistent with National Policies.
- (c) Initiate and conduct training programmes and courses for both elected and staff at all levels
- (d) Identify and provide technical and professional support to Regional and Local Government bodies

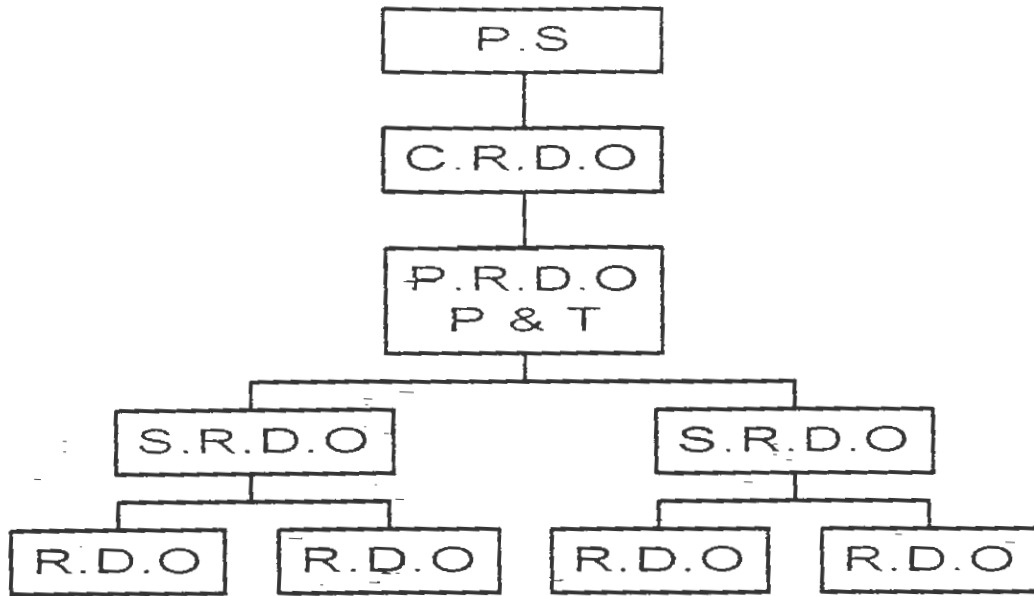
- (e) Access funding for capacity-building programmes aimed at Regional and Local Government administrations

Develop, manage and sustain a data base on technical and professional staff within the system.

- (g) Coordinate with the relevant bodies the formulation and management of a database for the entire Regional and Local Government System.

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Organisational Chart
Planning and Training



Staffing

The staff establishment of the Division is

- 1 Principal Regional Development Officer
- 2 Senior Regional Development Officer
- 4 Regional Development Officers
- 1 Typist

The present complement of staff is:

- 1 Principal Regional Development Officer
- 1 Regional Development Officer
- 1 Typist Clerk I

Vacancies in the Division are

- 2 Senior Regional Development Officers
- 3 Regional Development Officer

General Observations

The year 1998 was a very productive one for this division. As early as the first quarter of the year the newly elected Regional Officials were oriented into the Local Government system. As an arm of this Ministry, this division sought to publicize the work of the Ministry in general, and the Regional Administrations and Local Authorities in particular. During the course of attending meetings and seminars, there were reasons to promote the work of the Ministry, Regions and Local Authorities

As a Local Government and Regional Development counterpart to UNDP, UNICEF and other funding agencies, the division has helped to enable some communities, Municipalities, Regions and Local Authorities to access funding for various projects.

For the reporting period some key tasks and activities performed for the division were.

- (a) In collaboration with UNDP coordinating the activities of the Poverty Alleviation Programmes for communities of North Rupununi.
- (b) Conduct orientation programmes for Regional Officials in the various Regions.
- (c) Laise with CARICAD's consultants to identify training needs and provide training programmes for Local Government bodies and Amerindian Councils.
- (d) Laise with CARICAD on the implementation and use of Geographical Information Systems for local governance
- (e) Conduct training programmes for Overseers.
- (f) Coordinate training programmes for Municipal Officials sponsored by the Greater London Employers Association (GLEA).
- (g) With assistance from the National Democratic Institute (NDI) conduct training programmes for N.D.C Officials
- (h) Participate in seminars and meetings hosted by UNDP, UNICEF, EPA and other Inter-Ministry Sectoral meetings.
- (i) Prepare documentation for the updating of the local government directory.

