

Chapter : 1002 Ministry of Interior/Civil Status and Passports Department

- Creation: Passports Department was established in 1921, and was affiliated to the leadership of the Army. In 1941, was linked to the Ministry of Interior. In 1966, civil status law was issued and the civil status department was named civil status and passports department in 1988.
- Vision : Issuing safe documents with excellent services.
- Mission: Recording the civil data of the Jordanian citizens, and the vital incidents of foreigners which occur inside the Kingdom, as well as issuing the required documents and data in an accurate and rapid frame, and in a manner that is mechanical and effective.

Tasks of the Ministry / Department:

- _ Issue and renew the normal passport and the temporary passports of west bank citizens and Gaza Strip sector citizens who are residing the Kingdom.
- _ Record voters, prepare electoral lists and fix the name of the electoral district on the ID card.
- _ Record and store the vital events of the foreigners if happened inside the Kingdom and issue certificates.
- _ Record and store the vital events of the citizens wherever happened (birth, death, marriage, divorce) and issue certificates for them.
- _ Record the vital data of the families and issue family bookj for each family and establish set national number for each Jordanian citizen.
- _ Issue the ID card of the citizens and issue the temporary residence card.

Ministry/Department Contribution to the National Objectives:

- _ Contribute to society advancement and regulate it legally and statistically and preserve the civil rights.
- _ Contribute to democracy achievement and political development(voters registration and preparation of electoral lists).
- _ Reach more sufficient and effective government services.
- _ Contribute to national security stability through issuing secure documents.
- _ Contribute to develop the national database to reach more sufficient and effective government services.
- _ Contribute to e-government implementation.

Major Issues and Challenges which face the Ministry / Department:

- _ Brain drain of competences in the department and nonavailability of adequate human staff.
- _ Develop the department's communication.
- _ Non-availability of a special plan to risks management to preserve the security and safety of data and information.
- _ Historical e-archiving.
- _ Lack of functional staff training due to preoccupying the daily work and non-availability of an applicable knowledge plan.

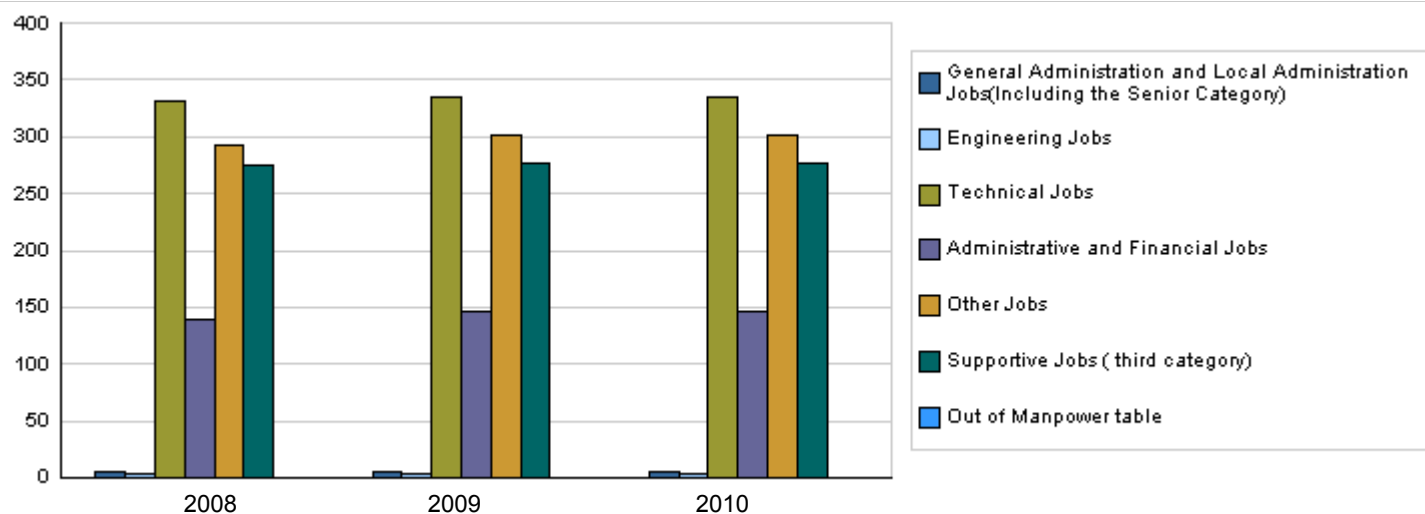
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Strategic Objectives and Performance Indicators of the Ministry / Department

