

CO-OPERATIVE REPUBLIC OF GUYANA

MINISTRY OF HOME AFFAIRS

ANNUAL REPORT

1995

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EXECUTIVE SUMMARY

The Annual Report for 1995 of the Ministry of Home Affairs would reflect on the activities of the various constituent departments. These departments are:

- The Secretariat
- The General Register Office
- The National Registration Center
- The Guyana Police Force
- The Guyana Prison Service
- The Guyana Fire Service

For the year under review, the Ministry continued to be under the political direction of the Honourable Peroze Mohamed, Senior Minister. The Permanent Secretary, was overseas pursuing a Master's Degree in Public Administration at Carleton University, Canada.

Mr. Ronald H. Fraser, DSM, Security Policy Co-ordinator, acted as Permanent Secretary, from 1st January, 1994 until October 1995.

During 1995 - the several departments and divisions operated below the approved establishment. Vacancies persisted at various levels. The cause of such a state of affairs could be due to staff turnover and low salaries, as qualified staff sought better pay within the Private Sector.

The activities and responsibilities of the Ministry, as effectuated by its several departments and divisions during 1995 - were as mentioned here under.

1. Maintenance of Public Order and Safety
2. Declarations of Public Holidays
3. Administration of Road Traffic
4. Immigration
5. Citizenship
6. Gambling
7. Fire Protection
8. Prisons
9. National Registration
10. Registration of births, marriages and deaths
11. Parole Board

In order to facilitate the efficient and effective functioning of the Ministry, members of staff were exposed to the necessary pertinent training to enhance overall performance. The various divisions within the Ministry had their specific in-house training to effectuate their own internal programmes.

PRISON SERVICE:

The Guyana Prison Service experienced a relatively good year in 1995. There was great emphasis placed on improving the physical conditions of the buildings within the Service through rehabilitation. This exercise provided improved accommodation for the prisoners. The sustained programme of maintenance repairs was aimed at the buildings in the Georgetown, New Amsterdam and Mazaruni Prisons.

The expenditure of these projects was in the sum of thirteen million five thousand, six hundred and sixty-one dollars (\$13,005,661). A further sum of six million, nine hundred and thirty-five thousand six hundred and twenty-six dollars (\$6,935,626.00) was expended towards the rehabilitation of a wharf at Mazaruni and other works at the New Amsterdam Prisons. In addition to the rehabilitation of buildings, the Service acquired a single - Cab pick-up van for the New Amsterdam prison and a radio communication equipment, linking Georgetown and the Mazaruni prison with its Head Office, at a cost of three million three hundred and thirty-seven dollars (\$3,000,337.00).

It is important to mention that female staff represented forty-three point six three percent (43.63%) of the Service strength. The staff levels in the Prison service continued in 1995 to experience a high turn over. Thus, continued training and staff development was seen as vital inputs in assisting the Prison Service to provide the necessary security, safe custody, training and the rehabilitation of prisoners.

It must be noted that the Literacy Development Programme was quite successful in 1995. Nine (9) of the nineteen (19) prisoners who offered subjects at the CXC Examinations obtained passes.

Reference must be made to the unfortunate incident which occurred at the Lusignan Prison which led to a break-out of forty-nine (49) prisoners. A Commission of Enquiry has since reported its findings. The number of escapees in 1995, totaled eighty-eight (88) inclusive of the forty-nine (49) prisoners who had escaped from the Lusignan prison. This figure represented an increase of fifty-two (52) on the 1994 figure of thirty-six (36).

The Georgetown Prison Visiting Committee held a total of twelve (12) meetings in 1995. A successful workshop for committee members was held during the year. The Committee donated books to the Prison Library on behalf of the Central Georgetown Rotary Club.

The Committee was concerned about the negative publicity in the Press as it was related to the prisons and a lack of understanding generally. The committee suggested that periodic and timely press statements concerning the prison could be made by the Prisons department and the Ministry of Home Affairs.

POLICE FORCE:

The Police Force has achieved its objective, despite the criticisms made at various levels of the society. The Force received support, both material and human resources from agencies and groups, in its fight against crime. The Force recorded a five percent (5%) decrease in crime when figures of 1994 were compared with those of 1995.

The modus operandi of the Juvenile Section reflected the reality of sociological and economic factors that adversely affect the lives of our young people. There were one hundred and eighty-three (183) cases involving juveniles in 1995, compared with two hundred and six (206) in 1994. Twenty-seven (27) of these juveniles were sent to the New Opportunity Corps, seventeen (17) fined, eighty-five (85) warned, one (1) case dismissed and fifty-three (53) cases were pending at the end of 1995.

The detection and eradication of narcotic substances took on increased proportions in 1995. Five hundred and sixty-seven (567) cases were made in 1995 as compared to five hundred and eighty-seven (587) in 1994. In 1995, six hundred and eighty-one (681) persons were charged as against seven hundred and sixty-eight (768) in 1994.

The Police seized over ten thousand, one hundred and eighty-three kilos, (10,183 kilos) of cannabis sativa and over fifty-one (51) kilos of cocaine in 1995.

The traffic situation as reflected by the Police report has shown that there was a marginal decrease from six thousand, eight hundred and ninety-eight (6,898) to six thousand, eight hundred and ninety-three (6,893) in the number of vehicles registered in 1995.

In relation to fatal accidents, one hundred and sixty-six (166) persons were killed on the roads in 1995 as a result of one hundred and thirty-seven (137) fatal accidents. In 1994 there were one hundred and thirty-six (136) deaths arising from one hundred and twenty-one (121) fatal accidents. Twenty-eight (28) children were killed on the roads in 1995 as compared to thirty-four (34) children in 1994.

The Police Consumers Co-operative Society and the Police Co-operative Credit Union have performed creditably during 1995. Sales reached a total of one hundred and thirty-six million, six hundred and forty-nine thousand, two hundred and seven dollars (\$136,649,207.00) in 1995 as compared with ninety-seven million and sixty-one thousand, nine hundred and eighty dollars (\$97,061,980.00) in 1994, an increase of forty-one percent (41%).

Loans granted to members of the Force by the Credit Union stood at eighteen million seven hundred and forty-seven thousand five hundred and twenty-five dollars (\$18,747,525.00) compared with sixteen million, nine hundred and eighty six thousand, eight hundred and one dollars (\$16,986,801.00) in 1994, an increase of ten point four percent (10.4%).

The Public Relations section of the Force has continued to perform creditably in spite of the difficulties experienced by the Police.

POLICE COMPLAINTS AUTHORITY:

The Police Complaints Authority in 1995 received one hundred and fourteen (114) complaints. All the complaints received by the Authority were submitted to the Commissioner of Police for investigation. The Authority has mentioned that most of the incidents of assault or wounding are made against the members of the Impact Unit, and unnecessary force must not be used when arresting suspects.

Two vacant positions on the Authority are to be filled as soon as possible nevertheless, the Authority continued to exercise its function.

FIRE SERVICE:

The Guyana Fire Service experienced an overall improvement in 1995. Morale among members of the Service was very high. The discipline and dedication of the officers and other ranks shown in carrying out their duties must be commended.

The Service in 1995 responded to one thousand and thirty-seven (1037) calls as compared with eight hundred and forty-three (843) in 1994. This figure represented an increase of twenty-three percent (23%) when compared with the 1994 figures. Four hundred and forty (440) of these calls were electrical fires compared to three hundred and ninety-two (392) in 1994.

The undermentioned figures are a comparison over a three-year period of properties involved in fire, properties completely destroyed by fire, properties severely damaged by fire and deaths caused by fire.

	<u>1993</u>	<u>1994</u>	<u>1995</u>
Properties involved in fire	618	759	927
Properties completely destroyed by fire	23	44	48
Properties severely damaged by fire	13	13	18
Deaths caused by fire	5	11	15

GENERAL REGISTER OFFICE:

The General Register Office has successfully tackled the problem of backlog as it related to applications. The amount of arrears work carried over to 1996 was small when compared with previous years. The Search Unit had only applications outstanding for December 1995 at the end of 1995.

The computerization of the operations of the system at the General Register Office commenced in October 1995. All the equipment for that exercise have been received and work is continuing. Nevertheless, the overall performance of that department was satisfactory. Revenue collected by the department totaled four million, six hundred and sixty-eight thousand, four hundred and twenty-five dollars (\$4,668,425).

It has been disappointing to again state that no preservation process has yet been implemented. Thus the deterioration and destruction of important records by insects and rodents, continued at an alarming rate.

