



# **ACTION PLAN - 2021**



**DEPARTMENT OF NATIONAL BUDGET**

**MINISTRY OF FINANCE**

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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 to achieve development objectives of the Government.

## **1.3 Goals**

- effective and efficient allocation of financial resources
- Maintain fiscal discipline
- Ensure fiscal consolidation
- Preparation of Annual Estimates for Ministries, Departments and other Government Institutions and Statutory Institutions subject to Public Policy and Fiscal Limitations.

## **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 control measures 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
- Reallocation and transfer of provisions to ensure allocative efficiency
- Preparation of observations on cabinet memoranda related to National Budget
- Assist to committee on Public Accounts (COPA), Committee on Public Finance (COPF) and Committee on Public Enterprises (COPE) meetings by representing the Treasury
- Representing the Treasury at the Parliamentary Committees, Presidential Meetings and Prime Minister's Meetings

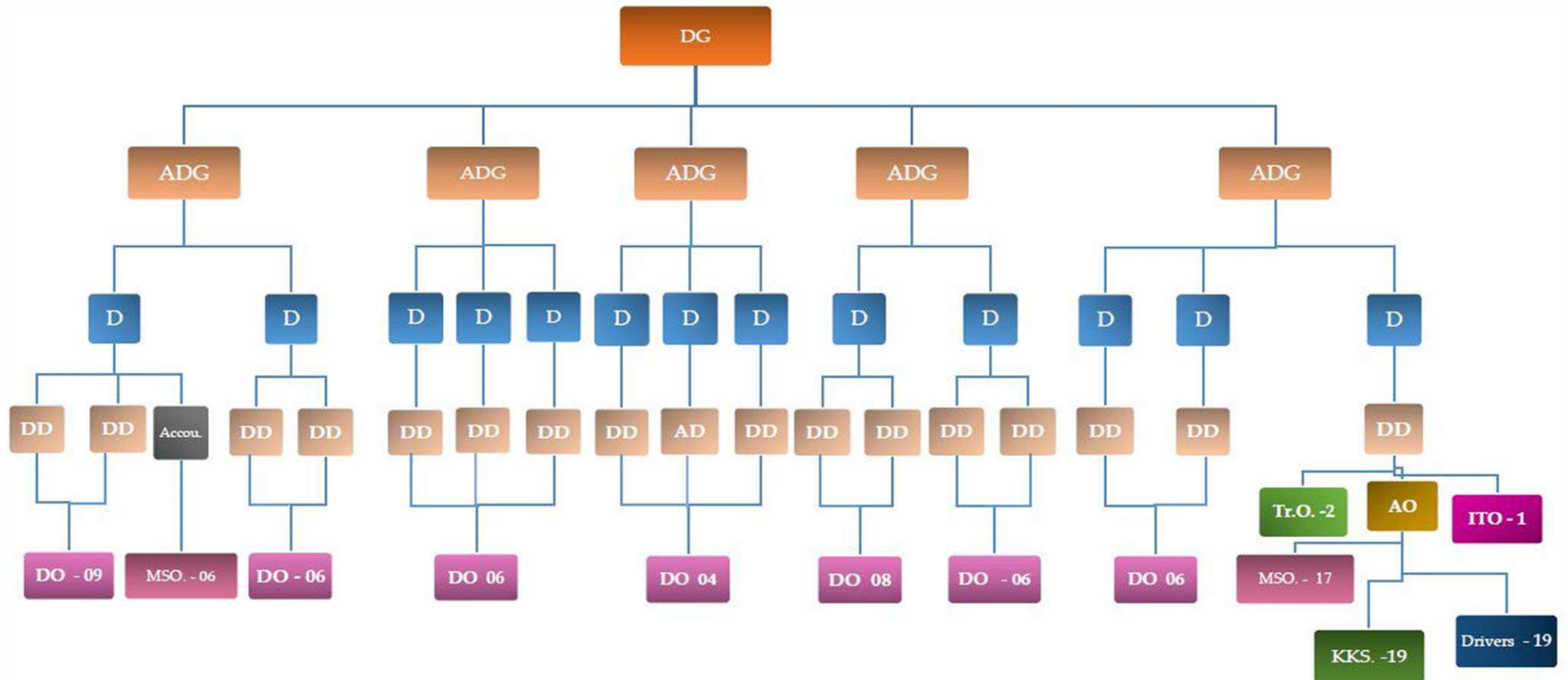
### **3. Advance Account Activities**

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

### **4. Activities Related to Budget Proposals**

- Releasing of allocations pertaining to the Budget Proposals to the most suitable institutions having analyzing them
- Analyze, getting feedback and coordinate among the institutions related to implementation of Budget Proposals.

