

COMPUTERIZATION OF PERSONNEL MANAGEMENT
INFORMATION SYSTEM FOR NIGER STATE CIVIL SERVICE

A CASE STUDY
OF GOVERNOR'S OFFICE, MINNA.

BY

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CERTIFICATION

This is to certify that this project carried out by Mr. Yabagi Alhaji Sule meets the requirement for the award of a Post-graduate Diploma in Computer Science of Federal University of Technology, Minna, Niger State.

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DEDICATION

This project is dedicated to the memory of my Late Father, Alhaji
ule and My Beloved Mother, Hajiya Kaka whose love, care and
ffection contributed in no small measure to the success of my
fforts which I cannot repay.

ACKNOWLEDGEMENT

I need first to put on record the moral and relentless academic assistance offered to me by my able Supervisor, Mal. Mohammed Tanko Goma. His fraternal guidance and kind cooperation greatly led to the success of this project.

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YABAGI ALHAJI SULE

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ABSTRACT

Traditionally, Personnel Officers have had limited exposure to computers and computerization of personnel functions have generally been regarded as a low priority. This was so because in comparison to other professions, training and education of personnel officers has not placed much emphasis on Computer Systems and procedures.

However, the recent development in computer technology especially its application to solving human problems has generated a more significant impact on personnel functions.

This project has succeeded in establishing the need for computerized Personnel Management Information System for Governor's Office, Minna through a systematic development of a computer-based program written in DBase III PLUS.

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CHAPTER ONE

INTRODUCTION

1 BACKGROUND TO THE DEVELOPMENT OF COMPUTER:

Man as an ingenious being had always been in the forefront of civilisation when compared to all other living species of animals inhabiting the earth. Going by his ingenuity, he has sought to improve on the activities that had one thing or the other to do with his life in general. It was the desire for this improvement that necessitated the designing and perfection of a machine called the computer.

The Computer is an electronic device that act under instructions stored in the main memory, takes in raw data and changes it into useful information through the process of arithmetic and or logical operation and gives out results with little or no human intervention in the format required. In view of its enormous capability, the computer as a machine has found itself in all field of human endeavour especially as related to its application to human problems—human resource management inclusive.

In the past, those responsible for the development of a corporate data processing strategy tends to ignore or failed to appreciate the need for a computer-based Personnel Management Information System (CPMIS). Personnel Management was also slow to appreciate the benefits which such a system could yield over and above manual system of keeping records.

However, the renewed effort to develop a computer-based Personnel Management Information System (CPMIS) became more evident in the latter half of 1970s. The system was intended to enable personnel management to manage more efficiently and effectively and to provide a more positive service to all organisations.

The appreciation of the need for a CPMIS in Niger State Civil Service has come about because of four main factors.

- i) The inadequacy of manual system of file organisation or processing;
- ii) New emphasis on increased productivity from the work force;
- iii) Rationalization (re-structuring) of the Civil Service with a view to not only identifying redundancies but also cutting down on the staff strength so as to reduce to the barest minimum figure the monthly salary (wage) bill which has overstretched the State Government's lean purse over the years; and
- iv) The menace of ghost workers which had characterised previous governments.

The above mentioned phenomenon has further highlighted the need for Niger State Government to:-

- a) Have more information about the organisation's most important resource;
- b) Monitor the current manpower resource;

c) Assist in Manpower planning and development.

Despite the appreciation of the need for a CPMIS in Niger State Civil Service it has not been easy for the various personnel departments to appreciate fully what a computer can do for it or how it should go about specifying its requirements.

In order to achieve a good CPMIS there has to be a greater understanding of the personnel department and its functions by the Management Services and then together they can harness the technology effectively.

2 PROPOSITION

The proposed computerization of Personnel Management Information System of Governor's Office of Niger State Civil Service shall form the basis of the project since presently the activity engendered by this project is not government inspired but rather purely an academic exercise.

3 RESEARCH METHODOLOGY

There are several investigative techniques, among which a researcher must choose in his attempt to undertake a research. In practical terms, the researcher is hardly able to employ a single investigative technique in his attempt.

According to Hill-way and Tyrus in 1964 in their book titled: Introduction to Research "In any given investigation, it may be necessary (infact frequently desirable) to use two or more of these general types of research in combination. There is no reason for instance, why one should not seek the solution of a problem by studying its history through an examination of documents (documentary research) and then determine its present

atus by some sort of survey(descriptive research)".

This project was undertaken via the use of lecture notes, published papers, textbooks and oral interview of the officials the Governor's Office, Minna.

4 AIMS AND OBJECTIVES

Every research, publication or whatever human beings do in this world must have a reason or purpose. In the absence of the aforementioned, life will be worthless and there would have been no reason for the existence of mankind at all. The recent improvement in the application of computers in solving human problems calls for a critical study of the problems created in Niger State by the Civil Service reforms of 1988 coupled with the maintenance of ghost workers as well as inadequacy of manual system of keeping personnel records with a view to searching for a possible solution to rectify the anomaly. The aims and objectives of this project are as follows:-

- (a) To study in details the Personnel Management Information System in Niger State Civil Service, its problems and prospects and to offer some useful suggestions for possible improvement;
- (b) Design means and strategies required to effect computerization of Personnel Management Information System on theoretical basis so that in the near future, this can be used for the same project;
- (c) Design and implementation of the software required for effective use in the near future;
- (d) Engaging in academic exercise beneficial to Human intellectual development and gains; and

- e) Laying foundation and foresight for other developments that would follow later in the years ahead.

5 PROBLEMS AND PROSPECTS:

In a project of this magnitude, the following problems are anticipated:-

- a) Financial difficulties encountered during the execution of the project;
- b) Time constraint imposed by the authorities concerned with the project;
- c) Possibility of not securing correct data based on oral interview, questionnaire and other subtle methods due to perceived prejudice;
- d) Constraints of other activities contending for time and attention with this project; and
- e) Inadequate knowledge of Computers and its applications.

Despite all the above enumerated problems and those unforeseen ones that were not mentioned, it is envisaged that the exercise will have the following benefits:-

- i) It will bring about intellectual gain.
- ii) It will set the tune for other similar projects of practical importance in the office.
- iii) It will become part and parcel of a reference material for other future endeavours similar to this one but not necessary under the same setting.

1.6 PROJECT SCOPE:

In view of other teething problems contending for time and attention, the project will be limited in scope and coverage to the computerization of the Personnel Management Information System of the Governor's Office, Minna. The limitation in scope does not necessarily imply that certain things cannot be generalized in terms of application and reference. The Computer-based Personnel Management Information System (CPMIS) to be introduced would be comprehensive. It will be capable to keep track of employees' working life and into retirement holding basic data such as name, address, phone number, salary, grade, sex, allowances, date of birth, date joined organisation, date left organisation, details of all vacancies and applicants, training records, types of leave, service entitlement and budgeted posts and report on variation between actual staff numbers and the budgeted numbers.

CHAPTER TWO

LITERATURE REVIEW

1 INTRODUCTION:

Mankind from time imemorial has been engaged in continuous struggle for complete mastery of the universe. The entrance into computer age marks a milestone in this journey. This has resulted from improvement in knowledge and technology. It has now become a vogue to apply computer in almost any venture be it in the industries, fields of commerce, defence, science and technology. With this varied applications of the computer specially in advanced modern societies, it has become glaringly manifest that the computer machine has become a necessary apparatus for societal progress and development.

The high point is that the machine is fast in processing large volumes of data and presentation of same as information in large amount. With this sole advantage, one could conveniently use it in areas of demographic interest as was recently done in the National Polulation Commission during 1991 census. Assuming that there were no direct application of computer, the dream of Babangida's Administration to see the Census figure before Military disengagement would have been a mirage. Apart from this, the time constraint imposed by the government would have made it an exercise in futility due to large errors that would have been introduced by human processing. But because of computer application we were saved the twin problems enumerated above. Another important area of computer application

n Nigeria of recent is the Department of National Civic registration (DNCR) an arm of the Federal Ministry of Internal Affairs saddled with demographic activities with speciality in National Identity Card. This activity requires large repertoire of data of the Nigerian population - a burden - some data indeed. The above requires the opening of files for about 86 million Nigerians.

The extension is that we will have to take care of ECOWAS members residing in Nigeria. Suppose we can afford the files, what about the storage facilities for these files. To solve these problems, computer had to be applied so as to save us the mess of littering everywhere with papers containing information on individual Nigerian.

Having enumerated few areas of large scale applications of computer in Nigeria, one is tempted to venture into the chronological development and emergence of computer in the world at large and in Nigeria in particular.

2.2 GENERAL HISTORY OF COMPUTER

What is today known as computer originated in its rudimentary form in China - around 450BC when Chinese perfected a calculating aid to mathematicians (ABACUS) for use in the astronomical calculations. Nothing followed this development until around 17th century when a youngman called John Napier invented Napier's bone that was later used by another mathematician to calculate what we today know as logarithm of numbers as they are in four-figure tables today. The most revolutionary innovation came later in the century by Blaise Pascal. Pascal's mechanical calculator could add and subtract numbers.

As from this period, there were marked development and advances. However, what laid foundation for today's modern computer was initiated by Joseph Jackard when he designed instructions on card to be used to automate weaving loom.

It was this invention that revolutionalized the idea of an ideal computer. Fresh ideas started emerging from Charles Babbage indifference engine in 19th century. In 1936 the first electronic computer - athanosoffberry emerged. This was followed by ENIAC Computer in 1946 from University of Pennsylvania. Since then, the sky has been the limit in terms of trends and development in the computer industry and applications.