3.2.3 HINTERLAND AFFAIRS

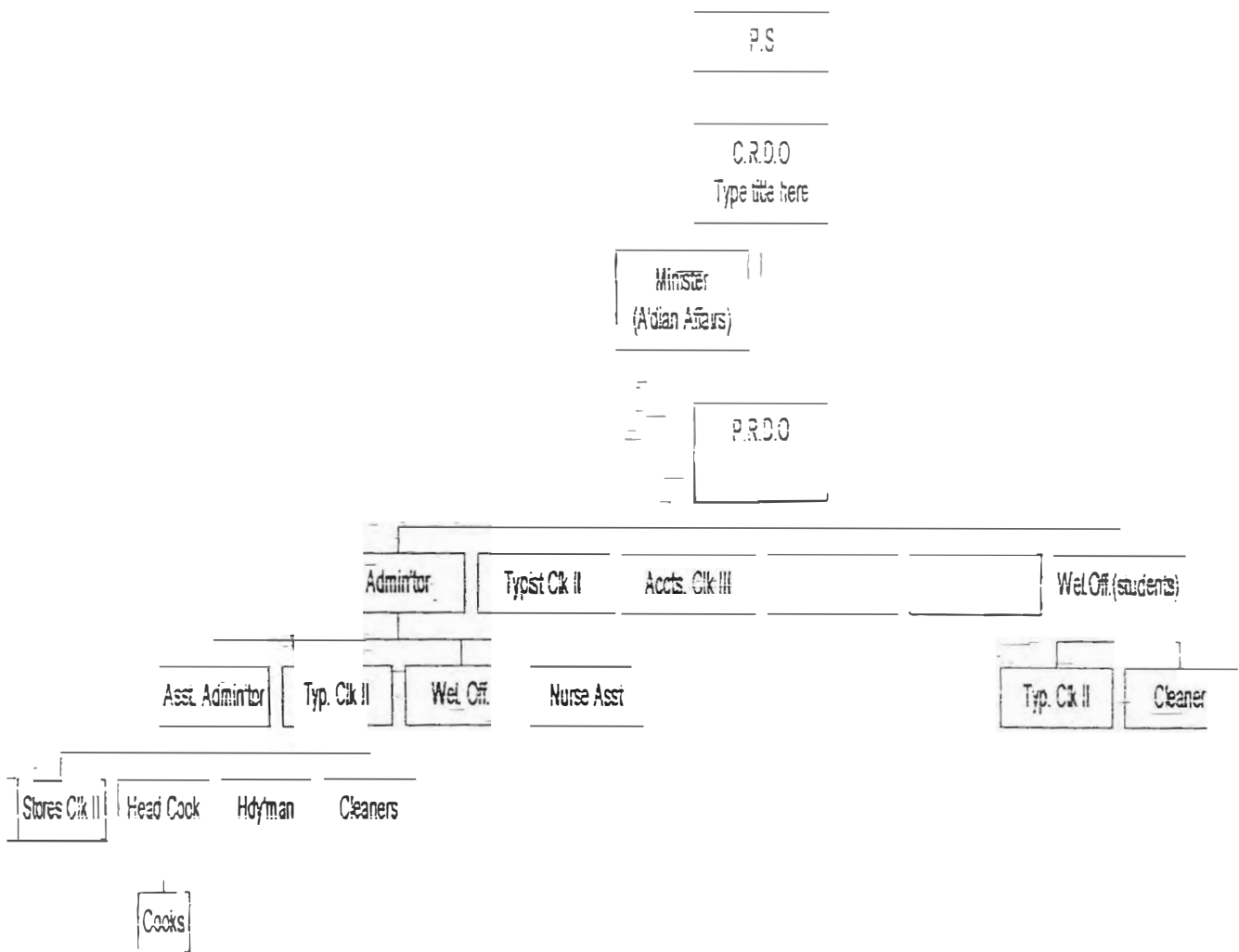
This Division encompasses three Sections, which are

- a) General Administration
- b) Amerindian Hostel
- c) Welfare Department

The key tasks of this division include:

- a) Monitoring the activities of Amerindian Councils and offering advice on local government matters.
- b) Providing a welfare service for Amerindians in Georgetown and to a limited extent, in the hinterland regions.
- c) Providing accommodations for Amerindians in Georgetown at the Amerindian Residence and administering the Hinterland Scholarship Programme
- (d) Facilitating the supply of goods to the hinterland, by enabling businesses in the hinterland to place orders in Georgetown by means of radio link.

