

<mark>මුදල් අමාත</mark>ඵාංශය நிதி அமைச்சு MINISTRY OF FINANCE



National Budget Circular No.: 01/2017

All Secretaries to the Ministries Chairman, Finance Commission Heads of Departments Chairpersons of Corporations, Institutions and Statutory Boards

Monitoring the utilizing of Budgetary Provisions

A decision has been taken to continue the monitoring process on utilizing of budgetary provisions allocated to spending agencies with the objective of achieving allocative efficiency. The monitoring mechanism makes beneficial to spending agencies where action can be taken to re-allocate budgetary provisions when the total allocation cannot be utilized for a project or programme assigned and there is an urgent need for another project or programme. On the other hand cash requests to be made by the respective spending agencies can be easily and reliably entertained once the timely and up to date information is available.

- 02. However, it has become clear that the forms introduced by the National Budget Circular No.: 06/2015 titled "Monitoring of Financial and Physical Performance of Activities Financed by the National Budget," should be amended to make the monitoring mechanism effective. Accordingly, the forms have been updated and revised to obtain information required to take decisions.
- 03. Monitoring of unutilizing of budgetary allocations will be a continuous exercise to be undertaken with respective spending agencies enabling reporting to be accurate. It is expected that action plans will be monitored with the actual work done and the cash requirement. These forms include, procurement of goods, works and services in capital nature and the financial plan for recurrent expenditure. Further, it is noted that the commitment should be controlled and hence form is designed to obtain monthly commitment to be settled. Furthermore, information relating to the expected

performance of the efforts be taken and the resources be utilized during the year should be reported in order to justify the total financial allocation.

04. Therefore, the Secretaries of Ministries, Heads of Departments and Agencies are requested to provide information in the specimen forms listed below to reach the Director General of National Budget via email budmoni@nbd.treasury.gov.lk.

	<u>Form</u>	<u>Deadline</u>
a)	1-A, 1-B, 3,4,6	20.01.2017
b)	2-A/Q1	10.04.2017
	2-A/ Q2	10.07.2017
	2-A/ Q3	10.10.2017
	2-A/ Q4	10.01.2018
c)	2-B/5	10th of the following Month

05. Accordingly the Director General of National Budget will issue recommendations to the Department of Treasury Operations for releasing imprest for a particular line ministry / agency based on the performance of the ministry/ agency reported through the reporting formats specified and the information given will be verified at the quarterly Budget Monitoring Meeting. The Director General of the Department of Treasury Operations may not release requested imprest if the relevant imprest has not been recommended by the Director General of National Budget.

The Secretary of the line ministry is requested to adhere to the requirement set out in this circular. For any clarification on the matters relating to this circular, you may contact Mr.H.A.V.P. Hapangama, Director (Contact Details: 0112 484 688, 0713 365 414, e mail address: vijithahapangama@gmail.com) or Mr. Indika Rosa, Assistant Director (Contact Details: 0112 484740, 0718 391742, e mail address: rosaindika71@gmail.com)



R.H.S. Samaratunga Secretary to the Treasury

- Cc: (i) Secretary to the President
 - (ii) Secretary to the Prime Minister
 - (iii) Secretary to the Cabinet of Ministers
 - (iv) Deputy Secretaries to the Treasury
 - (v) Auditor General
 - (vi) Director General, Department of National Budget
 - (vii) Director General, Department of Treasury Operation
 - (viii) Director General, Department of Public Enterprises

ACTION PLAN FOR CAPITAL PROJECTS - WORKS - YEAR 2017

	Accounting Head:	
Ministry:		
	Accounting Head:	
Department:	Ü	
Programme No:		
Project No:		

Vote	Name of the	Date of Commencement of	Expected date of completion &	Total Cost Estimate Rs. Mn		Quarterly	y Actions		Remarks
particulars (A)	Project (B)	Physical works	commissioning (DD/MM/YYYY) (F)		Q1	Q2	Q3	Q4	
				,				,	
Total				Asset Market State					

FINANCIAL PLAN OF CAPITAL PROJECTS - WORKS -YEAR 2017

	Accounting Head:	
Ministry:	Accounting Head:	
Department:	Accounting Head:	
Programme No:		
Project No.		

