



# **ACTION PLAN FOR THE YEAR - 2020**



**DEPARTMENT OF NATIONAL BUDGET**

MINISTRY OF FINANCE

## Contents

| Chapter No. | Subject   | Page |
|-------------|---|------|
| <b>01.</b>  | <b>About the Department</b>   |      |
| 1.1         | Vision  | 01   |
| 1.2         | Mission   | 01   |
| 1.3         | Goals   | 01   |
| 1.4         | Functions & Responsibilities  | 02   |
| <b>02.</b>  | <b>Organizational Structure and Human Resources of the Department</b> |      |
| 2.1         | Organizational Structure  | 04   |
| 2.2         | Cadre Details   | 05   |
| <b>03.</b>  | <b>Action Plan 2020</b>   | 06   |
| <b>04.</b>  | <b>Imprest Requirement Plan 2020</b>                                  | 15   |
| <b>05.</b>  | <b>Annual Procurement Plan 2020</b>                                   | 16   |
| <b>06.</b>  | <b>Key Performance Indicators</b>                                     | 17   |

## **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**

- effective and efficient allocation of financial resources
- Maintain fiscal discipline
- Ensure fiscal consolidation
- Learning and sharing for better estimation

## **1.4 Functions and 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. Facilitation of 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
- 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
- Reallocation of provisions to ensure allocative efficiency