At the end of 1995 there were one hundred and forty-six (146) public Registration Centres of births and deaths located in the various regions of the country as well as five (5) private Registration Centres in Georgetown. Thus, a total of one hundred and fifty-one (151) Centres operated in 1995.

NATIONAL REGISTRATION CENTER:

The National Registration Center's major goal for 1995 was to be in readiness to support the proposed reconstituted Elections Commission in preparation for the General and Regional Elections due in 1997. The Center therefore, made preliminary preparations for the house to house registration of all citizens fourteen (14) years old and over. Proposals for the implementation of the registration exercise were submitted to the Inter Parliamentary Committee for Electoral Reform.

In general 1995 was a good year for the National Registration Center. The only set-back was the then non-existence of the Elections Commission.

SECRETARIAT:


The year 1995 could be said to be very successful for the Secretariat in that its planned programmes were implemented. The Inspectorate Division, approved by the Public Service Ministry, was established in January 1995, with the temporary appointment of the Head of the Inspectorate. Also the Research and Planning Division, which was unstaffed for some time, was resuscitated with the temporary appointment of a Research Officer.

The Security Division which is operating from within the Secretariat has had quite a successful year rendering improved services to Overseas visitors to Guyana as was mandated to do.

The physical appearance of the Secretariat building was given a face lift during the year. Visitors to the Secretariat continued to be provided with quality services and comfortable waiting rooms in a congenial atmosphere and clean environment.

The recruitment of staff to fill vacancies was not successfully achieved during 1995. Members of staff of the Secretariat continued to attend training sessions in order to up-grade their qualifications and ability to perform on the job. This was possible because of the recruitment of a Training Officer within the Secretariat and the opportunity taken by the Ministry in relation to training offered by the Public Service Ministry and other training institutions.

The weekly meetings of Heads of Divisions chaired by the Permanent Secretary have continued during the year. Overall, it can be said that the performance of the Secretariat has been most satisfactory. The Ministry, generally has had a successful year in 1995. It is hoped that 1996 will see a continuation of this success.



F. E. Liverpool, MSM,
Lieutenant Colonel
Permanent Secretary
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 A - D)

FINANCE DIVISION

The Finance Division of the Ministry, during the period under review, had direct responsibility for all financial operations of the Secretariat and also provided financial services to the constituent departments.

In keeping therefore, with its responsibility the Division was involved in making payments of personal emoluments to members of staff of the Ministry's Secretariat, the National Registration Center, the General Register Office, the Police Complaints Authority, the Elections Commission, and the Prison and Fire Services. Further, it also accounted for all expenditure on goods and services acquired, the disbursement of funds under the Capital Budget, collected and accounted for revenue, checked and verified stores and cash and also ensured adequate security existed for the safeguard of all public funds.

The Finance Division, was headed by the Principal Assistant Secretary, (Finance) and organised into two (2) sections - Accounts and Field Audit in which most of the senior staff were in acting capacities.

The staff complement of the Finance Division was as follows;

	<u>AUTHORISED</u>	<u>ACTUAL</u>
Principal Assistant Secretary	1	1
Chief Accountant	1	1
Accountant	1	Nil
Assistant Accountant	2	Nil
Accounts Clerk 111	8	Nil
Accounts Clerk 11/1	10	6
Clerk of Works	1	1
Purchasing Clerk	1	1

The effective supervision of staff during the year 1995 ensured that there was continued improvement in the accounting system. Again, there was no reconciliation of the three (3) bank accounts because of a staff shortage and unqualified and inexperienced personnel.

There was a need for more qualified staff as the staff complement was below the required level.

The non-reconciliation of the bank accounts apart, the Finance Division has performed effectively and targets set were achieved.

FIELD AUDIT DIVISION

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

The Division during 1995 carried out stock verification exercises at the National Registration Center and the General Register Office. There is need at the General Register Office for the rectification of the stock records. The Audit Division also inspected the stores record-keeping system at the Guyana Fire Service and recommend that the stores record be brought up to date so that the Internal Audit and Stock Verification could be carried out early. The Division also recommend that the records as they related to stock movement be put in place.

A Stock Verification carried out at the National Registration Center revealed that large quantities of envelopes that have become useless to the said Center could be utilized by other departments. The Auditor recommend that this be done.

There was the need for records of stock movement to be put in place at the Prison Service. These records involved.

- (a) Stores on Loan Register #1294
- (b) Stores Return Voucher Serial #89
- (c) Loan Register Serial #1314

There was improvement in the Police Force financial records at most of the stations during 1995. Internal Audit and stock Verification were carried out at these stations.

The establishment of the Division was as follows:

	<u>AUTHORISED</u>	<u>ACTUAL</u>
Field Auditor	1	Nil
Stock Verifier	1	1

ADMINISTRATION DIVISION

The Administration Division, during the period under review, was responsible for planning, organising and co-ordinating the administrative operations of various divisions of the Secretariat. It also provided necessary support to the other Internal departments of the Ministry, these are the Police Force, Prisons Service, Fire Service, National Registration Center and the General Register Office, in endeavouring to facilitate the achievement of their objectives.

The work of the Ministry revolved around and, was dependent on the activities of the Administration Division which was responsible for:

- Manpower Planning, Recruitment and Staffing.
- Human Resource Development.
- Maintenance of Records and Information Support System.
- The Provision of Secretarial and other office support services.

In addition to the above, the Division also had specific responsibilities under the:

- Public Holidays Act
- Marriage Act
- Prisons Act
- Police Act
- Jurisdiction & Marriage Act
- Other Legislation pertinent to the maintenance of public order and safety in Guyana

The Administrative Division had responsibility for two (2) sections within the Ministry. These were the Registry and General Duties and came under the direct administration of a Principal Assistant Secretary.

The staff complement of the Administrative Division was as follows:

	AUTHORISED	ACTUAL
Principal Assistant Secretary (G)	1	1
Assistant Secretary (G & T)	2	1
Administrative Assistant	1	1
Senior Clerk (11)	1	1
Typist/Clerk (11)	5	5
Office Assistants	4	4
Charwomen	3	3
Driver	1	1

CENTRAL REGISTRY

During the year under review, the Central Registry was comprised of a Senior registry Supervisor, three (3) Typist Clerks, four (4) Office Assistants and three (3) Charwomen.

The objectives of the Registry were as stated hereunder.

- (i) to ensure incoming mail are properly routed to various Head of Sections and relevant officers.
- (ii) to ensure that out-going mail are addressed and dispatched on time so as to meet their destination either by post or by hand within the shortest possible time.
- (iii) to ensure that routine typing is undertaken for the General Administration - Personnel, Accounts Division, Research and Planning Division and the Field Audit Section.
- (iv) to ensure that correspondence pertaining to the Administrative and Personnel Division are filed on a daily basis, and
- (v) to ensure that files are stored in their respective cabinet for easy retrieval.

PERSONNEL DIVISION

With a view of promoting maximum utilization of the Ministry's manpower, the Division channeled and processed all matters as they related to:

- (a) the recruitment of staff with the possibility of securing suitable qualified persons available for each vacancy. Vacant positions were filled through the recruitment of new officers, the transfer of members of staff or by promotion. Appointments of staff were made either by the Public Service Commission or the Permanent Secretary.
- (b) the finalizing of leave applications through the preparation and necessary approval by the Permanent Secretary in accordance with Public Service Rules and Regulations.
- (c) the processing of advances and allowance (e.g.) advances to purchase motor vehicles, and acting and responsibility allowances.
- (d) the maintenance of up-to-date records and reporting in keeping with legal, regulatory and procedural requirements. These records were also the basis for making decisions as they related to promotions, the handling of disciplinary matters and other related issues.
- (e) employer and employee relations on the job with the view of providing a better understanding of the importance of a high level of production and the importance of maintaining good Ministry/staff relationship.
- (f) the processing of superannuation benefits for pensionable and non-pensionable staff of the National Registration Center, the General Register Office, the Guyana Police Force, Prison and Fire services and the Secretariat.
- (g) the efficient and effective filing of all correspondence on personnel matters.

The Staff complement for 1995 was as follows:

	<u>AUTHORISED</u>	<u>ACTUAL</u>
Senior Personnel Officer	1	1
Personnel Officer 2	1	Nil
Personnel Officer 1	1	1
Clerk 3 (G)	2	Nil
Clerk 2 (G)	3	3

SECURITY DIVISION

This Division collaborates with other national agencies to formulate, implement and monitor national security policies that provide for the internal safety and well-being of the state.