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



DG - Director General

D - Director

AD - Assistant Director

ITO - Information Technology Officer

ADG - Additional Director General

DD - Deputy Director

MSO. - Management Service Officer

DO - Development Officer

Accou - Accountant

AO - Administrative Officer








Tr.O. - Translating Officer

KKS. - Office Assistants

## 2.2 Cadre Details of National Budget Department as at 2021.02.01

Designation	Service	Grade/ Class	Salary Group	Approved Cadre	Existing Cadre	Vacancies
				Permanent	Permanent	
<b>Senior Level</b>						
Director General	SLAS	Special	SL-3	1	1	0
Addl. Director General	SLAS	Special	SL-3	3	2	1
Addl. Director General	SLPS	Special	SL-3	2	2	0
Director	SLAS	I	SL-1	7	3	4
Director	SLPS	I	SL-1	4	4	0
Director	SLAcc.	I	SL-1	2	2	0
Deputy Director/ Asst. Director	SLAS	II/III	SL-1	10	8	2
Deputy Director/ Asst. Director	SLPS	II/III	SL-1	4	1	3
Deputy Director/ Asst. Director	SLAcc.	II/III	SL-1	3	2	1
Accountant	SLAcc.	II/III	SL-1	1	1	0
				<b>37</b>	<b>26</b>	<b>11</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	40	5
Management Ser. Officer	MSO	I/II/III	MN-2	23	20	3
				<b>68</b>	<b>60</b>	<b>8</b>
<b>Primary Level</b>						
Drivers	DS	I/II/III	PL-3	19	17	2
K.K.S	O.E.S	I/II/III	PL-1	19	18	1
				<b>38</b>	<b>35</b>	<b>3</b>
<b>TOTAL</b>				<b>147</b>	<b>125</b>	<b>22</b>
<b>DO Trainees</b>					<b>2</b>	

## Activity Plan 2021 - Department of National Budget

Area of Responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
01. Formulation of Budget Estimates - 2022	1.1	Meeting on Budget Planning Process for 2022 with ST, DSTs & Treasury Departments ( NPD, FPD, TIPD, TOD, ERD, LD, PFD and MSD)  Provide guidelines to spending agencies on budget estimation in consultation with other Treasury Departments													Successful completion of the work within the stipulated time frame	Presenting, approving and authorizing the 2022 budget to Parliament on the due date
	1.2	Submission of Cabinet Memorandum on Budget Formulation														
	1.3	Issuance of Budget Call 2022	ADG,D,AD													
	1.4	Preparation of Draft Estimates for 2022	All Staff Officers													
	1.5	Obtain Legal clearance for draft Appropriation Bill (from LD and AG) coordinating with the Department of Legal Affairs	DG, D,AD													
	1.6	Budget discussions and consultative meetings with Spending Agencies	DG, ADGs, Directors													
	1.7	Meeting with ST/DSTs and Treasury Departments to finalize expenditure estimates, foreign financing limits, borrowing limits etc.	All Staff Officers													



Area of Responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome		
	1.8	Finalization of estimates for Appropriation Bill (Preparation of the three schedules and enter the data to the Budget Formulation System/ITMIS)									→				Successful completion of the work within the stipulated time frame	Presenting, approving and authorizing the 2022 budget to Parliament on the due date		
	1.09	Cabinet Memorandum on Appropriation Bill									→							
	1.10	Publishing the Appropriation Bill in Government Gazette										→						
	1.11	Arrangements for presentation of the Appropriation Bill in Parliament (First Reading)										→						
	1.12	Preparation of detailed information pages for the estimates and handover to the Government press for printing purpose.										→						
	1.13	Printing of draft estimate books in Sinhala, Tamil and English and sent to Parliament										→						
	1.14	Administrative arrangements with regard to Second Reading											→					
	1.15	Arrangements for participation of MOF officials at the Second Reading debate											→					
	1.16	Preparation of Legend Amendments and submit in Parliament											→					
	1.17	Committee Stage debate (Administrative work))												→				

