

MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT
Circular No 7 of 2023

Our Ref: CF/40/30/63/A V7

27 November 2023

From: Financial Secretary

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

Financial Instructions No 2 of 2023 - Executive Management System of the Project Implementation and Monitoring Agency

The purpose of this Circular is to inform you of the implementation of the Executive Management System (EMS) by the Project Implementation and Monitoring Agency (PIMA), set up under this Ministry. The EMS is an interactive digital system designed to monitor, on a real time basis, the implementation of projects, schemes, programmes and budgetary measures approved by Government.

2. Presently, the e-PMIS is being used as the main platform for monitoring the implementation of infrastructure projects and non-infrastructure budgetary measures by Ministries, Departments and other Implementing Agencies. Information from the e-PMIS is being used by PIMA to produce a Monthly Consolidated Progress Report that is submitted to the PIMA Committee chaired by the Financial Secretary and the Coordination Committee chaired by the Hon. Prime Minister.

3. In order to have real time updates on the status of implementation, and to ensure an effective monitoring of infrastructure projects and budgetary measures, PIMA is deploying the EMS in Ministries, Departments and other Implementing Agencies. The EMS is an interactive system that allows the digital scheduling and monitoring of milestones and timelines for the implementation of infrastructure projects and non-infrastructure budgetary measures. It will also allow the identification of bottlenecks and ensure that these bottlenecks are addressed in a timely manner.

4. Information from the EMS will be used for more in-depth analysis of the implementation progress and for the preparation of the Monthly Consolidated Progress Report to be submitted to the PIMA Committee and the Coordination Committee.

5. In the first instance, the EMS has been rolled out in the following Ministries, Departments and Implementing Agencies to monitor the implementation of major projects:

SN	Ministry/Department	Project
(a)	Ministry of Housing and Land Use Planning – New Social Living Development (NSLD) Ltd	8,000 Residential Housing Units
(b)	Ministry of National Infrastructure and Community Development: - National Development Unit (NDU) - Drain Infrastructure Construction Ltd (DICL) - Road Development Authority (RDA)	<ul style="list-style-type: none">• Drain Projects• Road Infrastructure
(c)	Ministry of Energy and Public Utilities	Rivière des Anguilles Dam
(d)	Ministry of Health and Wellness	Health Projects
(e)	Ministry of Finance, Economic Planning and Development	Projects at Cote D’Or
(f)	Ministry of Education, Tertiary Education, Science and Technology	Major Projects/Programmes and Budgetary Measures

6. The EMS will be deployed in all Ministries, Departments and Implementing Agencies by March 2024. In this regard, you should:

- (a) set up a Digital Office at your organisation by making the following arrangements:
 - designate a senior officer, not below the rank of a Deputy Permanent Secretary, to be responsible of the Digital Office to coordinate and interact with PIMA;
 - designate officers who will be responsible for inputting all required information on the status of implementation on the EMS;
 - ensure, if this is not the case, that the required ICT infrastructure is in place and a good internet connection is available; and
 - communicate the names and contact details of the designated officers to PIMA by email on pima@govmu.org by 01 December 2023;
- (b) prepare and submit Implementation Plans (Objectives, Milestones and Timelines, amongst others) for all infrastructure projects and non-infrastructure budgetary measures falling under your purview to PIMA by 08 December 2023 as per the templates at Annex 1 and Annex 2, respectively; and
- (c) update progress in implementation of infrastructure projects and non-infrastructure budgetary measures on a real time basis through the EMS.

7. Notwithstanding the above and pending the full deployment of the EMS in all Ministries, Departments and other Implementing Agencies, you should continue to submit updates on progress of implementation through the e-PMIS by the 10th day following the reporting month.

8. PIMA will organise relevant working sessions and hands-on training for the designated officers for the preparation of Implementation Plans and the inputting of updates on implementation progress in the EMS. The responsibility to input accurate information in the system rests with each Ministry, Department and Implementing Agency.

9. You may wish to contact PIMA on 260 1300 Ext: 2029, 5432, 5435 or pima@govmu.org for any clarification or additional information in relation to the above.



D.D. Manraj, G.O.S.K
Financial Secretary

Copy to:

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

PROJECT IMPLEMENTATION AND MONITORING AGENCY (PIMA)	
IMPLEMENTATION OF INFRASTRUCTURE PROJECTS	
TEMPLATE FOR DEVISING PROJECT IMPLEMENTATION PLAN	
Budget Para/PSIP Code	
Budget Measure	
Project	
Description	
Parent Ministry	
Implementing Agency	
Other Stakeholders	
Source(s) of Fund	
Total Project Value (Rs. M) <i>(Applicable to ongoing projects only)</i>	
Overall Objective (in line with Government Objective)	
Key Performance Indicators (KPIs)	

