

ATIWA EAST DISTRICT ASSEMBLY

DISTRICT COMPOSITE ANNUAL ACTION PLAN FOR 2025

Programme (PBB)	Sub-Programme (PBB)	Broad Activities	Location	Time Frame (2025)				Cost			Programme Status		Implementing Institution/ Department.	
				Q1	Q2	Q3	Q4	GoG	IGF/ ABFA	Others	New	On-Going	Lead	Collaborating
ECONOMIC DEVELOPMENT														
Economic Development	Trade, Tourism and Industrial development	1.Create awareness on business registrations	District wide		*	*	*		1,200			*	BAC	DSWCD, Artisans
		2.Organize Marketing Seminar for SMEs	Anyinam		*		*		3,000			*	BAC	Community Development - Atiwa East
		3.Organize LED committee meetings	Anyinam	*	*	*	*	8,000				*	BAC	All Stakeholders
Economic Development	Trade, Tourism and Industrial development	4.Organize Capacity Building Training for Bizbox Applicants or Beneficiaries	Anyinam	*	*	*	*			60,000		*	BAC	Artisans, SWCD
		5.Organize Community Base Training in Fresh Yoghurt production for unemployed youth within the district	District Wide		*				4,000			*	BAC	DSWCD
		6.Build capacity of FBO, LBA on transfer of technical skills for rural master craft persons and apprentices	Anyinam			*			2,000			*	BAC	DSWCD
		7.Conduct Monitoring and counselling services BAC clients		*	*	*	*		1,000				BAC	MSMEs, Artisans
		8.Facilitate development at Tini Waterfalls	Adasawase	*	*	*	*	5,000			*		AEDA	All Stakeholders
		9.Develop other new tourist sites	District Wide	*	*	*	*	5,000	5,000				AEDA	All Stakeholders

Economic Development	Agricultural Development	10. Establish 4 maize, 3 rice and 3 vegetables demonstrations in 10 farming communities in the district on crop varieties, nutrient management, and good agricultural practices	Selected Communities		*	*	*	2,000	3,000		*		DoA	SWCD, NADMO
		11. Provide direct extension services to at least 4,000 farmers/ FBOs through regular visits to disseminate Good Agricultural information	District wide	*	*	*	*	6,000	5,000		*		DoA	NCCE, HEALTH
		12. Organize 12 farmers fora on Flagship programmes (FAW, DCACT, PFJ, PERD, 1D1F) and Emerging Issues (HIV, Child labour, CSA, health and environment)	District wide	*	*	*	*	6,000	4,000	5,000	*		DoA	HEALTH, FIRE SERVICE, NADMO
		13. Carry out 8 radio broadcasts on extension delivery and other flagship programs		*	*	*	*	5000	2,000	2,000	*		DoA	INFORMTION, NCCE
		14. Conduct 4 Training Sessions for 200 farmers on poultry and small ruminant farmers on housing, feed preparation and modern trends of disease recognition and prevention	District wide	*		*		5,000	2,000	5,000	*		DoA	SWCD
		15. Conduct animal health extension & disease surveillance in 12 communities every month by 3 Veterinary Staff for both domestic and wild animals and birds.	District wide	*	*	*	*	2,000	3,000	2,000	*		DoA	VET.
		16. Organize 2 food demonstrations on Food fortification and 2 Alternative Livelihood training at 4 communities.	District wide		*	*		2,000	2,000		*		DoA	HEALTH, SWCD

		17.National Farmers Day Celebration	Selected Community				*	5,000	70,000		*		DoA	AEDA
		18.Provide administrative support (DCACT activities inclusive)	District wide	*	*	*	*	3,000	5,000	5,000	*		DoA	AEDA
		19.Organize one RELC Planning Session for 60 stakeholders	Anyinam		*				4,000	5,000	*		DoA	RDA
		20.Organize 4 night with female farmers	Selected Communities	*	*	*	*	3,000	5,000	3,000	*		DoA	HEALTH, NCCE , SWCD
		21.Organize 8 Capacity building for staff and farmers on GAPs (Pruning, Fertilizers application, Weeds, pest and diseases management, and improved seeds) on crops production.	Anyinam	*	*	*	*	3,000	4,000	3,000	*		DoA	
		22.Organize 2 Fora on Youth in Agriculture and Women in Agribusiness for 100 youth and women	District wide	*	*			1,000	2,000	3,000	*		DoA	BAC