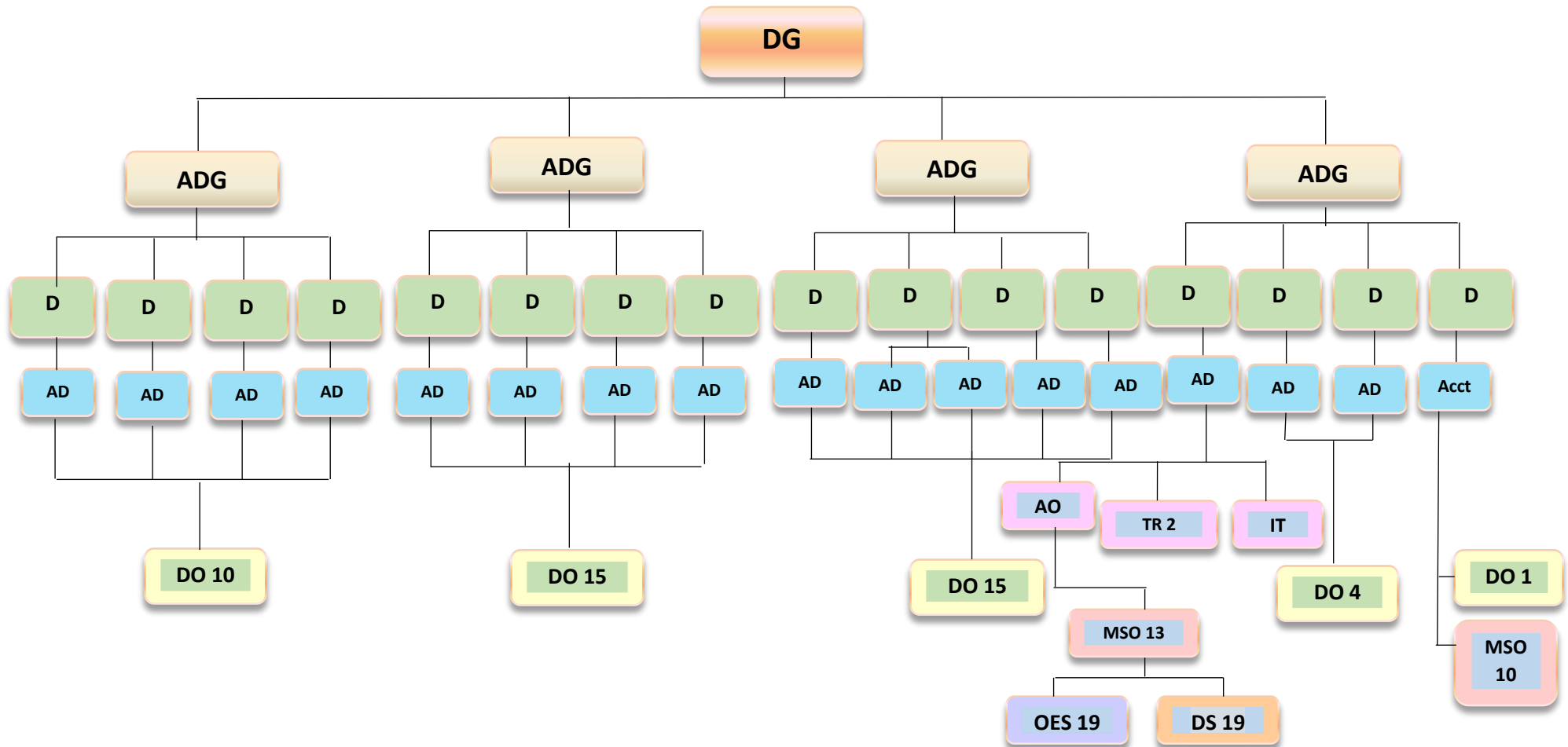
### **3. Advance Account Activities**

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

#### **4. Implementation of budget monitoring**

- Issuing guidelines & circulars relating to the budget monitoring.
- Monitor the financial & physical performance of the projects, programmes and Budget Proposal implemented by the Ministries, Departments and Statutory Boards.

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



DG - Director General  
 D - Director  
 AD - Assistant Director  
 MSO - Management Service Officer





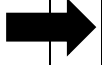


ADG - Additional Director General  
 AO - Administrative Officer  
 ICT - IT Officer  
 OES - Office Employee Service

Acct - Accountant  
 TR - Translator  
 DO - Development Officer  
 DS - Driver Service

## 2.2 Cadre Details of National Budget Department – 01.01.2020

| Designation                        | Service | Grade/<br>Class | Salary<br>Group | Approved<br>Cadre | Existing<br>Cadre | Vacancies |
|------------------------------------|---------|-----------------|-----------------|-------------------|-------------------|-----------|
|                                    |         |                 |                 | Permanent         | Permanent         |           |
| <b>Senior Level</b>                |         |                 |                 |                   |                   |           |
| 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            | 2                 | 1                 | 1         |
| Director                           | SLAS    | I               | SL-1            | 9                 | 7                 | 2         |
| Director                           | SLPS    | I               | SL-1            | 5                 | 5                 | 0         |
| Director                           | SLAcc.  | I               | SL-1            | 2                 | 2                 | 0         |
| Deputy<br>Director/ Asst.Director  | SLAS    | II/III          | SL-1            | 11                | 8                 | 3         |
| Deputy Director                    | SLAcc.  | II              | SL-1            | 1                 | 0                 | 1         |
| Deputy Director/ Asst.<br>Director | SLPS    | II/III          | SL-1            | 4                 | 3                 | 1         |
| Accountant                         | SLAcc.  | III             | SL-1            | 1                 | 1                 | 0         |
|                                    |         |                 |                 | <b>38</b>         | <b>30</b>         | <b>8</b>  |
| <b>Tertiary Level</b>              |         |                 |                 |                   |                   |           |
| Administrative Officer             | PMAS    | Supra           | MN-7            | 1                 | 1                 | 0         |
| Translator                         | TS      | I/II/III        | MN-6            | 2                 | 2                 | 0         |
| IT Officer                         | IT      | I/II/III        | MN-6            | 1                 | 1                 | 0         |
|                                    |         |                 |                 | <b>4</b>          | <b>4</b>          | <b>0</b>  |
| <b>Secondary Level</b>             |         |                 |                 |                   |                   |           |
| Development Officer                | DO      | I/II/III        | MN-4            | 45                | 39                | 6         |
| Management Ser. Officer            | MSO     | I/II/III        | MN-2            | 23                | 21                | 2         |
|                                    |         |                 |                 | <b>68</b>         | <b>60</b>         | <b>8</b>  |
| <b>Primary Level</b>               |         |                 |                 |                   |                   |           |
| Drivers                            | DS      | I/II/III        | PL-3            | 19                | 19                | 0         |
| K.K.S                              | O.E.S   | I/II/III        | PL-1            | 19                | 16                | 3         |
|                                    |         |                 |                 | <b>38</b>         | <b>35</b>         | <b>3</b>  |
| <b>TOTAL</b>                       |         |                 |                 | <b>148</b>        | <b>129</b>        | <b>19</b> |
| <b>DO Trainees</b>                 |         |                 |                 |                   | <b>7</b>          |           |

