



ACTION PLAN 2018

**DEPARTMENT OF NATIONAL BUDGET
MINISTRY OF FINANCE AND
MASS MEDIA**

GENERAL TREASURY

MINISTRY OF FINANCE AND MASS MEDIA

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
- 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 these limits based on requests of spending agencies.

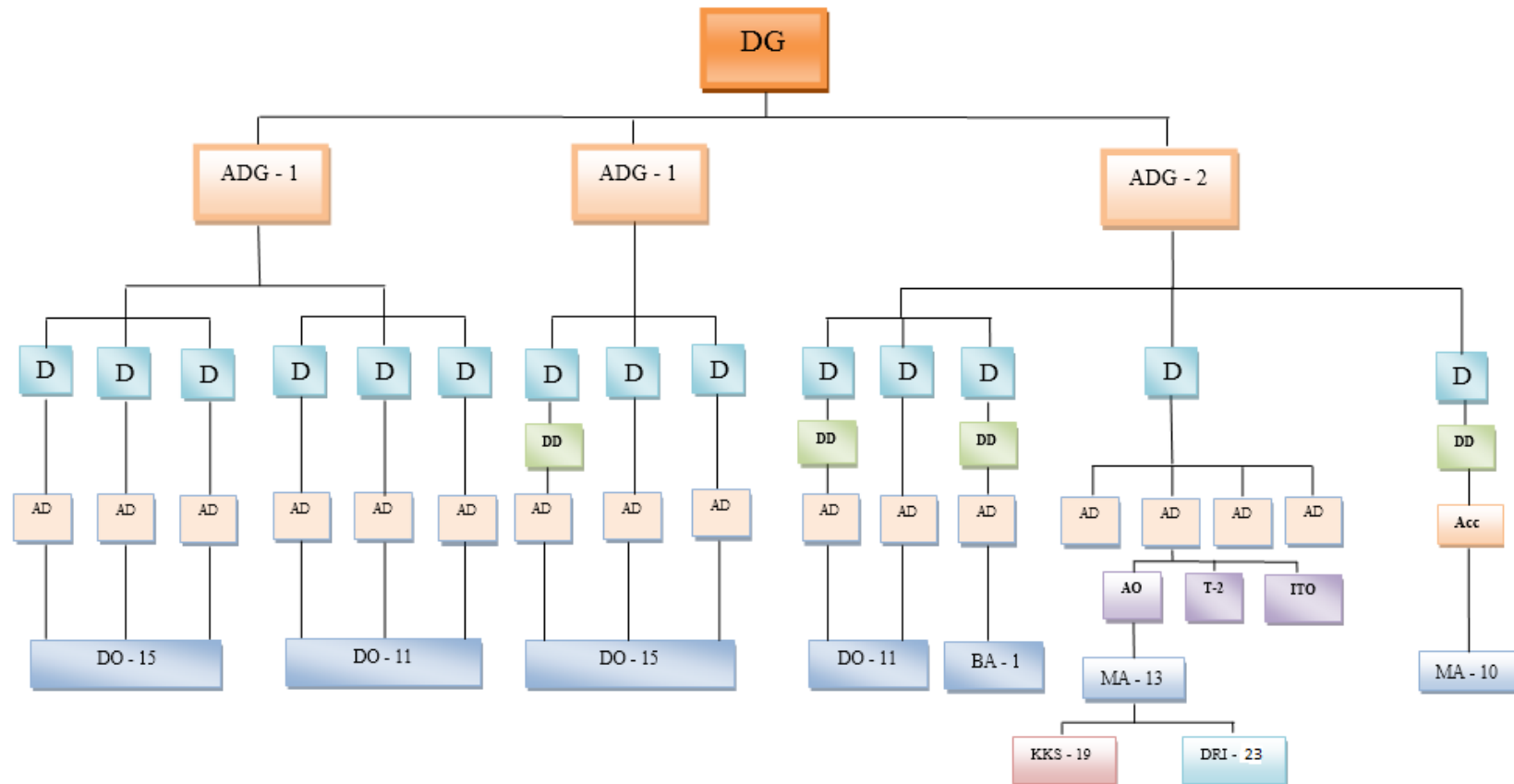
4. Implementation of budget monitoring

- 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.

