

CO-OPERATIVE REPUBLIC OF GUYANA

MINISTRY OF LOCAL GOVERNMENT

ANNUAL REPORT

1999



Submitted Pursuant To:

PUBLIC SERVICE MANAGEMENT

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EXECUTIVE SUMMARY

Local Government or local democracy is governance at the lowest level and can be viewed as one of the most dynamic forms of governance throughout the world. Local government must create an enabling environment with other partnerships (between Non-governmental Organisations and the Civil Society) for the effective delivery of services and should seek to embrace all stakeholders in this process.

The Ministry of Local Government seeks to facilitate in all its activities grass- root governance and encourages bottom up planning and implementation in all of its community and regional projects.

This Ministry is tasked with the responsibility of overseeing the activities of the ten (10) Regional Administrations, sixty-five (65) Neighbourhood Democratic Councils and the hinterland communities to a lesser extent. With this magnitude of work it can be concluded that the duties and responsibilities of this Ministry are most challenging.

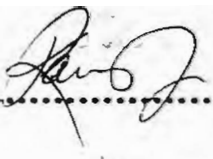
For the reporting year, the Ministry adopted various strategies to cope with its responsibilities. The duties of the Regional Administrations and the Local Government Organs were divided between the Permanent Secretary and the Senior Officials of the Ministry.

With the assistance of Caricad, a Strategic Management workshop was conducted for Ministry Officials which explored new ideas in problem solving and allowed for better management within the Ministry and was further extended to the Regional Administrations.

While staffing is considered a serious problem, within the Ministry there are a few experienced, knowledgeable and hard working members of staff who have accepted the challenges of the tasks ahead and worked arduously to achieve the targets of the Ministry.

For the year in review, the Ministry benefited from the services of training programmes conducted by CARICAD and the Commonwealth Local Government Forum. We also received copies of “Improved Financial Management for Neighbourhood Democratic Councils” prepared and reproduced by CARICAD and a ten module “Trainers Manual” compiled and printed by the National Democratic Institute – Guyana. These have had positive impact on the level and quality of work and reporting from the Neighbourhood Democratic Councils. Staff members also benefited from training programmes from the Public Service Management.

The Ministry of Local Government is committed to reaching more of the nation’s citizens with the programmes and activities of the Ministry, the Regional Administrative bodies and the Local Democratic Organs.



A handwritten signature in black ink, appearing to read 'Pulandar Kandhi', is written over a horizontal dotted line. The signature is fluid and cursive.

Pulandar Kandhi

Permanent Secretary

**Ministry of Local Government
Kingston**

GEORGETOWN

May 5, 2000

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 hinterland communities into the wider Guyanese society, and to encourage their economic and social development in the hinterland Regions.”

3.0 ORGANISATION AND MANAGEMENT

The Ministry of Local Government has a major role to perform since it links local government authorities with the central government. To achieve this the Ministry must:

- a) Articulate and disseminate national policies which is to be implemented by the Regional Administrations.
- b) Coordinate the activities of the various Regional Administrations so as to ensure that national policy positions are pursued and objects are met.
- c) Provide support, advice and direction to the Régional Administrations
- d) Serve as a liaison between other central ministries and the Regional Administrations. “1”

3.1 STRUCTURE:

The responsibilities of the Ministry were distributed among the following areas:

The Office of the Permanent Secretary
The Chief Regional Development Officer
Local Government Division
Planning and Training Division

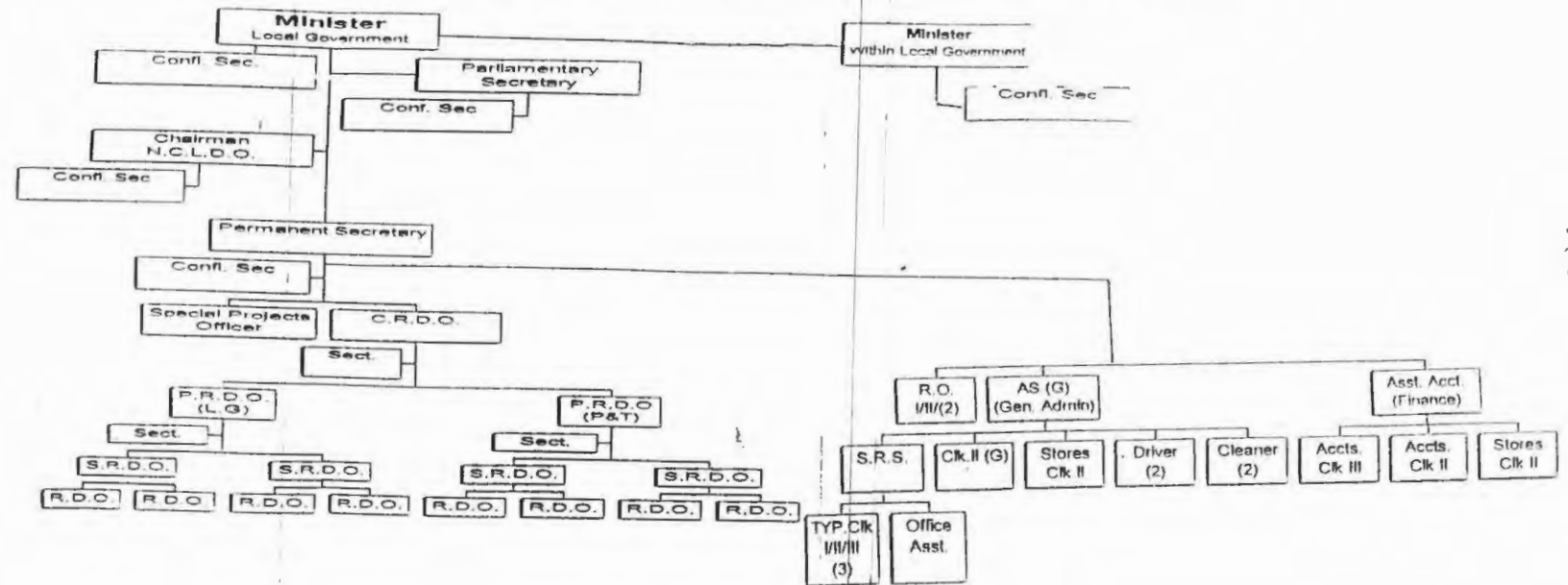
Additionally, the administrative support came from the:

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

Finance

The activities of the Amerindian Affairs Division were supervised by this Ministry until January 1, 1999 when it was reassigned to the Office of the President by request of the then President H. E. Janet Jagan.

