



ACTION PLAN 2017

**DEPARTMENT OF NATIONAL BUDGET
MINISTRY OF FINANCE**

**GENERAL TREASURY
MINISTRY OF FINANCE
COLOMBO 01**

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1.1 Vision

“Socio – Economic Development through Effective Appropriation of Financial Resources”

1.2 Mission

Estimation and Appropriation of public financial resources for effective delivery of public goods and selected services achieving development objectives of the Government.

1.3 Goals

- Ensure socio economic development of the people through effective and efficient allocation of financial resources
- Maintain fiscal discipline
- Ensure fiscal consolidation
- Learning and sharing for better estimation

1.4 FUNCTIONS & RESPONSIBILITIES

1. Formulation of the National Budget

In accordance with the government economic development plans, annual budget for the state is formulated including Ministries, Departments, Provincial Councils and Statutory Boards in consultation with the Spending Agencies and the relevant Treasury Departments to achieve fiscal targets stipulated by the government as per the Fiscal Management (Responsibility) Act; and annual estimates are prepared under the Medium Term Budgetary Framework (MTBF) for a period of next 03 years.

2. Implementation of the National Budget

- Issuance of guidelines and Circulars related to Budget Implementation including authorization
- Enforcement of controls to ensure that funds are used exclusively for the appropriate purposes within the approved limits and the fiscal discipline is maintained
- Interacting with the Spending Agencies to ensure operational efficiency
- Recommendation to Department of Treasury Operation (TOD) to release cash for selected capital projects as determined by the Budget Revenue Implementation Committee (BRIC).
- Preparation of Observations on Cabinet Memoranda related to National Budget
- Representing the Treasury at the Committee on Public Accounts (COPA), Committee on Public Finance (COPF) and Committee on Public Enterprises (COPE) meetings
- Representing the Treasury at the Parliamentary Committees, Presidential Meetings and Prime Minister's Meetings
- Relocation of provisions to ensure allocative efficiency

3. Advance Account Activities

Determination of limits for the Commercial, Stores, Public Officer's Advance Accounts and revision of this limits based on requests of spending agencies.

4. Implementation of budget monitoring

- Be the Secretary to the Budget Review Implementation Committee.
- Issuing guidelines & circulars relating to the Budget Monitoring.
- Monitor financial & Physical performance of Ministries including Departments and Statutory Boards Budget Proposals.

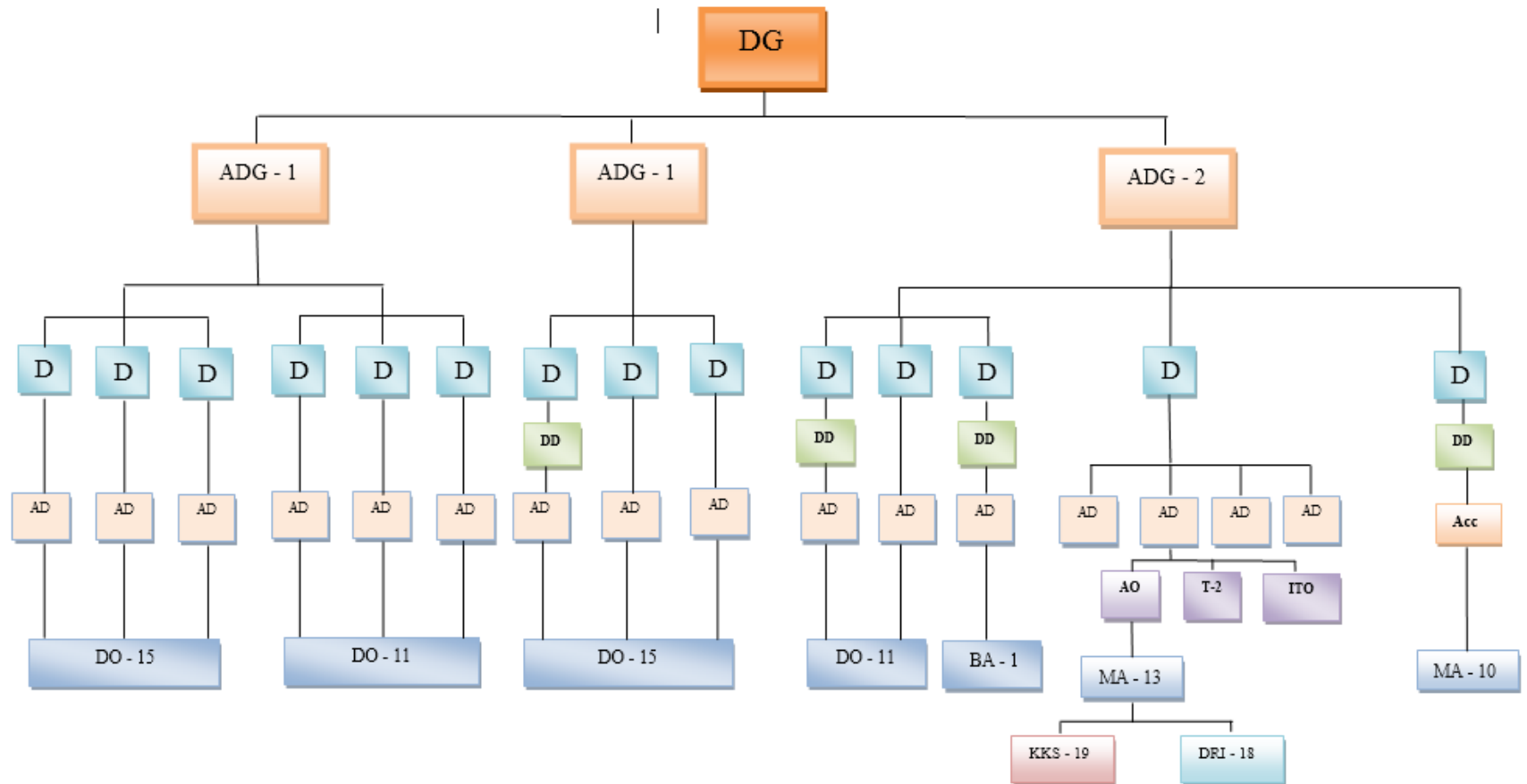
5. Allocation of Financial Resources for Programs/Projects