## Activity Plan 2020 - Department of National Budget

| No. | Objectives                                     | Functions  | Key Activities  | Responsible Officer       | Target Date        | Milestone on Quarterly Basis  |   |   |                 |   |   |                 |   |   |                 |   |   |
|-----|--|--|---|---------------------------|--------------------|---|---|---|-----------------|---|---|-----------------|---|---|-----------------|---|---|
|     |  |  |   |                           |                    | 1 <sup>st</sup>   |   |   | 2 <sup>nd</sup> |   |   | 3 <sup>rd</sup> |   |   | 4 <sup>th</sup> |   |   |
|     |  |  |   |                           |                    | J   | F | M | A               | M   | J   | J               | A | S | O               | N | D |
| 01. | Formulation of Vote on Account and 2020 Budget |  | 1.1 Meeting on Budget preparation Process for 2020 and Vote On Account for 2020 with ST, DSTs & Treasury Departments ( NPD, FPD, TIPD, TOD, ERD, LD, PFD and MSD) | DG and all Staff Officers | January - April    |  |   |   |                 |   |   |                 |   |   |                 |   |   |
| 02. | Formulation of Budget Estimates - 2021         | Provide guidelines to spending agencies on budget estimation in consultation with other Treasury Departments | 2.1 Meeting on Budget Planning Process for 2021 with ST, DSTs & Treasury Departments ( NPD, FPD, TIPD, TOD, ERD, LD, PFD and MSD)                                 | DG and all Staff Officers | May - June         |   |   |   |                 |  |   |                 |   |   |                 |   |   |
|     |  |  | 2.2 Submission of Cabinet Memorandum on Budget Formulation  | DG, ADG                   | July               |   |   |   |                 |   |    |                 |   |   |                 |   |   |
|     |  |  | 2.3 Issuance of Budget Call 2021 / Budget Letter  | DG, D/BG AD/AR            | July               |   |   |   |                 |   |  |                 |   |   |                 |   |   |
|     |  |  | 2.4 Preparation of Draft Estimates for 2021   | All Staff Officers        | August - September |   |   |   |                 |   |  |                 |   |   |                 |   |   |
|     |  |  | 2.5 Legal clearance for format of the Appropriation Bill (from LD and AG) with the Department of Legal Affairs  | DG , D/BG AD/AR           | August             |   |   |   |                 |   |  |                 |   |   |                 |   |   |
|     |  |  | 2.6 Budget discussions and consultative meetings with Spending Agencies,  | DG, ADGs, Directors       | August - September |   |   |   |                 |   |  |                 |   |   |                 |   |   |



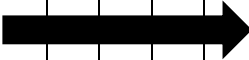



| No. | Objectives | Functions | Key Activities  | Responsible Officer            | Target Date         | Milestone on Quarterly Basis |   |   |                 |   |   |                 |   |   |                 |   |   |
|-----|------------|-----------|---|--------------------------------|---------------------|------------------------------|---|---|-----------------|---|---|-----------------|---|---|-----------------|---|---|
|     |            |           |   |                                |                     | 1 <sup>st</sup>              |   |   | 2 <sup>nd</sup> |   |   | 3 <sup>rd</sup> |   |   | 4 <sup>th</sup> |   |   |
|     |            |           |   |                                |                     | J                            | F | M | A               | M | J | J               | A | S | O               | N | D |
|     |            |           | Revenue Departments and Private Sector Stakeholders   |                                |                     |                              |   |   |                 |   |   |                 |   |   |                 |   |   |
|     |            |           | 2.7 Meeting with ST/DSTs and Treasury Departments to finalize expenditure estimates, foreign financing limits, borrowing limits etc.                | All Staff Officers             | September           |                              |   |   |                 |   |   |                 |   |   |                 |   | → |
|     |            |           | 2.8 Enter the data in the Budget Formulation System (BFS)   | Budget Assistants              | September - October |                              |   |   |                 |   |   |                 |   |   |                 |   | → |
|     |            |           | 2.9 Finalization of estimates for Appropriation Bill (Preparation of the three schedules and enter the data to the Budget Formulation System/ITMIS) | Relevant Officers              | September           |                              |   |   |                 |   |   |                 |   |   |                 |   | → |
|     |            |           | 2.10 Cabinet Memorandum on Appropriation Bill   | DG, ADG                        | September - October |                              |   |   |                 |   |   |                 |   |   |                 |   | → |
|     |            |           | 2.11 Publishing the Appropriation Bill in Government Gazette  | ADG/G, D/BG AD/AR              | September -October  |                              |   |   |                 |   |   |                 |   |   |                 |   | → |
|     |            |           | 2.12 Arrangements for presentation of the Appropriation Bill in Parliament (First Reading)  | ADG/AN D/BG AD/AR              | October             |                              |   |   |                 |   |   |                 |   |   |                 |   | → |
|     |            |           | 2.13 Preparation of detailed information pages for the estimates and handover to the Government press for printing purpose.                         | Directors, Assistant Directors | October             |                              |   |   |                 |   |   |                 |   |   |                 |   | → |
|     |            |           | 2.14 Printing of draft estimate books in Sinhala, Tamil and English and sent to Parliament  | AD/AK AO                       | October - November  |                              |   |   |                 |   |   |                 |   |   |                 |   | → |