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 -2018.01.01

Designation	Service	Grade/ Class	Salary Group	Approved Cadre	Existing Cadre	Vacancies
				Permanent	Permanent	
Senior Level						
Director General	SLAS	Special	SL-3	1	1	0
Addl. Director General	SLAS	Special	SL-3	2	0	2
Addl. Director General	SLPS	Special	SL-3	1	1	0
Director	SLAS	I	SL-1	9	9	0
Director	SLPS	I	SL-1	5	5	0
Director	SLAcc.S	I	SL-1	1	1	0
Deputy Director/Asst.Director	SLAS	II/III	SL-1	15	8	7
Deputy Director	SLAcc.S	II	SL-1	1	1	0
Deputy Director/ Asst. Director	SLPS	II / III	SL-1	4	3	1
Accountant	SLAcc.S	III	SL-1	1	1	0
				40	30	10
Tertiary Level						
Administrative Officer	PMAS	Supra	MN-7	1	0	1
Translator	TS	I/II/III	MN-6	2	2	0
IT Officer	IT	I/II/III	MN-6	1	1	0
				4	3	1
Secondary Level						
Management Asst.	PMAS	I/II/III	MN-2	23	23	0
Budget Assistant	BA		MN-4	1	1	0
Development Officer	Dos	I/II/III	MN-4	51	40	11
				75	64	11
Primary Level						
Drivers	DS	I/II/III	PL-3	23	18	5
K.K.S	O.E.S	I/II/III	PL-1	19	19	0
				42	37	5
TOTAL				161	134	27

Activity Plan 2018 - 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						
1.	Formulation of Budget Estimates - 2019	Provide guidelines to spending agencies on budget estimation in consultation with other Treasury Departments	1.1	Meeting on Budget Planning Process for 2019 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	July															
					1.3	Issuance of Budget Call 2019 / Budget Letter	DG, D/AN	July															
					1.4	Preparation of Draft Estimates for 2019	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		
			1.8 Enter the data in the Budget Formulation System (BFS)	Budget Assistants	September - October														
			1.9 Finalization of estimates for Appropriation Bill (Preparation of the three schedules and enter the data to the Budget Formulation System)	Relevant Officers	September														
			1.10 Cabinet Memorandum on Appropriation Bill	DG, ADG	September - October														
			1.11 Publishing the Appropriation Bill in Government Gazette	ADG/G, D/AN	September -October														
			1.12 Arrangements for presentation of the Appropriation Bill in Parliament (First Reading)	D/AN	October														
			1.13 Preparation of detailed information pages for the estimates and handover to the Government press for printing purpose.	Directors, Assistant Directors	October														
			1.14 Printing of draft estimate books in Sinhala, Tamil and English and sent to Parliament	ADG	October - November														
			1.15 Administrative arrangements with regard to Second Reading	ADG	November														
			1.16 Arrangements for participation of MOF officials at the Second Reading debate	ADG	November - December														
			1.17 Preparation of Legend Amendments and submit in Parliament	ADG, D/AN	November														

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
			1.18	Committee Stage debate (Administrative work))	ADG, Subject Officer	November - December												
			1.19	Authorization by the Hon. Speaker for the Appropriation Act	D/AN	December												
			1.20	Preparation of the warrant and get approval of the Hon. Minister of Finance	D/AN	December												
			1.21	Preparation and get approval of ST for the Expenditure Authorization Circular and send to the Spending Agencies and Revenue Departments	ADG, Relevant Officers	December												
2.	Improving efficiency and effectiveness of the allocation of public finances	Monitor financial and physical performance, review performance,	2.1	Get completed data from all spending agencies	D/ Monitoring & all other Staff officers	January												
			2.2	Prepare monthly cash out turn	D/ Monitoring	January first week												