MINISTRY OF LOCAL GOVERNMENT CURRENT - ORGANISATIONAL STRUCTURE



3.2 DESCRIPTION OF DIVISIONS:

3.2.1 LOCAL GOVERNMENT

The Local Government Division's main function during 1999 was to oversee the functioning of the Local Government Organs to ensure that they worked in conformity with the laws and regulations governing their operations and other National and Ministerial directives issued from time to time. Although the Division was short staffed every effort was made to achieve the targets set by the Division and this contributed to the Ministry achieving its target and goals.

Key tasks of the division:

1. Monitoring the operations of the Local Government Organs (Neighbourhood Democratic Councils, Regional Democratic Councils and Municipalities) to ensure compliance with Legal and Administrative requirements by:
 - a) Examining estimates and rates, audit reports, minutes of meetings and other correspondence submitted by/requested of the Ministry of Local Government.
 - b) Correcting and offering advice on their statutory functions when necessary.
2. Assisting in the training of Councillors and Local Government Officers in collaboration with the Planning and Training Division of this Ministry.
3. Dealing with correspondence from the various Neighbourhood Democratic Councils, Municipalities and Regional Democratic Councils.
4. Dealing with correspondences and queries (verbal) from members of the public pertaining to the Local Democratic Organs and the system of Local Democracy as a whole.
5. Collecting and analysing data on current and arrears rates and drainage and irrigation rates collected by the Neighbourhood Democratic Councils.

6. Processing programmes of work for subvention submitted by the Neighbourhood Democratic Councils and Municipalities.
7. Processing matters for Minister's action as required by the Laws on Local Government.
8. Representing the Ministry on Boards/Committees.

Staffing:

The authorised staff complement of the Local Government Division was as follows:

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

The staff complement during 1999 was as follows:

Principal Regional Development Officer - Mr. H. A. Greene, Reg. Exe. Officer performed the duties in this Post until his death in April, 1999.

Senior Regional Development Officer - Ms. Joan Elvis who performed in this position until April 1999 and as P.R.D.O from April to December 1999.

Regional Development Officer - Mr. Puran Persaud, Coordinator Local Government to the Minister within the Office of the Ministry of Local Government, performed in this position from September 1999 when he joined the staff of this Division.

Secretary - Ms. Denise Roberts.

There are therefore vacancies as follows:

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

General Observations:

The Local Government Division during 1999 undertook its tasks as required as well as cooperated with the other Divisions to achieve the Ministry's overall goal.

Although the Division is responsible for overseeing the functions of all Local Government Organs, Ms. Joan Elvis (P.R.D.O.) (LG) (ag) and Ms. Alertha Statia Glasgow (P.R.D.O) (P&T)(ag) had been assigned specific responsibilities for overseeing the Organs in Regions 4 and 5.

During the reporting year the P.R.D O. (ag) sat as a member of the National Trust Board and the Inter Ministry Committee on Women's Affairs.

Mr. Greene, before his demise sat as a member of the National Commemoration Committee.

Mr. Persaud represented the Ministry at a Seminar hosted by the Government of Guyana and UNICEF.

LOCAL GOVERNMENT

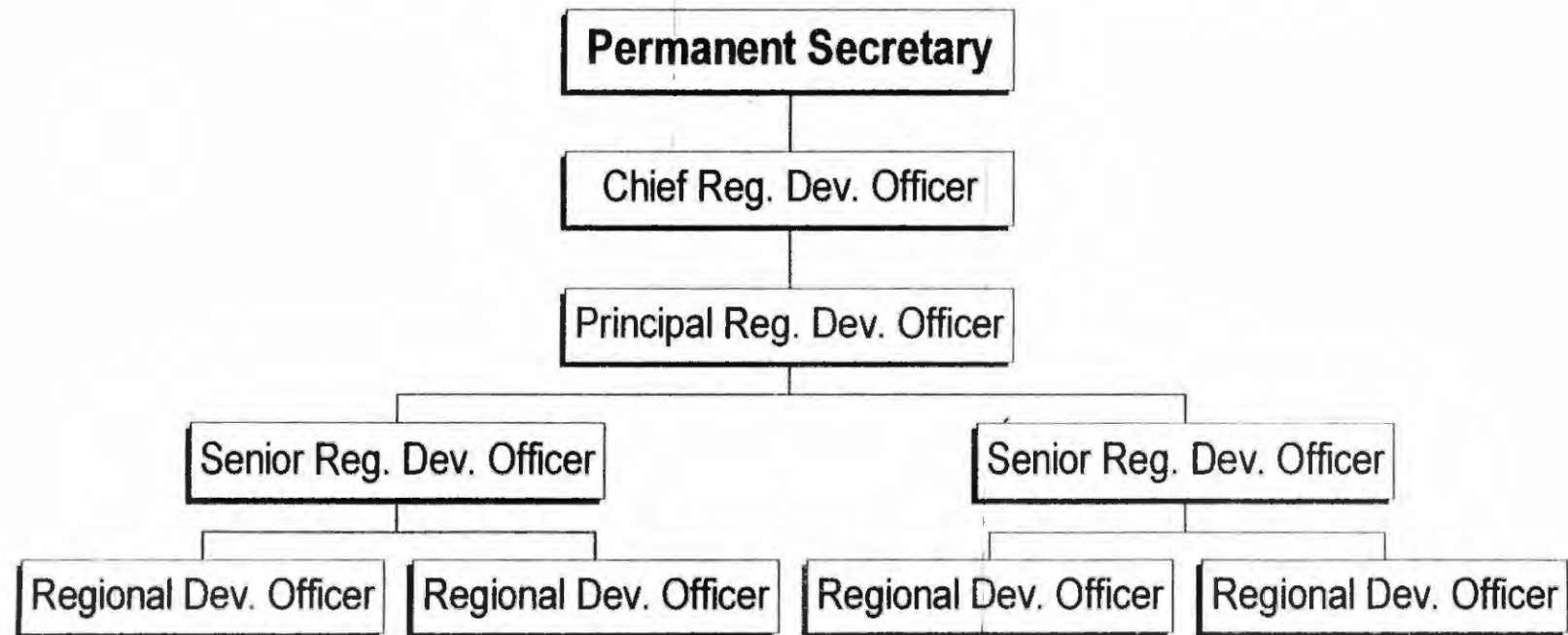


Chart No.2

3.2.2 PLANNING AND TRAINING

For the reporting year, this division's main function was to initiate, implement and manage training programmes and opportunities for the Regional and Local Government bodies to build their capacities to manage effectively.