| No. | Objectives   | Functions              | Key Activities | Responsible Officer                            | Target Date                      | Milestone on Quarterly Basis |                          |          |                  |   |   |                 |   |   |                 |   |   |  |
|-----|--|------------------------|----------------|--|----------------------------------|------------------------------|--------------------------|----------|------------------|---|---|-----------------|---|---|-----------------|---|---|--|
|     |  |                        |                |  |                                  | 1 <sup>st</sup>              |                          |          | 2 <sup>nd</sup>  |   |   | 3 <sup>rd</sup> |   |   | 4 <sup>th</sup> |   |   |  |
|     |  |                        |                |  |                                  | J                            | F                        | M        | A                | M | J | J               | A | S | O               | N | D |  |
| 04. | General Administration and Financial Management of NBD | General Administration | 4.1            | Coordinate ITMIS Activities in relation to NBD | ADG/AN, D/BG, All Staff Officers | Throughout the year          |                          |          |                  |   |   |                 |   |   |                 |   |   |  |
|     |  |                        | 4.2            | Implementation of ITMIS Pilot Project          | D/MR                             | Throughout the year          |                          |          |                  |   |   |                 |   |   |                 |   |   |  |
|     |  |                        | 4.3            | Prepare of Performance Report - 2019           | AD/AK,AO                         | February - March             |                          |          |                  |   |   |                 |   |   |                 |   |   |  |
|     |  |                        | 4.4            | Approve salary increment and leave             | DG, D/ Admin AD/AK               | Throughout the year          |                          |          |                  |   |   |                 |   |   |                 |   |   |  |
|     |  |                        | 4.5            | Update personal files of the staff             | AO                               | Throughout the year          |                          |          |                  |   |   |                 |   |   |                 |   |   |  |
|     |  |                        | 4.6            | Supply of stationeries and office requisites   | AO                               | Throughout the year          |                          |          |                  |   |   |                 |   |   |                 |   |   |  |
|     |  |                        | 4.7            | Maintenance of vehicle fleet                   | AO                               | Throughout the year          |                          |          |                  |   |   |                 |   |   |                 |   |   |  |
|     |  |                        | 4.8            | Conduct the Annual Board of Survey             | D/SC                             | January - March              |                          |          |                  |   |   |                 |   |   |                 |   |   |  |
|     |  |                        | 4.9            | Prepare Annual Action Plan                     | AD/AK,AO                         | November for 2020            |                          |          |                  |   |   |                 |   |   |                 |   |   |  |
|     |  |                        |                |  | Financial Management             | 4.10                         | Prepare procurement plan | D/SC, AC | January for 2020 |   |   |                 |   |   |                 |   |   |  |