2.3 HISTORY OF COMPUTER IN NIGERIA

Nigeria started its tinkering with computers in the early 60's when the then Industrial giants introduced the first set of computers into the country. The first in the introduction of computer was the Nigerian Tobacco Company (NTC) and was later followed by the Nigerian Railway Corporation (NRC). These computers were mainly used for Personnel records. Univerity of Ibadan later followed with a slight invention of using the computer in the areas of scientific research and applications.

Today, the situation has changed. According to Ogis and Ododo (computer users directory, 1988) there are about 800 (eight hundred) or more computer installations with due regards to capacity and capability. Talking in the 90's will mean a different thing entirely. The records posted by Ogis and Ododo may not even speak of the true position of things since

the records did not take care of the privately procured ones that were not reported. Assumption is that installation would have been in the region of thousands but records has it that Nigeria investment in the industry now stands at about N15 billion (hardware only.)

4 TREND AND DEVELOPMENT

New innovations are emerging every minute of the day in computer industry. The ultimate is that we are talking of a day when two-third of routines will be done by computer. Ours is a struggle to catch up with developments. Hence, we cannot relent in our little efforts to go computerized.

CHAPTER THREE

FEASIBILITY STUDY

.1 INTRODUCTION.

The feasibility study was embarked upon with a view to determining whether or not the proposed computerization is desirable. The methods used to collect data for this study are as follows:-

- a) Document Review;
- b) Oral Interview; and
- c) Observation.

(a) Document Revision:-

This involves the examination of the organisational chart of the Governor's Office as well as operating procedures and functions of various Divisions, Departments and individual officers. The result of the study shows how these components relate to one another. The Organizational chart is now attached as appendix I.

(b) Oral Interview:-

It is quite true that written documents provide information on how the system should operate, but they may not include enough details to allow decisions to be made on the project proposals nor do they present current user's views about current operations. This therefore made the use of oral interview inevitable. This method allows the investigation to have direct discussion with the key personnel in the

organisation. Attempts were also made to interact with the potential users of the proposed system.

(c) Observation:-

This method is employed because of the desire to obtain not only a first hand information about how activities are carried out but also to actually observe closely how documents are processed and handled.

3.2 SCOPE OF FEASIBILITY STUDY:

The scope of data collected for the feasibility study is limited to the following areas:-

- i) Personnel data;
- ii) Method of data processing;
- iii) Method of file organization and storage;
- iv) File movement/information dissemination;
- v) Efficiency and effectiveness;
- vi) Security and safety of files; and
- vii) Time constraint.

3.3 REPORTS OF THE STUDY:

During the periods of investigation, a lot of information were gathered on the operation of existing system. In sum, the balance sheet of the report on the information gathered or generated confirmed our fear that the present Personnel Management Information System (MIS) has outlived its usefulness because of the following basic facts:-

- (a) The speed with which data are collected and processed is not fast enough to meet the challenges of today;
- (b) The existing system allows too much room for errors; and
- (c) information on Personnel matters are not readily available and when available, its always too late.

The report suggested a straight replacement for an existing manually maintained basic personnel records. Hence the need for a new computer-based Personnel Management Information System.

3.4 TESTING PROJECT FEASIBILITY

3.4.1 OPERATIONAL FEASIBILITY

The operational feasibility of the proposed system was conducted during which it was discovered that the new system being envisaged is operationally feasible because of the following:-

- i) Top management have accepted the idea of Computerization;
- ii) There was estacy that the office is going computerized; and
- iii) There was yawning need for a change.

3.4.2 TECHNICAL FEASIBILITY

It was discovered during investigation that the proposed system can be handled with the current equipment, existing software technology and available personnel through the indoor training.

3.4.3 FINANCIAL FEASIBILITY

The cost of implementing the proposed system would be quite reasonable and affordable as the required computers are available locally.

* Refer to chapter five (5) for system specificaction.

3.5 BENEFITS OF THE PROPOSED SYSTEM:

The likely benefits might include:-

- i) Reduction in staff numbers within the personnel functions;
- ii) Fast means of data processing and information presentations;
- iii) Reduction in time spent in processing data and information presentation;
- iv) Reduction in space occupied by files and file cabinets;
- v) Reduction in time spent in searching and storing data;
- vi) High degree of accuracy;
- vii) Better Management Information System; and
- viii) A more effective department.

3.6 REQUIREMENTS:

It was discovered that there is the need for a complete modernisation of the existing system because of:-

- (a) The need to increase speed so as to meet targets;
- (b) The desire to minimize error; and

- (c) The readily availability of Information on personnel matters.

3.7 FINAL STUDIES

Having concluded that there is the need for the proposed computerization, a fact finding mission was carried out throughout the organisation to generate concrete data. The methods used to collect data in this approach are similar to that of feasibility study in Chapter two namely: document review, oral interview and observation. During this period under review, the following concrete data was generated on an average Civil Servant from his/her day one in the Civil Service as can be seen in the following documents attached as appendix II, III, IV, & V. The documents are:-

- (a) Sample Civil Service Commission Application Form now attached as appendix II.
- (b) Sample Staff Identification record form now attached as appendix III.
- (c) Sample Annual/Staff Performance & Evaluation Form now attached as appendix IV; and
- (d) Sample interview questions now attached as appendix v.

The data generated from the above documents now formed the basis for designing human resource data base for the proposed system for the office.

CHAPTER FOUR

ANALYSIS OF INFORMATION

4.1 INTRODUCTION

The approach adopted here is intended to analyse and appraise all the data and other sundry information so far generated with a view to highlighting further advantages and disadvantages of old/new systems.

4.2 ORGANIZATIONAL ANALYSIS

The Governor's Office in Niger State coordinates the various activities of Niger State Government. It comprises the following Departments as earlier states in the organizational chart attached as Appendix I. The Departments are:-

- (a) Government House;
- (b) General Services;
- (c) Establishment and Service Matters;
- (d) Political and Special Services;
- (e) Budget and Planning
- (f) Local Government Affairs; and
- (g) Women Commission.

The above Departments are each headed by a Director General (DG) answerable to the Secretary to the State Government (SSG). The above are the major constituents of the Governor's Office. There are several divisions that come under these departments. However, since the scope of this project is

limited to personnel, the division would be given more attention. As indicated in the chart, the personnel division that is charged with the responsibility of personnel matters is under General Services Department. The Division service other departments with personnel requirements. The division also keeps the records of all the personnel working in the Governor's Office. It is the data generated from these records that form the basis of the proposed new Personnel Management Information System.

4.3 DATA ANALYSIS

There are all sorts of data that were generated on a given personnel from time to time but the most essential ones are those from items 1 to 23 of part A and items 1 - 7 of part B of Appendix II attached. These facts were further corroborated by the data requirements of personnel staff identification record (Appendix III) and Part I of the Staff Annual Performance and Evaluation (Appendix IV). Though, these data may be insufficient in its entirety on any given personnel, it helps in describing the personnel in one attribute or the other and sufficient enough to qualify any personnel with such records as a bonafide civil servant.

4.4 ANALYSIS OF OPERATIONS OF EXISTING SYSTEM

The existing system as is being used today was critically appraised using the following approaches:-

- (a) Method of information generation;
- (b) Method of data processing;
- (c) Method of file organisation and storage;
- (d) File movement/information dissemination; and
- (e) Security and Safety of files.

The method adopted in data/information generation is simple. All operations from day one of an applicant applying for a job to the actual period of placement and retirement are done manually. The applicant submits a copy of filled Civil Service Commission (CSC) form to the Personnel Division for onward processing. Immediately after the submission of the form, a file is opened for the applicant with a number for due processing. After necessary approval is obtained and letter of Offer of Appointment issued and accepted, the new employee is expected to resume work in the new office. On resumption a second file (Secret) is opened in his name. When these initial formalities of documentation are completed, the files are kept in the registry. Open files are usually kept on wooden shelves or in a metal filling cabinet inside the open registry. While the Secret files are locked inside the metal filling cabinet with locks for safety and security. Method of file organization for the two registries is serial. When the need arises for an information from a particular file, the file is traced manually one after the other. When the relevant one is seen, it is removed and minuted on to the officer requesting for it. Once the file is dispensed with, it is returned back to its natural place.

4.5 PROBLEMS OF THE EXISTING SYSTEM

Usual problems of this type of manually maintained basic personnel records are:-

- (a) employs large number of people resulting in high wage bill;
- (b) data processing is always very slow;
- (c) poor file handling resulting in destruction/mutilation of vital documents;
- (d) occupies a lot of space;
- (e) poor safety and security for the files;
- (f) operations are prone to error; and
- (g) reported cases of missing files.

4.6 ANALYSIS OF PROPOSED NEW SYSTEM

The proposed new system implies the application of computer in part or full to the manually maintained data processing with specific reference to Personnel Management Information System. The proposed system will be analysed using the following method:-

- (a) Method of data information generation;
- (b) Method of data processing;
- (c) Method of file organisation and storage;
- (d) File movement/information dissemination; and
- (e) Security and safety of files.

The method of data Information generation is near similar to the one used by the old system since it is the same type of forms that will be used throughout for those that are not

computer literate enough to operate a machine. But for those that can operate, they do not need the forms because they will be able to answer the questions the computer is going to ask them on screen (display). In the alternative, the computer operator can call on the personnel so that while the personnel is answering questions from the operator verbally, the operator is entering them through keyboard appropriately.

The method of data processing adopted here is that each personnel is given an identification number from which he/she is uniquely identified in the database to be extracted. Once given the ID number all other data are supplied and attached to the ID number of the personnel. This process is repeated several times for several personnel. So instead of having separate file for each personnel on the same type of data information, you have one single file for all. This often is referred to as the database file. After all the data information has been entered, you then sort the records accordingly.