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SOCIAL DEVELOPMENT															
Social Services Delivery	Education, Youth and Sports Development	23. Organize mock exams for BECE candidates	District wide		*			35,000			*		GES	AEDA	
		24. Organize District Sport festival	District wide	*	*	*	*	10,000			*		GES	AEDA	
		25. Organize District culture festival.			*	*	*	8,000					GES	AEDA	
		26. Organize STMIE Activities	District wide	*	*	*	*	9,000			*		GES	AEDA	
		27. Embark on monitoring and supervision visits to schools (fuel)	District wide	*	*	*	*	15,000			*		GES	AEDA	
		28. Organize SPAM (District Levels)	District wide			*		5,000			*		GES	AEDA	
		29. Supply teachers' tables & chairs and desks for learners	District wide	*	*	*	*	34,000				*		GES	AEDA
		30. Organize District reading festival	Selected Communities	*	*			3,000			*			GES	AEDA
	31. Organize menstrual hygiene day	District wide		*				2,000		*			GES	AEDA, GHS	
Health Delivery	32. Provision of Basic Medical Equipment for 5 Urban CHPS	NanaPa Railways Nkateaso ObroniKrom Ayigbe Town			*		25,000						DHMT	Central Adm.	

		33. Refurbishment of 3 CHPS compounds and 2 Health centers	Akutuase, Aworensua Osorase Anyinam and Mampong Health Centre	*	*	*	*	680,000					MOH/GHS	DA
		34. Eliminate mother-to-child transmission of HIV by intensifying HIV services	District wide	*	*	*	*	10,000	3,000			*	DHMT	Central Adm.
		35. Provide immunization services and improve EPI coverage, and immunization completeness	District wide	*	*	*	*		5,000			*	GHS	Central Adm.
		36. Implement planned activities toward Malaria elimination, by ensuring adherence to policy	District wide	*	*	*	*	5,000				*	GHS	Central Adm.
		37. Intensify Education on Vaccine Hesitancy	District wide	*	*	*	*	7,000				*	GHS	Central Adm.
Social Services Delivery	Environmental Health and Sanitation	38. Screen, register and monitor food and drink vendors	District wide			*	*	5,000				*	EHU	Consultant
		39. Inspect Premises and enforce sanitary laws and bye- laws	District wide	*	*	*	*		3,000			*	EHU	AEDA, Judicial service
		40. Inspect food animals at the slaughterhouse	Anyinam	*	*	*	*		2,000			*	EHU	AEDA veterinary

		41. Push, level and compact District's final disposal sites	Selected Communities	*			*	60,000					AEDA	Zoomlion & others
		42. Organize market sanitation activities	Anyinam, Subriso, New Jejeti	*	*	*	*	1,500					EHU	Market queens
		43. Control stray animals	District wide	*	*	*	*	5,000					EHU	Unit Committees
		44. Inspect water and sanitation facilities in schools	District wide	*	*	*	*	15,000					EHU	G E S
		45. Organize clean –up exercises	District wide	*	*	*	*	8,000					EHU	NADMO, , Area Councils
Social Services Delivery	Environmental Health and Sanitation	46. Promote the construction of household latrines	District wide	*	*	*	*	5,000					EHU	AEDA
		47. Supervise and monitor of Zoomlion services	District wide	*	*	*	*		5,000				EHU	Zoomlion
Social Services Delivery	Social Welfare and Community Development	48. Increase and strengthen awareness of child protection and teenage pregnancy	District Wide	*		*	*	3,500	2,000	5,000		*	DSWC D	GES, GHS
		49. Organize community sensitization for women/men on parenthood	District Wide	*		*		2,500	5,000			*	DSWC D	NCCE, GES Traditional leaders
		50. Create awareness and sensitize the community and persons with disability on gender-based violence and its related issues	District Wide		*	*		3,500	3,000			*	DSWC D	NCCE, GES Traditional leaders
		51. Identify, register and inspect day care centres	District wide	*	*	*	*	3,500	3,000			*	DSWC D	GES

		52. Provide financial and material support for PWDs and the aged and undertake monitoring of PWD beneficiaries	District wide	*	*	*	*	150,000				*	DSWCD	DFMC
		53. Update of Persons with Disabilities (PWDs) photo Album, identification and registration of PWDs and provision of free renewal of NHIS cards.	District Wide		*	*	*	3,000				*	DSWCD	NHIA
		54. Facilitate the payment of LEAP household beneficiaries	All LEAP beneficiary communities	*	*	*	*	3,500	3,000			*	DSWCD	PFI
		55. Organize employable skills and training for persons with disabilities	District wide		*	*		16,500.00				*	DSWCD	DFMC, BAC