| No. | Objectives | Functions                      | Key Activities | Responsible Officer   | Target Date            | Milestone on Quarterly Basis        |   |   |                 |   |   |                 |   |   |                 |   |   |  |   |
|-----|------------|--------------------------------|----------------|---|------------------------|-------------------------------------|---|---|-----------------|---|---|-----------------|---|---|-----------------|---|---|--|---|
|     |            |                                |                |   |                        | 1 <sup>st</sup>                     |   |   | 2 <sup>nd</sup> |   |   | 3 <sup>rd</sup> |   |   | 4 <sup>th</sup> |   |   |  |   |
|     |            |                                |                |   |                        | J                                   | F | M | A               | M | J | J               | A | S | O               | N | D |  |   |
|     |            |                                | 4.11           | Prepare appropriation accounts, annual reconciliation statement of advances to public officers' and revenue account for the year 2019 | D/SC, AC/              | November for 2020<br>January, March | ➔ |   | ➔               |   |   |                 |   |   |                 |   |   |  |   |
|     |            |                                | 4.12           | Prepare annual expenditure estimate for the year 2020   | D/SC                   | July - August                       |   |   |                 |   |   |                 |   |   |                 |   |   |  |   |
|     |            |                                | 4.13           | Prepare submit of monthly accounts  | AC/MG, Accountant      | First Week of every Month           | ➔ |   |                 |   |   |                 |   |   |                 |   |   |  |   |
|     |            |                                | 4.14           | Prepare bank reconciliation   | AC/MG, Accountant      | Monthly                             | ➔ |   |                 |   |   |                 |   |   |                 |   |   |  |   |
|     |            |                                | 4.15           | Reply for audit quarries  | D/SC                   | Throughout the year                 | ➔ |   |                 |   |   |                 |   |   |                 |   |   |  |   |
|     |            |                                | 4.16           | Close of accounts - 2020  | AC/MG                  | 31 <sup>st</sup> December           |   |   |                 |   |   |                 |   |   |                 |   |   |  | ➔ |
| 05. | Other      | <b>Special Representations</b> | 5.1            | Represent procurement related meetings  | All Staff Officers     | Throughout the year                 | ➔ |   |                 |   |   |                 |   |   |                 |   |   |  |   |
|     |            |                                | 5.2            | Represent ST on boards of management of the public enterprises/ institutions  | All Staff Officers     | Throughout the year                 | ➔ |   |                 |   |   |                 |   |   |                 |   |   |  |   |
|     |            |                                | 5.3            | Serve on the special tasks/committees assigned by the Secretary to the Treasury   | All Staff Officers     | Throughout the year                 | ➔ |   |                 |   |   |                 |   |   |                 |   |   |  |   |
|     |            |                                | 5.4            | Represent meetings of the Pay Commission/ National Salary & Cadre Commission  | Relevant Staff Officer | Throughout the year                 | ➔ |   |                 |   |   |                 |   |   |                 |   |   |  |   |

| No. | Objectives | Functions | Key Activities   | Responsible Officer                 | Target Date         | Milestone on Quarterly Basis |   |   |                 |   |   |                 |   |   |                 |   |   |
|-----|------------|-----------|--|-------------------------------------|---------------------|------------------------------|---|---|-----------------|---|---|-----------------|---|---|-----------------|---|---|
|     |            |           |  |                                     |                     | 1 <sup>st</sup>              |   |   | 2 <sup>nd</sup> |   |   | 3 <sup>rd</sup> |   |   | 4 <sup>th</sup> |   |   |
|     |            |           |  |                                     |                     | J                            | F | M | A               | M | J | J               | A | S | O               | N | D |
|     |            |           | 5.5 Official committee meetings on establishment matters related to Cabinet Memorandum with MSD                    | D/BG                                | Throughout the year | ➔                            |   |   |                 |   |   |                 |   |   |                 |   |   |
|     |            |           | 5.6 Attend Parliamentary Standing Oversight Committee On Public Finance  | DG,ADG/AN D/BG,AD/AR                | Throughout the year | ➔                            |   |   |                 |   |   |                 |   |   |                 |   |   |
|     |            |           | 5.7 Attend COPE, COPF & COPA Meetings  | DG / ADG/ Relevant Directors        | Throughout the year | ➔                            |   |   |                 |   |   |                 |   |   |                 |   |   |
|     |            |           | 5.8 Attend meetings arranged by the Ministry of Finance or other Departments of the Treasury, and other Ministries | All Staff Officers                  | Throughout the year | ➔                            |   |   |                 |   |   |                 |   |   |                 |   |   |
|     |            |           | 5.9 Attend observation meetings  | DG/ ADG And Relevant Staff Officers | Throughout the year | ➔                            |   |   |                 |   |   |                 |   |   |                 |   |   |
|     |            |           | 5.10 Attend cash flow meetings   | DG/ ADG                             | Throughout the year | ➔                            |   |   |                 |   |   |                 |   |   |                 |   |   |
|     |            |           | 5.11 Serve special tasks/committees assigned by the Secretary to the Treasury                                      | All Staff Officers                  | Throughout the year | ➔                            |   |   |                 |   |   |                 |   |   |                 |   |   |
|     |            |           | 5.12 Observations on Cabinet Memoranda related to NBD  | DG and Subject Officer              | Throughout the year | ➔                            |   |   |                 |   |   |                 |   |   |                 |   |   |
|     |            |           | 5.13 Conduct progress review & follow up of Implementation of Budget Proposals 2019                                | Subject Officer                     | Throughout the year | ➔                            |   |   |                 |   |   |                 |   |   |                 |   |   |
|     |            |           | 5.14 Coordinate payments to 1980 July strikers   | Relevant Staff Officers             | Throughout the year | ➔                            |   |   |                 |   |   |                 |   |   |                 |   |   |
|     |            |           | 5.15 Provide information for Annual Report, Ministry of Finance and Reports required as per FMR (Act)              | DG, Relevant Staff Officers         | Throughout the year | ➔                            |   |   |                 |   |   |                 |   |   |                 |   |   |