Usual method of file organisation and storage is that a single database is created for the whole personnel with a given name to the file. This name of the file is what is required all the time to load it to the computer memory anytime a specific information is sort after. Hence, the file name describes the cabinet, while the contents describes the file contained.

To effect file movement information dissemination, you can adopt two methods. The first one is either that you have the file view the information on the display by issuing

queries that will actually lead you to the specific information requirement or in the alternative, issue query as at when necessary and print the required information on paper. The two methods of accessing can be done either remotely in a network environment without any other human involvement except you and the operator on the telephone line or direct cabling of terminals. In the case whereby the telephone is over a long distance, it is referred to as wide area of network (WAN) but where the distance is short and connection are through cabling of terminals, it is Local Area Network (LAN). The second method involves the use of a single user computer. No resources of the computer is with any other person whatsoever. Hence you access via no any long/short distance. To some degree, the security and safety of file is guaranteed but open to abuse. However because of the time constraints, the scope of this project does not cover extent of the abuse.

4.7 ADVANTAGES OF THE PROPOSED NEW SYSTEM

The usual advantages of the proposed new computer-based Personnel Management Information System as outlined in Chapter 3 para 3.5 are:-

- i) high speed of processing information;
- ii) lesser personnel as operators;
- iii) high degree of efficiency;
- iv) reduction in space occupied by files and file
- v) better Management Information System
- vi) a more effective department;

- vii) high degree of accuracy;
- viii) reduction in time spent in searching and moving data; and
- ix) its compact nature.

* See paragraph 3.5 in Chapter 3 for more details of benefits to be derived from the proposed system

4.8 SECURITY FACILITIES IN THE NEW SYSTEM

The new system has facility for backup files against unauthorised users. This allows for more than one copy of a file or a program. That is files on Hard Disks are copied to a floppy disk to serve as backups so that in the event of fire, flood or other disasters, the other copies can still be accessed.

It has facility of logging via user's ID number. This problem protects your data in a network against other users as they cannot tamper with your data stored in a computer memory without this ID number.

There is also protection through the use of "passwords". This is a situation whereby all the users in a network have their separate "passwords" with which to access their information from a file.

The new system also has sub-directory protection through "Password" For example DR-DOS (multi-user) provide a file called Password.Exe, which protects other users to have assess to the protected sub-directory.

There is also the facility that makes it possible for

atabase file to be encrypted. And once a data file is encrypted, the data in it is converted to ASCII values.

4.9 COMPARATIVE ANALYSIS OF OLD/NEW SYSTEM

The approaches so far analyzed above shows a lot of similarities and differences. While one represent the old system, the other represents the proposed new system. Each of the two has its distinct characteristics features that distinguish it from the other. Having viewed the features/advantages of each, one can safely conclude without any fear of contradiction that the proposed new system is far better than the old (existing) one. Reasons for this are not too far fetched as explained in the paragraphs 3.5 and 4.7 of Chapters 3 and 4 respectively.

CHAPTER FIVE

SYSTEM DESIGN

5.1 INTRODUCTION

As mentioned in the previous chapter, the analysis of details collected during system investigation had confirmed the necessity for an introduction of a new computer-based Personnel Management Information System. As such we would now proceed with the next line of action which is outlining of design consideration. The new system is envisaged to:-

- (a) embrace the existing organizational arrangement already in place so as to support its performance;
- (b) cover the entire departments of Governor's Office as well as taking care of the Personnel records needs of each department;
- (c) be reliable and easy to be used by the personnel of the organisation;
- (d) meet all other user's requirements;
- (e) provide system specification; and
- (f) take care of the uniqueness of the individual personnel.

5.2 SYSTEM SPECIFICATIONS

(i) IBM PC or Compatible

Intel 80486 SX/33 MHZ EISA Processor Tower case
4MB RAM (Expandable ot 64 MB)

200 MB IDE Hard Disk, 15MS seek time

2 Serial 1 Parallel parts

4 free expansion slot

3.5" Floppy Disk drive

5.25" Floppy Disk drive

101 enhanced keyboard

(ii) Monitor:

14" color SVGA (1024X768 Pixel 0.28 dot/pitch)

(iii) Printer:

Heavy Duty Epson Printer LQ2550

132 Column

Parallel/Serial interface

360 x 360 dpi Resolution

Speed:

Draft Mode: 400 cps

Letter Quality: 133 cps

Fonts: 780

Buffer: 8kb

(iv) Backup Devices:

External Tape Drive

Power Storage:

APC Smart Un-interruptable Power Supply (UPS)

(v) Accomodation & Furniture:

Computer Chair/Table

Air Conditioner

(vi) Softwares:

MS-DOS Operating System Version 6.00

Tailored Program

Database (4th Generation Language structure

(query language)

Asthon Tate DBase III Plus

(vii) Consumables:

Sonny Data Catridges

3.5" HD Diskettes (Maxwell)

5.25" HD Diskettes "

2 parts plain paper

Ribbons.

5.3 PROGRAM USER MANUAL

The Program Staff.PRG is written in DBase III Plus tailored towards the result from investigation of the existing system of Management Information System in the Niger State Civil Service. This program will replace the manual operation of preparation of nominal roll etc and as well as the maintenance of the DBase file.

5.4 GENERAL PROGRAMS DESCRIPTION AND MAIN PROCESS

The entire program is menu driven, at the running of the

program a Menu is displayed on the screen consisting of five options as below:-

- [0] Exit to Dos
- [1] Add New Records
- [2] Edit Old Records
- [3] Indexing of Files
- [4] Miscellaneous Menu
- [5] Report Generator.

The above listed options are therefore sub-programs to the menu program which are executed when the desire option is chosen from the menu.

5.5 HOW TO RUN THE PROGRAM

At the Dos (Disk Operating System) prompt, change directory to DBASE Sub-directory or set DOS Path to the DBASE directory if it is not already set in your AUTOEXEC.BAT file. (Refer to DOS manual for more information on the usage of PATH)

- a) At the DOS Prompt,
Type DBASE and press the ENTER key
Wait for some few seconds, DBASE III PLUS will be loaded and present you with the dot prompt.

Insert your program disk in either drive A: or B: and change default to the drive where your programs reside by typing the following command at the dot prompt.

.SET DEFA TO A: OR B:

b) At the dot prompt.

Type DO MENU and press the ENTER key.

DBASE III PLUS will execute the program file called MENU.PRG

During the execution, the program will clear the screen, and present the user with the main menu consisting of listed options.

MENU.PRG

Menu.Prg is the main program file that display the menu options in a rectangular box at the centre of the screen called the opening menu. Options provided are described below:-

Exit to Dos:

By choosing this option from the menu the Program will quit and passes return to DOS prompt. A message will be displayed on the screen reminding the user to make a back-up copy of all database files. All variable names used in the program will be released. The SET ON and SET TO commands used in the program will be reset back to their defaults.

* Refer to Appendix VI (a) For sample layout of the Opening Menu with the options.

Add.Prg.

Choosing this option the program will execute another procedure called Add.Prg, this procedure will enable the user to add new records to the database.

The data entries form will be presented to the user to enable him input some records. The entered records does not go to the database file directly in order to maintain database integrity. At the end of entering a record the program will pause and present the user with the message "Are These Entries OK (Y/N)? this will enable him/her to validate the entered record. If the user chooses N denoting that the entered record is not correct, the program control will immediately transfer the cursor to the first field in the database to enable the user to effect the desired changes. On the other hand, if the user chooses Y meaning that the entered record is correct, the program will then write the record from the variable field names to their corresponding fields in the database file. After the record has been written to the file, the program will again present the user with the text "Do You Want To Add More Records (Y/N)?, this will enable the user to decide whether he wants to continue to add more records or not.

Edit Old Record.

This option will enable the user to effect changes to the existing records in the database file. The program will display a text Edit What Staff No: and pause for the user to input Staff Number, the program will then search the database file for a match with the Staff Number Entered. If a match is found the corresponding record to that Staff Number will be displayed on the screen and the cursor will be in the first field of the form to enable dthe user effect the

desired changes. Also a text will be display asking the user if he/she want to modify more records or not.

*Refer to Appendix VI(b) for sample layout of

Modify Screen

Indexing of File.

The indexing of file will enable the user to arrange the record held in the database choronologically according to his desire. The program allowed arrangement of records in a Ascending or Descending order on the index key field Grade Level.

Ascending:- Indexing in ascending order will arrange the records serially with the smallest Grade Level above.

Descending:- Indexing in descending order arrange records serially with the highest Grade Level above and the smallest below.

Miscellaneous Menu:

The Miscellaneous Menu provide the user with a submenu to the Opening Menu. This Menu consists of the follwing options:-

Exit To Opening Menu:

By choosing this option the program will return back to the Opening Menu.

Initialising of File:

This option will enable the user to wipe out all existing records in the database file.

Deleting of a Record:

The program to delete a record looks familiar with that of modify. At the beginning of the running of the program a text is displayed on the screen to enable the user enter the Staff Number to be deleted. The program search the database file for the corresponding Staff Number. If a match is found the record will be displayed on the screen to enable the user view the record he wanted to delete, at the same time the text "DELETE THIS RECORD (Y/N)?" will be displayed at the bottom of the record. If the user chooses N denoting that he dosen't want the record to be deleted the program will write the record back to the database file. On the other hand if the user choses Y meaning that he want the record to be deleted, the program will permanently remove the record from the database file.