Strategic Objective	Performance Indicator	base year	Value	Actual Value	Target Value	Primary Self Evaluation	Target Value		
				2008	2009		2010	2011	2012
1 - Developing and updating the database, in addition to issuing and archiving documents	1 Average of time required to carry out the service/hr.	2006	2	1:30	1.25	1:15	1	1	1
	2 Number of civilly registered citizens.	2006	5828259	588304	6107792	5924559	5981000	6160000	6344000
	3 Number of institutions and departments benefiting from the department's data.	2006	110	119	130	130	140	140	140

Number of Staff of the Ministry / Department

Group	Job	Actual 2008	Primary 2009	Estimated 2010
General Administration and Local Administration J	Director general, assistant director general	5	5	5
Engineering Jobs	Engineer, agricultural engineer	4	4	4
Technical Jobs	Programmer, systems analyst, technician, data entry	331	334	334
Administrative and Financial Jobs	Head of department, accountant, clerk, controller	139	147	147
Other Jobs	Manager, controller, custodian, auditor, head of depart	292	302	302
Supportive Jobs (third category)	Messenger, maintenance technician, typist	275	277	277
Total		1046	1069	1069
Out of Manpower table	Out of manpower table	0	0	0
Overall Total		1046	1069	1069
Number of male staff		360	383	383
Number of female staff		686	686	686



Key Information of the Ministry / Department

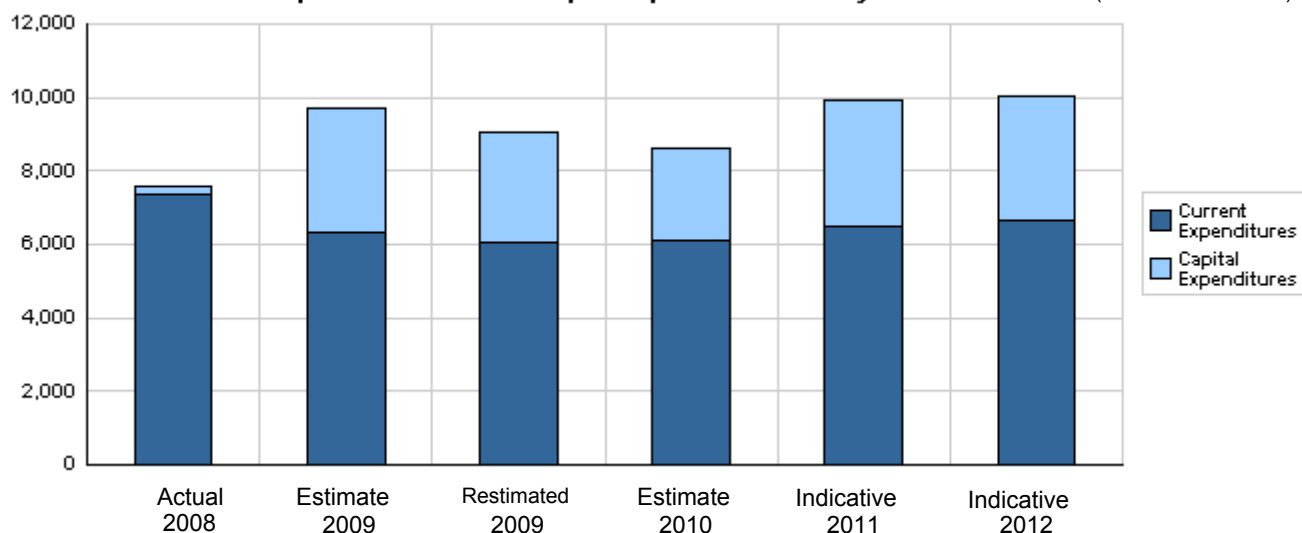
No.	Description	base year	Value	Primary 2009	Estimated 2010												
					Irbid	Mafraq	Jarsh	Ajloun	Amman	Balqa'	Zaraq'	Madaba	Karak	Ma'an	Tafila	Aqaba	Total
1	Number of offices(civil statuses an	2007	72	74	6	4	4	4	16	5	11	5	7	4	4	4	74
2	Total issued documents (birth, fam	2007	750000	780000	130000	25000	22000	21000	335000	28000	163000	19000	18500	23000	17000	22000	823500