| No. | Objectives | Functions | Key Activities   | Responsible Officer                     | Target Date          | Milestone on Quarterly Basis  |   |   |                 |   |   |                 |   |   |                 |   |   |
|-----|------------|-----------|--|---|----------------------|---|---|---|-----------------|---|---|-----------------|---|---|-----------------|---|---|
|     |            |           |  |   |                      | 1 <sup>st</sup>   |   |   | 2 <sup>nd</sup> |   |   | 3 <sup>rd</sup> |   |   | 4 <sup>th</sup> |   |   |
|     |            |           |  |   |                      | J   | F | M | A               | M | J | J               | A | S | O               | N | D |
|     |            |           | 5.16 Submit any revisions to advance account limits in Parliament before 31st May 2020             | DG, Relevant Staff Officers, Accountant | January - May        |  |   |   |                 |   |   |                 |   |   |                 |   |   |
|     |            |           | 5.17 Submit details of additional allocations in Parliament as per provisions of Appropriation Act | DG, Relevant Staff Officers             | Through out the year |  |   |   |                 |   |   |                 |   |   |                 |   |   |
|     |            |           | 5.18 Introduce procedures and measures for commitment controls                                     | DG, Relevant Staff Officers             | Through out the year |  |   |   |                 |   |   |                 |   |   |                 |   |   |
|     |            |           | 5.19 Provide information as per the Right to Information Act                                       | ADG/JG, AO                              | Through out the year |  |   |   |                 |   |   |                 |   |   |                 |   |   |

## Expenditure Plan - 2020 - Department of National Budget

| Proposed Activity                                      | Allocation<br>Rs ('000) | Commence<br>ment | Completion | Financial Targets Rs ('000) |                |                |                | Physical<br>Targets % |        |        |        | Output or<br>Performance<br>Indicator/s |
|--|-------------------------|------------------|------------|-----------------------------|----------------|----------------|----------------|-----------------------|--------|--------|--------|---|
|  |                         |                  |            | Q1                          | Q2             | Q3             | Q4             | Q<br>1                | Q<br>2 | Q<br>3 | Q<br>4 |   |
| <b>Recurrent Expenditure</b>                           | <b>347,500</b>          |                  |            | <b>91,575</b>               | <b>91,575</b>  | <b>82,175</b>  | <b>82,175</b>  |                       |        |        |        |   |
| Personal Emoluments                                    | 111,800                 | Jan-2020         | Dec-2020   | 27,900                      | 27,900         | 28,000.0       | 28,000         | 25                    | 25     | 25     | 25     |   |
| Travelling Expenses                                    | 5,400                   | Jan-2020         | Dec-2020   | 1,575                       | 1,575          | 1,125          | 1,125          | 29                    | 29     | 21     | 21     |   |
| Supplies   | 8,750                   | Jan-2020         | Dec-2020   | 2,287.5                     | 2,287.5        | 2,087.5        | 2,087.5        | 26                    | 26     | 24     | 24     |   |
| Maintenance Expenditure                                | 8,050                   | Jan-2020         | Dec-2020   | 1,275                       | 1,275          | 2,750          | 2,750          | 15                    | 15     | 35     | 35     |   |
| Services   | 181,000                 | Jan-2020         | Dec-2020   | 51,262.5                    | 51,262.5       | 39,237.5       | 39,237.5       | 28                    | 28     | 22     | 22     |   |
| Transfers  | 32,500                  | Jan-2020         | Dec-2020   | 7,275                       | 7,275          | 8,975          | 8,975          | 23                    | 23     | 27     | 27     |   |
| <b>Capital Expenditure</b>                             | <b>2,645,200</b>        |                  |            | <b>638,400</b>              | <b>638,400</b> | <b>684,200</b> | <b>684,200</b> |                       |        |        |        |   |
| Rehabilitation and<br>Improvement of Capital<br>Assets | 1200                    | Jan-2020         | Dec-2020   | 300                         | 300            | 300            | 300            | 25                    | 25     | 25     | 25     |   |
| Acquisition of Capital<br>Assets                       | 2,641,000               | Jan-2020         | Dec-2020   | 637,725                     | 637,725        | 682,775        | 682,775        | 24                    | 24     | 26     | 26     |   |
| Capacity Building                                      | 3,000                   | Jan-2020         | Dec-2020   | 375                         | 375            | 1,125          | 1,125          | 12                    | 13     | 37     | 38     |   |
| <b>Total Expenditure</b>                               | <b>2,992,700</b>        |                  |            | <b>729,975</b>              | <b>729,975</b> | <b>766,375</b> | <b>766,375</b> |                       |        |        |        |   |