Suspend a Staff

The suspend of a staff option will enable the user to temporarily remove the name of the suspended staff from the database. At the tunning of this option the text SUSPEND WHAT STAFF NO: will be displayed on the screen to enable the user type in the unique Staff Number. The supplied Staff Number will be searched in the database file. If a match is found the record will be set to meet the filter condition. On

the other hand if a match is not found in the database file an error message "NO SUCH RECORD EXIST" is displayed on the screen.

Recall a Record:

At the running of this procedure the program will display a text to enable the user to enter the desired Staff Number to be recalled, the program will search the database file for the entered Staff Number if a match is found the filter condition that hide the record will be set off. On the other hand if a match is not found the program will display an error message "NO SUCH RECORD EXIST". The user should press any key to continue.

Report Generation:

The Report Generation Menu has three options viz:-

- [0] Exit to Opening Menu
- [1] General Staff List
- [2] View Suspended/Terminated Staff

5.6 INPUT/OUTPUT SPECIFICATIONS

INPUT

The input to the program are names of Civil Servants working in the various Departments of Governor's Office via the Standard input device keyboard.

Output

The output from the file are names of Civil Servants

working in the above mentioned Departments. The reports could either be in a hard copy or visual on the standard output device (Monitor).

5.7 FILES SPECIFICATIONS

The programs are combined in one file called Procedure.Prg, each procedure begin with it's program file name.

* Refer to Program Listing now attached as appendix VII for more details on Program Files.

i) Program Files:

- a) Procedure Add.Prg
- b) Procedure Modify.Prg
- c) Procedure Index.Prg
- d) Procedure Miscellaneous.Prg
 - i) Suspend.Prg
 - ii) Delete.Prg
 - iii) Recall.Prg
- e) Procedure Report.Prg

ii. Database Files:

- a) Staff.DBF

* Refer to Appendix VIII for structure of the

Database File.

6.6 CONCLUSION

There is no doubt that proper implementation of the new system will enhance the efficient performance of personnel division of Governor's Office. From the conservative financial analysis done we observed that the overall benefits of installing a new system as earlier mentioned in Chapter Three are quite encouraging despite all odds. We are convinced that once the new system is installed, the menace of ghost workers as well as problems of high monthly wage bill which has generated a lot of concern will become a thing of the past. Besides, the new system will bring modernisation to the Civil Service machinery as well as better Management Information System and a well managed departments.

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APPENDIX

- I. Organisation chart of Governor's Office, Minna
- II. CSC Application Form
- III. Personnel Identification Form
- IV. Personnel Performance & Evaluation
- V. Sample Interview questions
- VI. Sample of Screens
 - a) Sample Opening Menu
 - b) Sample Modify of Records
- VII. Program Listing
- VIII. Structure of Database
- IX. Implementation Schedule

APPENDIX I

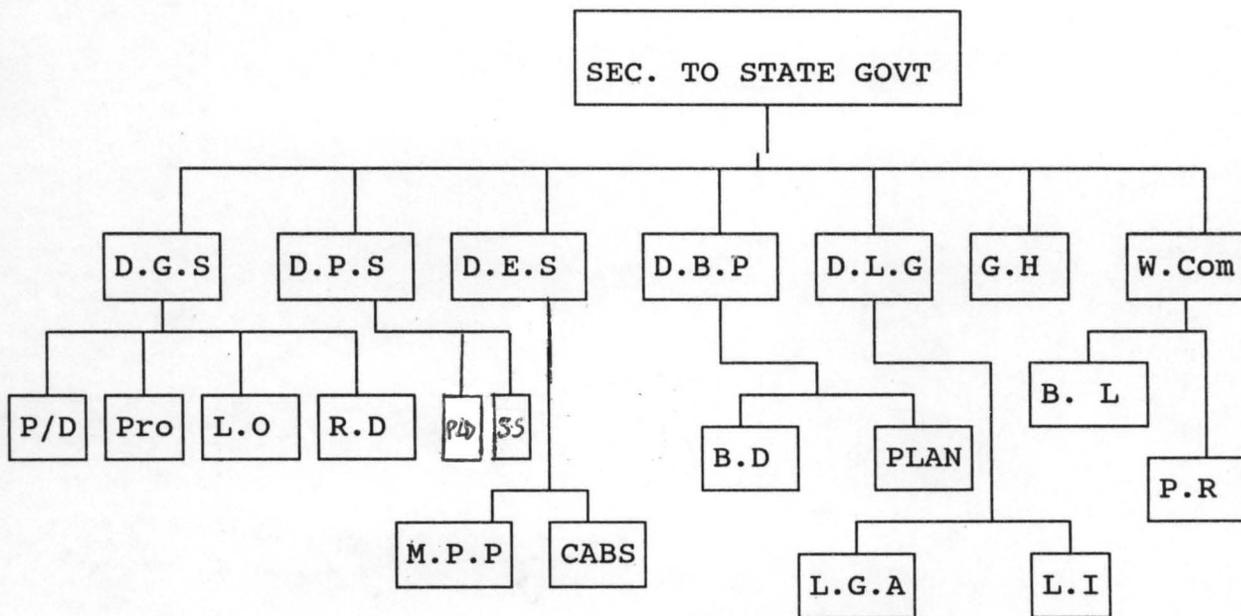


FIGURE 1: Organisational Chart of Governor's Office, Minna.

KEY

- D.G.S = Department of General Service
- D.P.S. = Department of Political & Special Services
- D.E.S = Department of Establishment & Service Matters
- D.B.P = Department of Budget and Planning
- D.L.G = Department of Local Government
- G.H = Government House
- W.Com = Women Commission
- P.D = Personel Division
- Pro = Protocol Division
- L.O = Liaison Office
- R.D = Resettlement Division
- PLD = Political Division
- S.S = Special Services

M.P.P = Manpower Planning

CABS = College of Administrative & Business Studies

B.D = Budget Division

PLAN = Planning

L.G.A = Local Government Affairs

L.I = Local Government Inspectorate

B.L = Better Life

P.R = Planning & Research

CSC (NGS) Form 1

Gen. 96

(This form cancels previous forms)
(To be submitted in Single)

APPLICATION FOR APPOINTMENT TO PGSTS IN THE CIVIL SERVICE OF NIGER STATE OF NIGERIA

Parts A and B to be completed in Capital letters by all persons except expatriates resident in the United Kingdom who should obtain forms from the office of the High Commissioner for Nigeria. The form must be completed in the candidate's own handwriting and submitted direct to the Secretary, Civil Service Commission, Private Mail Bag No. 58, Minna through the applicant's employer (unless the applicant has objection to reference being made to his employer).

PART A

1. (a) Names at birth (in full)

(b) Names by which otherwise known, if different from (a)

2. Post(s) for which applying in order of preference: (a)

(b)

(c)

3. Date available for employment:

4. Highest Educational/Technical Certificate obtained:

5. Present employer's name, nature of employment, salary (give details of terms of present employment, i.e., whether contract, temporary, pensionable or bonded, and whether employer is agreeable to release):

6. Permanent address:

7. Address for correspondence, if different:

8. Last place of residence outside Nigeria (to be completed by non-Nigerians or Nigerians who have been outside Nigeria):

9. Age last birthday:

10. Date of Birth (Birth Certificate, if issued, may be called for at interview):

11. Name and race/tribe of father:

12. Father's present or last occupation:

13. Father's present address:

14. Name and race/tribe of mother:

15. Place of applicant(s) birth:

.....(Town and rural area)

.....(Local Government Area, Country)

.....(Country)

University or any other higher educational institutions attended, if any:

Date
Month from Year to Month Year

(i)

(ii)

(iii)

(iv)

(a) Examinations passed, date and grade of pass and subjects taken:

(b) Any special educational, physical, etc., achievements or responsible positions held; copies of certificates should be attached; (the originals must be brought to any interview to which candidate is summoned).

3. Service (if any) with military forces with dates:

(a) Army No.:

(b) Highest rank reached, period this rank held, and in what unit:

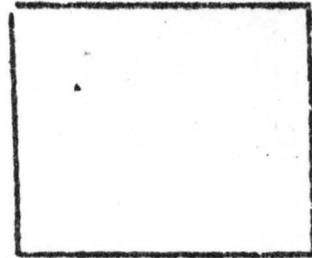
(c) Character (where applicable) entered in Discharge Book:

4. Employment since education completed (excluding military service stating names of employers, nature of employments, dates, salary and reasons for leaving each post:

5. Have you ever been fined or imprisoned by a Court of Law, British, Local or otherwise? If so, give full particulars of offence and punishment. If never so punished, state "NEVER":

6. If at present under consideration for other posts under Nigerian Governments or quasi-government institutions give details; if not, state "NONE":

7. State any other relevant information to assist the Civil Service Commission in deciding whether to offer you employment.



STAFF IDENTIFICATION RECORD

A. Surname Other names.....
 Qualification(s) Date of
 first Appointment:..... PSN.....Date of
 Present Appointment..... Date of Birth:.....
 Place of Birth:..... Home town:.....
 Local Govt..... State:.....
 Nationality:.....
 Permanent Home Address:
 Present Residential Address:.....

B. MARITAL STATUS:

Married/Single:.....
 Name of Husband/Wife (Wives):
 Occupation of Husband/Wife (Wives)
 Address Nationality

C. NUMBER OF CHILDREN:

.....

D.1. NEXT OF KIN:

Name:.....
 Relationship Age:.....
 Address:.....
 Beneficiary in case of Death:.....

E. WHO TO CONTACT INCASE OF EMERGENCY:

Name:.....
 Place of Residence:.....
 Office Address:.....