**Overall Summary of Expenditures for Chapter 1002- Ministry of Interior/Civil Status and
Passports Department
for the years 2008 - 2012**

(JDs)

Description		Actual 2008	Estimate 2009	Re_Estimate 2009	Estimate 2010	Indicative 2011 2012	
Group	Current Expenditures						
2111	Salaries, Wages and allowances	4,099,799	4,466,380	4,378,000	4,521,450	4,696,140	4,816,440
2121	Social Security Contributions	167,183	220,000	210,000	227,000	244,200	255,100
2211	Use of Goods and Services	3,017,355	1,520,000	1,362,000	1,314,550	1,474,110	1,542,810
2821	Other current expenses	6,487	20,000	20,000	20,000	21,850	23,750
3112	Machinary and Equipment	41,352	80,000	70,000	25,000	29,700	34,400
3113	Other Fixed Assets	49,800	0	0	0	2,000	2,500
Total current expenditures		7,381,976	6,306,380	6,040,000	6,108,000	6,468,000	6,675,000
Capital Expenditures							
2211	Use of Goods and Services	41,629	2,900,000	2,500,000	2,238,000	3,299,000	3,350,000
2822	Other Capital expenditures	0	0	0	0	0	0
3112	Machinary and Equipment	150,000	352,000	352,000	282,000	151,000	0
3113	Other Fixed Assets	0	148,000	148,000	0	0	0
Total capital expenditures		191,629	3,400,000	3,000,000	2,520,000	3,450,000	3,350,000
Treasury		191,629	3,400,000	3,000,000	2,520,000	3,450,000	3,350,000
Total current and capital expenditures		7,573,605	9,706,380	9,040,000	8,628,000	9,918,000	10,025,000

Graph of the current and capital expenditures for the years 2008 - 2012 (Thousands of JDs)