Area of Responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome	
	1.18	Preparation of the warrant and get approval of the Hon. Minister of Finance												➔	Successful completion of the work within the stipulated time frame	Presenting, approving and authorizing the 2022 budget to Parliament on the due date	
	1.19	Preparation and get approval of ST for the Expenditure Authorization Circular and send to the Spending Agencies and Revenue Departments												➔			
02.	<b>Improving efficiency and effectiveness of the allocation of public finances</b>	2.1	Get completed data from all spending agencies Monitor financial and physical performance	➔											Achieving planned goals	Efficiency and financial efficiency Occurrence	
		2.2	Issue additional allocations as requested by Ministries and Departments														
		2.3	Coordinate ITMIS Activities in relation to NBD														
03.	<b>General Administration and Financial Management of NBD</b>	3.1	General Administration												Completion of duties on time	Maintaining general administration and financial management	
		3.2	Implementation of ITMIS Pilot Project														
		3.3	Prepare of Performance Report - 2020		➔												
		3.4	Approve salary increment and leave														
		3.5	Update personal files of the staff														
		3.6	Supply of stationeries and office requisites														

Area of Responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome	
	3.7	Maintenance of vehicle fleet	AO													Completion of duties on time	Maintaining general administration and financial management
	3.8	Conduct the Annual Board of Survey	Accountant														
	3.9	Prepare Annual Action Plan	D/ Admin														
	3.10	Prepare procurement plan	Accountant														
	3.11	Financial Management	D/ Admin, Accountant														
	3.12	Prepare appropriation accounts, annual reconciliation statement of advances to public officers' and revenue account for the year 2020	D/ Accountant														
	3.13	Prepare annual expenditure estimate for the year 2022	D/ Admin, Accountant														
	3.14	Prepare submit of monthly accounts	Accountant														
	3.15	Prepare bank reconciliation	Accountant														
	3.16	Reply for audit quarries	Accountant														
	3.17	Close of accounts - 2021	Accountant														

Area of Responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome	
04. Other	4.1	Represent procurement related meetings Special Representations	All Staff Officers	→												Perform the activities mentioned in 4.1 to 4.19 within the stipulated time frame	Should have completed the activities mentioned under 4.1 to 4.19
	4.2	Represent ST on boards of management of the public enterprises/ institutions	All Staff Officers	→													
	4.3	Serve on the special tasks/committees assigned by the Secretary to the Treasury	All Staff Officers	→													
	4.4	Represent meetings of the National Salary & Cadre Commission	Relevant Staff Officer	→													
	4.5	Official committee meetings on establishment matters related to Cabinet Memorandum with MSD	ADG	→													
	4.6	Attend Parliamentary consultative Committees	DG,ADG	→													
	4.7	Attend COPE, COPF & COPA Meetings	DG / ADG/ Relevant Staff Officer	→													
	4.8	Attend meetings arranged by the Ministry of Finance or other Departments of the Treasury, and other Ministries	Relevant Staff Officers	→													
	4.9	Attend observation meetings conducted by General Treasury	DG/ ADG and Relevant Staff Officers	→													
	4.10	Attend cash flow meetings	DG/ ADG	→													
	4.11	Serve special tasks/committees assigned by the Secretary to the Treasury	All Staff Officers	→													
	4.12	Observations on Cabinet Memoranda related to NBD	DG and Subject Officer	→													

Area of Responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome	
	4.13	Conduct progress review & follow up of Implementation of Budget Proposals 2021	→												Perform the activities mentioned in 4.1 to 4.19 within the stipulated time frame	Should have completed the activities mentioned under 4.1 to 4.19	
	4.14	Coordinate payments to 1980 July strikers	→														
	4.15	Provide information for Annual Report, Ministry of Finance and Reports required as per FMR (Act)	→														
	4.16	Submit any revisions to advance account limits in Parliament before 31 <sup>st</sup> May 2021	→														
	5.17	Submit details of additional allocations in Parliament as per provisions of Appropriation Act	→														
	5.18	Provide information as per the Right to Information Act	→														

**Revenue Plan - 2021**  
**Department of National Budget**

Serial No	Objectives	Strategy	Activities	Key Performance Indicators	Time Frame				Outcome Rs. Mn	Responsible Officer
					Quarter 1	Quarter 2	Quarter 3	Quarter 4		
				NIL						