CONFIDENTIAL
ANNUAL PERFORMANCE EVALUATION REPORT

GEN. 79

From or Report : From _____ To _____

PART ONE

PERSONAL RECORDS OF EMPLOYEE

(To be completed by Officers in Grade Levels 03 and above)

1. Name of Officer : Mr/Ms/Miss _____
Surname _____ Forename _____

2. Date of Birth _____

3. Military/Department (Indicate Section/Division) _____

4. Qualifications held (Degree, Diploma, Certificate, etc.) (underline those required during period of report)

5. Date of first appointment in/the Service _____

6. Present Substantive Grade _____

7. Date appointed to Substantive Grade _____

8. Acting appointment held during period of report : indicate the portion (to the nearest month) of the period spent in grade _____

9. Courses undertaken during period of report _____

10. Total number of days absent on sick leave during period of report _____

11. Past or Job

with Job Descriptions :

and (a) State below in order of importance the main duties performed during period of report.

-3-

and:

(b) State any ad hoc duties performed which are not of a continuous nature.

to
date
sign:

* Duties whichever is not applicable.

| | | A | B | C | D | E | |
|---|---|---|---|---|---|---|---|
| (d) Expression on paper | Always cogent, clear and well set out | | | | | | ambiguous, clumsy and obscure |
| (e) Oral expression | Puts his points across convincingly and concisely | | | | | | Finds difficulty in expressing himself |
| (f) Numerical Ability (if applicable) | Accurate in the use and interpretation of figures | | | | | | Gets confused with figures |
| (g) Relations with Colleagues | Sensitive to other people's feelings ; tactful and understanding of personal problems ; earns great respect | | | | | | Ignores or belittles other people's feelings ; intolerant ; does not earn respect |
| (h) Relations with the public | Exceptionally effective in dealing with people of all types | | | | | | Tactless and cannot deal with the public |
| (i) Acceptance of responsibility | Seeks and accepts responsibility at all times | | | | | | Avoids responsibility ; will pass it on when possible |
| (j) Reliability under pressure | Performs competently under pressure | | | | | | Easily thrown off balance ; not reliable even under normal circumstances |
| (k) Drive and Determination | Wholehearted application to tasks ; determined to carry task through to the end | | | | | | Lacks determination ; easily baulked by minor setbacks |
| (l) Application of professional/technical knowledge (If applicable) | Highly proficient in the practical application of professional/technical knowledge | | | | | | Deficient in applying professional/technical knowledge to practical issues |

PART THREE

15. Training Needs

(In completing this section you should take account of any views expressed by the person reported on)

(a) If, as a result of the assessments made earlier in the report, you consider that performance or potential could be improved by training, please specify the needs.

(b) If they cannot be met by training on the job, please suggest, if possible, in which way they might be met

16. Next Job at the same level

(In completing this section you should take account of any views expressed by the person reported on)

Should he be considered during the next year for :

(a) A different job in the same grade YES/No*

(b) Transfer to a job at similar level in another occupational group or cadre YES/No*

If you have answered YES to either question, say which kind of job and give your reasons below :

17. Promotability

(a) Normal promotion
He is at present

well fitted

or fitted

or Not fitted

for promotion to

(Grade)

1

2

3

Comment on your recommendation :

(b) Special Promotion (i.e. selection for training grades, grade skipping or promotion into another occupational group or cadre.

He should be specially considered for promotion to _____ (Grade)

Give the reasons for your recommendation :

* Delete whichever is not applicable

PART FOUR

20. Countersigning Officer's Report

You should confirm that you agree with the reporting officer's assessment, or indicate in the foregoing section any disagreements which may remain after discussing them with him. You should also indicate how frequent you have seen the work of the person reported on. Add any further relevant comment, including whether any of the assessments in the report have been brought to the attention of the person reported on.

He has served under me for the past _____ years.

Signature _____ Grade _____ Date _____

Name in block letters _____

APPENDIX V

QUESTION: ON THE COMPUTERIZED PERSONNEL
MANAGEMENT INFORMATION SYSTEM AT GOVERNOR'S
OFFICE, MINNA, NIGER STATE.

1. What is your name? (optional) -----

2. What is your sex? -----

3. How old are you? -----

4. What is your Marital Status? -----

5. What type of work do you carry out in your section? -----

6. What is the volume of work in a day? -----

7. How long does it take you to complete your day's work? -----

8. How do you store data for every retrieval and safety? -----

9. What type of file organisation is being used in your section?

10. Is it true that data are misplaced in the personnel section?

11. If the answer to above is yes then give an example: -----

12. Do you have any knowledge of computer system? -----

13. Do you support its application in the personnel Management
Information System? -----

14. Do you subscribe to the belief that computerization of
Personnel Section will enhance efficiency and effectiveness
of its functions? -----

15. What other suggestions do you have to check misplacement of
staff information? -----

16. In what ways can we boost the morale of the staff of the
Department? -----

APPENDIX VI (a)

Modify Old Records

| | | | |
|------------------------------------|----------------------|---------------------|-------------|
| Code | Name | Rank | |
| [01] | [YABAGI ALAHJI SULE] | [SEN COUNCIL OFF.] | |
| G. Level | Sub-Head | Date of 1st Appt | Present App |
| [10] | [] | 21/02/81 | 10/04/94 |
| Salary P/A | Station | File No | Remark |
| [21,00.00] | [MINNA] | [0001] | [] |
| Modify More Records (Y/N) ? [] | | | |
| Exit Modify of Records (Y/N) ? [] | | | |

* FIGURE 2: Modify Screen with Sample Data.

APPENDIX VI (b)

FIG. 3: SAMPLE LAYOUT OF OPENNING MENU

- [0] Exit to Dos
- [1] Add New Records
- [2] Modify old Records
- [3] Indexing of Records
- [4] Miscellaneous Menu
- [5] Report Generator

OUR OPTION PLEASE

APPENDIX VII

```
*****
* Author...: Yabagi Alhaji Sule *
* Prgram...: Procedure.Prg *
* Date.....: Feb 17,1994 *
* Note.....: This program is written in dBASE *
* .....: III Plus, to replace the Mannual *
* .....: system of norminal roll at *
* .....: Governor's Office, Niger State *
*****
```

```
CLEAR
SET BELL OFF
SET TALK OFF
SET PROCEDURE TO PROCEDURE
DO WHILE .T.
  SET COLOR TO G+
  mchoice = ' '
  @ 02,20 TO 19,50 DOUBLE
  @ 03,27 SAY "OPENING MENU"
  @ 04,27 SAY "======"
  @ 06,25 SAY "[0] Exit To Dos"
  @ 08,25 SAY "[1] Add New Records"
  @ 10,25 SAY "[2] Modify Old Records"
  @ 12,25 SAY "[3] Indexing Of Records"
  @ 14,25 SAY "[4] Miscellaneous Menu"
  @ 16,25 SAY "[5] Report Generator"
  @ 18,23 SAY "YOUR OPTION PLEASE" GET mchoice
  READ
  DO CASE
    CASE mchoice = '0'
      clear
      Exit
    CASE mchoice = '1'
      DO Add
    CASE mchoice = '2'
      DO Edit
    CASE mchoice = '3'
      DO Index
    CASE mchoice = '4'
      DO Initial
    CASE mchoice = '5'
      DO Report
    OTHERWISE
      SET COLOR TO R*+
      @ 20,20 SAY "Illegal chioce try again"
      SET CONSOLE OFF
      WAIT
      SET CONSOLE ON
      SET COLOR TO W+
      @ 19,20 CLEAR
  ENDCASE
```

ENDDO
SET COLOR TO BG
TEXT

```
*****  
*           END RUN PERSONAL RECORD           *  
*           Make Sure You Backup All Your     *  
*           Database files !                   *  
*****
```

ENDTEXT
SET COLOR TO
SET BELL ON
SET TALK ON
RELEASE mchioce
CLOSE PROCEDURE
RETURN
* eof menu.prg.

APPENDIX VIII Cont.

Program files in **Procedure.prg**

PROCEDURE Add

```
CLEAR
SET COLOR TO G/N
SET BELL OFF
SET TALK OFF
SET DATE BRITISH
SET SCOREBOARD OFF
STORE 'Y' TO YN
STORE 'Y' TO TF
mstation = SPACE(12)
msalary = SPACE(8)
mcode = SPACE(2)
STORE SPACE(20) TO mrank
STORE SPACE(6) TO mgrade
USE STAFF
DO WHILE .NOT. mrec
  STORE SPACE(20) TO mname
  STORE SPACE(17) TO mremark
  STORE SPACE(6) TO msubhead,mfile
  STORE CTOD(' / / ') TO mfrist,msecond
  @ 1,20 SAY "GOVERNOR'S OFFICE, STAFF LIST"
  @ 2,60 SAY RECCOUNT()
  @ 3,28 SAY "Data Entries"
  @ 4,05 TO 18,65
  @ 5,08 SAY "Code"
  @ 5,20 SAY "Name"
  @ 5,47 SAY "Rank"
  @ 6,09 GET mcode
  @ 6,16 GET mname
  @ 6,43 GET mrank
  @ 8,09 SAY "G.Level/step"
  @ 9,9 GET mgrade
  @ 8,23 SAY "Sub head number"
  @ 9,25 GET msubhead
  @ 8,42 SAY "Date of 1st Appoint"
  @ 9,46 GET mfrist
  @ 11,08 SAY "Present Appoint"
  @ 12,12 GET msecond
  @ 11,26 SAY "Salary P/A"
  @ 12,27 GET msalary
  @ 11,48 SAY "Station"
  @ 12,45 GET mstation
  @ 14,08 SAY "File No"
  @ 15,09 GET mfile
  @ 14,24 SAY "Remark "
  @ 15,20 GET mremark
  READ
  @ 17,18 SAY "Are These Entries Ok (Y/N) ?" GET YN
```

```

READ
@ 17,18 CLEAR TO 17,50
@ 17,15 SAY "Do You Want To Add More Records (Y/N) ?" GET TF
READ
@ 17,15 CLEAR TO 17,54
LOCATE FOR SUB_HEAD = msubhead
IF FOUND()
  CLEAR
  @ 5,20 SAY "No Duplicate Sub Head Number Allowed"
  WAIT SPACE(10) + "Press any Key and Insert New sub Head
  Number"
  CLEAR
  LOOP
ENDIF
  IF UPPER(YN) = 'Y'
    APPEND BLANK
    REPLACE NAME WITH mname
    REPLACE RANK WITH mrank
    REPLACE GRADELEVEL WITH mgrade
    REPLACE SUB_HEAD WITH msubhead
    REPLACE ISTAPPOINT WITH mfrist
    REPLACE PRAPPOINT WITH msecond
    REPLACE STATION WITH mstation
    REPLACE SALARY WITH msalary
    REPLACE FILE_NO WITH mfile
    REPLACE CODE WITH mcode
    REPLACE SUSPEND WITH 'F'
    REPLACE REMARK WITH mremark
  ENDIF
  IF UPPER(TF) = 'N'
    CLEAR
    EXIT
  ENDIF
ENDDO && WHILE .NOT. mrec
SET COLOR TO
SET TALK ON
SET BELL ON
SET SCOREBOARD ON
CLOSE DATABASE
RELEASE ALL
RETURN
*eof Procedure Add

PROCEDURE Edit
SET COLOR TO GR/N
SET BELL OFF
SET TALK OFF
SET DATE BRITISH
SET SCOREBOARD OFF
SET SAFETY OFF
STORE 'Y' TO YN
STORE 'N' TO TF
USE STAFF
DO WHILE .NOT. mrec

