



# මුදල් අමාත්‍යාංශය நிதி அமைச்சு MINISTRY OF FINANCE

හෙලේකම් කාර්යාලය, කොළඹ 01,  
ශ්‍රී ලංකාව.

செயலகம், கொழும்பு 01.  
இலங்கை

The Secretariat, Colombo 01.  
Sri Lanka

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அலுவலகம் } (94)-11-2484600  
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Website }

මගේ අංකය } BD/MU/02/02  
எனது இல. }  
My No. }

ඔබේ අංකය }  
உமது இல. }  
Your No. }

දිනය } 13 January 2017  
திகதி }  
Date }

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](mailto: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	10 <sup>th</sup> 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](mailto:vijithahapangama@gmail.com)) or Mr. Indika Rosa, Assistant Director (Contact Details: 0112 484740, 0718 391742, e mail address: [rosaindika71@gmail.com](mailto: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

Ministry:

Department:

Programme No:

Project No:

**Accounting Head:**

**Accounting Head:**

[illegible]



## FINANCIAL PLAN OF CAPITAL PROJECTS - WORKS -YEAR 2017

Ministry:

Department:

Programme No:

Project No:


Accounting Head:


**Accounting Head:**

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[illegible]

## REPORTING QUARTERLY PHYSICAL PROGRESS OF WORKS IN 2017

Ministry:

Department:

Programme No:

**Project No:**


**Accounting Head:**

**Accounting Head:**


[illegible]

Ministry:	
Department:	
Programme No:	
Project No:	

**Accounting Head:**

[illegible]



## PROCUREMENT OF GOODS AND SERVICES IN 2017

Ministry:

Department:

Programme No:

Project No:

Accounting Head:

**Accounting Head:**

[illegible]

### MONTHLY FINANCIAL PLAN FOR RECURRENT EXPENDITURE IN 2017

Ministry:

Department:

Programme No:

Project No:

**Accounting Head:**

**Accounting Head:**

[illegible]



## MONTHLY COMMITMENT REPORTING IN 2017

Ministry:


**Accounting Head:**


**Accounting Head:**

in Rs. Mn.

[illegible]

**Expected Annual Performance**

a) Ministry

b) Organisations performing under the purview of the Ministry

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c) Key functions

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d) Key result areas

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e) Expected output as at 31.12.2017

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f) Key Performance Indicators

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