

MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT

Circular No 7 of 2021

Our Ref:

15 October 2021

From: Financial Secretary

To: Supervising Officers-in-Charge of Ministries/Departments and Accounting Officers

Dashboard – Annual Report on Performance

The purpose of this Circular is to inform you of the new approach being adopted by the Ministry of Finance, Economic Planning and Development (MOFEPD) with a view to enhancing reporting responsibilities as part of modernization of Public Financial Management.

2. As you are aware, section 4B of the Finance and Audit Act requires all Ministries and Departments to submit, by 31st October each year, their annual report on performance to the Minister of Finance, Economic Planning and Development.

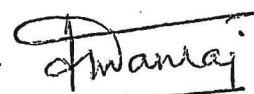
3. To ensure greater transparency in the management of public funds, the Annex to the Budget Speech 2021/22 provides for the setting up of a centralised dashboard on the website of this ministry to capture the Annual Report on Performance of all Ministries/Departments.

4. Accordingly, a **Dashboard** is being created on MOFEPD website to give an overview of the financial and non-financial performance of each Ministry/Department. The Dashboard will display a summary of information already included in the Annual Report through data visualization and graphics. It will also act as a central repository of Annual Reports on Performance of all Ministries.

5. In this context, you are kindly requested to also submit the annual report on performance together with the Financial Highlights in excel format, as per *Annex I*, by the statutory deadline, i.e. 31st October of each year, to this Ministry through the following e-mail: pfin@govml.org. It is to be noted that the requested data is a summary of details that are already included in the annual report and thus entail no additional effort. A snapshot of the dashboard of this Ministry for FY 2019/20 is provided at *Annex II*.

6. It is to be noted that the Director of Audit has emphasized, in his FY2019/20 Report, that only 40 per cent of Ministries/Departments had submitted their Annual Reports on Performance for the financial years 2018-19 and 2019-20.

7. You are, therefore, kindly requested to ensure strict compliance with Section 4B of the Finance and Audit Act for the submission of Annual Report on performance by the statutory deadline, i.e. 31st October 2021.



D. D. Manraj, GOSK
Financial Secretary

Copy to:

- (i) Secretary to Cabinet and Head of the Civil Service
- (ii) Director of Audit

Format of Financial Highlights – Dashboard

In order to display an accurate snapshot of your Ministry on the Dashboard, it would be appreciated if you could please provide the following information that *are already included in your Annual Report on Performance*:

1. Ministry Particulars

Kindly provide the main 'Mission' of your Ministry as briefly as possible (one liner).

2. Total Expenditure FY 2020/21

Name of Ministry:	
Expenditure	Rs
Recurrent	XX
Capital	XX

3. Summary Statement of Expenditure by economic categories

Details of Expenditure	Rs
Allowance to Minister	XX
Compensation of Employees	XX
Goods and Services	XX
Grants	XX
Social Benefits	XX
Other Expense	XX
Acquisition of Non-Financial Assets	XX
Acquisition of Financial Assets	XX
Total Expenditure	XX

Note: Additional information on Expenditure under Special Funds managed by the Ministry/Department should be reported where applicable.

4. Statement of Revenue (if applicable)

Please provide information, *where applicable*, using the categories as presented in (Appendix A: Revenue) as published in Budget Estimates, for revenue raised by the Ministry/Department and deposited into the Consolidated Fund.

Revenue	Rs
Property Income	XX
Sales of Goods and Services	XX
Fines, Penalties and Forfeits	XX
Miscellaneous Revenues	XX
Total Revenue from Property Income, User Fees and other Sources	XX

5. Gender Classification

Categories	Women	Men
Top Management	XX	XX
Middle Management	XX	XX
Support & Others	XX	XX
Overall	XX	XX

The categorisation of staff is broadly based on salary levels of the PRB Report. 'Top Management' normally refers to the chief executive involved in strategic management of the organisation. Senior/Middle management level generally consists of heads of sections/divisions/units who determine and execute policies.

Thus, for the purpose of presentation on the dashboard, the following categorisation of staff is adopted:

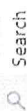
- (i) Top Management, **salary \geq Rs100k**
- (ii) Senior/Middle Management, **Rs 40k < salary < Rs 100k**
- (iii) Support & Others, **salary \leq Rs 40k**

6. Major Achievement/KPI

Any *two major achievements* of your Ministry for the financial year for which the annual report on performance is being prepared. For e.g. improved international ranking, completion of a major project, major stride in a particular aspect relating to the Ministry.

Dashboard - Annual Report of Min/Dept for FY 2019-20

Ministry of Finance, Economic Planning and Development



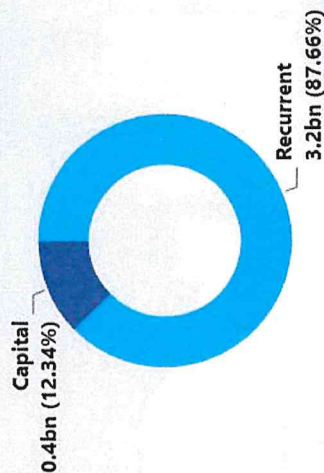
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- ☐ Foreign Relations, Reg...
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- ☐ Healthcare
- ☐ Housing and Land Use...
- ☐ Human Rights Division
- ☐ ICT
- ☐ Industrial Developme...

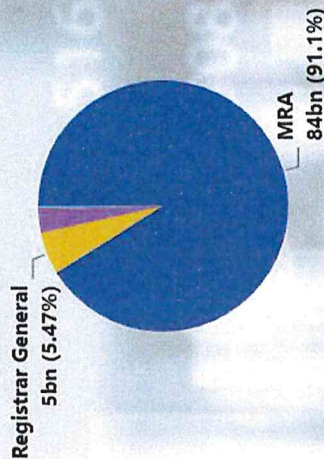
Mission

1. Promote sustainable economic and social development of the country, and improve the standard of living of the population.
2. Ensure optimal revenue mobilisation and allocation of funds while providing the right incentives for economic growth and social development.

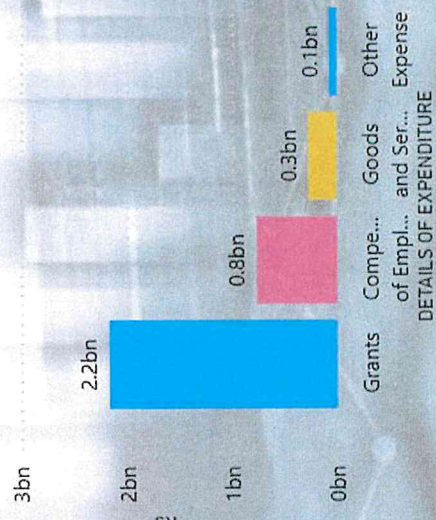
FY 2019/20 EXPENDITURE



REVENUE COLLECTED



DETAILS OF EXPENDITURE



STAFF DISTRIBUTION



1. COVID-19 Outbreak
Rs 12 bn disbursed for 450,000 employees as Income support

2. Overall balance of payments registered a record surplus of Rs 32.8 billion in 2019, representing 6.6% of GDP