## Expenditure Plan - 2021 - Department of National Budget

Proposed Activity	Allocation Rs ('000)	Commence ment	Completion	Financial Targets Rs ('000)				Physical Targets %				Output or Performance Indicator/s
				Q1	Q2	Q3	Q4	Q 1	Q 2	Q 3	Q 4	
<b>Recurrent Expenditure</b>	<b>208,800</b>			<b>53,949.5</b>	<b>51,948.5</b>	<b>51,674.5</b>	<b>51,227.5</b>					Achieving the expected financial and physical goals by making maximum use of the provisions allocated within the stipulated time frame.
Personal Emoluments	117,900	Janu - 2021	Dec -2021	29,475	29,475	29,475	29,475	25	25	25	25	
Travelling Expenses	5,400	Janu - 2021	Dec -2021	1,575	1,575	1,125	1,125	29	29	21	21	
Supplies	10,450	Janu - 2021	Dec -2021	2,612.5	2,612.5	2,612.5	2,612.5	25	25	25	25	
Maintenance Expenditure	8,250	Janu - 2021	Dec -2021	1,375	1,375	2,750	2,750	17	17	33	33	
Services	26,800	Janu - 2021	Dec -2021	8,912	6,911	5,712	5,265	33	26	21	20	
Transfers	40,000	Janu - 2021	Dec -2021	10,000	10,000	10,000	10,000	25	25	25	25	
<b>Capital Expenditure</b>	<b>191,200</b>			<b>91,500</b>	<b>55,700</b>	<b>28,053</b>	<b>15,947</b>					
Rehabilitation and Improvement of Capital Assets	900	Janu - 2021	Dec -2021	225	225	225	225	25	25	25	25	
Acquisition of Capital Assets	186,300	Janu - 2021	Dec -2021	90,775	54,975	26,328	14,222	49	30	14	07	
Capacity Building	4,000	Janu - 2021	Dec -2021	500	500	1,500	1,500	12	12	38	38	
<b>Total Expenditure</b>	<b>400,000</b>			<b>145,449.5</b>	<b>107,648.5</b>	<b>79,727.5</b>	<b>67,174.5</b>					

**Imprest Requirement Plan 2021 - Department of National Budget**  
(Statement of Monthly / Quarterly Cash Flow as per approved Expenditure Plans for the year 2021)

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
I	Salaries and Allowances (1001 & 1003)	9,450	9,450	9,450	28,350	9,450	9,450	9,450	28,350	9,450	9,450	9,450	28,350	9,450	9,450	9,450	28,350	113,400
	Other allowances paid with salary (except 1003)	960	960	960	2,880	960	960	960	2,880	960	960	960	2,880	960	960	960	2,880	11,520
II	Overtime and Holiday Pay (1002)	375	375	375	1,125	375	375	375	1,125	375	375	375	1,125	375	375	375	1,125	4,500
III	All other Recurrent Expenditure	7,650	7,350	7,080	22,080	6,860	6,690	6,530	20,080	6,380	6,290	6,210	18,880	6,150	6,110	6,080	18,340	79,380
	<b>Total Recurrent</b>	<b>18,435</b>	<b>18,135</b>	<b>17,865</b>	<b>54,435</b>	<b>17,645</b>	<b>17,475</b>	<b>17,315</b>	<b>52,435</b>	<b>17,165</b>	<b>17,075</b>	<b>16,995</b>	<b>51,235</b>	<b>16,935</b>	<b>16,895</b>	<b>16,865</b>	<b>50,695</b>	<b>208,800</b>
IV	Reimbursable foreign aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
V	Other all capital expenses	35,349	31,274	25,377	92,000	20,423	18,319	17,459	56,201	11,414	9,162	6,977	27,553	5,282	5,324	4,840	15,446	191,200
VI	Public Officers Advance Account	1,500	1,500	2,000	5,000	650	650	650	1,950	650	650	650	1,950	650	650	800	2,100	11,000
VII	Deposit Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VIII	Other Advance Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Grand Total</b>	<b>55,284</b>	<b>50,909</b>	<b>45,242</b>	<b>151,435</b>	<b>38,718</b>	<b>36,444</b>	<b>35,424</b>	<b>110,586</b>	<b>29,229</b>	<b>26,887</b>	<b>24,622</b>	<b>80,738</b>	<b>22,867</b>	<b>22,869</b>	<b>34,248</b>	<b>68,241</b>	<b>411,000</b>



**Procurement Plan - 2021**  
**Department of National Budget**

Department /Line Agency/ Ministry	Procurement Category( Goods, works and services etc)	Estimated Cost (Rs. Million)	Source of Financing / Name of the donor	Procurement method (ICB/LIB/LNB /NCB) and Local Market Shopping Procedure	Authority Level	Priority Urgent-U Priority- P Normal - N	Current Status of activities on prior procurement preparedness	Date expected to be commenced	Date expected to be concluded	Other facts
Department of National Budget	<b>Goods</b>									
	Furniture and Office equipment	3.5	Domestic Funds	Shopping Procedure	D.G/ Procurement Committee	Normal		01.01.2021	31.12.2021	
	Stationery and Office Requisites	5.2	Domestic Funds	Shopping Procedure	D.G/ Procurement Committee	Normal		01.01.2021	31.12.2021	
	<b>Works</b>									
	Vehicles, Machinery, Building maintenance expenditure	3.85	Domestic Funds	Shopping Procedure	D.G/ Procurement Committee	Normal		01.01.2021	31.12.2021	
	<b>Improvement and Rehabilitation of Capital Assets</b>									
	Machines and Machinery	0.1	Domestic Funds	Shopping Procedure	D.G/ Procurement Committee	Normal		01.01.2021	31.12.2021	
	Vehicles	0.8	Domestic Funds	Shopping Procedure	D.G/ Procurement Committee	Normal		01.01.2021	31.12.2021	