The key tasks of the division are:

- (a) Assist both Regional and Sectoral administrations in planning, implementing, monitoring and evaluating projects, programmes and activities.
- (b) Initiate and conduct training programmes and courses for both elected and staff at all levels within the Local Government System.
- (c) Identify and provide technical and professional support to Regional and Local Government bodies.
- (d) Access funding for capacity-building programmes aimed at Regional and Local Government administrations. (e) Develop, manage and sustain a database on technical and professional staff within the system.
- (e) Coordinate with the relevant bodies the formulation and management of a database for the entire Regional and Local Government System.

The following activities were performed by this division:-

- a) Assist CARICAD's consultants to plan and execute training programmes for Local Government bodies and Amerindian Councils of Regions 1 & 9.
- b) Liaise with CARICAD on the use and implementation of Geographical Information System for Local Governance.
- c) Assist CARICAD to execute two Strategic Management Workshops for the Senior Staff of the Ministry and The Regional Chairmen and Regional Executive Officers.

- d) Coordinate a training of trainers' programme for Regional Officials; sponsored by the Greater London Employers Association and the Commonwealth Local Government Forum.
- e) Participated in seminars/workshops and meetings hosted by UNDP, UNICEF, Ministry of Youth, Sports and Culture, National Resources Management Programme, the Environmental Protection Agency and the Commonwealth Local Government Forum.
- f) Attend meetings of the Education Committee of the Environmental Protection Agency.
- g) Distributing manuals and other literature to all Regional and Local Government authorities.

Staffing:

The staff establishment of the Division is:

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

At present the complement of staff is:

Principal Regional Development Officer - Mr. Basil Benn performed in this post until he was transferred to Region 10 on 1999-01-18. Ms. Alertha Statia Glasgow has performed in this position 1999-05-01.

Regional Development Officer - Ms. Alertha Statia Glasgow has performed in this position until 1999-05-01.

Typist Clerk I - Ms. Nyrobia Grant

Therefore the vacancies in the Division are:

- 1 Principal Regional Development Officer
- 2 Senior Regional Development Officers
- 3 Regional Development Officers

General Observations

The foregoing year was a challenging one mainly due to the severe shortage of staff, however, it was still able to achieve most of the target set for the year. As an accessory to the Ministry, this Division sought to publicize the work of the Ministry in general and the Regional Administrations and Local Authorities in specific.

With the assistance of CARICAD an Improved Financial Management Guidelines for Neighbourhood Democratic Councils was developed to aid these Organs in the preparation of the daily and other financial records/reports. The National Democratic Institute for International Affairs has also printed and handed over to the Ministry 500 copies of a ten (10) module Trainers Manual. These were distributed to the Local Government Organs.

Although this division has specific responsibility for planning and training along with the PRDO (LG) (ag) was responsible for the Local Government Organs in Regions 4&5.

PLANNING & TRAINING

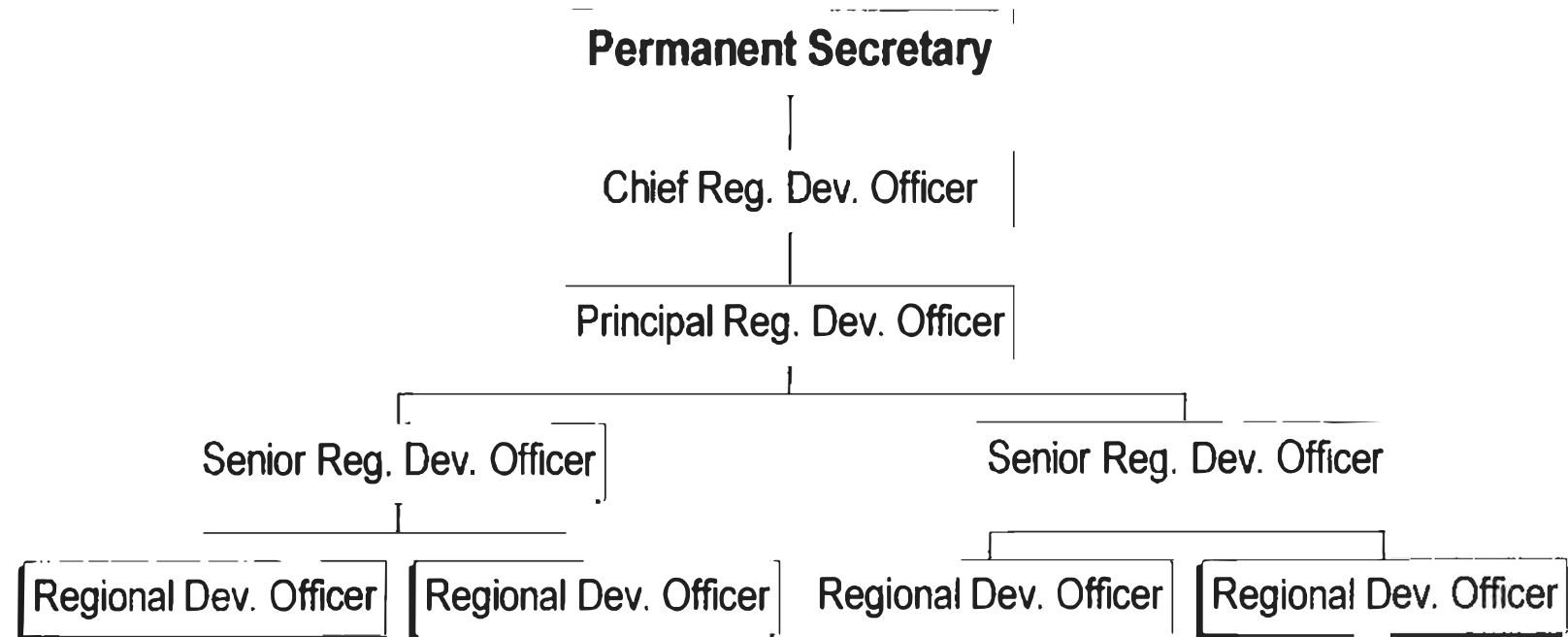


Chart No.3

3.2.3 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, the Radio Operators and the ancillary services.