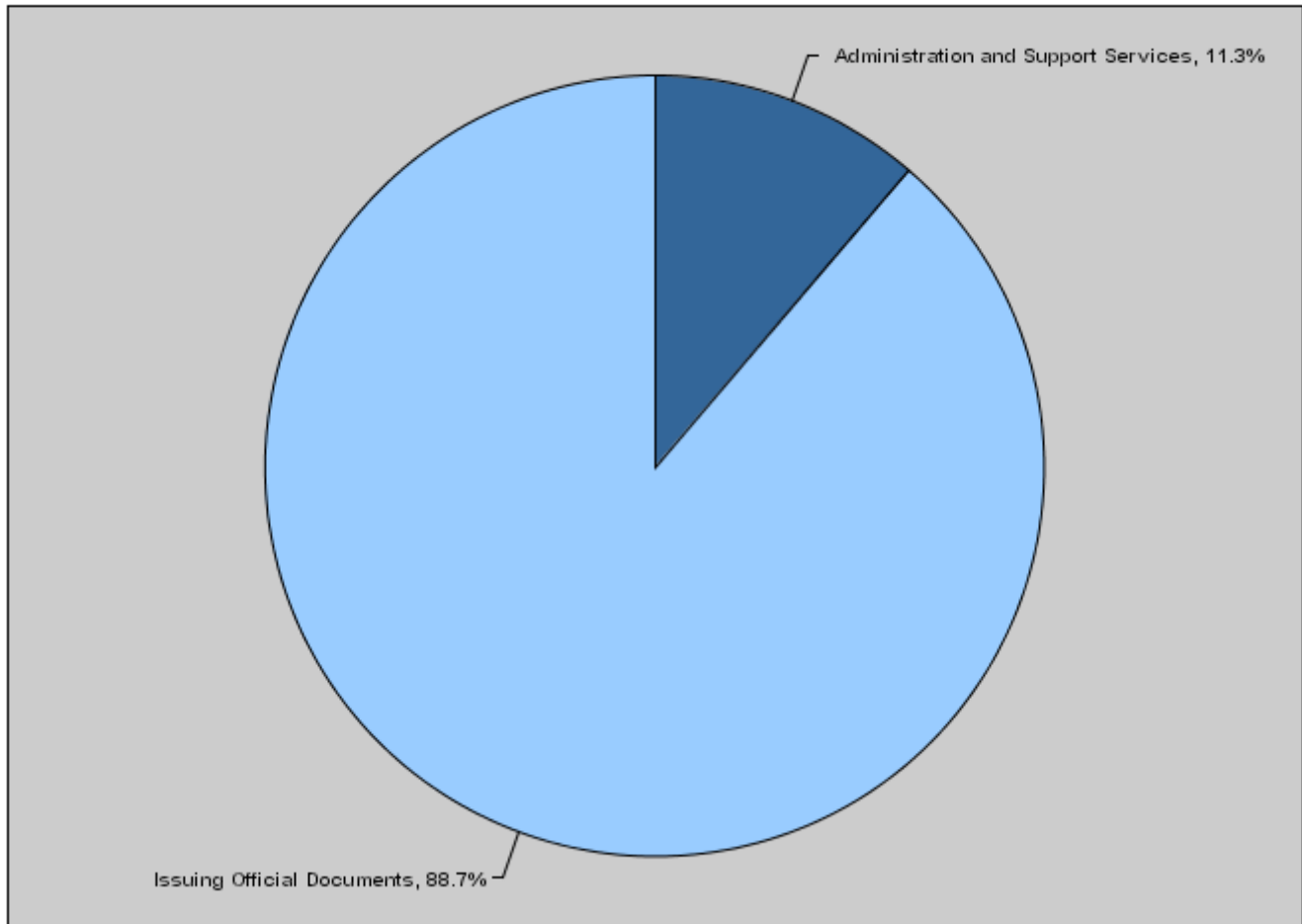


Budget of Chapter 1002 - Ministry of Interior/Civil Status and Passports Department
For the Year 2010 Distributed According to Program

(In JD's)

Prog.	Description	Current Expenditures	Capital Expenditures	Total Expenditures
1501	Administration and Support Services	956,080	20,000	976,080
1505	Issuing Official Documents	5,151,920	2,500,000	7,651,920
Total		6,108,000	2,520,000	8,628,000

Total Expenditures for the year 2010 Distributed According to Program



Budget Chapter 1002 - Ministry of Interior/Civil Status and Passports Department Distributed According to the
Program

1501	Administration and Support Services Program									
<u>Objective of the program :</u>										
Provide the financial and administrative support for all programs which seek to achieve their strategic objective(developing and updating the database as well as issuing and archiving documents).										
<u>The strategic objective related to the program :</u>										
1- Develop and update the database and issue and archive documents.										
<u>Directorates associated with the program :</u>										
1- Financial administration directorate.										
2- Administrative management directorate.										
3- Planning directorate.										
4- Legal affairs directorate.										
5- Computer directorate.										
6- HR directorate.										
7-Internal control management directorate.										
8- Administrative development and training management directorate.										
<u>Services provided by the program :</u>										
1- Participate in preparing the annual budget.										
2- Import and export all administrative and financial correspondences.										
3- Hold and supervise the training workshops.										
4- Prepare administrative and financial reports as well as statistics related to the department.										
5- Any financial and administrative works assigned by directorates associated with the program.										
<u>Staff working in the program :</u>										
The program is implemented through a functional staff in 2009 estimated with (188) staff, including (126) males and (62) females .										
Performance Measurement Indicators for program										
Performance Measurement Indicator				Base Year	Value	Actual value	Target Value	First Self Evaluation	Target	
						2008	2009	2009	2010	2011 2012
1	Degree of service's recipients satisfaction.			2006	84%	90%	91%	91%	91%	92% 93%
Appropriations OF Administration and Support Services Program as Per Activities and Projects. (In JDs										
Activities and Projects		Actual 2008	Estimate 2009	Re_Estimate 2009	Estimate 2010	Indicative 2011 2012				
Current Expenditures		3,204,803	3,711,380	3,518,000	956,080	1,010,770		1,036,570		
2111	Salaries, Wages and allowances	2,301,463	2,516,380	2,456,000	757,500	782,180		793,630		
2121	Social Security Contributions	90,918	123,000	113,000	36,000	37,000		38,000		
2211	Use of Goods and Services	757,792	1,012,000	899,000	150,190	175,290		186,440		
2821	Other current expenses	2,989	10,000	10,000	8,490	9,500		10,500		
3112	Machinery and Equipment	26,004	50,000	40,000	3,900	4,800		5,500		
3113	Other Fixed Assets	25,637	0	0	0	2,000		2,500		
Capital Expenditures		50,000	173,000	173,000	20,000	0		0		
001	Administration Project	50,000	173,000	173,000	20,000	0		0		
Program / Treasury		50,000	173,000	173,000	20,000	0		0		
Total Program		3,254,803	3,884,380	3,691,000	976,080	1,010,770		1,036,570		