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									
			2.3 Prepare quarterly expenditure reports	D (Monitoring) with assistance of other relevant officers	End of April, July, November and January of next year					➔						➔									➔	
			2.4 Submit Executive Summary of the bulletin monthly and as and when required for the use of Hon. Minister of Finance, Secretary, DST and DG/ NBD	D (Monitoring)	Monthly	➔																				
			2.5 Convene quarterly Budget Monitoring meeting with the all Ministries and review progress of the performance	D (Monitoring) with assistance of AD (M) and other relevant officers	End of April, July, November, and January of next year		➔									➔									➔	
			2.6 Issue additional allocations as requested by Ministries and Departments	Relevant Officers	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.	General Administration and Financial Management of NBD	General Administration	3.1	Coordinate ITMIS Activities in relation to NBD	D/AN, D/BG, All Staff Officers	Throughout the year	→											
3.2			Implementation of ITMIS Pilot Project	D/MR	Throughout the year	→												
3.3			Prepare of Performance Report - 2017	D/ Admin	February - March	→												
3.4			Approve salary increment and leave	DG, D/ Admin	Throughout the year	→												
3.5			Update personal files of the staff	AO	Throughout the year	→												
3.6			Supply of stationeries and office requisites	AO	Throughout the year	→												
3.7			Maintenance of vehicle fleet	AO	Throughout the year	→												
3.8			Conduct the Annual Board of Survey	D/SC	January – March	→												
3.9			Prepare Annual Action Plan	D/Admin	November for 2019	→												

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	3.10 Prepare procurement plan	D/SC, AC/DPK	January for 2018	➔											
			3.11 Prepare appropriation accounts, annual reconciliation statement of advances to public officers' and revenue account for the year 2017	D/SC, AC/DPK	November for 2018 January, March	➔		➔									➔
			3.12 Prepare annual expenditure estimate for the year 2019	D/SC	July – August							➔					
			3.13 Prepare submit of monthly accounts	AC/DPK, Accountant	First Week of next Month	➔											
			3.14 Prepare bank reconciliation	AC/DPK, Accountant	Monthly	➔											
			3.15 Reply for audit quarries	D/SC	Throughout the year	➔											
			3.16 Close of accounts – 2018	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	
4.	Other	Special Representations	4.1	Represent procurement related meetings	All Staff Officers	Throughout the year	→											
			4.2	Represent ST on boards of management of the public enterprises/ institutions	All Staff Officers	Throughout the year	→											
			4.3	Serve on the special tasks/committees assigned by the Secretary to the Treasury	All Staff Officers	Throughout the year	→											
			4.4	Represent meetings of the Pay Commission/ National Salary & Cadre Commission	Relevant Staff Officer	Throughout the year	→											
			4.5	Official committee meetings on establishment matters related to Cabinet Memorandum with MSD	ADG	Throughout the year	→											
			4.6	Attend Parliamentary Consultative Committee meetings	DG/ ADG	Throughout the year	→											
			4.7	Attend COPE, COPF & COPA Meetings	DG / ADG/ Relevant Director	Throughout the year	→											
			4.8	Attend meetings arranged by the Ministry of Finance or other Departments of the Treasury, and other Ministries	All Staff Officers	Throughout the year	→											
			4.9	Attend observation meetings	DG/ ADG	Throughout the year	→											
			4.10	Attend cash flow meetings	DG/ ADG	Throughout the year	→											
			4.11	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				
			4.12	Serve special tasks/committees assigned by the Secretary to the Treasury	All Staff Officers	Throughout the year															
			4.13	Observations on Cabinet Memoranda related to NBD	DG and Subject Officer	Throughout the year															
			4.14	Conduct progress review & follow up of Implementation of Budget Proposals 2018	Subject Officer	Throughout the year															
			4.15	Coordinate payments to 1980 July strikers	Relevant Staff Officers	Throughout the year															
			4.16	Provide information for Annual Report, Ministry of Finance and Reports required as per FMR (Act)	DG, Relevant Staff Officers	Throughout the year															
			4.17	Submit any revisions to advance account limits in Parliament before 31st May 2018	DG, Relevant Staff Officers, Accountant	January - May															
			4.18	Submit details of additional allocations in Parliament as per provisions of Appropriation Act	DG, Relevant Staff Officers	Throughout the year															
			4.19	Introduce procedures and measures for commitment controls	DG, Relevant Staff Officers	Throughout the year															