Staffing:

The established positions are:

- 1 Assistant Secretary General
- 2 Senior Registry Supervisor
- 3 Radio Operator I
- 4 Radio Operator II
- 5 Drivers
- 6 Cleaners
- 7 Stores Clerk II
- 8 Clerk III General

The present compliment of staff is:

- 9 Assistant Secretary General
- 10 Senior Registry Supervisor
- 11 Radio Operator I
- 12 Radio Operator II
- 13 Drivers
- 14 Cleaners
- 15 Stores Clerk II

There is a vacancy for a Clerk III General

Ms. M Burgess performed duties in this position until she retired with effect from 1999-06-31.

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. C. Mahase has filled the vacancy of confidential secretary to the Minister for Ms. V. Bissessar who has resigned. Mr. Puran Persaud was employed as a Coordinator Local Government to the Minister within the Office of the Ministry of Local Government, working in the Local Government Section.

GENERAL ADMINISTRATION

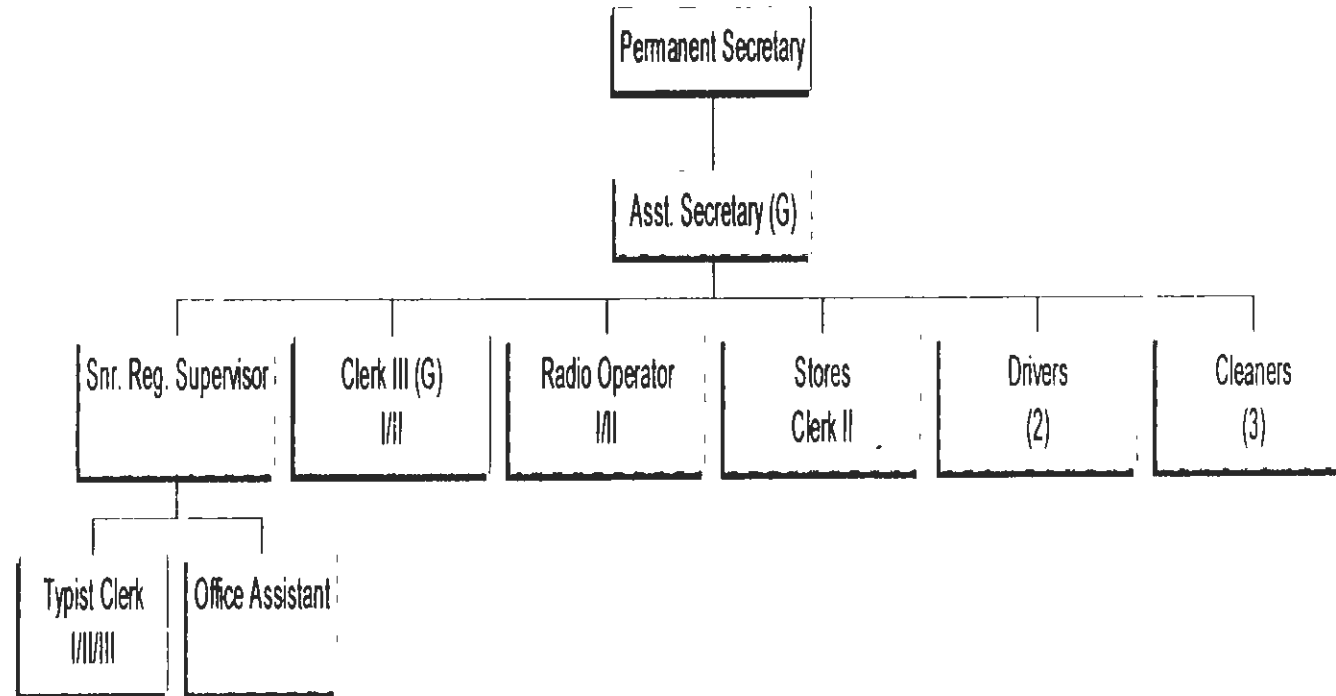


Chart No.



3.2.4 PERSONNEL SECTION

The Personnel Section within the Ministry 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, pensions and gratuities
8. Applications for employment/recruitment
9. Allowances -
10. Secondment of Officers
11. Staff performance appraisal
12. Records of service
13. Inclusive of the Ten Regional Administration Personnel matters for concurrence
14. Data Collection

Staffing:

Staffing for this section for the corresponding year was:

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

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

General Observations

The year 1999 can be considered as challenging, since there were several achievements and setbacks. The following is a breakdown of the changes in the Ministry.

No. of persons promoted in 1999	- One (1) female
No. of persons recruited in 1999	- Three (3) (i) 2 females (ii) 1 male NB. Of the three persons two (2) were recruited on a contractual basis
No. of persons appointed to act in a higher capacity in 1999	- Three females (3)
No. of persons re designated	- One (1) male
No. of persons transferred	Eighteen (18) Thirteen (13) females Amerindian Affairs Three (3) males Office of the President One (1) male R.D.C. Region 10 One (1) female R.D.C. Region 3
No. of persons dismissed	- One (1) female
No. of persons retired	One female - With effect from 1999-06-31 Ms. M. Burgess former Assistant Secretary.
No. of persons deceased	One (1) male - Died 1999-04-01, Mr. H.A. Greene former PRDO. (LG)

The Ministry benefited from the training sessions hosted by the Public Service Management training Division, these sessions proved to be a great asset to staff, since it increased job performance in most areas and upgrading of primary skills. Most officers were motivated and appreciative of the opportunity given.

On the other hand, the Personnel division's functions were boosted by the acquisition of a computer system within the department. This facility has improved the standard and quality of work and greater efficiency and effectiveness of the daily functions.

PERSONNEL

Permanent Secretary

Senior Personnel Officer

Personnel Officer

|

Clerk II (G) Clerk II (G)

Chart No.

3.2.5 REGISTRY

This is the main source of the Organisation that controls the records from creation to permanent preservation.