Amerindian Affairs Unit
Organisation Chart



Staffing:

The present complement of staff is:

	Principal Regional Development Officer (Hinterland)
	Administrator, Amerindian Residence
2	Welfare Officers
	Confidential Secretary
2	Typist Clerks
1	Stores Clerk
1	Office Assistant
	Head Cook
	Cooks
	Cleaners

General Observations:

The year 1998 can be described as a satisfactory one. Despite the many challenges faced, the division was able to achieve its target as set out for the year. However, the Welfare Department had extreme difficulties in returning patients home after treatment. Some Regions did not send warrants to cover their expenses while others ensured that the expenses for patients' fares were covered.

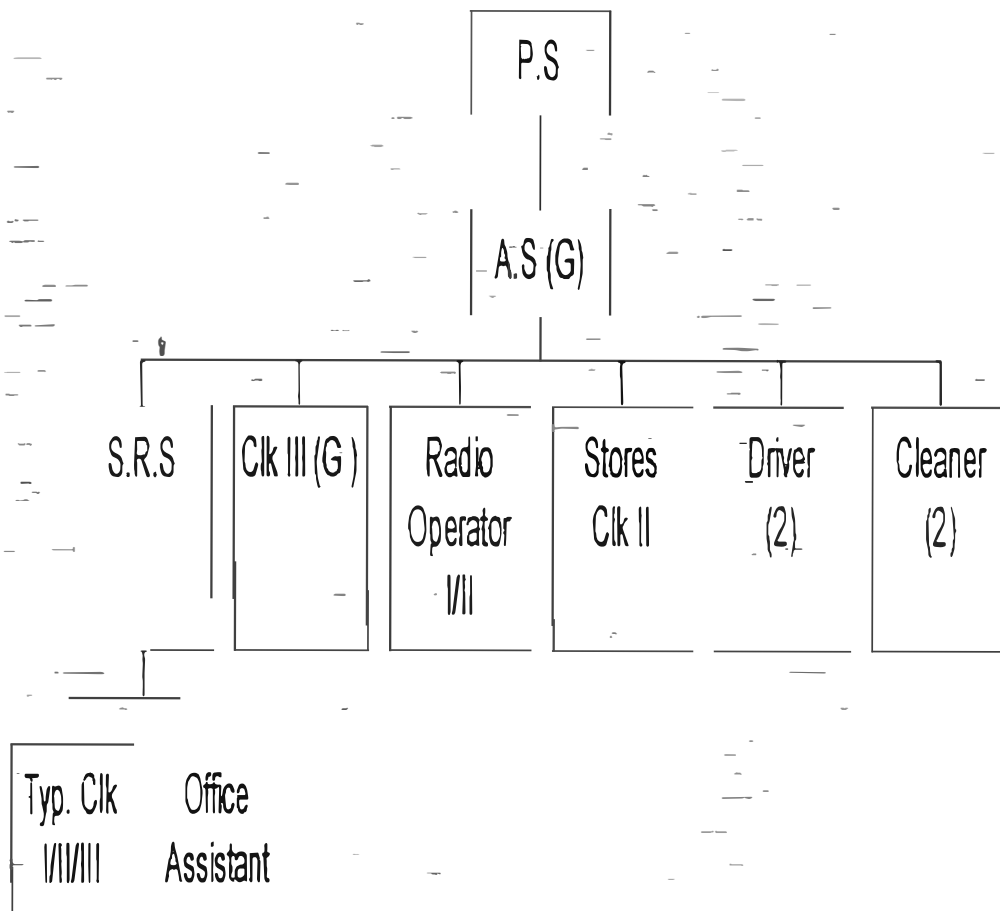
For the reporting period forty-three (43) scholarships were granted to students from all the Regions.

3.2.4 GENERAL ADMINISTRATION

The Administrative Division is primarily responsible for providing support services to the various divisions and gives guidance and technical advice to the Regions to ensure that the goals and objectives of the organization are achieved.

This division encompasses Personnel Section, the Registry and the ancillary services.