Expenditure Plan - 2018 - 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	104,350	Jan-2018	Dec-2018	25,350	25,850	27,125	26,025	25	25	25	25	
Travelling Expenses	5,350	Jan-2018	Dec-2018	1,787	2,587	687	289	25	25	25	25	
Supplies	7,752	Jan-2018	Dec-2018	1,862	2,160	2,160	1,570	25	25	25	25	
Maintenance Expenditure	8,750	Jan-2018	Dec-2018	2,707	3,200	1,353	1,490	25	25	25	25	
Services	1,557,300	Jan-2018	Dec-2018	681,770	391,890	248,490	235,150	25	25	25	25	
Transfers	2,200	Jan-2018	Dec-2018	549	549	549	553	25	25	25	25	
Capital Expenditure												
Rehabilitation and Improvement of Capital Assets	1,250	Jan-2018	Dec-2018	250	360	350	290	10	30	30	30	
Acquisition of Capital Assets	5,001,000	Jan-2018	Dec-2018	1,400,010	1,140,090	1,200,600	1,260,300	10	30	30	30	
Capacity Building	5,000	Jan-2018	Dec-2018	1,400	1,700	1,300	600	35	30	35		
Total Expenditure	6,692,952	Jan-2018	Dec-2018	2,115,685	1568386	1,482,614	1,526,267	10	30	30	30	

Imprest Requirement Plan 2018- Department of National Budget

Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2018

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)	7,200	7,200	7,200	21,600	7,200	7,200	7,200	21,600	7,200	8,200	8,200	23,600	8,200	8,200	7,457	23,857	90,657
Other Allowances paid with salary(Except object code 1003)	824.5	824.5	824.5	2,473.5	824.5	824.5	824.5	2,473.5	824.5	824.5	824.5	2,473.5	824.5	824.5	824.5	2,473.5	9,894
ii Overtime and Holiday pay (1002)	233	233	234	700	233	233	234	700	233	496	496	1,225	496	496	233	1,225	3,850
iii All other Recurrent Expenditure	131,000	131,000	131,000	393,000	131,000	131,000	131,000	393,000	131,000	131,000	131,000	393,000	131,000	131,000	130,458	392,458	1,571,458
Total Recurrent	139,257.5	139,257.5	139,258.5	417,773.5	139,257.5	139,257.5	139,258.5	417,773.5	139,257.5	140,520.5	140,520.5	420,298.5	140,520.5	140,520.5	138,972.5	420,013.5	1,675,859

IV	Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
V	Other all Capital Expenses	535,000	520,000	520,000	1,575,000	520,000	520,000	520,000	1,560,000	400,000	400,000	400,000	1,200,000	224,000	224,000	224,250	672,250	5,007,250
VI	Public Officers Advance Account	2,000	1,500	1,000	4,500	700	700	700	2,100	700	700	700	2,100	700	700	900	2,300	11,000
VII	Deposit Accounts	5,000	35,000	2,000	42,000	2,000	2,000	10,000	14,000	2,000	2,000	8,000	12,000	1,000	2,500	1,000	4,500	72,500
VIII	Other Advance Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grand Total	681,257.5	695,757.5	662,258.5	2,039,273.5	661,957.5	661,957.5	669,958.5	1,993,873.5	541,957.5	543,220.5	549,220.5	1,634,398.5	366,220.5	367,720.5	365,122.5	1,099,063.5	6,766,609

Annual Procurement Plan for year 2018

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 Shopping Procedure 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 Goods									
	Furniture and office equipment	1	DF	Shopping Procedure	DPC	N		01.03.2018	31.08.2018	
	Stationeries and others	3.75	DF	Shopping Procedure	DG/ DPC	N		15.02.2018	30.11.2018	
	Related Services									
	Maintenance Expenditure	3.7	DF	Direct Purchasing	DG/ DPC	N		01.02.2018	31.10.2018	