The Key Tasks Includes:

1. To operate and keep up to date an efficient index.
2. To provide up to date information when it is needed
3. Ensure files and papers are not lost
4. Maintaining a stamp imprest
5. Receiving, recording and circulating incoming mails and dispatching outgoing mails –
6. Creation of files
7. Ensure papers are filed, numbered and cross referenced
8. Maintaining equipment
9. Provide a 'brought forward' diary system
10. Requisitioning and distributing stationery
11. Typing memoranda, letters, reports, minutes, etc.
12. Cutting and rolling of stencils for forms and circulars
13. On the job training for all staff
14. To ensure the dispatch of mails to all Regions.

Staffing:

The staff establishment for the foregone year comprised of

- 1 Senior Registry Supervisor
- 2 Typist Clerk III
- 3 Typist Clerks
- 4 Office Assistant

General Observations

The Registry was able to function more effectively because it was given adequate stationery and filing cabinets. Staff members benefited from Public Service Management Training courses as well as in-house training and were able to put most of what was taught into practice. This has contributed to the improvement in staff relationship and the general atmosphere was conducive to good work relationship.

4.0 SUMMARY AND REVIEW OF THE REPORTING YEAR'S PROGRAMME

4.1 LOCAL GOVERNMENT

Item No.	Target Set For The Year	Target Achieved	Analysis Of Success And Failure
1.	Examining and monitoring to ensure compliance. a) Audit Reports and responses b) Minutes of statutory meetings c) Estimates and Rates d) Data on rates collection	90%	- Non-submission of information by some Neighbourhood Democratic Councils and Municipalities.
2.	Assisting in Training Seminars.	Nil	Training Seminars not held.
3.	Dealing with queries and correspondence from Neighbourhood Democratic Councils, Regional Democratic Councils, Municipalities and members of the public.	100%	All matters were dealt with satisfactory.
4.	Processing programmes of work for the utilisation of subvention.	100%	Processing of all programmes done for the release of funds.

Programme 1 Contd.

Item No.	Target Set For The Year	Target Achieved	Analysis Of Success And Failure
5.	Processing matters to the Minister for action.	100%	All matters were submitted for Minister's attention.
6.	Visiting Neighbourhood Democratic Councils and Municipalities and discussing with Councillors and Officers the operations of the Council.	50%	Only one Officer was in this section for six months of the year.
7.	Representing the Ministry at Meetings.	90%	Other duties or clash of Meetings prevented full attendance

4.2 PLANNING AND TRAINING

Item No.	Target Set For The Year	Target Achieved	Analysis Of Success And Failure
1.	Training of Trainers workshop for Regional Officials Regions 1 – 10 Sponsored by C.L.G.F and G.L.E.A.	70%	All 10 Regions were represented, however some of the participants were not in a position to utilise the skills on the job.
2.	Assist CARICAD in planning and executing training programmes in the Regions.	90%	The training programme for District Development Officers was not conducted.
3.	Coordinating CARICAD's Strategic Management Workshop for:-		
	a) Senior Officials of the Ministry	100%	Both activities were fully supported and new administrative skills were introduced within the Ministry.
	b) Regional Chairmen & Regional Executive Officers.	100%	
4.	Assist CARICAD in its Financial Management follow-up workshop in Region #3.	90%	Some Neighbourhood Democratic Council Officials did not participate

Programme 2 contd.

Item No.	Target Set For The Year	Target Achieved	Analysis Of Success And Failure
5.	NDI's reproduction of a "Trainers Manual" for Local Authorities.	Printed 500 copies for distribution and use.	70% was distributed to all Neighbourhood Democratic Councils, Regional Administrations, Municipalities, Institutions and individuals. However, some NDC's did not uplift their copy.
6.	Reproduction of "Improved Financial Guidelines for Neighbourhood Democratic Councils" by CARICAD.	Printed 125 copies	All NDC's and RDC's have received copies.
7.	Liaise with CARICAD on the use and implementation of Geographical Information System for Local Government and Regional Development.	60%	A computer and related accessories were purchased and data was imputed, however due to staff shortage within the department and the unavailability of Caricad's consultant/expert work was incomplete.

4.3 GENERAL ADMINISTRATION
4.3.1 PERSONNEL

Item No.	Target Set For The Year	Target Achieved	Analysis Of Success And Failure
1.	Processing of appointments, acting, temporary and permanent.	100%	All matters were dealt with promptly.
2.	Employment of staff.	80%	There was a freeze in employment and appointments, therefore vacancies continue to occur.
3.	Processing applications.	70%	- do
4.	Maintaining register of annual, special and sick leave.	100%	This was dealt with promptly.
5.	Monthly summary of Time Sheet.	100%	This exercise is necessary to monitor all absences from duty.
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 appraisal	50%	This is done on request for promotional purposes all request were dealt with promptly.

Programme 3 Cont'd.

Item No.	Target Set For The Year	Target Achieved	Analysis Of Success And Failure
9.	Up-date Records of Service	50%	This is done on request.
10.	Processing of extension of leave, acting appointments, promotion, Secondment, resignations, dismissals, etc.	100%	All matters were expeditiously dealt with.
11.	Data collection	50%	The computer was not operational hence data could not have been processed.

5.0

APPENDICES

Finance

Ministry of Local Government Current Appropriation Account For Fiscal Year Ended 31 December, 1999

Programme (1) Main Office

Current Appropriation Account For Fiscal Year Ended 31 December, 1999

Programme (2) Ministry Administration

Current Appropriation Account For Fiscal Year Ended 31 December, 1999

Programme (3) Regional Development

Current Appropriation Account For Fiscal Year Ended 31 December, 1999

DIVISION NO. 522 MINISTRY OF LOCAL GOVERNMENT
CAPITAL APPROPRIATION ACCOUNT
 FOR THE FISCAL YEAR ENDED 31 DECEMBER, 1999

SUB HEAD	DESCRIPTION	APPROVED ESTIMATE	SUPPLEMENTAR Y PROVISION	REVISED ESTIMATE	TOTAL EXPENDITURE	UNDER REVISED ESTIMATE	OVER THE REVISED ESTIMATE
14015	Amerindian Development Fund	5,000	-	5,000	5,000	-	-
19001	Infrastructural Development	4,000	-	4,000	4,000	-	-
19005	Project Development & Assistance	250,000	-	250,000	250,000	-	-
24001	Land Transportation	2,500	-	2,500	2,500	-	-
26003	Power Generator	7,000	-	7,000	6,175	825	-
35001	Office Equipment & Furniture	2,500	-	2,500	2,489	11	-
19003	Urban Development Programme	10.00	-	10.000	1.500	-	-
	UNDER THE REVISED ESTIMATE			836			
	OVER THE REVISED ESTIMATE			-			
	NET UNDER THE ESTIMATE			836			
	ISSUE FROM THE CONSOLIDATED FUND			272.500			
	EXPENDITURE FOR 1999			<u>271.664</u>			
	DUE BY THE CONSOLIDATED FUND			.836			