Allocation of Financial Resources required for new Programs/Projects, proposed by the Hon. Minister of Finance under budget proposals.

6. Other

Department of National Budget is responsible to carry out the activities of the BRIC as the Secretary to the committee.

2.1 Organizational Structure of NBD (As per the approved cadre)



DG - Director General

D - Director

AD - Assistant Director

BA - Budget Assistant

OES - Office Employment Service

ADG - Additional Director General

DD - Deputy Director

MA - Management Assistant

DO - Development Officer

DRI - Driver

Acc - Accountant

AO - Administration Officer

T - Translator

IT - IT Officer

2.2 Cadre Details of National Budget Department

Designation	Service	Grade/ Class	Salary Group	Approved Cadre Permanent	Existing Cadre	Vacancies
					Permanent	
Senior Level						
Director General	SLAS	Special	SL-3	1	1	0
Addl. Director General	SLAS	Special	SL-3	2	2	0
Addl. Director General	SLPS	Special	SL-3	1	1	0
Director	SLAS	I	SL-1	8	7	1
Director	SLPS	I	SL-1	5	4	1
Director	SLAcc.S	I	SL-1	1	1	0
Deputy Director/Asst. Director	SLAS	II/III	SL-1	15	12	03
Deputy Director	SLAcc.S	II	SL-1	1	1	0
Deputy Director/ Asst. Director	SLPS	II / III	SL-1	4	4	0
Accountant	SLAcc.S	III	SL-1	1	1	0
Total				39	34	05
Tertiary Level						
Administrative Officer	PMAS	Supra	MN-7	1	1	0
Translator	TS			2	2	0
IT Officer	IT			1	1	0
Total				4	4	0
Secondary Level						
Management Asst.	PMAS	I/II/III	MN-2	23	23	0
Budget Assistant			MN-4	1	1	0
Development Officer	DO s		MN-4	51	39	12
Total				75	63	12
Primary Level						
Drivers	DS	I/II"A"/ II"B"	PL-3	18	17	1
K.K.S	O.E.S	I/II/III	PL-1	19	18	1
				37	35	02
SUB TOTAL				155	136	19

Activity Plan 2017 - Department of National Budget

No	Objectives	Functions	Key Activities	Responsible Officer	Target Date	Milestone on Quarterly Basis																		
						1 st			2 nd			3rd			4th									
						J	F	M	A	M	J	J	A	S	O	N	D							
A	Formulation of Budget Estimates - 2018	Provide guidelines to spending agencies on budget estimation in consultation with other Treasury Departments	1.1	Meeting on Budget Planning Process for 2018 with ST, DSTs & Treasury Departments (NPD, FPD, TIPD, TOD, ERD, LD, PFD and MSD)	DG and all Staff Officers	February - June																		
					1.2	Submission of Cabinet Memorandum on Budget Formulation	DG, ADG/G	July																
					1.3	Issuance of Budget Call 2018 / Budget Letter	DG, D/AN	August																
					1.4	Preparation of Draft Estimates for 2018	All Staff Officers	August - September																
					1.5	Legal Clearance for format of the Appropriation Bill (from LD and AG) with the Department of Legal Affairs	DG , D/AN	August																
					1.6	Budget Discussions and consultative meetings with Spending Agencies, Revenue Departments and Private Sector Stakeholders	DG, ADGs, Directors	August - September																
			1.7	Meeting with ST/DSTs and Treasury Departments to Finalize Expenditure Estimates, Foreign Financing Limits, Borrowing Limits etc.	All Staff Officers	September																		