```

```

CLEAR
IF RECCOUNT() = 0
  CLEAR
  SET COLOR TO G *
  @ 5,25 SAY "Database File Is Empty"
  SET COLOR TO G +
  SET CONSOLE OFF
  WAIT
  SET CONSOLE ON
  EXIT
ENDIF
mrecord = SPACE(6)
@ 5,20 SAY "EDIT WHAT SUB HEAD NO:" GET mrecord
READ
CLEAR
LOCATE FOR SUB_HEAD = mrecord
IF FOUND()
  IF SUSPEND = "T"
    SET COLOR TO R/N *
    @ 01,24 SAY "This Record is Marked For Suspension"
  ENDIF
  SET COLOR TO GR/N +
  @ 2,20 SAY "GOVERNOR'S OFFICE, STAFF LIST"
  @ 3,60 SAY RECNO()
  @ 4,05 TO 18,65
  @ 5,08 SAY "Code"
  @ 5,20 SAY "Name"
  @ 5,47 SAY "Rank"
  @ 6,09 GET CODE
  @ 6,16 GET NAME
  @ 6,43 GET RANK
  @ 8,08 SAY "G.Level/step"
  @ 9,9 GET GRADELEVEL
  @ 8,23 SAY "Sub head number"
  @ 9,25 GET SUB_HEAD
  @ 8,42 SAY "Date of 1st Appoint"
  @ 9,45 GET ISTAPPOINT
  @ 11,08 SAY "Present Appoint"
  @ 12,12 GET PRAPPOINT
  @ 11,27 SAY "Salary P/A"
  @ 12,27 GET SALARY
  @ 11,48 SAY "Station"
  @ 12,45 GET station
  @ 14,08 SAY "File No"
  @ 15,09 GET FILE_NO
  @ 14,24 SAY "Remark"
  @ 15,22 GET REMARK
  READ
  @ 17,15 SAY "Do You Want To Edit More Records (Y/N) ?"
                                     GET YN

  READ
  @ 17,15 CLEAR TO 17,60
  @ 17,18 SAY " Exit Editing of Records (Y/N) ?" GET TF
  READ

```

```

    IF UPPER(YN) = 'Y'
      CLEAR
      LOOP
    ENDIF
    IF UPPER(TF) = 'Y'
      CLEAR
      EXIT
    ENDIF
  ELSE
    IF .NOT. FOUND()
      CLEAR
      STORE 'Y' TO YN
      SET COLOR TO G *
      @ 7,25 SAY "NO SUCH RECORD EXIST"
      SET COLOR TO G +
      SET CONSOLE OFF
      WAIT
      SET CONSOLE ON
      @ 09,20 SAY 'Search for More Records (Y/N) ?' GET YN
      READ
      IF UPPER(YN) $ 'N'
        CLEAR
        EXIT
      ELSE
        IF UPPER(YN) $ 'Y'
          CLEAR
          LOOP
        ENDIF
      ENDIF
    ENDIF
  ENDIF
ENDDO & WHILE .T.
SET COLOR TO
SET TALK ON
SET BELL ON
SET SAFETY ON
RELEASE ALL
CLOSE DATABASE
RETURN
*eof Procedure Edit

```

PROCEDURE Index

```

SET TALK OFF
SET SAFETY OFF
SET BELL OFF
SET DELIMITER ON
SET DELIMITERS TO '[' [] ']'
DO WHILE .T.
  CLEAR
  ANS = ' '
  SET COLOR TO R/N
  @ 4,20 TO 22,60
  @ 6,21 TO 6,59
  SET COLOR TO

```

CSC (NGS) Form 1

Gen. 36

(This form cancels previous forms)
(To be submitted in Single)

APPLICATION FOR APPOINTMENT TO POSTS IN THE CIVIL SERVICE OF NIGER STATE OF NIGERIA

Parts A and B to be completed in Capital letters by all persons except expatriates resident in the United Kingdom who should obtain forms from the office of the High Commissioner for Nigeria. The form must be completed in the candidate's own handwriting and submitted direct to the Secretary, Civil Service Commission, Private Mail Bag No. 58, Minna through the applicant's employer (unless the applicant has objection to reference being made to his employer).

PART A

1. (a) Names at birth (in full)
- (b) Names by which otherwise known, if different from (a)
2. Post(s) for which applying in order of preference: (a)
- (b)
- (c)
3. Date available for employment:
4. Highest Educational/Technical Certificate obtained:
5. Present employer's name, nature of employment, salary (give details of terms of present employment, i.e., whether contract, temporary, pensionable or bonded, and whether employer is agreeable to release):
6. Permanent address:
7. Address for correspondence, if different:
8. Last place of residence outside Nigeria (to be completed by non-Nigerians or Nigerians who have been outside Nigeria):
9. Age last birthday:
10. Date of Birth (Birth Certificate, if issued, may be called for at interview):
11. Name and race/tribe of father:
12. Father's present or last occupation:
13. Father's present address:
14. Name and race/tribe of mother:
15. Place of applicant(s) birth:
 -(Town and rural area)
 -(Local Government Area, Country)
 -(Country)

University or any other higher educational institutions attended, if any:

Date
Month from Year to Month Year

(i)

(ii)

(iii)

(iv)

(a) Examinations passed, date and grade of pass and subjects taken:

(b) Any special educational, physical, etc., achievements or responsible positions held; copies of certificates should be attached; (the originals must be brought to any interview to which candidate is summoned).

3. Service (if any) with military forces with dates:

(a) Army No.:

(b) Highest rank reached, period this rank held, and in what unit:

(c) Character (where applicable) entered in Discharge Book:

4. Employment since education completed (excluding military service stating names of employers, nature of employments, dates, salary and reasons for leaving each post:

5. Have you ever been fined or imprisoned by a Court of Law, British, Local or otherwise? If so, give full particulars of offence and punishment. If never so punished, state "NEVER":

6. If at present under consideration for other posts under Nigerian Governments or quasi-government institutions give details; if not, state "NONE":

7. State any other relevant information to assist the Civil Service Commission in deciding whether to offer you employment.

| | | A | B | C | D | E | |
|---|---|---|---|---|---|---|---|
| (d) Expression on paper | Always cogent, clear and well set out | | | | | | ambiguous, clumsy and obscure |
| (e) Oral expression | Puts his points across convincingly and concisely | | | | | | Finds difficulty in expressing himself |
| (f) Numerical Ability (if applicable) | Accurate in the use and interpretation of figures | | | | | | Gets confused with figures |
| (g) Relations with Colleagues | Sensitive to other people's feelings ; tactful and understanding of personal problems ; earns great respect | | | | | | Ignores or belittles other people's feelings ; intolerant ; does not earn respect |
| (h) Relations with the public | Exceptionally effective in dealing with people of all types | | | | | | Tactless and cannot deal with the public |
| (i) Acceptance of responsibility | Seeks and accepts responsibility at all times | | | | | | Avoids responsibility ; will pass it on when possible |
| (j) Reliability under pressure | Performs competently under pressure | | | | | | Easily thrown off balance ; not reliable even under normal circumstances |
| (k) Drive and Determination | Wholehearted application to tasks ; determined to carry task through to the end | | | | | | Lacks determination ; easily balked by minor setbacks |
| (l) Application of professional/technical knowledge (If applicable) | Highly proficient in the practical application of professional/technical knowledge | | | | | | Deficient in applying professional/technical knowledge to practical issues |

PART THREE

15. Training Needs

(In completing this section you should take account of any views expressed by the person reported on)

(a) If, as a result of the assessments made earlier in the report, you consider that performance or potential could be improved by training, please specify the needs.

(b) If they cannot be met by training on the job, please suggest, if possible, in which way they might be met

16. Next Job at the same level

(In completing this section you should take account of any views expressed by the person reported on)

Should he be considered during the next year for :

(a) A different job in the same grade YES/No*

(b) Transfer to a job at similar level in another occupational group or cadre Yes/No*

If you have answered YES to either question, say which kind of job and give your reasons below :

17. Promotability

(a) Normal promotion
He is at present

well fitted }
or fitted }
or Not fitted }

for promotion to

1

2

3

(Grade)

Comment on your recommendation :

(b) Special Promotion (i.e. selection for training grades, grade skipping or promotion into another occupational group or cadre.