PREPARED BY: *[Signature]*
 CERTIFIED BY: *[Signature]*

[Signature]
 PULANOR KANDHI
 PERMANENT SECRETARY
 Ministry of Local Government

HEAD 05-01 MINISTRY OF LOCAL GOVERNMENT
PROGRAMME (1) MAIN OFFICE
CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER, 1999

SUB HEAD	DESCRIPTION	APPROVED ESTIMATE	VIREMENT (T) (-)	SUPPLEMENTAY PROVISION	REVISED ESTIMATE	TOTAL EXPENDITURE	UNDER REVISED ESTIMATE	OVER THE REVISED ESTIMATE
	Total Appropriation expense	12120	746	-	12866	12021	889	44
	Total Employment Cost	3239	+10	-	3249	3192	57	
	Total Wages & Salaries	2380	-	-	2380	2365	15	
		2380	-	-	2380	2365	15	
101	Administrative	1797	-	-	1797	1797	-	-
102	Senior Technical	0	-	-	-	-	-	-
103	Other Technical & Craft Skill	0	-	-	-	-	-	-
104	Clerical & Office Support	0	-	-	-	-	-	-
105	Semi Skilled Operatives and Unskilled	0	-	-	-	-	-	-
106	Contracted Employees	583	-	-	583	568	15	-
107	Temporary Employees	0	-	-	-	-	-	-
		859	+10	-	869	827	42	-

HEAD 05-01 MINISTRY OF LOCAL GOVERNMENT
PROGRAMME (1) MAIN OFFICE
CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER, 1999

SUB HEAD	DESCRIPTION	APPROVED ESTIMATE	VIREMENT (T) (-)	SUPPLEMENTAY PROVISION	REVISED ESTIMATE	TOTAL EXPENDITURE	UNDER REVISED ESTIMATE	OVER THE REVISED ESTIMATE
Con't								
151	Maintenance of Roads	0	-	-	-	-	-	-
152	Maintenance of Bridges	0	-	-	-	-	-	-
153	Maintenance of Drainage and Irrigation	0	-	-	-	-	-	-
154	Maintenance of Sea & River Defence	0	-	-	-	-	-	-
155	Maintenance of other	0	-	-	-	-	-	-
161	Local travel & Subsistence	3000	-	-	3000	2960	40	-
162	Overseas Conference & Official visits	0	-	-	-	-	-	-
163	Postage Telex & Cable Gram	25	-	-	25	-	25	-
164	Vehicle Spares & Services	1200	+ 150	-	1350	1345	5	-
165	Other	100	-	-	100	37	63	-
171	Telephone Charges	600	- 200	-	400	437	-	- 37
172	Electricity Charges	0	-	-	-	-	-	-
173	Water Charges	0	-	-	-	-	-	-
181	Security Charges	336	- 100	-	236	218	18	-

HEAD 05-01 MINISTRY OF LOCAL GOVERNMENT
PROGRAMME (1) MAIN OFFICE
CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER, 1999

SUB HEAD	DESCRIPTION	APPROVED ESTIMATE	VIREMENT (T) (-)	SUPPLEMENTAR Y PROVISION	REVISED ESTIMATE	TOTAL EXPENDITURE	UNDER REVISED ESTIMATE	OVER THE REVISED ESTIMATE
Con't								
182	Equipment Maintenance	220	+ 36	-	256	246	10	-
183	Cleaning & Extermination	170	-	-	170	66	104	-
184	Other Services	150	-	-	150	96	54	-
191	National & other events	0	-	-	-	-	-	-
192	Dietary	0	-	-	-	-	-	-
193	Refreshment & Meals	180	-	-	180	187	-	- 7
194	Other	100	+ 150	-	150	232	18	-
211	Education Subvention & grants	0	-	-	-	-	-	-
212	Training/including Scholarship	0	-	-	-	-	-	-
221	Rates & Taxes	0	-	-	-	-	-	-
222	Subvention to Local Authorities	0	-	-	-	-	-	-
231	Subsidies & Contribution to Local Organisation	0	-	-	-	-	-	-



HEAD 05-01 MINISTRY OF LOCAL GOVERNMENT
PROGRAMME (1) MAIN OFFICE
CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER, 1999

SUB HEAD	DESCRIPTION	APPROVED ESTIMATE	VIREMENT (T) (-)	SUPPLEMENTAY PROVISION	REVISED ESTIMATE	TOTAL EXPENDITURE	UNDER REVISED ESTIMATE	OVER THE REVISED ESTIMATE
Con't								
201	Other direct Labour Cost	49	-	-	49	48	1	-
202	Incentives	0	-	-	-	-	-	-
203	Benefits & Allowance	738	-	-	738	702	36	-
204	National Insurance	72	+ 10	-	82	77	5	-
205	Pension	0	-	-	-	-	-	-
271		0	-	-	-	-	-	-
		8881	+ 736	-	9617	8829	832	44
111	Revision of Wages &	0	-	-	-	-	-	-
121	Drugs & Medical Supplies	205	-	-	205	130	75	-
122	Field materials & supplies	200	+ 100	-	300	271	29	-
123	Office material & Supplies	695	-	-	695	686	9	-
124	Print & non print materials	300	-	-	300	284	16	-
131	Fuel & Lubricant	1300	+ 600	-	1900	1534	366	-
141	Rental of Building	0	-	-	-	-	-	-
142	Maintenance of Building	0	-	-	-	-	-	-
143	Janitorial & Cleaning supplies	100	-	-	100	100	-	-

HEAD 05-01 MINISTRY OF LOCAL GOVERNMENT
PROGRAMME (1) MAIN OFFICE
CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER, 1999