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ENVIRONMENT, INFRASTRUCTURE AND HUMAN SETTLEMENTS														
Infrastructure Delivery and Management	Infrastructure Development	56. Construction of 6 no. culvert	District Wide	*	*					450,000			Works	Department of Roads
		57. Reshaping of selected 100Km feeder roads in the district	District Wide	*			*	300,000.00					Works	Department of Roads
		58. Drilling and Mechanisation of 3no boreholes	District Wide	*			*			225,000			Works	EHU, SWCD
		59. Construction of 3No Institutional Latrines	District Wide		*	*	*			750,000			Works	EHU, SWCD
		60. Rehabilitation of 3No boreholes	District Wide	*	*			30,000					Works	EHU, SWCD
		61. Formation and Training of 5 Water and Sanitation Committee (WATSAN) in 10 communities	District Wide	*	*				9,000				Works	EHU, SWCD
		62. Rehabilitation/Maintenance of 1no Market Structures in the District	Tiawia		*	*		50,000					Works	Department of Agriculture
		63. Maintenance of official buildings, equipment and fixtures	Residency and offices	*	*	*	*		80,000				Works	Central Admin
		64. Construct 1no. 6-unit classroom block	Anyinam	*	*	*	*			1,450,000			Works	GES
		65. Embark on development control programmes in communities	District Wide	*	*	*	*		10,000				Works	Physical Planning Department

		66. Organisation of site meetings and Supervision of project	Project Sites	*	*	*	*	8,000	4,000				Works	Central Admin.
		67. Procurement of equipment (Laptop and Rodometer)	Works	*				20,000					Works	Central Admin.
Infrastructure Delivery and Management	Infrastructure Development Infrastructure Development	68. Data collection on road network in Atiwa East District	Works		*	*	*	3,500	6,000				Works	Department of roads
		69. Complete the Construction of DCE Residential accommodation	Anyinam	*	*	*	*	500,000			*		Works Dept.	Central Adm.
		70. Extension of electricity	District wide					50,000.00			*		Works Dept	ECG, PPD
		71. Organize Spatial Planning Committee Meetings	Anyinam	*	*	*	*		40,000			*	PPD	NADMO, GFS, EPA, LC
		72. Organize Technical Sub-Committee Meetings	Anyinam	*	*	*	*		27,000			*	PPD	NADMO, GFS, EPA, LC
		73. Prepare a Local Plan for Anyinam	Anyinam	*	*	*	*			45,000		*	PPD	LUSPA
		74. Educate general public on Spatial Planning Issues	Districtwide	*	*	*	*		12,000			*	PPD	Works Dept
		75. Continue with the Street Naming and Property Addressing System in the district	Districtwide	*	*	*	*			20,000			PPD	LUSPA
		76. Monitor Physical Development for Compliance (Development Control)	Districtwide	*	*	*	*	7,000		9,000		*	PPD	Works Dept
		77. Purchase a GPS for the Department			*		6,000		1,0000		*	PPD	Central Adm	

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GOVERNANCE, CORRUPTION AND PUBLIC ACCOUNTABILITY

Management and Administration	Planning, Budgeting, Monitoring and Evaluation	78. Organize Statutory Sub-committees, Committees and General Assembly Meetings	Anyinam	*	*	*	*	10,000	50,000				Admin Unit	Other Departments
		79. Organize Ad-hoc and other special meetings	Anyinam	*	*	*	*		10,000				Admin Unit	Central Admin
		80. Organize DCE's Community engagement	District-wide	*	*	*	*	10,000	11,608				Admin Unit	Other Departments
		81. Monitor and Support Sub-structures	Area Councils	*	*	*	*	40,000	5,000				Admin Unit	Other Departments
		82. Provide Scholarship and Bursary to needy students-MP	District wide	*	*	*	*	50,000					Desk Officer	Central Adm.
		83. Monitor and Support School Feeding Programme and train caterers on balance diet and food hygiene	District-wide	*	*	*	*	5,000	5,000				Desk Officer	District Implementation Committee
		84. Maintenance and repairs of official vehicles	Anyinam	*	*	*	*	50,000	10,000				Transport Officer	Procurement & Admin Unit
		85. Provide Fuel and lubricants for official vehicles		*	*	*	*	50,000	35,000				Transport Officer	Procurement & Admin Unit
		86. Provide support for security related activities	Anyinam	*	*	*	*	10,000	10,000				Admin Unit	Security Agencies
		87. Provide fuel and logistical Support to Security Services	Anyinam	*	*	*	*	20,000	2,000				Admin Unit	Security Agencies