Units within the Division are:

- (I) Immigration
- (II) Public Sector Security
- (III) Inspectorate

During the year under review, these units functioned at a high level of efficiency. The functions of the Division are to:

- (a) Review visa policy and recommend improvements for harmonisation with internal changes and those occurring in the region and internationally.
- (b) Process applications relating to renunciation of citizenship, registration and naturalisation of citizens.
- (c) Process applications from immigrants for work permits, extension of stay and visits to the interior locations.
- (d) Collaborate with other agencies on matters pertaining to extradition of fugitive offenders, refugee seekers, expulsion of undesirable and prohibited immigrants.

- (e) **Maintain a Register of Government Bonded Scholars and ensure that such persons leaving Guyana do so with the approval of the Public Service Ministry.**
- (f) **Co-ordinate activities associated with the visit of foreign naval vessels.**
- (g) **Facilitate the acceptance and travel arrangements of ranks of the disciplined services for overseas training, and of Senior Government Security Personnel, attending overseas seminars and conferences.**
- (h) **Process applications for holding of bingos, raffles and other fund-raising activities and ensure that such events are conducted within the provisions of the law.**
- (i) **Ensure that the grant of wireless transmitting licences are not likely to result in breaches of national security.**
- (j) **Maintain a high standard of security in all sections of the Ministry and investigate breaches of security when they occur.**
- (k) **Prepare reports to international and hemispheric drug agencies on various aspects of narcotic and psychotropic substances in Guyana.**

During 1995 the Standing Co-ordinating Committee for the Implementation of Narcotic Drug Agreements was established. This Committee was constituted of Senior Members of the Guyana Police Force, Guyana Defence Force, Ministry of Health and Ministry of Home Affairs. These organisations are directly concerned with the narcotic drug problem and the committee is chaired by the Permanent Secretary, Ministry of Home Affairs. It operated within the policy framework of the National Drug Law Enforcement Committee and co-ordinated activities required to fulfill Guyana's obligations under the various bilateral and international drug agreements.

Preliminary work on the preparation of a National Drug Master Plan for Guyana was completed.

Proposals in a report prepared by the Management Services Division, Public Service Ministry on the restructuring of the Security Department were refined. The objectives of the exercise were to redefine the role and functions of the Division and to redesign its structure so that it may function more effectively to accomplish the Mission of the Ministry of Home Affairs. The establishment of the Security Division during 1995 was as follows:

	<u>AUTHORISED</u>	<u>ACTUAL</u>
Security Policy Co-ordinator	1	1
Head, Public Sector Security	1	Nil
Head, Immigration Support Services	1	Nil
Head Inspectorate Division	1	Nil
Clerk III (G)	2	1
Clerk II (G)	4	2
Typist/Clerk 11/1	4	4
Typist/Clerk 111	1	Nil
Confidential Secretary	1	Nil

NATIONAL REGISTRATION CENTER

The Mission of the Center is to provide for the establishment of a National Register for the issuing of identification cards and for purposes connected therewith.

The main objectives of the Center for 1995 were:

- (1) to distribute identification cards to every registered citizen.
- (2) to establish branch offices in Linden and Bartica
- (3) to lay the foundation for a general house to house registration.

The major goal of the Center for 1995 was to be in a state of readiness to carry out a National Registration Exercise in preparation for the General Elections due in 1997.

The Center adopted the theme "Diligent Work and Greater Efficiency" and prepared for the registration of all citizens fourteen (14) years and over.

Training opportunities organised by the Public Service Ministry were utilised to the fullest and the Center implemented its own programme to improve specific skills unique to the Registration process.

The Center has been organised into three (3) main sections as shown on the chart.

Under the direction and control of the Commissioner of National Registration, the administrative staff along with four training officers assembled a "Manual for Field Photographers". The manual was used in the training of field staff in the various regions.

A total of three hundred and eighty-seven (387) manuals - "Instructions for Divisional Registrars" - were despatched to applicants who had applied for the positions of Registrars and Deputy Registrars.

The Center also organised the making of one thousand, four hundred (1,400) pennants - flags - for the Registration exercise.

During 1995, the staff complement of the National Registration Center was as follows:

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

In general, 1995 was a good year for the National Registration Center. The only set-back was the non-existence of the Elections Commission during the period under review.

GENERAL REGISTER OFFICE
MISSION STATEMENT

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

The General Register Office is a Department of the Ministry of Home Affairs and is housed in the Building of the Guyana Post Office, Georgetown. It operates in accordance with Chapter 44:01 Births and Deaths and Chapter 45:01, Marriage Act of the Laws of Guyana. A Microfilm Unit is located at the Ministry of Health, where activities are limited to the retrieval of details of births.

As in previous years, the overall performance of the Department was satisfactory. The performance of the officers of the Search Unit was again outstanding. The morale of the staff continued to be high. However, there was a need for better facilities and accommodation, particularly for female members of staff.

The computerisation of the operations of the activities of the General Register Office commenced in October, 1995 and should be completed by mid 1996. However, it must be noted that no preservation programme has yet been implemented. Meanwhile, the deterioration and destruction of materials continued at an alarming rate during 1995. The loss of vital materials, such as entries of births, deaths and marriage statistics was regrettable.

During the period under review, there was no reconciliation of the accounts which would represent transactions for services rendered by the Guyana Post Office Corporation and money paid by the General Register Office.

The Returns of registered persons from the New Registration Centers created in 1994 were very disappointing. Returns were received from only eight (8) centers. There were very few entries of deaths occurring in the Interior regions, particularly Regions 1, 7, 8 and 9.

The establishment of the Department was as follows:

	<u>AUTHORISED</u>	<u>ACTUAL</u>
Register General	1	1
Deputy Registrar General	1	1
Head, Operations	1	1
Head, Administration	1	1
Accountant	1	Nil
Head, Data Processing	1	Nil
Supervisor Receiving/Despatch Section	1	1
Supervisor Search/Late Registration	1	1
Supervisor Transcription Section	1	1
Confidential Secretary	1	1
Clerk of Marriages	1	1
Accounts Clerk	3	2
Receiving/Despatch Clerk	8	8
Data Entry Clerk	2	1
Cataloguer/Clerk	1	1
Search/Transcriber	12	12
Registration Clerks	2	2
Typist/Clerk	1	1
Driver	1	Nil
Office Assistant	1	1
Cleaner	2	2
Technician	1	Nil

PAROLE BOARD
MISSION STATEMENT

To rehabilitate prisoners who show signs of reformation by reason of good behaviour response to training and without likelihood to re-offend and without any risk or danger to the community by early release on specified conditions and supervision (licence) or by recall to prison in case of breach of licence so that jurisdiction over the offender is retained while he/she simultaneously contributes to the Social and Economic Development goals of the Guyanese nation.

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

The membership of the Board according to the Act consisted of:

- (a) A Chairman who shall be a person who has been or is qualified to be a Puisne Judge of the High Court to be appointed by the Minister.
- (b) Two members, to be appointed by the Minister of whom
 - (i) one shall be a person who is a Medical Practitioner registered under any law relating to the registration of Medical Practitioners, having special qualifications or experience in psychiatry and:
 - (ii) one shall be a person, who in the opinion of the Minister is qualified as having had experience of and show capacity in, matters relating to the supervision or aftercare 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, ex-officio.

The Chairman of the Prison's Visiting Committee of each of the four prisons shall be entitled to be present at and participate in discussions of the Board when considering the release on licence of any person serving imprisonment in the prison.

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
Ms. 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 persons who served individually as chairman of the Visiting Committee appointed for a prison during 1995 attended meeting of the Board.

(i) Mr. Desmond Nicholson	Lusignan Prison
(ii) Mr. Carl Clementson	Mazaruni Prison
(iii) Mr. David R. Persaud	New Amsterdam Prison

On July 12th 1995, Dr. Frank Anthony, was appointed Chairman of the Georgetown Prison Visiting Committee.

During the reporting period 1995, twenty (20) petitions were considered by the Board and were distributed as follows:

(a) Georgetown Prison	4
(b) New Amsterdam Prison	13 (including 12 Females)
(c) Mazaruni Prison	2
(d) Lusignan Prison	1

During October 1995, the Administrative Section of the Parole Board was strengthened by the addition of a Senior Parole Officer and it was hoped that the position of Parole Officer could have been filled at the same time.