SUB HEAD	DESCRIPTION	APPROVED ESTIMATE	VIREMENT (T) (-)	SUPPLEMENTAY PROVISION	REVISED ESTIMATE	TOTAL EXPENDITURE	UNDER REVISED ESTIMATE	OVER THE REVISED ESTIMATE
Con't								
232	Subsidies & Contribution to International Organisation	0	-	-	-	-	-	-
241	Refund of Revenue	0	-	-	-	-	-	-
251	Non Pensionable Employee	0	-	-	-	-	-	-
252	Pension Increases	0	-	-	-	-	-	-
253	Old age pension & Social Assistant	0	-	-	-	-	-	-
261	Other Public Debt	0	-	-	-	-	-	-
	UNDER THE REVISED ESTIMATE		889					
	OVER THE REVISED ESTIMATE		44					
	NET UNDER THE REVISED ESTIMATE		845					
	ISSUED FROM CONSOLIDATED FUND		12,865					
	EXPENDITURE FOR 1999		12,021					
	DUE TO THE CONSOLIDATED FUND		844					
						PREPARED BY:		
						CERTIFIED BY: <i>Pulandar</i>		
							PULANDAR KANDHI	
							PERMANENT SECRETARY	

HEAD 05-01 MINISTRY OF LOCAL GOVERNMENT
PROGRAMME (2) MINISTRY ADMINISTRATION
CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER, 1999

SUB HEAD	DESCRIPTION	APPROVED ESTIMATE	VIREMENT (T) (-)	SUPPLEMENTARY PROVISION	REVISED ESTIMATE	TOTAL EXPENDITURE	UNDER REVISED ESTIMATE	OVER THE REVISED ESTIMATE
	TOTAL APPROPRIATION	13838	+ 1380	-	15218	13282	1936	-
	TOTAL EMPLOYMENT COST	6794	+ 530	-	7314	6626	688	-
	TOTAL WAGES & SALARIES	5034	+ 260	-	5294	5017	277	-
		5034	+ 260	-	5294	5017	277	-
101		903	-	-	903	756	147	-
102		0	-	-	-	-	-	-
103		539	-	-	539	505	34	-
104		2914	+ 250	-	3164	3073	91	-
105		678	+ 10	-	688	683	5	-
106		0	-	-	-	-	-	-
107		0	-	-	-	-	-	-
		1750	+ 270	-	2020	1609	411	-
201		967	-	-	967	784	183	-
202		0	-	-	-	-	-	-
203		637	-	-	637	436	201	-
204		146	+ 270	-	416	389	27	-
205		0	-	-	-	-	-	-

HEAD 05-01 MINISTRY OF LOCAL GOVERNMENT
PROGRAMME (2) MINISTRY ADMINISTRATION
CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER, 1999

SUB HEAD	DESCRIPTION	APPROVED ESTIMATE	VIREMENT (T) (-)	SUPPLEMENTARY PROVISION	REVISED ESTIMATE	TOTAL EXPENDITURE	UNDER REVISED ESTIMATE	OVER THE REVISED ESTIMATE
Con't								
163		50	-	-	50	1	49	-
164		425	+ 111	-	536	534	2	-
165		0	-	-	-	-	-	-
171		300	-	-	300	137	163	-
172		1200	- 600	-	600	-	600	-
173		0	-	-	-	-	-	-
181		1864	- 1650	-	214	214	-	-
182		100	-	-	100	90	10	-
183		100	-	-	100	52	48	-
184		0	-	-	-	-	-	-
191		150	- 111	-	39	38	1	-
192		0	-	-	-	-	-	-
193		100	-	-	100	100	-	-
194		100	-	-	100	83	17	-
211		0	-	-	-	-	-	-
212		0	-	-	-	-	-	-

HEAD 05-01 MINISTRY OF LOCAL GOVERNMENT
PROGRAMME (2) MINISTRY ADMINISTRATION
CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER, 1999

SUB HEAD	DESCRIPTION	APPROVED ESTIMATE	VIREMENT (T) (-)	SUPPLEMENTARY PROVISION	REVISED ESTIMATE	TOTAL EXPENDITURE	UNDER REVISED ESTIMATE	OVER THE REVISED ESTIMATE
Con't 271		0 7054	- + 850	-	- 7904	- 6656	- 1248	-
111		0	-	-	-	-	-	-
121		100	-	-	100	42	58	-
122		50	-	-	50	15	35	-
123		300	+ 200	-	500	500	-	-
124		115	+ 1650	-	1765	1742	23	-
131		500	+ 750	-	1250	1131	119	-
141		0	+	-	-	-	-	-
142		600	+ 400	-	1000	899	101	-
143		200	+ 100	-	300	300	-	-
151		0	-	-	-	-	-	-
152		0	-	-	-	-	-	-
153		0	-	-	-	-	-	-
154		0	-	-	-	-	-	-
155		400	-	-	400	386	14	-
161		400	-	-	400	392	8	-
162		0	-	-	-	-	-	-

HEAD 05-01 MINISTRY OF LOCAL GOVERNMENT
PROGRAMME (2) MINISTRY ADMINISTRATION
CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER, 1999

SUB HEAD	DESCRIPTION	APPROVED ESTIMATE	VIREMENT (T) (-)	SUPPLEMENTAR Y PROVISION	REVISED ESTIMATE	TOTAL EXPENDITURE	UNDER REVISED ESTIMATE	OVER THE REVISED ESTIMATE
Con't								
253		0	-	-	-	-	-	-
261		0	-	-	-	-	-	-
	UNDER THE REVISED ESTIMATE		1936					
	OVER THE REVISED ESTIMATE		-					
	NET UNDER THE REVISED ESTIMATE		1936					
	ISSUED FROM THE CONSOLIDATED FUND		14899					
	EXPENOIDTURE FRO 1999		13282					
	DUE TO THE CONSOLIDATED FUND		1617					
					PREPARED BY:			
					CERTIFIED BY:			
						POLANDAR KANDHI		
						PERMANENT SECRETARY		

HEAD 05-01 MINISTRY OF LOCAL GOVERNMENT
PROGRAMME (3) REGIONAL DEVELOPMENT
CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER, 1999