Vote particulars ³	Name of the Project ³	Allocation in 2017	Financial Code	Total Cost Estimate	TCE revised	Cumulative Expenditure	Cumulative Liabilities as				M	onthly C	ash Req	uireme	nt (Rs. N	fn.)				Quar	terly Ca	sh Requ	irement	Cumulative Expenditure as at	Balance Work to be Done Rs. Mn
particulars	Tiojecc	(Rs. Mn.)				paid as at 31.12.2016 Rs.Mn.	at 31.12.2016 Rs.Mn.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4	31.12.2017 Rs. Mn	
														7.0											
						1																			
										*															
	_									-			v.												
Total																									

REPORTING QUARTERLY PHYSICAL PROGRESS OF WORKS IN 2017

Minister					1	Acc	ounting Head:		
Ministry:					1	Acc	ounting Head:		
Department:						7 Icc	ounting men		
Programme No:									
Project No:									
		01	02	O2	Q3	Q3	Q4	Q4	Reasons for Variation
Vote particulars Name of the Project	Q1 Action	Q1 Work done	Q2 Action planned		Action planned		Action planned	Work done	

Vote particulars	Name of the Project	Q1 Action planned	Q1 Work done	Q2 Action planned	Q2 Work done	Q3 Action planned	Q3 Work done	Q4 Action planned	Q4 Work done	Reasons for Variation
10										
		_				,				
							3			
							,			
*										

REPORTING MONTHLY FINANCIAL PROGRESS OF WORKS IN 2017

Ministry: Department:	Accounting Head: Accounting Head:	
Programme No:		
Project No:	•	

Vote particulars	Name of the Project					Mont	hly Fina Rs.		gress					Quart		ncial Pro Mn.	ogress	Bills	Cash		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4	received Rs. Mn.	released Rs. Mn	Liabilities Rs. Mn	Remarks
							n														
	1									-								_			

C	_	_				2
r	u	1	1	1	ı	3

PROCUREMENT OF GOODS AND SERVICES IN 2017

Ministry:	Accounting Head:	
Department:	Accounting Head:	
Programme No:		
Project No:		

Vote particulars	Allocation in 2017 Rs. Mn	Financing Code	Liabilities and Commitments as at 31.12.2016	Monthly Cash Requirement - 2017 Rs.Mn.														Quarterly cash Requirement - 2017 Rs.Mn.				
			Rs. Mn.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4			
									,													
																,						

Form	4
------	---

MONTHLY FINANCIAL PLAN FOR RECURRENT EXPENDITURE IN 2017

Ministry:	Accounting Head:
Department:	Accounting Head:
Programme No:	
Project No:	

Object code	Allocation Rs.mn	D 24									Quarterly Ceiling Rs. Mn				Remarks			
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4	
				-														
						-												
	_																	
																_		
Total					2													
Expected Revenue																		
Cross entries																		
Transfers(+/-)																		
Cash Requirement																	-	
Cash Released																		
Cash to be released																		

MONTHLY COMMITMENT REPORTING IN 2017

Ministry: Department:		8		Accounting Head: Accounting Head:								
,					•						in Rs	. Mn.
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Commitment as at 01 st of the Month									D)			144
Monthly Commitment						*						
Recurrent												
Capital												
Total Commitment												
Amount settled during the month												
Recurrent												
Capital										•		

Commitment at the end of the month

Expected Annual Performance

Ministry	
Organisat	ions performing under the purview of the Ministry
Key funct	ions
Key resul	t areas
Expected	output as at 31.12.2017
Key Perf	ormance Indicators
	Organisat Key funct Expected