The stall complement of the Administrative Section of the Parole Board in 1995 was as follows:

	<u>AUTHORISED</u>	<u>ACTUAL</u>
Head, Parole Unit (Secretary)	1	1
Senior Parole Officer	1	1
Parole Officer	1	Nil
Typist/Clerk	1	1

SUMMARY AND REVIEW OF CURRENT YEAR'S PROGRAMME
FINANCE DIVISION

Item No.	Targets Set for the Year	Targets Achieved	Analysis of Successes/Failures
01	Collecting and bringing to account revenues and other receipts.	100%	Constant supervision and training of staff allowed for improved performance.
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	Turn over and staff shortage unqualified and inexperienced personnel contributed to failure.
05	Reconciliation of ledger Accounts, 6011, 6022, 6041 and 6043	Nil	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/Failures
01	Conducting Audit inspections stock verification	90%	Work was satisfactorily done in spite of constraints.

SECURITY DIVISION

Item No.	ACTIVITIES	Received	Approved	In Process
01	Applications for Citizenship - Naturalisation - Registration - Renunciation	21 61 91	32 40 91	21 Nil
02	Processing of application for work permits	1,238	1,179	59
03	Processing of Visa Applications	642	628	14
04	Processing Extension of Stay Applications	919	889	30
05	Processing Applications for Permission to reside or stay	58	47	11
06	Processing Applications of Foreigners to visit the Interior	342	310	32

Item No.	Activity	Received	Approved	In Process
07	Processing Application for - Bingo - Raffle - Cornhouse	25 72 06	22 67 06	03 05 Nil
08	Movements of Bonded Scholars - Request for Prevention from leaving the country. - Request for permission to leave the country. - Notification of completion of contract.	142 110 71	142 110 71	Nil Nil Nil

These figures include approval of outstanding applications for the previous year 1994.

ADMINISTRATION DIVISION

Item No.	Targets Set For the Year	Target Achieved	Analysis of Successes or Failures
01	Processing of applications under the Gambling Control Act	103	A reduction of eleven (11) as a result of the control exercised.
02	Providing secretarial and Administrative support to the Georgetown Prison's Visiting Committee meeting.	12	An increase of 100%. All members were appointed.
03	Processing of applications for the appointment of Marriage Officers.	45	An increase of 47%.
04	Processing applications for the registration of buildings for publication of Banns and notices of marriage.	20	An increase of 30%

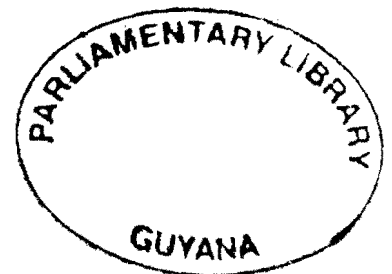
05	Recruitment of staff.	95 %	Work was performed satisfactorily
06	Appointment of staff in accordance with the establishment figures as well as acting appointments.	93 %	do.
07	Processing of leave applications.	100 %	do.
08	Forwarding of Advances and responsibility allowance.	100 %	do.
09	Keeping of adequate records. Record of service and disciplinary action.	96 %	do.
10	Preparation of Superannuation papers.	75 %	Inadequate records from organisations caused delay in completion.

PAROLE BOARD

Item No.	Targets Set for The Year	Targets Achieved	Analysis of Successes or Failures
01	Receiving Parole Applications.	100 %	Received 20 application
02	Processing Parole Applications.	46 %	The processing of the twenty (20) applications plus seventeen (17) others from the previous years, only seventeen (17) could have been presented to the Board. The remaining applications were not completed because of the lack of one or all of the following documents: Home Study Report: Criminal Record, Chancellor's Report, Director of Public Prosecution's Report and the comments from the judge by whom the sentence was imposed.
03	Holding Board Meetings	100 %	Eighteen (18) Board Meetings were convened.
04	Preparing Licence for the Minister's signature.	50 %	Eight (8) licences were signed by the Minister.
05	Liaise with the Probation Service for Home Study and Quarterly Reports.	Nil	This Service informed the Board that it was not in a position to provide the necessary reports for the Georgetown area because they were operating with limited manpower.

PAROLE BOARD

Item No.	Targets Set for The Year	Targets Achieved	Analysis of Successes or Failures
06	Liaise with Police to obtain records on the prospective parolees.	90 %	This Service also informed the Board that they were operating with limited staff.
07	Visits to the Prisons.	75%	Six (6) out of eight (8) scheduled visits were made.
08	Meeting with Legal Personnel.	100 %	Discussions with the DPP and the Chancellor on prisoners serving life sentences.
09	Assist in facilities for rehabilitation in and out of prison.	75 %	Seeking help from Non-Governmental Organisations.
10	Discussions with prisoners about parole.	80 %	Satisfactorily done.
11	Sensitizing the Public about Parole.	80 %	Series of short statements published in the news media.



NATIONAL REGISTRATION CENTER

Item No.	Targets Set for The Year	Targets Achieved	Analysis of Successes or Failures
01	Distribution of identification cards.	26, 189	A decrease of 5,063 due to frequent power outages.
02	Establish Branch Office in Linden, Region No. 10.	100 %	Established.
03	Establish Branch Office in Bartica Region No. 7	Nil	No Suitable building was identified.
04	Preparation for house to house registration nationally.	75 %	Preparatory work partly done.
05	Distribution of Manuals for field Photographers.		Satisfactorily done
06	Making of pennants for Registration exercise.	1,400	Successfully completed.
07	Filing Master Cards into Cabinets.	19,159	Satisfactorily done.
08	Distribution of Manual instructions for Divisional Registrars.	461	Completed.
09	Training of field Photographers.	301	Satisfactorily completed

GENERAL REGISTER OFFICE

Item No.	Targets Set for The Year	Targets Achieved	Analysis of Successes or Failures
01	Computerisation of the entire system.	50 %	All the equipment, computers, etc have been received, necessary electrical work completed.
02	<p>Preservation of documents etc. - transcribing of entries from deteriorated documents to registers.</p> <p>Procuring of expertise for all facets of preservation</p>	<p>70 %</p> <p>Nil</p>	<p>Very few entries were retrieved from registers and indices. Some materials were irretrievable.</p> <p>Expert in preservation was identified late 1995 . Negotiations have started.</p>
03	Amendment to the Laws - Marriage Act Chap 45:01	Not Achieved	Reminders sent to the Chief Parliamentary Counsel. No further action on Draft.
04	Visits to Registration Centres by Deputy Registrar General.	25 %	Visits made to centres on the East Coast, East Bank and West Bank, Berbice.
05	Liquidation of arrears 1995.	90 %	Work was satisfactorily done.

06	Maintaining of work up to date.	85 %	Do.
07	Compilation of data on deaths for N. I. S.	100 %	Do.

Item No.	Targets Set for The Year	Targets Achieved	Analysis of Successes or Failures	
08	Registration of Births - local	20,000	22,651	113.25 %
	Overseas	30	-	Nil
	Deaths - Local	5,000	5,417	108.34 %
	Marriages	3,000	3,847	128.23 %
09	Applications received through the Post Office	60,000	55,584	92.64 %
10	Certificates issued	60,000	35,392	58.98 %
11	Cards sent requesting additional information.	9,000	9,995	111.05 %
12	Certificates acquired through priority.	40,000	55,571	138.92 %
13	Certificates issued at the Marriage Desk.	7,000	8,476	121.08 %
14	Marriages performed at the General Register Office.	800	927	115.87 %

15	Processing of:			
	(a) Late Registration		2,214	221.4 %
	(b) Re-Registration			
	(c) Adoption	1,000		
	(d) Court Orders		193	113.52 %
	(e) Minor Clerical		68	75.55 %
	alterations	170	900	150.00 %
	(f) Microfilm Retrieval			
		90		
		600	1,365	136.5 %
		1,000		
			156	78 %
		200		

REVIEW OF SPECIAL INITIATIVES
STAFF DEVELOPMENT

In the year 1995, members of staff of the Ministry of Home Affairs attended various training courses sponsored by its constituent departments in collaboration with the Public Service Ministry. Training was designed to effectuate efficiency and to lay the necessary foundation for members of staff who were unaware of the specific functions of the organisation. Some members of staff also attended private classes in various subjects areas. The following persons attended courses as shown against their names:

<u>Title of Training</u>	<u>Names of Member Of Staff</u>	<u>Location of Employee</u>
1. English Language & Communication For the Office	Sandra David	National Registration Center
	Desiree Fellow	General Registration Office.
2. Induction and Orientation	Desiree Medouze	Secretariat
	Troy Lashley	Secretariat
	Savitree Singh	National Registration Center.
3. Financial Management	Felicia Lewis	Secretariat
	Frances Edwards	National Registration Center.
4. Registry Management in the Public Service	Sandra David	National Registration Center
	Bernadette Roberts	Secretariat
	Adel Henry	Secretariat
5. Organisational Development	Brenda Smith	National Registration Center
	Juliet Rodney	- Do -

6. Managing Meetings	Nadicia Tappin	National Registration Center.
7. Accounting for Accounts Supervisors.	Vanessa Belle Deborah Donald	General Registration Office - Do -.
8. Personnel Practices & Policies	Frances Edwards	National Registration Centre
9. Interpersonal Relations & Staff Conflict	Nadicia Tappin Moryx Hazlewood	National Registration Center - Do -.
10. Proficiency in Typewriting	Quisandra McKenzie Cleopatra Moore	National Registration Center Secretariat
11. Procurement & Stores Management	Patrick Hosannah	Secretariat
12. Professional Secretarial Practice	Sandra David Desiree Pellew Carmen Bovell	National Registration Center General Registration Office Office of the Elections Commission

13. First Aid for The Office	Gem Rutherford	General Register Office.
14. Training for Trainers	J. Robertson G. Vaughn	Office of the Elections Commission - Do -
15. Proficiency in Typewriting	Desiree Medouze C. McKenzie Allison Roberts	Secretariat National Registration Center - Do -
16. Managing Meetings	G. Robertson C. Bovell G. Vaughn J. Walters D. Donald	Office of the Elections Commission - Do - - Do - General Register Office - Do -.
17. Counselling Skills for Supervisors	J. Robertson N. Tappin	Office of the Elections Commission National Registration Center
18. Office Assistant Seminar	J. Tyson T. Lashley	National Registration Centre Secretariat
19. Basic Government Accounting Procedure	O. Hunte	Office of the Elections Commission

In-House Training

In addition to the above mentioned Courses, eighteen (18) members of staff also benefitted from a six (6) week training in English Language for the Office. A further ten (10) persons attended a six (6) week training course in typewriting, while twenty-six (26) members of staff of the National Registration Center attended training in various fields, such as Occupational Health and Safety, Action Centered Supervisor, Labour Economics Management and Productivity among others. The persons involved in these three latter categories of training were issued with certificates by the Ministry of Home Affairs.

Training in Etiquette and Courtesy

Members of staff were involved in miscellaneous training sessions and seminars and also a short training course in Etiquette and Courtesy.

Attendance at Critchlow Labour College

Two members of staff, Ms. S. Nicholson Clerk 11 (G) and Ms. S. Monkhouse, Typist/Clerk 1 attended the one (1) Year Programme Industrial and Social Studies at the Critchlow Labour College. Both were successful and passed with distinction and credit respectively.

Workshop/Lectures

Ms. Rhonda Wilson, Clerk 11 (G) attended a two (2) Day Workshop for Clerks sponsored by the Georgetown Women's Junior Chamber.

The Parole Board in continuing to foster a better understanding of its role, participated in two (2) training programmes for Prison Officers recruits, by lecturing on the Parole System in Guyana.

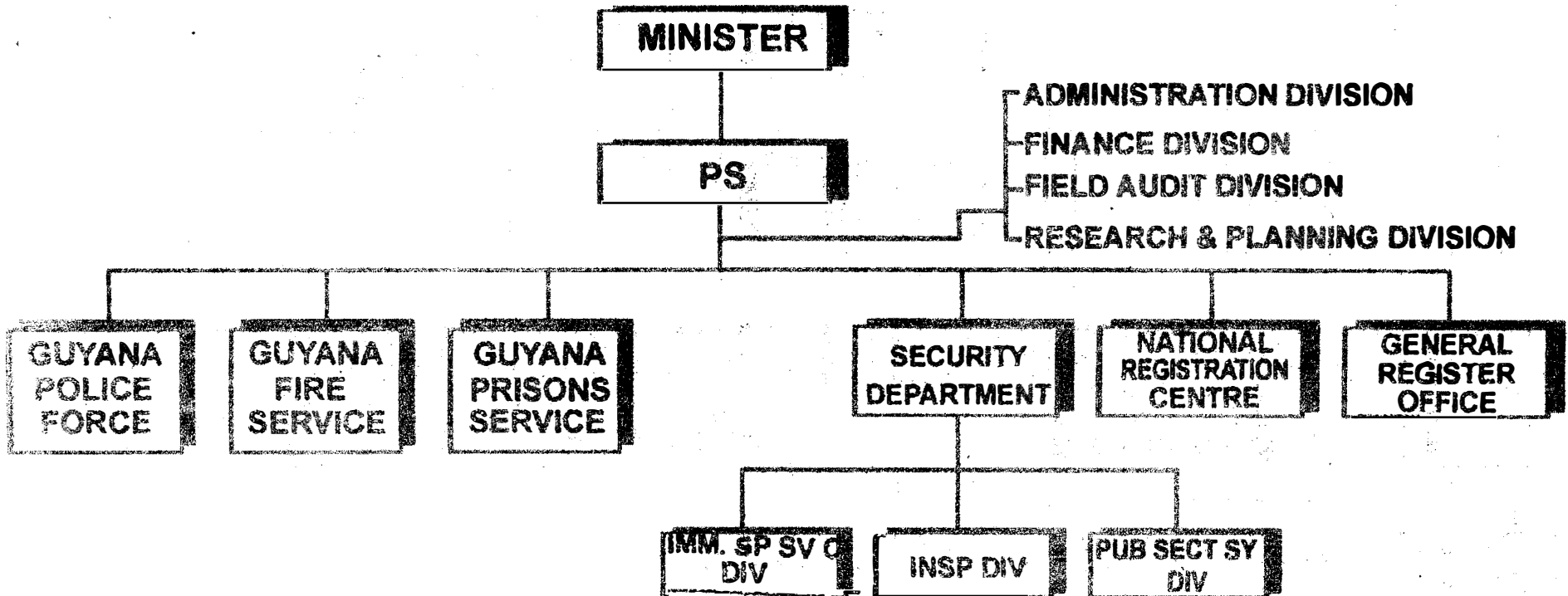
Overseas Training

Lt. Colonel Fair bairn E. Liverpool, MSM, Permanent Secretary of the Ministry of Home Affairs, returned home after successfully completing a two (2) year course in Public Administration at Carleton University, Canada and was admitted to the degree, Master of Arts.