No	Objectives	Functions	Key Activities	Responsible Officer	Target Date	Milestone on Quarterly Basis												
						1 st			2 nd			3rd			4th			
						J	F	M	A	M	J	J	A	S	O	N	D	
		Financial Management	2 Financial matters															
			2.1 Prepare procurement plan	D/SC, AC/DPK	January for 2017	➔												
			2.2 Prepare appropriation accounts, annual reconciliation statement of advances to public officers' and revenue account for the year 2016	D/SC, AC/DPK	November for 2018 January, March	➔		➔										➔
			2.3 Prepare annual expenditure estimate for the year 2018	D/SC	July – August							➔						
			2.4 Prepare submit of monthly accounts	AC/DPK, Accountant	First Week of next Month	➔												
			2.5 Prepare bank reconciliation	AC/DPK, Accountant	Monthly	➔												
			2.6 Reply for audit quarries	D/SC	Throughout the year	➔												
			2.7 Close of accounts – 2017	AC/DPK	31 st December													➔

No	Objectives	Functions	Key Activities	Responsible Officer	Target Date	Milestone on Quarterly Basis																	
						1 st			2 nd			3rd			4th								
						J	F	M	A	M	J	J	A	S	O	N	D						
D	Other	Special Representations	1 Representation of the Secretary to the Treasury																				
			1.1	Represent Procurement related meetings	All Staff Officers	Throughout the year	→																
			1.2	Represent ST on boards of management of the public enterprises/ institutions	All Staff Officers	Throughout the year	→																
			1.3	Serve on the special tasks/committees assigned by the Secretary to the Treasury	All Staff Officers	Throughout the year	→																
			2	Representation of the Department of National Budget																			
			2.1	Represent Meetings of the Pay Commission/ National Salary & Cadre Commission	Relevant Staff Officer	Throughout the year	→																
			2.2	Official Committee meetings on establishment matters related to Cabinet Memorandum with MSD	ADG	Throughout the year	→																
			2.3	Attend Parliamentary Consultative Committee meetings	DG/ ADG	Throughout the year	→																
			2.4	Attend COPE, COPF & COPA Meetings	DG / ADG/ Relevant Director	Throughout the year	→																
			2.5	Attend meetings arranged by the Ministry of Finance or other Departments of the Treasury, and other Ministries	All Staff Officers	Throughout the year	→																
			2.6	Attend Observation meetings	DG/ ADG	Throughout the year	→																
			2.7	Attend Cash Flow meetings	DG/ ADG	Throughout the year	→																
			2.8	Attend OCEM/CCEM where necessary	DG/ ADG	Throughout the year	→																

No	Objectives	Functions	Key Activities	Responsible Officer	Target Date	Milestone on Quarterly Basis																
						1 st			2 nd			3rd			4th							
						J	F	M	A	M	J	J	A	S	O	N	D					
			3 Other																			
			3.1	Serve special tasks/committees assigned by the Secretary to the Treasury	All Staff Officers	Throughout the year	→															
			3.2	Observations on Cabinet Memoranda related to NBD	DG and Subject Officer	Throughout the year	→															
			3.3	Conduct Progress Review & Follow up of Implementation of Budget Proposals 2016	Subject Officer	Throughout the year	→															
			3.4	Finalize procurement of Vehicles under leasing arrangement	DG, ADGs, Relevant Officers	Throughout the year	→															
			3.5	Coordinate Payments to 1980 July Strikers	Relevant Staff Officers	Throughout the year	→															
			3.6	Provide Information for Annual Report, Ministry of Finance and Reports required as per FMR (Act)	DG, Relevant Staff Officers	Throughout the year	→															
			3.7	Submit any revisions to Advance Account limits in Parliament before 31st May 2016	DG, Relevant Staff Officers, Accountant	January - May	→															
			3.8	Submit details of Additional allocations in Parliament as per Provisions of Appropriation Act	DG, Relevant Staff Officers	Throughout the year	→															
			3.9	Introduce procedures and measures for commitment controls	DG, Relevant Staff Officers	Throughout the year	→															