		88. Host official visits	Anyinam	*	*	*	*	20,000	5,000					Admin Unit	Central Admin
		89. Organize Independence Day and other National events and programmes	Anyinam	*	*	*	*	60,000						Admin Unit	Other Departments
		90. Organize HIV/AIDS activities	District-wide	*	*	*	*	10,000						Focal Person	District Aids Committee
		91. Prepare annual administrative report and other statutory reports	Anyinam	*	*	*	*		10,000					Admin Unit	Other Departments
		92. Support for road safety activities	District-wide		*			10,000						Transport Officer	Road Safety Commission
		93. Prepare quarterly and annual client service reports	Anyinam	*	*	*	*		2,000					Client Service Unit	Central Admin
		94. Procure computer and printer for Client Service Unit	Anyinam		*			12,000						Procurement	Client Service Unit
		95. Dispatch and Courier Services for correspondence	Anyinam	*	*	*	*	5,000	5,000					Records Mgt. Unit	Admin Unit
		96. Procure PRAAD Boxes and Metal Shelves for Records management	Anyinam		*	*		15,000	5,000					Procurement Unit	Central Adm.
		97. Procure and Install Anti-virus Software on Official Computers	Anyinam	*	*	*	*		3,500					MIS	Procurement
		98. Repair and Maintain Office Equipment	Anyinam	*	*	*	*	50,000						MIS	Procurement
		99. Procure and Install Intercom at the Assembly Office Complex	Anyinam		*			50,000				*		MIS	Procurement
		100. Procure and Install Local Area Network at the Assembly Office Complex	Anyinam			*		30,000				*		MIS	Procurement
		101. Prepare 2026 District composite budgets and fee fixing resolution	Anyinam			*	*	20,000	10,000			*		DBA	All Departments And Units Heads

		102. Prepare and submit Quarterly Budget performance Reports	Anyinam	*	*	*	*	5,000.00	10,000			*	DBA	Budget Unit, All Department And Unit Heads
		103. Prepare 2025 Revenue improvement Action Plan (RIAP)	Anyinam			*	*		10,000		*		DBA	DCD, IA, DPO DFO, Revenue heads
		104. Organize Town hall meetings	Anyinam	*		*			10,000			*	DBA	Central Administration
Management and Administration	Finance and Revenue Mobilization	105. Organize Quarterly meetings with the revenue unit to assess revenue performance	Anyinam	*	*	*	*		10,000				Finance	Central Administration
		106. Honour revenue commission collectors and other allowances	Anyinam	*	*	*	*		350,000				Finance	Central Administration
		107. Sensitize the general Public on the importance of rate payment	District-Wide	*		*			10,000				Finance	Central Administration
		108. Submit and Validate Monthly, Quarterly, Annual Financial statement and other financial report	Anyinam, Accra and Koforidua	*	*	*	*		10,000				Finance	Central Administration
		109. Provide logistics and Value books for Finance department	Anyinam	*	*	*	*	15,000.00					Finance	Central Administration
Management and Administration	General Administration	110. Prepare and submit 2026 Annual Procurement Plan	Assembly				*		10,000		*		Procurement	Central Admin
		111. Prepare Quarterly Updates of the 2025 Annual Procurement Plan	Assembly	*	*	*	*		8,000		*		Procurement	Central Admin