- A -

ORGANISATION CHART
GLOBAL STRUCTURE - MINISTRY OF HOME AFFAIRS

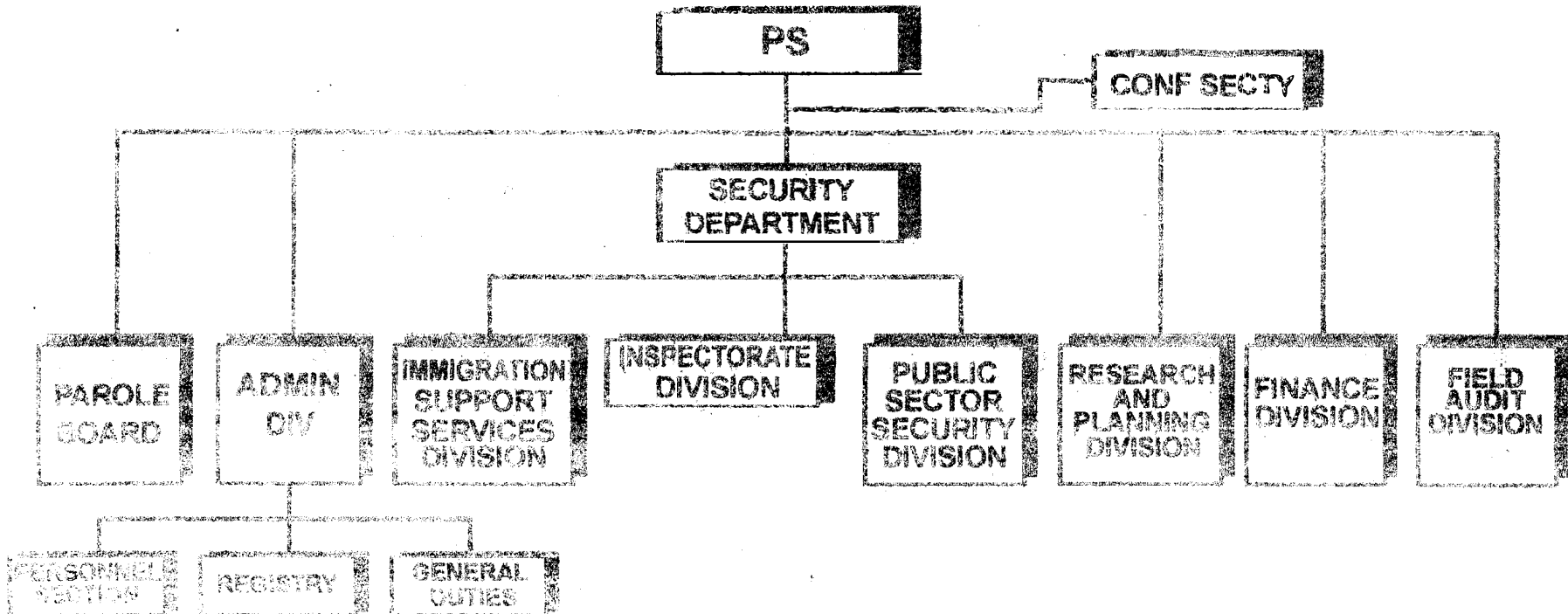
APPENDIX



- B -

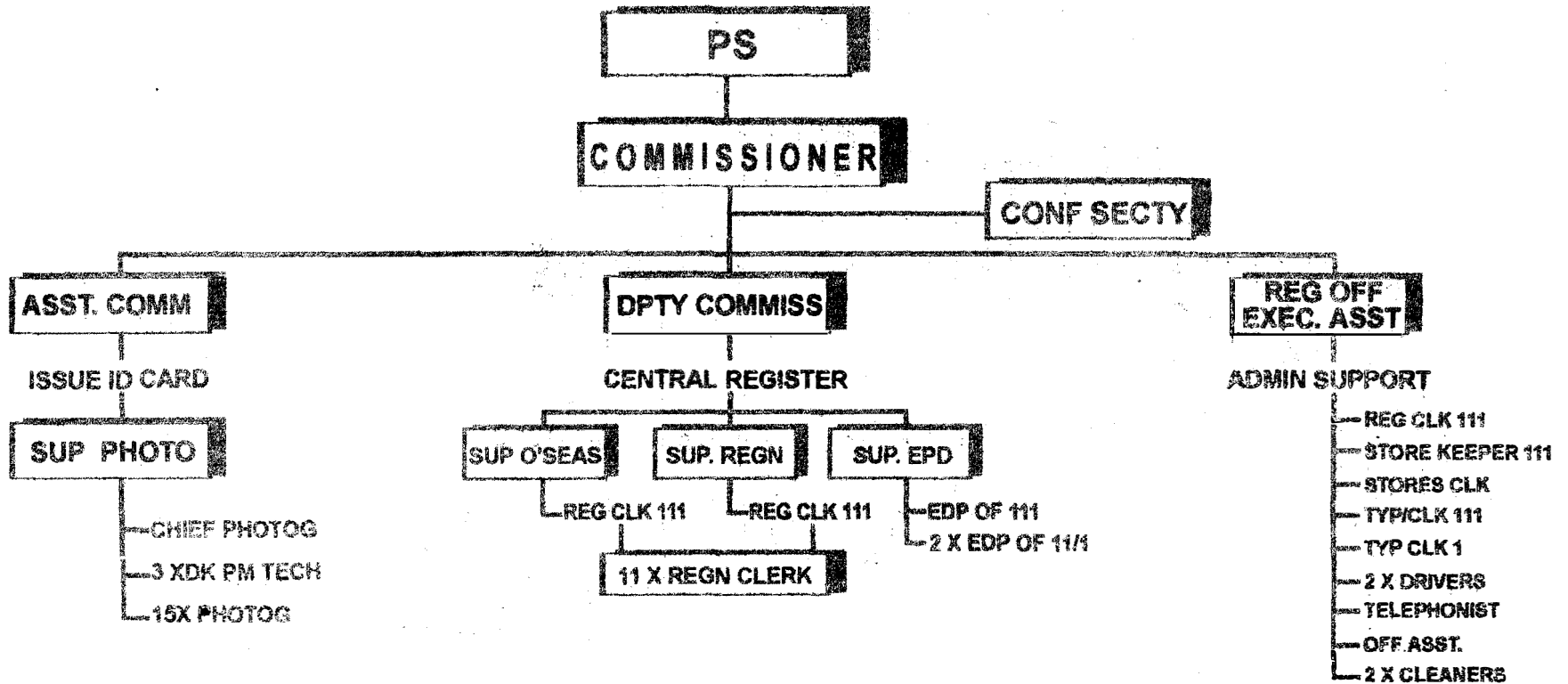
ORGANISATION CHART
MINISTRY OF HOME AFFAIRS SECRETARIAT