Organisational Chart General Administration



Staffing:

The established positions are:

1	Assistant Secretary General
1	Senior Registry Supervisor
1	Radio Operator I
1	Radio Operator II
2	Drivers
3	Cleaners
1	Stores Clerk II
1	Clerk III General

The present compliment of staff is:

1	Assistant Secretary General
1	Senior Registry Supervisor
1	Radio Operator I
1	Radio Operator II
2	Drivers
3	Cleaners
1	Stores Clerk II

The vacant position is Clerk III General

General Observations:

Filling vacancies is a major problem in the organization. Emphasis for the recruitment of additional staff has failed since few responded to the advertisement. However, the staff made use of the available resources both human and materials and was able to achieve their objectives. Ms. Debra Sears has filled the vacant position of Accountant in the Ministry.

3.2.5 PERSONNEL SECTION:

Key Tasks of the Division

This Section is responsible for the processing of all matters in relation to: -

1. Appointments
2. Transfers
3. Dismissals
4. Promotions
5. Resignations
6. Leave
7. Superannuations
8. Pensions and gratuities
9. Applications for employment
10. Recruitment
11. Allowances
12. Secondment
13. Staff performance approval
14. Record of service
15. Inclusive of the Ten Regional Administrative Personnel Matters for concurrence and matters of Local Government.
16. Data Collection

Staffing:

Staffing for this section for the reporting year was:

- | | |
|---|--------------------------------------------------------------------------------|
| 1 | Assistant Secretary General |
| 1 | Senior Personnel Officer (Seconded to the Guyana Public Service Credit Union) |
| 1 | Clerk II General |
| 1 | Radio Operator I |

There is a vacant position for a Personnel Officer (II)

Organisational Charts
Personnel Division

P.S

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S.P.O

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- P.O II

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CIK II(G)

3.2.6 REGISTRY

The Registry is the backbone and central source of the Organization where all information is stored and kept.

Key Tasks of this Section include:

- (1) Ensuring the efficient operation of the Registry
- (2) Maintaining stamps imprest.
- (3) Receiving recording and circulating incoming mails and dispatching outgoing mails.
- (4) Ensuring the creation of files, filing and numbering correspondences
- (5) Maintaining equipment.
- (6) Typing Memoranda, Letters, Reports, Minutes etc., cutting and rolling of Stencils for forms and circulars.
- (7) Requisitioning and distributing stationery.
- (8) On the job training for all staff.
- (9) Responsibility for ensuring dispatch of mail to all regions

Staffing: —

The Staff establishment of the Registry is comprised of:-

- | | |
|---|----------------------------|
| 1 | Senior Registry Supervisor |
| 1 | Clerk III (General) |
| 5 | Typist Clerks |
| 1 | Office Assistant |

General Observations:

The Registry was able to function effectively because we acquired more stationery, equipment and additional filing cabinets. There is still need for better accommodation as soon as more finance is available.

Staff members have a better working knowledge of the job but are still in the process of learning. They have also improved in the area of inter-personal relations.

	<p>Conduct of meetings of Regional Democratic Councils/Neighbourhood Democratic Councils etc.</p>		<p>Visits could not have always been coordinated.</p>
(c)	<p>General Local Government Delegation Chapter 28:01 and 28:02 as delegated to Regional Democratic Councils</p>		
	<p>Proceeding recommendations of appointments/dismissals discipline of staff (Georgetown & New Amsterdam Municipalities.)</p>		<p>All matters received were processed.</p>
	<p>Inspectorate visits to Regional Democratic Councils/Local Democratic Organs.</p>	<p>90%</p>	<p>Could not visit all due to lack of funds but the visits made were in excess of last year.</p>
	<p>Follow up on decisions taken at meetings Regional Democratic Councils/Local Democratic Organs/Ministry.</p>	<p>95%</p>	<p>Special emphasis was placed on this activity.</p>

4.0 SUMMARY AND REVIEW OF THE REPORTING YEAR'S PROGRAMME

4.1 LOCAL GOVERNMENT DIVISION:

Item No.	TARGET SET FOR THE YEAR	TARGET ACHIEVED	ANALYSIS OF SUCCESS OR FAILURE
1.	Supporting legislation for system Local Democracy. (a) Orders relevant to increase in salaries for Chairmen, Vice Chairmen of Regional Democratic Councils And National Congress of Local Democratic Organs.	100%	Publication in official gazette
2.	Training Seminars	90%	Seminars held in Regions 1,4 and 9. More Hinterland Regions visited.
3.	Reports	95%	Failure of some Regions to submit reports/information.
4.	Data Collection	90%	Non-submission by some N.D.Cs. There were improvements over last year.
5.	Monitor Audit Replies	80%	Non-Submission of copies of replies forwarded to the Auditor General by N.D.Cs.
6.	Monitor and evaluate performance of Local Democratic Organs.	75%	
(a)	Estimates	100%	All N.D.Cs submitted 1997 estimates.
(b)	Work Programmes	100%	N.D.Cs submitted work programmes.
(c)	Minutes/Reports	90%	Non-submission by some N.D.Cs and R.D.Cs.