		112. Organise Tender Opening Meetings	Assembly			*	*		30,000				Procurement	Central Admin.	
General Administration		113. Organize Entity Tender Committee Meetings	Assembly	*	*	*	*		35,000		*		Procurement	Central Admin.	
		114. Prepare tender Evaluation Reports	Assembly			*	*		10,000		*		Procurement	Central Admin	
		115. Procure Office Consumables (A4 Paper, toner, Pen etc)	Assembly			*	*	10,000			*		Procurement	Central Admin	
		116. Procure Office Equipment (Desktop and Laptop computers, and printer)	Assembly			*	*	30,000			*		Procurement	Central Admin	
		117. Training workshop for staff on the use of Ghana Electronic Procurement System (Ghaneps)	Assembly				*		20,000				Procurement	Central Administration	
		118. Sensitize the general public on the duties of a citizen (revenue mobilization /tax education	District wide						1,500				NCCE	Central Adm. , Finance Dept.	
		119. Civic education clubs' activities in JHS and SHS schools	District wide					1,500					NCCE	Central Adm. DED	
		120.Sensitization on NACAP/ARAP	District wide		*		*	1,000.00					NCCE	Central Adm. DED	
		121. Sensitize public officers on code of conduct	Anyinam			*			5,000			*		CHRAJ	D/A, NCCE
		122. Provide support for Self-help Projects	District wide					120,000				*		Central Adm.	Works Dept., Assembly members

Management and Administration	Human Resource Management	123. Validate monthly staff salaries	Anyinam	*	*	*	*	3,000	4,000			*	Human Resource	Depts/ Units Head
		124. Prepare and Submit H/R Inputs and Reports	Anyinam	*	*	*	*	2,000	2,000			*	HR Dept.	HoDs
		125. Organize staff durbars	Anyinam	*	*	*	*	10,000	10,000				HR Dept.	Depts/Units Head
		126. Organize staff training and Capacity building activities	Anyinam	*	*	*	*	20,000	10,000	3,000			HR Dept.	Dept./Unit Heads
		127. Support to staff due for promotion	Anyinam	*	*	*	*		10,000				HRM	HoDs
Management and Administration	General Administration	128. Prepare Annual Risk Base Internal Audit Plan for 2025	Anyinam	*					5,000	5,000			Internal Audit Unit	Finance Dept. & Management
		129. Review of Annual Internal Audit Plan for 2025	Anyinam			*			2,000				Internal Audit Unit	Finance Dept. & Management
		130. Prepare Quarterly Internal Audit Reports	Anyinam	*	*	*	*		8,000	12,000			Internal Audit Unit	Finance Dept. & Management
		131. Prepare Annual Internal Audit Performance Report	Anyinam				*		4,000				Internal Audit Unit	Finance Dept. & Management
		132. Conduct Special Audit for 2025	Anyinam		*	*	*		10,000				Internal Audit Unit	Finance Dept. & IAA
		133. Organize Audit Committee Meetings and other activities of the Audit Committee	Anyinam	*	*	*	*		35,000				Audit Committee Secretariat	Internal Audit Unit & Management
		134. Create a portal on the Assembly's website for reporting	Ayinam				*		5,000				MIS Officer	Central Adm.

		135. Strengthen PRCC to effectively work	Ayinam			*	*		5,000				Central Adm	DCD, Assembly members, Presiding Member
		136. Procure and install clock -in system at the Assembly	Ayinam				*	50,000					Procurement Unit	Central Adm, H/R
		137. Sensitize public officers on code of conduct	Ayinam				*		5,000				CHRAJ	DCD, HR
		138. Support anti-corruption agencies in the district with logistics	District wide		*	*	*	5,000					DCD	CHRAJ, NCCE
		139. Organize public sensitization on whistle blowers Act in communities quarterly	District wide					4,000					NCCE	Assembly members, Traditional Authorities
		140. Establish a secure whistleblower reporting system at the Assembly	Anyinam					2,000					CHRAJ	DCD, NCCE
		141. Publicize approved fees, rates, fines and permit acquisition process on Assembly's website, Facebook page and notice boards at the Assembly and Area Council offices	District wide				*		2,000				Central Adm	HoDs
		142. Automate payments at the Assembly (Procure Billing Software for revenue generation)	Revenue Collection Points				*	5,000.00					Finan. Dept	DCD, MIS, Proc. Officer
		143. Build the capacity of Assembly staff on Service Delivery Standards	Anyinam			*	*	5,000	5,000			*	H/R	DCD, Staff
		144. Ensure quarterly update of the Asset Register of the Assembly	Anyinam			*	*					*	FACU	DCD

		145. Acquire land title for all Assembly lands	Koforidua			*	*					*	PPD	DCD, Landowners, Lands Commission, Surv Dept.
		146. Establish and strengthen Neighborhood Watch Committees	District wide					10,000	10,000			*	GPS	Assembly & community members, Traditional Authorities,