APPENDIX



ORGANISATION CHART
NATIONAL REGISTRATION CENTRE

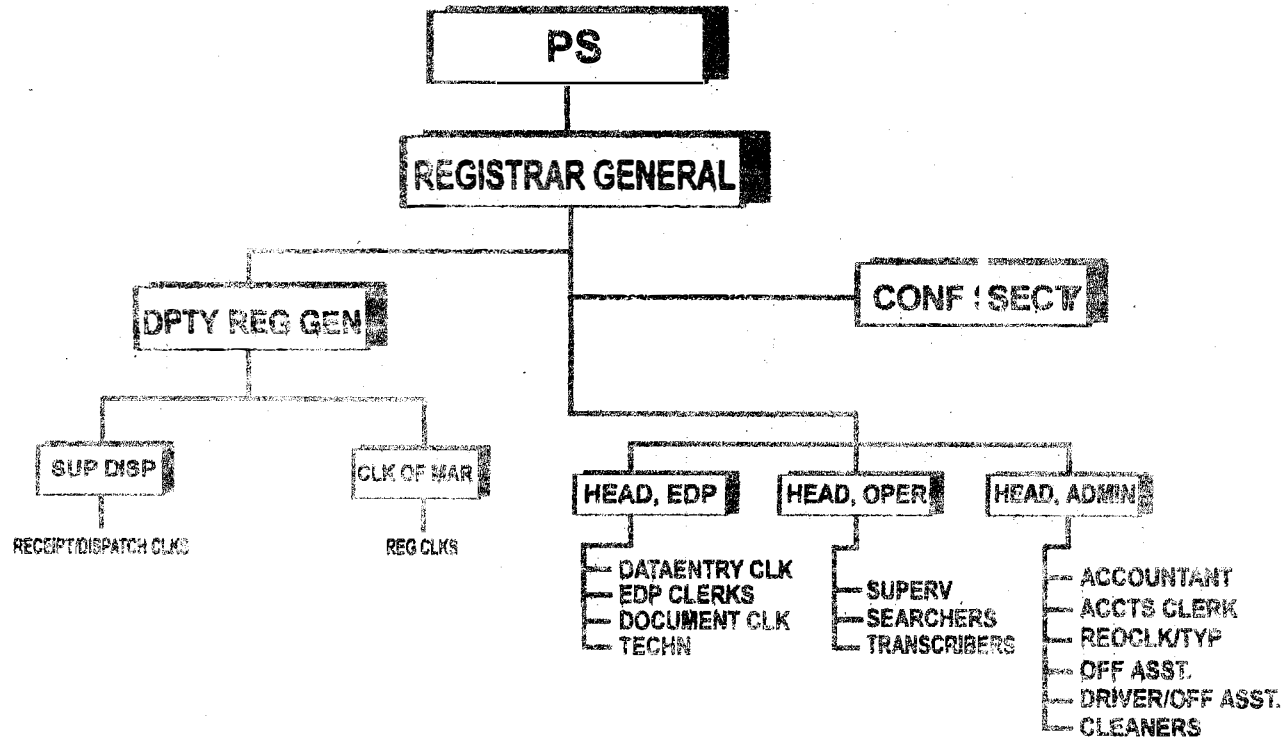
APPENDIX



- D -

ORGANISATION CHART
GENERAL REGISTER OFFICE

APPENDIX



E

HEAD 12
BUDGETED AND ACTUAL CURRENT EXPENDITURE 1995
ELECTIONS COMMISSION

Sub Head	Expenditure	Budgeted 1995	Actual 1995
	Total Appropriation Expenses	12,832,000	8,085,000
	Total Employment Cost	2,224,000	1,696,000
	Wages & Salaries	1,918,000	1,445,000
101	Administrative	809,000	759,000
101	Senior Technical	-	-
103	Other Technical & Craft Skilled (virement to 201 - \$9,000)	103,000	-
104	Clerical & Office support	852,000	532,000
105	Semi-skilled Operatives & Unskilled	154,000	154,000
	Overhead Expenses	306,000	251,000
201	Other Direct Labour Cost - (virement from 103 + \$9,000)	125,000	126,000
202	Incentives	-	-
203	Benefits and Allowances	79,000	56,000
204	National Insurance	102,000	62,000
205	Pensions & Gratuities	-	-
	Other Charges	10,608,000	6,389,000
	Materials, Equipment and Supplies	227,000	145,000
	Fuel and Lubricants	520,000	423,000
	Rental and Maintenance of Buildings	320,000	170,000
	Maintenance of Infrastructure	120,000	79,000
	Electricity Charges	480,000	480,000
	Transport, Travel & Postage (virement from 314 + \$33,000)	485,000	426,000
	Telephone Charges	132,000	46,000
	Other Services Purchased	324,000	249,000
	Education, subventions, Grants & Scholarship	-	-
	Rates & Taxes & Subvention to Local Authority	-	-
	Subsidies & Contributions to Local & International Organisations	-	-
	Refunds of Revenue	-	-
	Other (virement to 307 - 33,000)	8,000,000	4,371,000

F

HEAD 21
BUDGETED AND ACTUAL CURRENT EXPENDITURE 1995
HEAD OFFICE

Sub Head	Expenditure	Budgeted 1995	Actual 1995
	Total Appropriation Expenses	19,694,000	19,622,000
	Total Employment Cost	9,254,000	11,063,000
	Wages & Salaries	7,305,000	8,600,000
101	Administrative (virement \$475,000)	3,352,000	3,826,000
102	Senior Technical (virement \$346,000)	755,000	1,100,000
103	Other Technical & Craft Skilled	366,000	191,000
104	Clerical & Office Support (virement - \$580,000)	2,624,000	3,201,000
105	Semi-skilled Operatives & Unskilled (virement - \$75,000)	208,000	282,000
	Overhead Expenses	1,949,000	2,463,000
201	Other Direct Labour Cost (Virement - \$525,000)	1,150,000	1,431,000
202	Incentives	-	-
203	Benefits & Allowances (virement - \$150,000)	355,000	505,000
204	National Insurance (virement - \$90,000)	102,000	62,000
205	Pensions and Gratuities	-	-
	Other Charges	10,440,000	8,559,000
302	Materials, Equipment and Supplies	1,678,000	1,675,000
303	Fuel and Lubricants	166,000	131,000
304	Rental & Maintenance of Buildings	1,370,000	1,363,000
305	Maintenance of Infrastructure	202,000	201,000
306	Electricity Charges	540,000	540,000
307	Transport, Travel & Postage	2,276,000	1,319,000
308	Telephone Charges	300,000	299,000
309	Other Services Purchased	726,000	726,000
310	Education, Subventions, Grants & Scholarship	-	-
311	Rates & Taxes & Subvention to Local Authority	-	-
312	Subsidies & Contributions to Local & International Organisations	2,780,000	1,903,000
313	Refunds of Revenue	-	-
314	Other	402,000	402,000

G

HEAD 23
BUDGETED AND ACTUAL CURRENT EXPENDITURE 1995
GUYANA PRISONS SERVICE

Sub Head	Expenditure	Budgeted 1995	Actual 1995
	Total Appropriation Expenses	141,106,000	141,332,000
	Total Employment Cost	62,628,000	60,523,000
	Wages & Salaries	47,071,000	43,973,000
101	Administrative (virement \$431,000)	5,153,000	5,492,000
102	Senior Technical		
103	Other Technical & Craft Skilled (virement - \$776,000)	17,553,000	16,812,000
104	Clerical & Office Support	7,014,000	6,192,000
105	Semi-skilled Operatives & Unskilled (virement - \$1,851,000)	17,351,000	15,477,000
	Overhead Expenses	15,551,000	16,550,000
201	Other Direct Labour Cost (Virement - \$250,000)	332,000	680,000
202	Incentives		
203	Benefits & Allowances (virement - \$38,000)	12,550,000	12,525,000
204	National Insurance (virement - \$670,000)	2,675,000	3,345,000
205	Pensions and Gratuities		
	Other Charges	78,478,000	80,329,000
302	Materials, Equipment and Supplies (virement - \$577,000)	13,830,000	13,219,000
303	Fuel and Lubricants (Virement \$1,517,000)	5,959,000	4,430,000
	Rental & Maintenance of Buildings (virement - \$83,000)	2,889,000	2,806,000
305	Maintenance of Infrastructure (virement - \$195,000)	202,000	201,000
306	Electricity Charges	880,000	685,000
307	Transport, Travel & Postage (virement - \$185,000)	5,234,000	5,234,000
308	Telephone Charges	4,395,000	4,205,000
309	Telephone Charges	292,000	275,000
309	Other Services Purchased	726,000	726,000
310	Education, Subventions, Grants & Scholarship		
311	Rates & Taxes & Subvention to Local Authority		
312	Subsidies & Contributions to Local & International Organisations		
313	Refunds of Revenue		
314	Other (virement - \$4,559,000)	44,798,000	49,357,000

H

HEAD 24
BUDGETED AND ACTUAL CURRENT EXPENDITURE 1995
POLICE COMPLAINTS AUTHORITY

Sub Head	Expenditure	Budgeted 1995	Actual 1995
	Total Appropriation Expenses	865,000	788,000
	Total Employment Cost	610,000	567,000
101	Wages & Salaries	364,000	363,000
102	Administrative	-	-
	Senior Technical	-	-
103	Other Technical & Craft Skilled	-	-
104	Clerical & Office Support	298,000	297,000
105	Semi-skilled Operatives & Unskilled	66,000	66,000
	<u>Overhead Expenses</u>	246,000	204,000
201	Other Direct Labour Cost (Virement + \$36,000)	216,000	144,000
202	Incentives	-	-
203	Benefits & Allowances (virement - \$6,000)	9,000	12,000
204	National Insurance (virement + \$30,000)	21,000	48,000
205	Pensions and Gratuities	-	-
001	Wages & Salaries	1,196,000	1,631,000
002	Employment Overhead Expenses	237,000	248,000
	<u>Other Charges</u>	255,000	221,000
302	Materials, Equipment and Supplies	169,000	160,000
303	Fuel and Lubricants	-	-
304	Rental & Maintenance of Buildings	34,000	34,000
305	Maintenance of Infrastructure	-	-
306	Electricity Charges	-	-
307	Transport, Travel & Postage	16,000	16,000
308	Telephone Charges	36,000	27,000
309	Other Services Purchased	-	-
310	Education, Subventions, Grants & Scholarship	-	-
311	Rates & Taxes & Subvention to Local Authority	-	-
312	Subsidies & Contributions to Local & International Organisations	-	-
313	Refunds of Revenue	-	-
314	Other	-	-

I

HEAD 25
BUDGETED AND ACTUAL CURRENT EXPENDITURE 1995
GUYANA FIRE SERVICE

Sub Head	Expenditure	Budgeted 1995	Actual 1995
	Total Appropriation Expenses	60,048,000	60,282,000
	Total Employment Cost	48,077,000	47,759,000
	Wages & Salaries	31,077,000	30,897,000
101	Administrative	4,311,000	4,288,000
102	Senior Technical	-	-
103	Other Technical & Craft Skilled	26,309,000	26,194,000
104	Clerical & Office Support	-	-
105	Semi-skilled Operatives & Unskilled	457,000	415,000
	Overhead Expenses	17,000,000	16,862,000
201	Other Direct Labour Cost (Virement + \$327,000)	800,000	1,025,000
202	Incentives	-	-
203	Benefits & Allowances (virement - \$1,453,000)	14,000,000	12,545,000
204	National Insurance (virement + \$1,126,000)	2,200,000	3,292,000
	Other Charges	11,971,000	11,860,000
302	Materials, Equipment and Supplies (virement + \$126,000)	11,338,000	11,338,000
303	Fuel and Lubricants (Virement - \$40,000)	3,400,000	3,360,000
304	Rental & Maintenance of Buildings	640,000	640,000
305	Maintenance of Infrastructure (virement + \$15,000)	202,000	201,000
306	Electricity Charges	500,000	500,000
307	Transport, Travel & Postage	4,526,000	4,522,000
308	Telephone Charges	540,000	434,000
309	Other Services Purchased	507,000	507,000
310	Education, Subventions, Grants & Scholarship	-	-
311	Rates & Taxes & Subvention to Local Authority	-	-
312	Subsidies & Contributions to Local & International Organisations	-	-
313	Refunds of Revenue	-	-
314	Other (virement + \$25,000)	200,000	225,000