4.2 PLANNING AND TRAINING:

ITEM NOS.	TAREGT SET FOR THE YEAR	TARGET ACHIEVED	ANALYSIS OF SUCCESS AND FAILURE
1.	Orientation programme for Councillors of Regional Democratic Councils.	90%	Region 8 councillors were not trained.
2.	Overseers training programmes.	90%	Some Overseers did not attend these programmes.
3.	NDI-Capacity Building Programme		
	a) Reproduction of "A Guide for Local Councillors"	100%	Printed 1500 copies which were distributed to Councillors of Local Authorities.
	b) Distribution of the copies of the National Constitution to N.D.Cs.	100%	All N.D.Cs targeted received copies.
	c) Training programmes for all hinterland N.D.Cs and eighteen (18) Coastal Regions from Regions 3-5.	98%	Kwakwani N.D.C's training was postponed.
4.	UNDP Poverty Alleviation Programme for Communities of the North Rupununi, Region 9.		This programme commenced last May with the employment of the Programme Manager and the Administrative Assistant.
5.	Coordinate training programmes for Municipal Officials in collaboration with the Commonwealth Local Government Forum.	90%	Corriverton Town Council did not participate.

4.3 AMERINDIAN AFFAIRS

4.3.1 GENERAL ADMINISTRATION

ITEM NOS.	TARGET SET FOR THE YEAR	TARGET ACHIEVED	ANALYSIS OF SUCCESS OR FAILURE
1.	Coordinate Captains' Conferences.	100%	Two Conferences were held one at Aishalton Region # 9 and the other at Santa Rosa Region # 1.
2.	Visits to Amerindian Councils.	100%	The Minister visited some communities within all the Regions.
3.	The Amazon Programme of the Amerindian Affairs Department - Region # 9.		Two projects are at South Central Region 9 at Shulinab and Potarinau and two at Rupertee.
4.	Tabaneiro Farm Enterprise.	100%	Red beans (milliea), wiri wiri peppers were harvested, other crops are showing signs of bearing.

4.3.2 WELFARE DIVISION:

ITEM NOS.	TARGET SET FOR THE YEAR	TARGET ACHIEVED	ANALYSIS OF SUCCESS OR FAILURE
1.	Processing bookings of referred and discharged patients.	100%	
2.	Accompanying patients to the OutPatients' Department.	100%	All patients were accompanied as necessary.
3.	Coordinate arrangement for foreign travel by patients with the Ministry of Health, Cancer Society and other involved agencies.	100%	
4.	Coordinate arrangements with the Regional Executive Officers and the Regional Health Officers to transport patients home.	90%	Some Regions did not provide transportation warrants for patients.
5.	Monitor students who reside with guardians.	90%	No guardian meetings were held, but upon the request of the Welfare Officer, guardians were summoned and matters pertaining to the students' welfare were dealt with and agreement reached.

4.4 GENERAL ADMINISTRATION

4.4.1 PERSONNEL:

ITEM NOS.	TARGET SET FOR THE YEAR	TARGET ACHIEVED	ANALYSIS OF SUCCESS AND FAILURE
1.	Processing of appointments, acting, temporary and permanent.	100%	
2.	Employment of staff.	100%	
3.	Processing applications.	100%	
4.	Maintaining register of annual, special and sick leave.	100%	This exercise is necessary to monitor all absences from duty.
5.	Monthly summary of Time Sheet.	100%	
6.	Submit concurrence to Public Service Commission, Public Service Management and Ministry on Regional matters.	100%	This is necessary for checks and balances in the Regions.
7.	Submit to P.S.M Ministry, authorised staff list.	100%	Routine
8.	Staff performance approval	100%	
9.	Up-date Record of Service.	100%	Routine
10.	Processing of extension of leave, acting appointments, promotion, secondment, resignations, dismissals, etc.	100%	
11.	Data Collection	100%	
12.	Reports	100%	