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EMERGENCY PLANNING AND RESPONSE (INCLUDING COVID-19 RECOVERY PLAN)														
Infrastructure Delivery and Management	Disaster prevention and Management	147. Organize Public education on disaster and its prevention	District wide	*	*	*	*	15,000		2,500		*	NADMO	GNFS, GPS, Env. Service, Health, Education, DPCU
		148. Conduct Hazard Mapping	District Wide	*	*	*	*	20,000				*	NADMO	
		149. Undertake (10) clean-up exercises	Selected communities	*	*	*	*	12,000		1,000		*	NADMO	GPS, GNFS, Env. Service, AGRIC, FORESTRY
Infrastructure Delivery and Management	Disaster prevention and Management	150. Organize Capacity building for Staff and other stakeholders on disaster response	Anyinam	*			*	10,000.00				*	NADMO	GNFS, Health, forestry
		151. Organize Flood mitigation activities	District wide		*	*		10,000.00		1,000.00		*	NADMO	Env. Service, Zoomlion
		152. Organize Tree Planting exercise	District wide		*	*		10,000.00				*	NADMO	Forestry Com,
		153. Emergency Response and Rescue	District wide	*	*		*	7,500.00		2,000.00		*	NADMO	GNFS, GPS
		154. Organize DVG activities	Kedewas, Anyinam, Sekyere, Jejeti		*		*	5,000.00		1,000.00		*	NADMO	GNFS, GPS

		155.Administer relief to disaster victims	District wide	*	*	*	*	15,000.00		1,500		*	NADMO	Stakeholders
		156. Organize four (4) number awareness creation on climate change in line with the GCFRP in the four Area Councils of the District	Anyinam, Sekyere, Asamang Tamfoe, Kadewaso							24,000			AEDA	NADMO, FC, COCOBOD
		157. Conduct nine (9) monthly monitoring in forest areas in the district	District wide	*	*	*	*			13,500			AEDA	FC, NADMO, COCOBOD
		158. Support the enactment and enforcement of HIA by-laws in the district	District wide	*	*	*	*			10,000			AEDA	FC, NADMO, EPA, EHU, HMB
		159. Support environmental safeguards advocacy in the district	District wide	*	*	*	*			8,000			AEDA	FC, NADMO, EPA, EHU, HMB
		160.Participate in consortium meetings		*	*	*	*			4,500			AEDA	Development Planning Unit, HMB
		161. Organize refresher training for all the staff of the Assembly on the GCFRP	Anyinam	*						11,668			AEDA	H/R Department, HMB, FC, TROPENBOS GH.
Emergency Planning and Delivery	Ambulance Service	162. Educate the general public on basic life support		*	*	*	*	4,000.00			*		DA	Ambulance service
		163. Provide fuel to transport road accident victims and other emergencies.	District wide	*	*	*	*			4000		*		DA
		164. Organize four (4) number fire education in the four Area Councils of the District	Anyinam, Sekyere, Asamang Tamfoe, Kadewaso	*	*	*	*			24,000			AEDA	GFS, FC, NADMO

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IMPLEMENTATION, COORDINATION, MONITORING AND EVALUATION														
		165. Review 2025 Composite Annual Action Plan and prepare 2026 Composite Annual Action Plan of the Assembly	Anyinam			*		25,000.00					DPU	Departments of the Assembly
		166. Organize stakeholders' monitoring and evaluation of Projects and programmes	District Wide	*	*	*	*	55,000.00					DPU	HoDs, Contractors, Traditional Authorities
		167. Organize four (4) quarterly DPCU meetings	Anyinam	*	*	*	*		12,000				DPCU Secretariat	Central Admin
		168. Prepare and submit 2025 quarterly and annual progress reports of the Assembly	Anyinam	*	*	*	*		2,000				DPU	Central Admin
		169. Prepare 2026-2029 DMTDP of the Assembly	Anyinam	*	*	*	*	100,000			*		DPCU Secretariat	Central Admin
		170. Collate of administrative data across sectors in the district	District wide	*	*	*	*	5000	5000.00	2,000		*	Statistics Dept.	Heads of Departments and Agencies
		171. Enumerate and update all ratable properties	District wide	*	*	*	*	5,000	4,000	1,500		*	Statistics Dept.	DBA, Revenue, Transport

		172. Procure Office logistics (Toner, Stationery etc.)	Anyinam	*				10,000	4,000	2,000			Statistics Dept.	Procurement Unit
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