J

HEAD 26
BUDGETED AND ACTUAL CURRENT EXPENDITURE 1995
NATIONAL REGISTRATION CENTER

Sub Head	Expenditure	Budgeted 1995	Actual 1995
	Total Appropriation Expenses	113,021,000	28,571,000
	Total Employment Cost	5,108,000	3,487,000
	Wages & Salaries	4,252,000	2,986,000
101	Administrative	981,000	399,000
102	Senior Technical	-	-
103	Other Technical & Craft		
	Skilled (virement - \$200,000)	1,726,000	1,003,000
104	Clerical & Office Support	7,014,000	6,192,000
	(Virement + \$200,000)	1,275,000	1,434,000
105	Semi-skilled Operatives & Unskilled	270,000	150,000
	<u>Overhead Expenses</u>	856,000	501,000
201	Other Direct Labour Cost	516,000	222,000
202	Incentives	-	-
203	Benefits & Allowances	40,000	12,000
204	National Insurance	300,000	267,000
205	Pensions and Gratuities	-	-
	<u>Other Charges</u>	107,913,000	25,084,000
302	Materials, Equipment and Supplies		
	(virement - \$200,000)	8,703,000	6,731,000
303	Fuel and Lubricants	997,000	988,000
304	Rental & Maintenance of Buildings	2,267,000	2,152,000
305	Maintenance of Infrastructure	464,000	303,000
306	Electricity Charges	2,596,000	2,596,000
307	Transport, Travel & Postage		
	(virement + \$100,000)	1,692,000	1,680,000
308	Telephone Charges	47,000	34,000
309	Other Services Purchased	726,000	726,000
	(virement + \$100,000)	1,147,000	1,223,000
310	Education, Subventions, Grants & Scholarship	-	-
311	Rates & Taxes & Subvention to Local Authority	-	-
312	Subsidies & Contributions to Local & International Organisations	-	-
313	Refunds of Revenue	-	-
314	Other	90,000	9,377,000

K

HEAD 27
BUDGETED AND ACTUAL CURRENT EXPENDITURE 1995
GENERAL REGISTER OFFICE

Sub Head	Expenditure	Budgeted 1995	Actual 1995
	Total Appropriation Expenses	8,952,000	8,290,000
	Total Employment Cost	4,053,000	3,925,000
	Wages & Salaries	3,444,000	3,988,000
101	Administrative	917,000	917,000
102	Senior Technical	-	-
103	Other Technical & Craft Skilled	305,000	294,000
104	Clerical & Office Support	2,088,000	2,045,000
105	Semi-skilled Operatives & Unskilled	134,000	134,000
	<u>Overhead Expenses</u>	609,000	538,000
201	Other Direct Labour Cost (virement - \$55,000)	55,000	99,000
202	Incentives	-	-
203	Benefits & Allowances (virement - \$38,000)	335,000	201,000
204	National Insurance (virement + \$23,000)	219,000	238,000
	<u>Other Charges</u>	4,899,000	4,364,000
302	Materials, Equipment and Supplies	530,000	471,000
303	Fuel and Lubricants	-	-
304	Rental & Maintenance of Buildings	100,000	100,000
305	Maintenance of Infrastructure	-	-
306	Electricity Charges	198,000	56,000
307	Transport, Travel & Postage	32,000	22,000
308	Telephone Charges	18,000	10,000
309	Other Services Purchased	2,429,000	2,316,000
310	Education, Subventions, Grants & Scholarship	-	-
311	Rates & Taxes & Subvention to Local Authority	-	-
312	Subsidies & Contributions to Local & International Organisations	-	-
313	Refunds of Revenue	-	-
314	Other	1,592,000	1,389,000

L

**BUDGETED AND ACTUAL CAPITAL EXPENDITURE
MINISTRY OF HOME AFFAIRS**

PROJECT OF ACTIVITY	PROJECT LIFE (YEAR)	TYPE			FINANCING				STATUS
		NEW	ON GO-ING	COMPLETED	TOTAL BUDGETED FOR THE PROJECT	TOTAL DISBURSED TO DATE	TOTAL REQUESTED IN CURRENT YEAR	ACTUAL DISBURSED IN CURRENT YEAR	
1. Repairs to Castellani House.	1	X	-	X	70,000	70,000	70,000	60,827	100 %
2. Repairs to Elections Commission Building.	1	X	-	X	550,000	550,000	550,000	546,980	100 %
3. Repairs to Ministry's Car Port.	1	X	-	X	270,000	270,000	270,000	286,360	100 %
4. Construction of Ministry's Canteen.	1	X	-	X	2,060,000	2,060,000	2,060,000	2,067,630	100 %
5. Construction of Computer Room.	1	X	-	X	90,000	90,000	90,000	83,863	100 %
6. Painting of Ministry's Building.	1	X	-	X	1,280,000	1,280,000	1,280,000	1,274,340	100 %

**BUDGETED AND ACTUAL CAPITAL EXPENDITURE
NATIONAL REGISTRATION CENTRE**

1. Construction of store room	1	X	-	X	4,187,925	4,187,925	4,187,925	4,187,925	100 %
2. Purchase of photo Copier	1	X	-	X	812,075	812,075	812,075	812,075	100 %

M
BUDGETED AND ACTUAL CAPITAL EXPENDITURE
GENERAL REGISTER OFFICE

PROJECT OF ACTIVITY	PROJECT LIFE (YEAR)	TYPE			FINANCING				STATUS
		NEW	ON GO-ING	COMPLETED	TOTAL BUDGETED FOR THE PROJECT	TOTAL DISBURSED TO DATE	TOTAL REQUESTED IN CURRENT YEAR	ACTUAL DISBURSED IN CURRENT YEAR	
1. Presevation of Records.	1	X	-	X	882,821	882,821	882,821	882,821	100 %
2. Construction Work.	1	X	-	X	400,000	400,000	400,000	400,000	100 %
3. Purchase of Equipment									
(a) 7 Computer Desks and Chairs	1	X	-	X	1,140,000	1,140,000	1,140,000	1,140,000	100 %
(b) 7 Stabilisers	1	X	-	X	171,190	171,190	171,190	171,190	100 %
(c) 4 Air Conditioners	1	X	-	X	438,000	438,000	438,000	438,000	100 %
(d) 4 Steel Chairs	1	X	-	X	180,000	180,000	180,000	180,000	100 %
(e) 50 Office Chairs	1	X	-	X	238,000	238,000	238,000	238,000	100 %
(f) 10 fans	1	X	-	X	44,500	44,500	44,500	44,500	100 %

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**BUDGETED AND ACTUAL CAPITAL EXPENDITURE
GUYANA FIRE SERVICE**

PROJECT OF ACTIVITY	PROJECT LIFE (YEAR)	TYPE			FINANCING				STATUS
		NEW	ON GO-ING	COMPLETED	TOTAL BUDGETED FOR THE PROJECT	TOTAL DISBURSED TO DATE	TOTAL REQUESTED IN CURRENT YEAR	ACTUAL DISBURSED IN CURRENT YEAR	
Repairs & Renovation Works									
1. Central Fire Station	1	X	-	X	4,211,851	4,211,851	4,211,851	4,211,851	100 %
2. Ruimveldt Fire Station	1	X	-	X	3,792,157	3,792,157	3,792,157	3,792,157	100 %
3. Leonora Fire Station	1	X	-	X	995,992	995,992	995,992	995,992	100 %
<u>PURCHASES</u>									
(a) Battery Charges	1	X	-	X	65,670	65,670	65,670	65,670	100 %
(b) VHF Radio Sets	1	X	-	X	503,170	503,170	503,170	503,170	100 %
(c) Telephone Switch Board	1	X	-	X	531,110	531,110	531,110	531,110	100 %