He should be specially considered for promotion to _____ (Grade)

Give the reasons for your recommendation :

* Delete whichever is not applicable

```

IF EOF()
    SET COLOR TO GR+ *
    @ 03,30 SAY "Index completed successfully"
    SET COLOR TO GR +
    SET CONSOLE OFF
    WAIT
    SET CONSOLE ON
    CLOSE DATABASES
    DELETE FILE STAFF.DBF
    RENAME LEVEL.DBF TO STAFF.DBF
ENDIF
ELSE
    IF ANS = '3'
        @ 21,23 CLEAR TO 21,59
        SET COLOR TO G/N
        @ 21,25 SAY 'Index in Ascending by Ranks'
        SET COLOR TO
        USE STAFF
        GO TOP
        SORT TO RANK ON CODE/A,RANK/A
        SET COLOR TO GR+ *
        @ 03,30 SAY 'Index completed successfully'
        SET COLOR TO GR +
        SET CONSOLE OFF
        WAIT
        SET CONSOLE ON
        CLOSE DATABASES
        DELETE FILE STAFF.DBF
        RENAME RANK.DBF TO STAFF.DBF
    ELSE
        IF ANS = '4'
            @ 21,23 CLEAR TO 21,59
            SET COLOR TO G/N
            @ 21,25 SAY 'Index in Descending by Ranks'
            SET COLOR TO
            USE STAFF
            GO TOP
            SORT TO RANK ON CODE/A,RANK/D
            SET COLOR TO GR+ *
            @ 03,30 SAY 'Index completed successfully'

            SET CONSOLE OFF
            WAIT
        SET CONSOLE ON
        SET COLOR TO GR +
        CLOSE DATABASES
        DELETE FILE STAFF.DBF
        RENAME RANK.DBF TO STAFF.DBF
    ENDIF
ENDIF
ENDIF
ENDIF
ENDIF
ENDIF

```

```
ENDDO && WHILE .T.
SET INTENSITY ON
SET DELIMITER OFF
SET DELIMITER TO
SET COLOR TO
SET TALK ON
SET SAFETY ON
SET BELL ON
RELEASE ALL
RETURN
* eof procedure Index
```

PROCEDURE Initial

```
CLEAR
SET COLOR TO G/N
SET SAFETY OFF
SET BELL OFF
SET TALK OFF
DO WHILE .NOT. mrec
  CLEAR
  SET COLOR TO G/N
  TEXT
```

Miscellaneous Menu

```
=====
[0] Exit To Opening Menu
[1] Initialising Of File
[2] Deleting A Record
[3] Suspending A Record
[4] Recalling A Record
```

MAKE A SELECTION PLEASE

```
ENDTEXT
SET CONSOLE OFF
ACCEPT TO selection
SET CONSOLE ON
DO CASE
  CASE selection = '0'
    CLEAR
    RETURN
  CASE selection = '1'
    CLEAR
    DO WHILE .T.
      SET COLOR TO R/N *
      YN = ' '
      @ 3,30 SAY " * WARNING *"
      SET COLOR TO R/N +
      @ 5,15 SAY " This Routine will Initialised Database file"
      @ 7,25 SAY ' Are you sure (YN)' GET YN
      READ
      IF UPPER(YN) = 'Y'
```

```

        CLEAR
        USE STAFF
        SET COLOR TO R/N *
        @ 5,25 SAY 'INITIALISING ....'
        SET COLOR TO R/N +
        DELETE ALL
        PACK
        IF RECCOUNT() = 0
            CLEAR
            @ 5,20 SAY "Initialised completed successfully"
            WAIT
            CLEAR
            EXIT
        ENDIF
    ELSE
        IF UPPER(YN) = 'N'
            CLEAR
            EXIT
        ENDIF
    ENDIF
ENDDO && WHILE .T.
CLOSE DATABASE
LOOP
CASE selection = '2'
CLEAR
SET TALK OFF
SET SAFETY OFF
USE STAFF
DO WHILE .NOT. mrec
    CLEAR
    YN = ' '
    IF RECCOUNT() = 0
        SET COLOR TO G *
        @ 5,25 SAY "Database File Is Empty"
        SET COLOR TO G +
        SET CONSOLE OFF
        WAIT
        SET CONSOLE ON
        CLEAR
        EXIT
    ENDIF
    mrecord = SPACE (6)
    @ 5,20 SAY 'DELETE WHAT SUB HEAD NO:' GET mrecord
    READ
    LOCATE FOR SUB_HEAD = mrecord
    IF FOUND()
        @ 7,25 SAY "Are you sure (YN) ?" GET YN
        READ
        IF UPPER(YN) = 'N'
            CLEAR
            EXIT
        ENDIF
        IF UPPER(YN) = 'Y'
            DELETE

```

```

CLEAR
@ 5,20 SAY "That Record has been deleted"
WAIT
CLEAR
SET COLOR TO G/N *
@ 5,20 SAY "Please Wait ...."
SET COLOR TO G/N +
PACK
CLEAR
ELSE
CLEAR
@ 7,20 SAY "Choose Y, to Delete And N, to Exit"
WAIT SPACE(15) + "Press any key to continue"
CLEAR
LOOP
ENDIF
YN = " "
@ 5,20 SAY "Delete more Record (YN) ?" GET YN
READ
IF UPPER(YN) = "Y"
CLEAR
LOOP
ENDIF
IF UPPER(YN) = 'N'
CLEAR
EXIT
ENDIF
ELSE
IF .NOT. FOUND()
CLEAR
STORE 'Y' TO YN
SET COLOR TO G *
@ 7,25 SAY "NO SUCH RECORD EXIST"
SET COLOR TO G +
SET CONSOLE OFF
WAIT
SET CONSOLE ON
@ 09,20 SAY 'Search for More Records(Y/N)
? ' GET YN
READ
IF UPPER(YN) $ 'N'
CLEAR
EXIT
ELSE
IF UPPER(YN) $ 'Y'
CLEAR
LOOP
ENDIF
ENDIF
ENDIF
ENDIF
ENDDO
SET COLOR TO G/N
CLOSE DATABASE

```

```

        LOOP
CASE selection = '3'
    SET TALK OFF
    USE STAFF
    DO WHILE .NOT. mrec
        CLEAR
        YN = " "
        IF RECCOUNT() = 0
            SET COLOR TO G *
            @ 5,26 SAY "Database File Is Empty"
            SET COLOR TO G +
            SET CONSOLE OFF
            WAIT
            SET CONSOLE ON
            CLEAR
            EXIT
        ENDIF
        mrecord = SPACE(6)
        @ 5,20 SAY " SUSPEND WHAT SUB HEAD NO:" GET mrecord
        READ
        LOCATE FOR SUB_HEAD = mrecord
        IF FOUND()
            @ 7,25 SAY "Are you sure (YN) ?" GET YN
            READ
            IF UPPER (YN) = 'N'
                CLEAR
                EXIT
            ENDIF
            IF UPPER(YN) = "Y"
                REPLACE SUSPEND WITH "T"
                CLEAR
                @ 5,20 SAY "That Record has been Suspended"
                WAIT
                CLEAR
            ELSE
                CLEAR
                @ 7,25 SAY " Choose Y, to Suspend And N,to Exit"
                WAIT SPACE(20) + "Press any key to continue"
                CLEAR
                LOOP
            ENDIF
            YN = ' '
            @ 5,20 SAY "Suspend More Records (YN) ? " GET YN
            READ
            IF UPPER(YN) = 'Y'
                CLEAR
                LOOP
            ENDIF
            IF UPPER(YN) = 'N'
                CLEAR
                EXIT
            ENDIF
        ELSE
            IF .NOT. FOUND()

```

```

        CLEAR
        STORE 'Y' TO YN
        SET COLOR TO G *
        @ 7,25 SAY "NO SUCH RECORD EXIST"
        SET COLOR TO G +
        SET CONSOLE OFF
        WAIT
        SET CONSOLE ON
        @ 08,20 SAY 'Search for More Records
                    (Y/N) ?' GET YN
        READ
        IF UPPER(YN) $ 'N'
            CLEAR
            EXIT
        ELSE
            IF UPPER(YN) $ 'Y'
                CLEAR
                LOOP
            ENDIF
        ENDIF
    ENDIF
ENDIF
    ENDDO && WHILE .NOT. mrec
    CLOSE DATABASE
    LOOP
CASE selection = '4'
CLEAR
USE STAFF
SET TALK OFF
DO WHILE .NOT. mrec
    CLEAR
    YN = ' '
    IF RECCOUNT() = 0
        SET COLOR TO G *
        @ 5,26 SAY "Database File Is Empty"
        SET COLOR TO G +
        SET CONSOLE OFF
        WAIT
        SET CONSOLE ON
        CLEAR
        EXIT
    ENDIF
    mrecord = SPACE(6)
    @ 5,18 SAY "RECALL WHAT SUB HEAD NUMBER" GET mrecord
    READ
    LOCATE FOR SUB_HEAD = mrecord
    IF FOUND()
        @ 7,25 SAY "Are you sure (YN) ?" GET YN
        READ
        IF UPPER (YN) = "N"
            CLEAR
            EXIT
        ENDIF
        IF UPPER(YN) = 'Y'