Specific Activity/Project No. 1 (Related to the Measure):			
Weightage (%):			
Contract Value (Rs. M) <i>(Applicable to ongoing projects only)</i>			
Contractor Name <i>(Applicable to ongoing projects only)</i>			
Overall Start Date			
Overall Completion Date			
Source(s) of Fund			
Amount Budgeted (Rs. M)			
Amount Disbursed till date (Rs. M) <i>(Applicable to ongoing projects only)</i>			
Designated Officer			
Project Manager			
Sub Milestones (S), Sub-Sub Milestones (SS)	Expected Start Date	Expected Completion Date	Weightage (%)
Milestone 1: DESIGN			
S1			
SS1			
SS2			
SS3			
S2			
SS1			
SS2			
Milestone No. 2: TENDER			
Sub Milestones (S), Sub-Sub Milestones (SS)	Expected Start Date	Expected Completion Date	Weightage (%)
S1			
SS1			
SS2			
SS3			

Milestone No. 3: CONSTRUCTION/ DEVELOPMENT				
Sub Milestones (S), Sub-Sub Milestones (SS)		Expected Start Date	Expected Completion Date	Weightage (%)
S1				
SS1				
SS2				
S2				
SS1				
SS2				
Milestone No. 4: COMPLETION				
Sub Milestones (S), Sub-Sub Milestones (SS)		Expected Start Date	Expected Completion Date	Weightage (%)
S1				
SS1				
SS2				
SS3				

Specific Activity/Project No. 2 (Related to the Measure):				
Weightage (%):				
Contract Value (Rs. M) <i>(Applicable to ongoing projects only)</i>				
Contractor Name <i>(Applicable to ongoing projects only)</i>				
Overall Start Date				
Overall Completion Date				
Source(s) of Fund				
Amount Budgeted (Rs. M)				
Amount Disbursed till date (Rs. M) <i>(Applicable to ongoing projects only)</i>				
Designated Officer				
Project Manager				
Sub Milestones (S), Sub-Sub Milestones (SS)		Expected Start Date	Expected Completion Date	Weightage (%)
Milestone 1: DESIGN				
S1				
SS1				
SS2				
SS3				
S2				
SS1				
SS2				
SS3				
Milestone No. 2: TENDER				
Sub Milestones (S), Sub-Sub Milestones (SS)		Expected Start Date	Expected Completion Date	Weightage (%)
S1				
SS1				
SS2				
SS3				

Milestone No. 3: CONSTRUCTION/DEVELOPMENT				
Sub Milestones (S), Sub-Sub Milestones (SS)		Expected Start Date	Expected Completion Date	Weightage (%)
S1				
SS1				
SS2				
S2				
SS1				
SS2				
Milestone No. 4: COMPLETION				
Sub Milestones (S), Sub-Sub Milestones (SS)		Expected Start Date	Expected Completion Date	Weightage (%)
S1				
SS1				
SS2				
SS3				

PROJECT IMPLEMENTATION AND MONITORING AGENCY (PIMA)**IMPLEMENTATION OF BUDGET MEASURES****TEMPLATE FOR DEVISING BUDGET MEASURE IMPLEMENTATION PLAN**

Budget Para	
Budget Measure	
Description	
Parent Ministry	
Implementing Agency	
Other Stakeholders	
Source(s) of Fund	
Overall Objective (in line with Government Objective)	
Key Performance Indicators (KPIs)	

Specific Activity/Project No. 1 (Related to the Measure):			
Weightage (%):			
Overall Start Date			
Overall Completion Date			
Source(s) of Fund			
Amount Budgeted (Rs. M)			
Amount Disbursed till date (Rs. M) <i>(Applicable to ongoing projects only)</i>			
Designated Officer			
Supervising Officer			
Sub Milestones (S), Sub-Sub Milestones (SS)	Expected Start Date	Expected Completion Date	Weightage (%)
Milestone 1:			
S1			
SS1			
SS2			
SS3			
S2			
SS1			
SS2			
Milestone No. 2:			
Sub Milestones (S), Sub-Sub Milestones (SS)	Expected Start Date	Expected Completion Date	Weightage (%)
S1			
SS1			
SS2			
SS3			
Milestone No. 3:			
Sub Milestones (S), Sub-Sub Milestones (SS)	Expected Start Date	Expected Completion Date	Weightage (%)
S1			
SS1			
SS2			
SS3			

Specific Activity/Project No. 2 (Related to the Measure):				
Weightage (%):				
Overall Start Date				
Overall Completion Date				
Source(s) of Fund				
Amount Budgeted (Rs. M)				
Amount Disbursed till date (Rs. M) <i>(Applicable to ongoing projects only)</i>				
Designated Officer				
Supervising Officer				
Sub Milestones (S), Sub-Sub Milestones (SS)		Expected Start Date	Expected Completion Date	Weightage (%)
Milestone 1:				
S1				
SS1				
SS2				
SS3				
S2				
SS1				
SS2				
Milestone No. 2:				
Sub Milestones (S), Sub-Sub Milestones (SS)		Expected Start Date	Expected Completion Date	Weightage (%)
S1				
SS1				
SS2				
SS3				
Milestone No. 3:				
Sub Milestones (S), Sub-Sub Milestones (SS)		Expected Start Date	Expected Completion Date	Weightage (%)
S1				
SS1				
SS2				
SS3				