4.4.1 REGISTRY

Item Nos.	Target Set For Year	Target Achieved	Analysis Of Success Or Failure
1	Ensuring the efficient operation of the Registry.	100%	
2	Classification, filing, indexing, weeding and routing of files to action Officers.	100%	
3	Maintaining Stamps imprest.	100%	
4	Receiving, recording and circulating incoming mails and dispatching outgoing mails.	100%	
5	Ensuring the proper creation and maintenance of files.	100%	
6	Distributing work and collating typing.	100%	
7	Maintaining Equipment.	100%	
8	Requisitioning and distributing stationery.	100%	
9	On the job training for staff.	100%	
10	Typing memoranda, letters, reports, minutes etc., cutting and rolling of stencils forms and circulars.	90%	
11	Responsibility for ensuring mails dispatch to the ten (10) Regions.	100%	Communication Constraint

5.0 PROJECTIONS

5.1 LOCAL GOVERNMENT

1999 - Projections:

- (a) It is hoped that at least two Regional Development Officers would be recruited and assigned to this Division. One such officer would be assigned the task of collecting Statistical and other data from the 65 Neighbourhood Democratic Councils, in order to develop a database on statistical, financial and other reports submitted by Neighbourhood Democratic Councils on a monthly basis.
- (b) It is expected that those Neighbourhood Democratic Councils not visited this year, such as Black Bush Polder, Bārtica and Wakenaam would be visited in 1999, immediately after the presentation of the National Budget.

5.2 AMERINDIAN AFFAIRS

1999 - Projections -

- a) Increase the staff of the department to include an Accountant, a Project Officer and a Field Officer.
- b) Make the Amerindian residence a home away from home by providing facilities to make them comfortable.
- c) Employ a nurse to assist the Welfare Officer especially at nights.
- d) Conduct in-service training programs for all categories of staff.

6.0

APPENDICES

CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER 1996

PROGRAMME 1
MAIN OFFICE

FIGURES: G\$ '000

Sub-Head	Description	Approval Estimates	Virement + (-)	Supplementary Provision	Revised Estimates	Total Expenditure	Under the Revised Estimates	Over the Revised Estimates
	Total Appropriation Expenses	14,802	+ 175	-	14,977	11,589	3,588	
	Total Employment Cost	1,862	+ 175	-	2,037	1,814	223	
	Wages & Salaries	1,650	- 40	-	1,610	1,445	165	
101	Administrative	1,650	- 40	-	1,610	1,445	165	
102	Senior Technical	-	-	-	-	-	-	
103	Other Technical & Craft Skills	-	-	-	-	-	-	
104	Clerical & Office Support	-	-	-	-	-	-	
105	Semi-Skilled Operative & Un-skilled	-	-	-	-	-	-	
	Overhead Expenses	212	215	-	427	369	58	
201	Other Direct Labour Cost	40	-	-	40	40	-	
202	Incentives	-	-	-	-	-	-	
203	Benefits & Allowances	137	215	-	352	295	57	
204	National Insurance	35	-	-	35	34	1	
205	Pensions & Gratuities	-	-	-	-	-	-	
	Other Charges	12,940	-	-	12,940	9,575	3,365	
301	Expenses Specific to Agency	-	-	-	-	-	-	
302	Materials, Equipment & Supplies	1,400	-	-	1,400	991	409	
303	Fuel & Lubricant	2,600	-	-	2,600	1,319	1,281	
304	Rental & Maintenance of Building	650	-	-	650	518	132	
305	Maintenance of Infrastructure	-	-	-	-	-	-	
306	Electricity Charges	-	-	-	-	-	-	

FIGURES: G\$ '000

Under the Estimates	3,588
Over the Estimates	-
Net under the Estimates	3,588
Issues from the Consolidated Fund	14,927
Expenditure for 1998	11,389
Due to the Consolidated Fund	3,538



P/S Ministry of Local Government

EDGAR KENDALL

81g Permanent Secretary

Ministry of Local Government &
Regional Development.

CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER 1998

PROGRAMME 2
MINISTRY ADMINISTRATION

Sub-Head	Description	Approval Estimates	Virement - (-)	Supplementary Provision	Revised Estimates	Total Expenditure	Under the Revised Estimates	Over the Revised Estimates
	Total Appropriation Expenses	11,716	-275	-	11,441	7,524	3,917	
	Total Employment Cost	5,615	-	-	5,015	4,621	394	
	Wages and Salaries	3,549	+8	-	3,557	3,491	66	
101	Administrative	515	-	-	515	472	43	
102	Senior Technical	-	-	-	-	-	-	
103	Other Technical & Craft Skilled	424	-	-	424	405	19	
104	Clerical and Office Support	2,195	-70	-	2,125	2,124	1	
105	Semi-Skilled opt. & Unskilled	415	-	-	415	415	-	
106			78	-	78	75	3	
	OVERHEAD EXPENSES	1,466	-8	-	1,458	1,130	328	
201	Other Direct Lab. Cost	940	-284	-	656	592	64	
202	Incentives	-	-	-	-	-	-	
203	Benefits & Allowances	256	240	-	496	215	281	
204	National Insurance	290	36	-	326	325	1	
205	Pension and Gratuities	-	-	-	-	-	-	
		-	-	-	-	-	-	
	OTHER CHARGES	6,701	-275	-	6,426	2,903	3,523	
301	Expenses Specific to Agency	-	-	-	-	-	-	
302	Materials, Equipment and Supplies	600	-	-	600	393	207	
303	Fuel and Lubricant	500	-	-	500	309	191	
304	Rental and Maintenance of Building	531	-	-	531	507	24	
305	Maintenance of Infrastructure	400	-	-	400	399	1	
306	Electricity Charges	2,000	-275	-	1,725	-	1,725	

Under the Estimates 3,917

Over the Estimates -

Net Under the Estimates 3,917

Issues from the Consolidated Fund 11,057

Expenditure for 1997 7,524

Due to the Consolidated Fund 3,533

E. Kendall

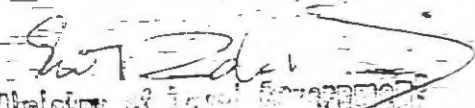
E. KENDALL
PERMANENT SECRETARY
MINISTRY OF LOCAL GOVERNMENT &
REGIONAL DEVELOPMENT

CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER 1998

PROGRAMME 3
REGIONAL DEVELOPMENT

Sub-Head	Description	Approval Estimates	Virement + (-)	Supplementary Provision	Revised Estimates	Total Expenditure	Under the Revised Estimates	Over the Revised Estimates
	Total Appropriation expenses	82,987			82,987	68,203	15,016	232
	Total Employment Cost	6,059	500		6,559	6,458	260	159
	Wages and Salaries	4,679	-		4,679	4,690	148	159
101	Administrative	2,490	-88	-	2,402	2,561		159
102	Senior Technical		-	-				
103	Other Technical & Craft Skilled	568	-	-	568	454	114	
104	Clerical and Office Support	747	88	-	835	834	1	
105	Semi-Skilled opt. & Unskilled	874	-	-	874	841	33	
	OVERHEAD EXPENSES	1,580	+500	-	1,880	1,768	112	
201	Other Direct Lab. Cost	368	-18	-	350	306	44	
202	Incentives		-	-				
203	Benefits & Allowances	691	500	-	1,191	1,123	68	
204	National Insurance	321	18	-	339	339		
205	Pension and Gratuities		-	-				
OTHER	OTHER CHARGES	76,928	-500	-	76,428	61,745	14,756	73
301	Expenses Specific to Agency	30,000	-500	-	29,500	28,027	1,473	
302	Materials, Equipment & Supplies	1,262	-	-	1,262	888	374	
303	Fuel and Lubricant	300	-	-	300	204	96	
304	Rental and Maintenance of Building	321	-	-	321	194	127	
305	Maintenance of Infrastructure	218	-	-	218	212	6	
306	Electricity Charges	700	-	-	700	234	466	
307	Transport, Travel & Postages	760	-	-	760	853		73

Under the Estimates -	15,016
Over the Estimates	232
Net Under the Estimates	14,784
Issues from the Consolidated Fund	82,988
Expenditure for 1998	68,203
Due to the Consolidated Fund	14,785


P/S Ministry of Local Government
EDGAR KENDALL
Sigs PERMANENT SECRETARY
MINISTRY OF LOCAL GOVERNMENT
REGIONAL DEVELOPMENT

6.2

Status Report on Surveys of Amerindian Lands

The following were submitted to the land Registry (Guyana) to be deposited and used in the process of the preparation of Titles for Amerindian Villages