## Imprest Requirement Plan 2020 - Department of National Budget

### Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2020

Name of the Department : Department of National Budget

Head No : 240

| Expenditure items (with Expenditure Codes)                 | Cash Requirement for the approved expenditure plans |               |               |                            |               |                 |                 |                            |                 |                 |                 |                            |                 |                 |                 |                            | Rs.'000        |
|--|---|---------------|---------------|----------------------------|---------------|-----------------|-----------------|----------------------------|-----------------|-----------------|-----------------|----------------------------|-----------------|-----------------|-----------------|----------------------------|----------------|
|  | Jan.  | Feb.          | Mar.          | 1 <sup>st</sup> Qtr. Total | April         | May             | June            | 2 <sup>nd</sup> Qtr. Total | July            | Aug.            | Sep.            | 3 <sup>rd</sup> Qtr. Total | Oct.            | Nov.            | Dec.            | 4 <sup>th</sup> Qtr. Total | Grand Total    |
| <sup>I</sup> Salaries and allowance (1001 and 1003 )       | 7,850   | 7,850         | 7,850         | 23,550                     | 7,850         | 9,387.5         | 9,387.5         | 26,625                     | 9,387.5         | 9,387.5         | 9,387.5         | 28,162.5                   | 9,387.5         | 9,387.5         | 9,387.5         | 28,162.5                   | 106,500        |
| Other Allowances paid with salary(Except object code 1003) | 965   | 965           | 965           | 2,895                      | 965           | 965             | 965             | 2,895                      | 965             | 965             | 965             | 2,895                      | 965             | 965             | 965             | 2,895                      | 11,580         |
| <sup>II</sup> Overtime and Holiday pay (1002)              | 400   | 400           | 400           | 1,200                      | 400           | 462.5           | 462.5           | 1,325                      | 462.5           | 462.5           | 462.5           | 1,387.5                    | 462.5           | 462.5           | 462.5           | 1,387.5                    | 5,300          |
| <sup>III</sup> All other Recurrent Expenditure             | 20,515  | 20,515        | 20,515        | 61,545                     | 20,515        | 17,757.5        | 17,757.5        | 56,030                     | 17,757.5        | 17,757.5        | 17,757.5        | 53,272.5                   | 17,757.5        | 17,757.5        | 17,757.5        | 53,272.5                   | 224,120        |
| <b>Total Recurrent</b>                                     | <b>29,730</b>                                       | <b>29,730</b> | <b>29,730</b> | <b>89,190</b>              | <b>29,730</b> | <b>28,572.5</b> | <b>28,572.5</b> | <b>86,875</b>              | <b>28,572.5</b> | <b>28,572.5</b> | <b>28,572.5</b> | <b>85,717.5</b>            | <b>28,572.5</b> | <b>28,572.5</b> | <b>28,572.5</b> | <b>85,717.5</b>            | <b>347,500</b> |
| <sup>IV</sup> Reimbursable                                 | -   | -             | -             | -                          | -             | -               | -               | -                          | -               | -               | -               | -                          | -               | -               | -               | -                          | -              |