```

```

REPLACE SUSPEND WITH 'F'
CLEAR
@ 5,20 SAY "That record has been Recalled"
WAIT
CLEAR
ELSE
CLEAR
@ 7,20 SAY "Choose Y, to Recall And N, to Exit"
WAIT SPACE(20) + "Press any key to continue"
CLEAR
LOOP
ENDIF
YN = " "
@ 5,20 SAY " Recall More Records (YN) ?" GET YN
READ
IF UPPER(YN) = "N"
CLEAR
EXIT
ENDIF
IF UPPER(YN) = 'Y'
CLEAR
LOOP
ENDIF
ENDIF
IF .NOT. FOUND()
CLEAR
STORE 'Y' TO YN
SET COLOR TO G *
@ 7,25 SAY "NO SUCH RECORD EXIST"
SET COLOR TO G +
SET CONSOLE OFF
WAIT
SET CONSOLE ON
@ 08,20 SAY 'Search for More Records (Y/N) ?'GET YN
READ
IF UPPER(YN) $ 'N'
CLEAR
EXIT
ELSE
IF UPPER(YN) $ 'Y'
CLEAR
LOOP
ENDIF
ENDIF
ENDIF
ENDDO
SET COLOR TO G/N
CLOSE DATABASE
LOOP
OTHERWISE
CLEAR
LOOP
ENDCASE
ENDDO

```

```
SET SAFETY ON
SET TALK ON
SET COLOR TO
SET BELL ON
RELEASE ALL
CLOSE DATABASE
RETURN
* eof Procedure initail
```

PROCEDURE Report

```
SET TALK OFF
SET BELL OFF
SET COLOR TO G/N
SET DATE BRITISH
YN = ' '
CLEAR
@ 5,20 SAY " Index Before Running This Report"
WAIT SPACE(15) + "Press any Key to contniue"
CLEAR
@ 7,17 SAY " Is Your Database File Indexed (YN)?" GET YN
READ
  IF UPPER(YN) = 'N'
    CLEAR
    RETURN
  ELSE
    IF UPPER(YN) = 'Y'
      CLEAR
      SET TALK OFF
    ENDIF
  ENDIF
DO WHILE .T.
  YN = " "
  ANS = " "
  CLEAR
  SET COLOR TO G/N
  @ 6,27 SAY " REPORT GENERATOR"
  @ 8,25 SAY " [0] Exit To Opening"
  @ 9,25 SAY " [1] General Staff List"
  @ 10,25 SAY " [2] Retired,Suspened,Dismissed Staff"
  @ 12,24 SAY "Your Chioce Please" GET ANS
  READ
  DO CASE
    CASE ANS = '0'
      CLEAR
      RETURN
    CASE ANS = '1'
      USE STAFF
      GO TOP
      SET FILTER TO
      CLEAR
      YN = " "
  @ 6,18 SAY "DO YOU WANT TO PRINT THIS REPORT (YN) ? "GET YN
  @ 7,20 SAY "Make Sure Your Printer Is Online"
  READ
```

```

IF UPPER(YN) = 'N'
  CLEAR
  DO VIEWSTAF
  LOOP
ELSE
  IF UPPER(YN) = 'Y'
    CLEAR
    SET DEVICE TO PRINT
    mstation = SPACE(12)
    mline = 66
    mpage = 0
  ELSE
    CLEAR
    LOOP
  ENDIF
ENDIF
ENDIF
DO WHILE .NOT. EOF()
  IF mstation <> STATION .OR. mline >= 66
    mstation = STATION
    DO HEADING
  ENDIF
  mline = mline + 1
  @ mline,0 SAY STR(mrecord,6)
  @ mline,10 SAY NAME
  @ mline,30 SAY RANK
  @ mline,52 SAY GRADELEVEL
  @ mline,64 SAY SUB_HEAD
  @ mline,78 SAY ISTAPPOINT
  @ mline,93 SAY PRAPPOINT
  @ mline,110 SAY REMARK
  IF mline >= 60
    EJECT
  ENDIF
  SKIP
ENDDO
EJECT
SET DEVICE TO SCREEN
LOOP
CASE ANS = '2'
  USE STAFF
  GO TOP
  SET FILTER TO SUSPEND $ 'T'
  CLEAR
  @ 6,18 SAY "DO YOU WANT TO PRINT THIS REPORT (YN) ?" GET YN
  @ 7,20 SAY " Make sure Your Printer Is Online"
  READ
  IF UPPER(YN) = 'N'
    CLEAR
    DO VIEWSTAF
    LOOP
  ELSE
    IF UPPER(YN) = 'Y'
      CLEAR
      SET DEVICE TO PRINT

```

```

        mstation = SPACE(12)
        mline = 66
        mpage = 0
    ELSE
        CLEAR
        LOOP
    ENDIF
ENDIF
DO WHILE .NOT. EOF()
    IF mstation <> STATION .OR. mline >= 66
        mstation = STATION
        DO HEADING
    ENDIF
        mline = mline + 1
        @ mline,0 SAY STR(RECNO(),4)
        @ mline,10 SAY NAME
        @ mline,30 SAY RANK
        @ mline,52 SAY GRADELEVEL
        @ mline,64 SAY SUB_HEAD
        @ mline,78 SAY ISTAPPOINT
        @ mline,93 SAY PRAPPOINT
        @ mline,110 SAY REMARK
        IF mline >= 60
            EJECT
        ENDIF
    SKIP
ENDDO
EJECT
SET DEVICE TO SCREEN
CLEAR
ENDCASE
ENDDO
SET FILTER TO
CLOSE DATABASE
RETURN

Procedure VIEWSTAF
CLEAR
USE STAFF
SET COLOR TO
SET DEVICE TO SCREEN
mline = 22
mpage = 0
DO WHILE .NOT. EOF()
    IF mline >= 22
        mpage = mpage + 1
        mline = 1
        @ mline,65 SAY "Page No : " + STR(mpage,3)
        mline = 2
        @ mline,23 SAY "GOVERNOR'S OFFICE, STAFF LIST AS AT"
        @ mline,59 SAY DATE()
        mline = 3
        @ mline,0 SAY "STATION : " +STATION
        mline = 5
    
```

```

@ mline,0 SAY REPLICATE('_',79)
mline = 6
@ mline,02 SAY "NO"
@ mline,03 SAY '|'
@ mline,13 SAY "NAMES"
@ mline,27 SAY "|"
@ mline,33 SAY "RANKS"
@ mline,41 SAY "|"
@ mline,43 SAY "G LEVEL/STEP"
@ mline,56 SAY "|"
@ mline,58 SAY "SUB HEAD NO"
@ mline,70 SAY "|"
@ mline,72 SAY "File No"
mline = 7
@ mline,1 SAY REPLICATE("-",79)
ENDIF
mline = mline + 1
@ mline,0 SAY STR(RECNO(),4)
@ mline,09 SAY NAME
@ mline,29 SAY RANK
@ mline,51 SAY GRADELEVEL
@ mline,59 SAY SUB_HEAD
@ mline,72 SAY FILE_NO
IF mline >= 22
    WAIT
    CLEAR
ENDIF
SKIP
ENDDO
WAIT
RELEASE ALL
SET FILTER TO
CLOSE DATABASES
RETURN
*eof procedure report.prg

PROCEDURE HEADING
mpage = mpage + 1
mline = 0
@ mline,100 SAY "PAGE " + STR(mpage,3)
mline = 1
@ mline,40 SAY "GOVERNOR'S OFFICE STAFF LIST AS AT :"
mline = 3
@ mline,77 SAY DATE()
mline = 4
@ mline,4 SAY " STATION :"
@ mline,15 SAY mstation
mline = 5
@ mline,2 SAY REPLICATE('-',120)
mline = 6
@ mline,4 SAY "NO"
@ mline,7 SAY '|'
@ mline,15 SAY "NAMES"
@ mline,29 SAY "|"

```

```
@ mline,35 SAY "RANKS"  
@ mline,45 SAY "|"  
@ mline,47 SAY "G LEVEL/STEP"  
@ mline,60 SAY "|"  
@ mline,61 SAY "SUB HEAD NO"  
@ mline,73 SAY "|"  
@ mline,75 SAY "FIRST APPOINT"  
@ mline,89 SAY "|"  
@ mline,91 SAY "PRESENT APPOINT"  
@ mline,107 SAY "|"  
@ mline,109 SAY "REMARKS"  
@ mline,120 SAY "|"  
mline = 7  
@ mline,2 SAY REPLICATE("-",120)  
*eof Heading.Prg
```

APPENDIX VIII

Structure for database: D:\STAFF\STAFF.DBF

Number of data records: 6

Date of last update : 09/04/94

| Field | Field Name | Type | Width | Dec | Index |
|-------|------------|-----------|-------|-----|-------|
| 1 | CODE | Character | 2 | | N |
| 2 | NAME | Character | 20 | | N |
| 3 | RANK | Character | 20 | | N |
| 4 | SUB_HEAD | Character | 6 | | N |
| 5 | ISTAPPOINT | Date | 8 | | N |
| 6 | PRAPPOINT | Date | 8 | | N |
| 7 | GRADELEVEL | Character | 6 | | N |
| 8 | STATION | Character | 12 | | N |
| 9 | DIVISION | Character | 12 | | N |
| 10 | SALARY | Character | 8 | | N |
| 11 | FILE_NO | Character | 6 | | N |
| 12 | SUSPEND | Character | 1 | | N |
| 13 | REMARK | Character | 20 | | N |
| ** | Total | ** | 130 | | |

APPENDIX IX

IMPLEMENTATION SCHEDULE

Phase I

Government House

General Services

Phase II

Establishment & Service Matters Department

Political, Council & Security

Phase III

Budget and Planning Department

Local Government Department

Women Commission