TABLE I

Name of Village	DLS Plan No.	Grant No.	Block No.	Zone No.	Parcel No.	Land Area
St. Ignatius (Homestead)	29085	7742	911123	911	1	6.986 sq. mls
Sawariwau.	29087	7745	912223	912	1	70.861 sq. mls.
Achiwrib.	29088	7739	912422	912	1	166.944 sq. mls.
Karaudanawa.	29086	7737	912412	912	1	175.026 sq. mls.
Moco-Moco.	29090	7754	911125	911	1	66.346 sq. mls.
Nappi	29091	7743	911127	911	1	85.406 sq. mls.
St. Ignatius (Farmlands)	29089	7740	911123	911	1	61.084 sq. mls.
Aishalon.	29092	7738	912411	912	1	166.380 sq. mls.
Annai.	29036	7793	912112	912	1	188.144 sq. mls.
Maruranau.	29034	7735	912313	912	1	109.118 sq. mls.
Hururu.	29032	7755	021222	021	1	24.492 sq. mls.
Mainstay/Whyaka.	28149	7776	221144	221	1	12.63 sq. mls.
Capoey.	28150	7807	221145	221	1	23.041 sq. mls.
St. Francis.	28169	7790	511123	511	1	121.562 sq. mls.
Shes.	29033	7747	912312	912	1	156.551 sq. mls.
Awariwauanu.	28191	7736	912314	912	1	116.577 sq. mls.
Santa/Aratak.	28212	7792	331222	331	1	67.189 sq. mls.
St. Monica's.	28175	7778	211231	211	1	19.539 sq. mls.

Note:

1. Twenty-one (21) Areas have been surveyed.
2. Eighteen (18) Plans have been submitted to Deeds Registry Eighteen (18) Titles prepared by the Registrar of Deeds and submitted to the Minister of Amerindian Affairs
3. Phase two (2) comprising twelve – (12) Amerindian Villages to be surveyed 1998/1999. the evaluation of the tender documents was done.

TABLE II.

6.3

AMERINDIAN AFFAIRS

DETAILS OF CAPITAL EXPENDITURE – 1998 – AMERINDIAN DEVELOPMENT 14015.

DATE	PARTICULARS	AMOUNT
	Warrant issues to Ministry of Agriculture Amerindian Land Demarcation.	25,000,000.00
	Purchase of one (1) Television – one (1) Freezer Amerindian Residence Georgetown.	206,000.00
	Warrant issued to R.E.O. Region No. 9. – Furnishing Amerindian Hostel.	1,500,000.00
	Warrant issued to R.E.O. Region No. 8. – Furnishing Hostel at Campbelltown.	400,000.00
	Warrant issued to R.E.O. Region No. 10. – Furnishing Hostel at Wismar.	400,000.00
	Warrant issued to R.E.O. Region No. 7. – Furnishing Hostel at Bartica.	400,000.00
	Warrant issued to R.E.O. Region No. 4. – Furnishing Hostel at Mahaica.	400,000.00
	Warrant issued to R.E.O. Region No. 5. – Furnishing Hostel at Mahaicony.	500,000.00
	Warrant issued to R.E.O. Region No. 6. – Furnishing Hostels at New Amsterdam/Corriverton – 500,000 + 400,000 =	900,000.00
	Warrant issued to R.E.O. Region No. 1 – Furnishing Hostel at Kumaka – Mabaruma.	500,000.00
	General Marine Company – Middle Street. (Brush Cutter).	72,805.00
	Guyana Airways Corporation Emergencies. (Patients Returning Home) 291,000 + 186,000 =	477,000.00

DATES	PARTICULARS	AMOUNT
12/14	Mr. Ramdat Lokhnaught Enterprise – Four (4) Foot Machines.	158,000.00
12/15	Purchase of one (1) Inboard Engine for Barima/Waini.	3,000,000.00
12/21	Mr. Ramdat Lokhnought – Four (4) Bunk Beds for Amerindian Residence. (Due).	156,000.00
12/23	Mr. Vivian Fredericks – cash claimed for funeral for Stephany Williams – Hinterland Scholarship Student.	97,000.00
12/30	Ministry of Agriculture – Demarcation Amerindian Lands (Returned).	15,000,000.00
12/31	Peguin Import \$ Export:-	
	Purchase of thirty-three (33) Mattresses for Amerindian Residence. (Eighteen (18) Supplied)	
	(Fifteen (15) Due).	
		<u>313,500.00</u>
		\$50,283,905.00
	Less:-	<u>\$15,000,000.00</u>
	Total:-	<u>\$35,283,905.00</u>