Budget Chapter 1002 - Ministry of Interior/Civil Status and Passports Department Distributed According to the Program

1505

Issuing Official Documents Program

Objective of the program :

The program aims to provide direct services to citizens through the issuance of secure documents efficiently and effectively as follows:-

1- Issue brith certificates.

2- Issue passports of all their types.

3-Issue family books.

4-Issue death certificates.

5- Issue personal identities.

6- Provide services for government entities (registering voters and prepare electoral calendar).

7- The daily archiving and updating of vital data.

The strategic objective related to the program :

1- Develop and update database and issue and archive documents.

Directorates associated with the program :

1- Special passports and correction directorate.

2- West bank directorate.

3- Empassies administration directorate.

4- Civil status and passports directorates in all over the Kingdom.

Services provided by the program :

1- Issue birth certificates.

2- issue passports in all their types.

3- Issue family books.

4- Issue death certificates.

5- Issue personal identities.

6- Provide services to the government entities (registering voters and prepare electoral calendars.

7- Supply all official institutions with the national number of all citizens on all official transactions.

Staff working in the program :

The program is implemented through a functional staff in 2009 estimated with (881) staff, including (603) males and (278) females .

Performance Measurement Indicators for program

Performance Measurement Indicator		Base Year	Value	Actual value	Target Value	First Self Evaluation	Target		
				2008	2009	2009	2010	2011	2012
1	Number of issued documents.	2006	1488642	1600000	1650000	1650000	1700000	1800000	1900000
2	Percentage of archived documents of the total documents.	2007	2%	34%	36%	36%	38%	40%	40%

Appropriations OF Issuing Official Documents Program as Per Activities and Projects. (In JDs

Activities and Projects		Actual	Estimate	Re_Estimate	Estimate	Indicative	
		2008	2009	2009	2010	2011	2012
Current Expenditures		4,177,173	2,595,000	2,522,000	5,151,920	5,457,230	5,638,430
2111	Salaries, Wages and allowances	1,798,336	1,950,000	1,922,000	3,763,950	3,913,960	4,022,810
2121	Social Security Contributions	76,265	97,000	97,000	191,000	207,200	217,100
2211	Use of Goods and Services	2,259,563	508,000	463,000	1,164,360	1,298,820	1,356,370
2821	Other current expenses	3,498	10,000	10,000	11,510	12,350	13,250
3112	Machinery and Equipment	15,348	30,000	30,000	21,100	24,900	28,900
3113	Other Fixed Assets	24,163	0	0	0	0	0
Capital Expenditures		141,629	3,227,000	2,827,000	2,500,000	3,450,000	3,350,000
001	Issuing Official Documents Program	100,000	3,077,000	2,677,000	2,180,000	3,400,000	3,300,000
002	Computerizing Archiving Project	41,629	150,000	150,000	320,000	50,000	50,000
Program / Treasury		141,629	3,227,000	2,827,000	2,500,000	3,450,000	3,350,000
Total Program		4,318,802	5,822,000	5,349,000	7,651,920	8,907,230	8,988,430