SUB HEAD	DESCRIPTION	APPROVED ESTIMATE	VIREMENT (T) (-)	SUPPLEMENTARY PROVISION	REVISED ESTIMATE	TOTAL EXPENDITURE	UNDER REVISED ESTIMATE	OVER THE REVISED ESTIMATE
	Total Appropriation	53,176	-2126	-	57,050	47,708	3,342	-
	Total Employment Cost	69961	-470	-	6,4917	3,879	2,612	-
	Total Wages & Salaries	2,830	-	-	2,938	1,394	1,536	-
		2,830	-	-	2,930	1,394	1,536	-
101	Administrative	1,550	-	-	1,550	792	758	-
102	Senior Technical	0	-	-	-	-	-	-
103	Other Technical & Craft	780	-	-	780	36	744	-
104	Clerical & Office Support	350	-	-	350	336	14	-
105	Semi Skilled Operatives	150	-	-	150	150	-	-
106	Contracted Employees	0	+ 100	-	100	80	20	-
107	Temporary Employees	-	-	-	-	-	-	-
		4131	- 570	-	3561	2485	1076	-
201	Other direct Labour Cost	84	+ 300	-	384	345	39	-
202		0	-	-	-	-	-	-
203		655	-	-	655	641	14	-
204		3392	- 870	-	2522	1499	1023	-

HEAD 05-01 MINISTRY OF LOCAL GOVERNMENT
PROGRAMME (3) REGIONAL DEVELOPMENT.
CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER, 1999

SUB HEAD	DESCRIPTION	APPROVED ESTIMATE	VIREMENT (T) (-)	SUPPLEMENTAY PROVISION	REVISED ESTIMATE	TOTAL EXPENDITURE	UNDER REVISED ESTIMATE	OVER THE REVISED ESTIMATE
Con't								
161		500	-	-	600	587	13	-
162		0	-	-	-	-	-	-
163		0	-	-	-	-	-	-
164		0	-	-	-	-	-	-
165		0	-	-	-	-	-	-
171		435	-	-	435	268	167	-
172		0	-	-	-	-	-	-
173		0	-	-	-	-	-	-
181		0	-	-	-	-	-	-
182		100	-	-	100	97	3	-
183		100	-	-	100	17	83	-
184		50	-	-	50	-	50	-
191		0	-	-	-	-	-	-
192		0	+ 200	-	200	198	2	-
193		100	-	-	100	96	4	-
194		100	-	-	100	92	8	-
211		0	-	-	-	-	-	-
212		100	-	-	100	66	34	-

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HEAD 05-01 MINISTRY OF LOCAL GOVERNMENT
PROGRAMME (3) REGIONAL DEVELOPMENT
CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER, 1999

SUB HEAD	DESCRIPTION	APPROVED ESTIMATE	VIREMENT (T) (-)	SUPPLEMENTAY PROVISION	REVISED ESTIMATE	TOTAL EXPENDITURE	UNDER REVISED ESTIMATE	OVER THE REVISED ESTIMATE
Con't								
205		- 0	-	-	-	-	-	-
271		0	-	-	-	-	-	-
		46215	- 1656	-	44559	43829	730	-
111		40,000	- 1856	-	38144	38058	86	-
121		100	-	-	100	-	100	-
122		50	-	-	50	33	17	-
123		280	-	-	280	270	10	-
124		100	-	-	100	97	3	-
131		0	-	-	-	-	-	-
141		0	-	-	-	-	-	-
142		0	-	-	-	-	-	-
143		100	-	-	100	100	-	-
151		0	-	-	-	-	-	-
152		0	-	-	-	-	-	-
153		0	-	-	-	-	-	-
154		0	-	-	-	-	-	-
155		0	-	-	-	-	-	-

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HEAD 05-01 MINISTRY OF LOCAL GOVERNMENT
PROGRAMME (3) REGIONAL DEVELOPMENT
CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER, 1999

SUB HEAD	DESCRIPTION	APPROVED ESTIMATE	VIREMENT (T) (-)	SUPPLEMENTARY PROVISION	REVISED ESTIMATE	TOTAL EXPENDITURE	UNDER REVISED ESTIMATE	OVER THE REVISED ESTIMATE
Con't								
221		0	-	-	-	-	-	-
222		4000	-	-	4000	3550	150	-
231		0	-	-	-	-	-	-
232		0	-	-	-	-	-	-
241		0	-	-	-	-	-	-
251		0	-	-	-	-	-	-
252		0	-	-	-	-	-	-
253		0	-	-	-	-	-	-
261		0	-	-	-	-	-	-
	UNDER THE REVISED ESTIMATE		3342					
	OVER THE REVISED ESTIMATE		-					
	NET UNDER THE REVISED ESTIMATE		3342					
	ISSUED FROM THE CONSOLIDATED FUND		52906					
	EXPENDITURE FOR 1999		47708					
	DUE TO THE CONSOLIDATED FUND		5198					
					PREPARED BY:			
					CERTIFIED BY:			
						PULANAR KANDHI		
						PERMANENT SECRETARY		

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DIVISION NO. 522 MINISTRY OF LOCAL GOVERNMENT
PROGRAMME () MAIN OFFICE
CURRENT APPROPRIATION ACCOUNT
FOR THE FISCAL YEAR ENDED 31 DECEMBER, 1999

SUB HEAD	DESCRIPTION	APPROVED ESTIMATE	SUPPLEMENTAR Y PROVISION	REVISFD ESTIMATE	TOTAL EXPENDITURE	UNDER REVISED ESTIMATE	OVER THE REVISED ESTIMATE
14015	Amerindian Development Fund	5,000	-	5,000	5,000	-	-
19001	Infrastructural Development	4,000	-	4,000	4,000	-	-
19005	Project Development & Assistance	250,000	-	250,000	250,000	-	-
24001	Land Transportation	2,500	-	2,500	2,500	-	-
26003	Power Generator	7,000	-	7,000	6,175	825	-
35001	Office Equipment & Furniture	2,500	-	2,500	2,489	11	-
19003	Urban Development Programme	10.00	-	10.000	1.500	-	-
	UNDER THE REVISED ESTIMATE			836			
	OVER THE REVISED ESTIMATE			-			
	NET UNDER THE ESTIMATE			836			
	ISSUE FROM THE CONSOLIDATED FUND			272.500			
	EXPENDITURE FOR 1999			<u>271.664</u>			
	DUE BY THE CONSOLIDATED FUND			.836			

PREPARED BY: *[Signature]*
 CERTIFIED BY: *[Signature]*

[Signature]
 PULANDAR KANDHI
 PERMANENT SECRETARY
 Ministry of Local Government

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