  
Prepared by/Ruwan Kumara/ MSO

  
Approval of the Secretary to the Ministry/Head of the Department  
Jude Nilukshan, Director General, Department of National Budget  
Jude Nilukshan  
Director General  
Department of National Budget  
General Treasury  
Colombo 01

25.01.2021  
Date

## 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

## Internal Audit Plan - 2021

### Department of National Budget

Activities of Department of National Budget				Internal Audit Plan					
Serial No	Functions of Department	Activities Under the Division	Internal Audit Activities	Time Frame				Resources Allocated	Type of Audit
				Q 1	Q 2	Q 3	Q 4		
01	Internal Audit	1. Annual Audit Plan	1.1 Prepare Annual Audit Plan	√				CIA	
		2. Reports	2.1 Prepare Preliminary Report					IA	
			2.2 Prepare quarterly Report for Department of Management Audit	√				MA- 07 Days	
		3. Agenda and minute of the Audit and Management Committee (AMC)	3.1 Inform Special audit findings to management					CIA	
			3.2 Prepare agenda for AMC meetings					IA	
			3.3 Contact AMC meetings	√	√	√	√	MA- 10 Days	
			3.4 Record and inform Minutes of the meetings						
			3.5 Monitoring follow up procedure						
		4. Special Audits and Investigations	4.1 Any other assignments assign by the Secretary to the Treasury					CIA IA MA- 10 Days	

Activities of Department of National Budget					Internal Audit Plan					
Serial No	Functions of Department	Activities Under the Division	Internal Audit Activities	Time Frame				Resources Allocated	Type of Audit	
				Q 1	Q 2	Q 3	Q 4			
02	<b>General Administration</b>	<ul style="list-style-type: none"> <li>- Update personal files</li> <li>- Staff attendance recoding system</li> <li>- Leave of the Staff</li> <li>- Over time &amp; Holiday Payment</li> <li>- Training &amp; Development</li> <li>- Railway Warrants</li> <li>- Maintenance of Vehicles</li> <li>- Maintenance of building, office equipment's and services</li> <li>- Distribution of letters</li> <li>- Settlement of bills (Electricity, Telephone, water) etc.</li> <li>- Prepare Performance report for the year 2020</li> </ul>	<ul style="list-style-type: none"> <li>- Evaluating the adequacy and effectiveness of internal controls</li> <li>- Reviewing the accuracy, reliability and integrity of record keeping in manual and computerized system</li> <li>- Evaluating compliance with laws, regulations and guidelines</li> <li>- Investigating of irregularities</li> <li>- Carrying out spot check when necessary</li> <li>- Check whether performance report is submitted on due date</li> </ul>				√		CIA IA MA- 20 Days	Administration Audit  System Audit (SA)
03	<b>Financial Management</b>	<ul style="list-style-type: none"> <li>- Preparation of Financial Statements, Deposit account, Advance B account</li> <li>- Recording of physical assets and board of survey reports</li> <li>- Prepare of monthly accounts and bank</li> </ul>	<ul style="list-style-type: none"> <li>- Reviewing financial statements, Deposit Account and Advance B Account</li> <li>- Check whether the assets are appropriately recorded and are kept under safe custody</li> <li>- Carrying out spot check when necessary</li> <li>- Reviewing budgetary controls</li> </ul>				√		CIA IA MA- 20 Days	Financial Audit (FA)

Activities of Department of National Budget				Internal Audit Plan					
Serial No	Functions of Department	Activities Under the Division	Internal Audit Activities	Time Frame				Resources Allocated	Type of Audit
				Q 1	Q 2	Q 3	Q 4		
		reconciliation - Reply of audit quarries - Budgetary controls on expenditure and commitments - Procurement activities - Payment of vouchers	- Evaluating compliance with procurement guideline and quality of the goods & services  - Vouchering and verification						
04	<b>Performance of the Departments</b>	- In accordance with activities which are mentioned in the action plan - 2021 of Department of National Budget	- Reviewing the performance / progress of the Department				√	CIA IA MA- 20 Days	Performance Audit (PA)