

**DISTRICT SERVICE COMMISSION**

**Workplan for 2017-2018**

3.3 LG STAFF RECRUITMENT SERVICES									Responsible person
ACTIVITY	TARGET	OUT PUT	BUDGETED 2017/18	EXPENDITURE BY QUARTER				source of funding	
				Qr1	Qr2	Qr3	Qr4		
Advertisement and conducting interviews.	To fill vacancies in the district and Town Council	One full page advert to be run.	3,000,000	750,000	750,000	750,000	750,000	UCG/LR	Secretary DSC
Payment to technical officers to assist DSC during interviews			4,640,000	1,160,000	1,160,000	1,160,000	1,160,000	UCG/LR	Secretary DSC
Carrying out confirmations, - Retiring officers due. - Effecting of appointments - Issue corrigenda. - Handle disciplinary cases. - Granting study leave. - Carry out promotions. Payment of	To handle normal DSC work	All cases handled as submitted.	9,774,000	2,443,500	2,443,500	2,443,500	2,443,500	UCG/LR	Secretary DSC

Annual Subscriptions									
Coordination between ministries, Public Service and other DSC's	To network with other DSCs	Payments made as required	400,000	10,000	10,000	10,000	100,000	UCG/LR	Secretary DSC
Preparation and submission of quarterly, annual and other reports.	To promote accountability and transparency	5 mandatory reports produced.	1,000,000	25,000	25,000	25,000	250,000	LR	Secretary DSC
Stationary	Purchase of assorted office stationary and computer cartridge	Assorted office stationary procured	1,500,000	45,000	35,000	45,000	250,000	LR	Secretary DSC

internet modem subscription / air time	subscribe internet modem	1 internet modem subscribed	500,000	12 5,000	12 5,000	12 5,000	125 ,000	LR	Secretary DSC
smooth office running	cleaning materials procured like brooms, detergents	offices of the service commission cleaned	600, 000	150,000	150,000	150,000	150,000	LR	Secretary DSC
Procure of lap top computer	1 lap top computer purchased	lap top computer purchased	3,000, 000	3,00 0,000				LR	Secretary DSC
Repair and servicing of computer & printers	To ensure proper maintenance of office equipments	2 computers & 2 printers maintained.	1,200, 260	30 0,000	30 0,130	30 0,130	300 ,000	LR	Secretary DSC
1 big table for DSC Board Room and 9 executive chairs and 2 cabins	1 big table and 9 executive chairs and 2 cabins	1big table and 9 executive chairs and 2 cabins procured	4,640, 000		4,64 0,000			LR	Secretary DSC
Attending workshops and seminars and making consultations with the centre	To acquire knowledge and skills.	7workshops/seminars and 7 trips to centre	1,127, 000	28 1,750	28 1,750	28 1,750	281 ,750	LR	Secretary DSC

Payment of Chairman's salary	To ensure proper coordination of DSC activities.	1 officer	24,000,000	6,000,000	6,000,000	6,000,000	6,000,000	LR	Secretary DSC
Procurement of News papers	To keep sec. updated on current affairs	News papers of all working days	633,000	15,825	15,825	15,825	158,250	LR	Secretary DSC
Procure meals and drinks	Meals and drinks during the meeting	Meals and drinks procured	500,000	12,500	12,500	12,500	125,000	LR	Secretary DSC
Procure fuel and lubricants and oils	Fuel and oil	Fuel and oil procured to facilitate travel main land	2,156,740	539,185	539,185	53,9185	539,185	LR	
<b>TOTAL</b>			<b>58,671,000</b>	<b>15,832,685</b>	<b>17,372,815</b>	<b>12,832,815</b>	<b>12,632,685</b>		