| Expenditure items (with Expenditure Codes) | Cash Requirement for the approved expenditure plans |                |                |                            |                |                |                  |                            |                |                  |                  |                            |                  |                  |                  |                            |                  |                  |
|--|---|----------------|----------------|----------------------------|----------------|----------------|------------------|----------------------------|----------------|------------------|------------------|----------------------------|------------------|------------------|------------------|----------------------------|------------------|------------------|
|  | Jan.  | Feb.           | Mar.           | 1 <sup>st</sup> Qtr. Total | April          | May            | June             | 2 <sup>nd</sup> Qtr. Total | July           | Aug.             | Sep.             | 3 <sup>rd</sup> Qtr. Total | Oct.             | Nov.             | Dec.             | 4 <sup>th</sup> Qtr. Total | Grand Total      |                  |
|  | Foreign Aid   |                |                |                            |                |                |                  |                            |                |                  |                  |                            |                  |                  |                  |                            |                  |                  |
| v  | Other all Capital Expenses                          | 212,800        | 212,800        | 212,800                    | 638,400        | 212,800        | 224,250          | 224,250                    | 661,300        | 224,250          | 224,250          | 224,250                    | 672,750          | 224,250          | 224,250          | 224,250                    | 672,750          | 2,645,200        |
| vi   | Public Officers Advance Account                     | 900            | 900            | 900                        | 2,700          | 900            | 925              | 925                        | 2,750          | 925              | 925              | 925                        | 2,775            | 925              | 925              | 925                        | 2,775            | 11,000           |
| vii  | Deposit Accounts                                    | (4,000)        | (4,000)        | (4,000)                    | (12,000)       | (4,000)        | (4,000)          | (4,000)                    | (12,000)       | (4,000)          | (4,000)          | (4,000)                    | (12,000)         | (4,000)          | (4,000)          | (4,000)                    | (12,000)         | (48,000)         |
| viii                                       | Other Advance Accounts                              | -              | -              | -                          | -              | -              | -                | -                          | -              | -                | -                | -                          | -                | -                | -                | -                          | -                | -                |
|  | <b>Grand Total</b>                                  | <b>239,430</b> | <b>239,430</b> | <b>239,430</b>             | <b>718,290</b> | <b>239,430</b> | <b>249,747.5</b> | <b>249,747.5</b>           | <b>738,925</b> | <b>249,747.5</b> | <b>249,747.5</b> | <b>249,747.5</b>           | <b>749,242.5</b> | <b>249,747.5</b> | <b>249,747.5</b> | <b>249,747.5</b>           | <b>749,242.5</b> | <b>2,955,700</b> |

## Annual Procurement Plan - 2020

| Department/<br>Line Agency/<br>Ministry | Type of<br>procurement<br>(Goods,<br>Works,<br>Equipment &<br>Service etc.) | Estimated<br>Cost (Rs.<br>Mn) | Source of<br>Financing<br>/ Name of<br>the Donor | Procurement<br>method<br>(ICB,NCB<br>and<br>Shopping<br>Procedure<br>etc) | Level of<br>authority<br>(CAPC,<br>MPC,<br>DPC, PPC<br>etc.) | Priority<br>status<br>U=Urgent<br>P=Priority<br>N=Norma<br>l | Current<br>status of<br>Procurement<br>preparednes<br>s activities | Scheduled<br>date of<br>commence<br>ment | Scheduled<br>date of<br>completion | Remarks |
|---|---|-------------------------------|--|---|--|--|--|--|------------------------------------|---------|
| Department<br>of National<br>Budget     | <b>Goods and<br/>Works</b>  |                               |  |   |  |  |  |  |                                    |         |
|   | Furniture and<br>office<br>equipment  | 0.3                           | DF   | NS  | DG/OPC   | N  |  | 2020.02.15                               | 2020.04.30                         |         |
|   | Stationeries<br>and others  | 1.3                           | DF   | NS  | DG/ OPC  | N  |  | 2020.01.15                               | 2020.02.15                         |         |
|   |   |                               |  |   |  |  |  |  |                                    |         |
|   | <b>Related<br/>Services</b>   |                               |  |   |  |  |  |  |                                    |         |
|   | Maintenance<br>Expenditure  | 1.02                          | NS   | NS  | DG/ OPC  | N  |  | 2020.01.01                               | 2020.04.30                         |         |
|   |   |                               |  |   |  |  |  |  |                                    |         |

## Key Performance Indicators

- Submission of Cabinet Memorandum for Budget Formulation on time
- Timely submission of Annual Budget Estimates to Parliament
- Utilization of Annual Budgetary Provisions