Expenditure Plan - 2017 - Department of National Budget

Proposed Activity	Allocation Rs (Mn)	Commencement	Completion	Financial Targets Rs (Mn)				Physical Targets %				Output or Performance Indicator/s
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Recurrent Expenditure												
Personal Emoluments	89,500	Jan-2017	Dec-2017	22,375	22,375	22,375	22,375	25	25	25	25	
Travelling Expenses	3,400	Jan-2017	Dec-2017	850	850	850	850	25	25	25	25	
Supplies	7,360	Jan-2017	Dec-2017	1,840	1,840	1,840	1,840	25	25	25	25	
Maintenance Expenditure	6,615	Jan-2017	Dec-2017	1654	1654	1653	1654	25	25	25	25	
Services	1,632,538	Jan-2017	Dec-2017	408,134	408,134	408,135	408,135	25	25	25	25	
Transfers	2,100	Jan-2017	Dec-2017	525	525	525	525	25	25	25	25	
Capital Expenditure												
Rehabilitation and Improvement of Capital Assets	850	Jan-2017	Dec-2017	85	255	255	255	10	30	30	30	
Acquisition of Capital Assets	4,893,000	Jan-2017	Dec-2017	489,300	1,467,900	1,467,900	1,467,900	10	30	30	30	
Capacity Building	1,500	Jan-2017	Dec-2017	525	450	525		35	30	35		
Total Expenditure	6,636,863	Jan-2017	Dec-2017	924,913	1,903,983	1,903,983	1,903,984	10	30	30	30	

Imprest Requirement Plan 2017- Department of National Budget

Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2017

Name of the Department: Department of National Budget


Head No: 240

	Expenditure items (with Expenditure Codes)	Cash Requirement for the approved expenditure plans																
		Jan.	Feb.	Mar.	Ist Qtr Total	April	May	June	2nd Qtr Total	July	Aug.	Sep.	3rd Qtr Total	Oct.	Nov.	Dec.	4th Qtr Total	Grand Total
i	Salaries and allowance (1001 and 1003)	6,900	6,900	6,900	20,700	6,900	6,900	6,900	20,700	7,200	7,200	7,200	21,600	7,200	7200	** 54	14,454	77,454
	Other Allowances paid with salary(Except object code 1003)	620	620	620	1,860	620	620	620	1,860	620	620	630	1,870	635	635	640	1,910	7,500
ii	Overtime and Holiday pay (1002)	150	150	150	450	150	150	150	450	350	350	350	1,050	350	350	350	1,050	3,000
iii	All other Recurrent Expenditure	160,000	155,000	155,000	470,000	150,000	150,000	150,000	450,000	150,000	150,000	150,000	450,000	150,000	124,513	-	274,513	1,644,513
	Total Recurrent	167,670	162,670	162,670	493,010	157,670	157,670	157,670	473,010	158,170	158,170	158,180	474,520	158,185	132,698	1,044	291,927	1,732,467

iv	Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
v	Other all Capital Expenses	565,000	500,000	500,000	1,565,000	500,000	400,000	400,000	1,300,000	350,000	350,000	350,000	1,050,000	326,000	326,000	328,350	980,350	4,895,350
vi	Public Officers Advance Account	1,000	1,000	1,000	3,000	1,000	700	700	2,400	700	700	700	2,100	700	700	1,100	2,500	10,000
vii	Deposit Accounts	4,500	4,500	4,500	13,500	4,500	4,500	4,500	13,500	4,500	4,500	4,500	13,500	4,830	4,830	4,840	14,500	55,000
viii	Other Advance Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grand Total	738,170	668,170	668,170	2,074,510	66,3170	562,870	562,870	1,788,910	513,370	513,370	513,380	1,540,120	489,715	464,228	335,334	1,289,277	6,692,817

** Additional Allocation is needed to manage the expenditure for last quarter

Annual Procurement Plan for year 2017

Department/ Line Agency/ ministry	Type of procurement (Goods, Works, Equipment & Service etc.)	Estimate d Cost (Rs.Mn)	Source of Financing/ Name of the Donor	Procurement method (ICB,NCB and National Shopping etc)	Level of authority (CAPC,MPC, DPC,PPC etc.)	Priority status U=Urgent P=Priority N=Normal	Current status of Procurement preparedness activities	Scheduled date of commence ment	Scheduled date of completion	Remarks
Department of National Budget	Works	0								
	Goods									
	Furniture and office equipment	3	DF	NCB	DPC	N		15.02.2017	26.07.2017	
	stationeries and others	3.6	DF	Shopping	DG	N		20.02.2017	28.11.2017	
	Related Services									
	Maintenance Expenditure	2.4	DF	 DP LCB		N		01.02.2017	30.09.2017	
	Consultant									

