

MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT

Circular No 6 of 2021

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26 October 2021

From: Financial Secretary

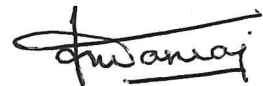
To: Supervising Officers-in-Charge of Ministries/Departments and Accounting Officers

FINANCIAL MANAGEMENT KIT (FM KIT)

Financial Instructions No 2 of 2021 issued under section 22 of the Finance and Audit Act - Project Implementation and Monitoring Agency

The purpose of this Circular is to inform you that the Project Implementation and Monitoring Agency (PIMA) has been set up under the Ministry of Finance, Economic Planning and Development (MOFEPD) to ensure the smooth and timely implementation of budgetary measures as announced in the Budget Speech 2021-2022.

2. Accordingly, the Capital Projects Process Manual has been amended to provide for the setting up of PIMA to:
 - (a) assist and advise in the implementation of projects/programmes and budgetary measures; and
 - (b) submit its findings and make recommendations to a Coordination Committee under the chairmanship of the Prime Minister.
3. The Agency is headed by a Director and will be assisted by a multi-disciplinary team of professionals in relevant fields such as architecture, engineering, quantity surveying, economics, accountancy, environment, physical planning, and ICT.
4. PIMA will work in close collaboration with Ministries/Departments, Public Sector Entities as well as the Private Sector to address impediments in the implementation of capital projects and ensure that these impediments are expeditiously dealt with and projects are completed on time.
5. Accordingly, Accounting Officers should designate a public officer, not below the grade of a Deputy Permanent Secretary, to report to the PIMA on the implementation status of projects/programmes and budgetary measures under their purview.
6. Your attention is drawn to section 22B of the Finance and Audit Act which provides that non-compliance with Financial Instructions may be subject to disciplinary actions.
7. You are kindly requested to ensure strict compliance with the Financial Instructions No 2 of 2021 – Project Implementation and Monitoring Agency at Annex I.



**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

Financial Instructions No 2 of 2021

Project Implementation and Monitoring Agency (PIMA)

1. As announced in the Budget Speech 2021-2022, a Project Implementation and Monitoring Agency (PIMA) has been set up as a Unit under the Ministry of Finance, Economic Planning and Development to assist and advise in the implementation of projects/programmes and budgetary measures.

Roles and Functions

2. The Agency will:
 - (a) assist and advise Ministries and Departments in the implementation of projects/programmes and budgetary measures;
 - (b) assist Ministries and Departments to address any impediments in the implementation process;
 - (c) advise Ministries and Departments on capital projects to ensure smooth implementation, adequate contract management and timely project closures;
 - (d) compile and analyse information on status of implementation submitted by various public bodies for monitoring purposes;
 - (e) coordinate with implementing public bodies and propose reforms to improve the implementation process; and
 - (f) submit its findings and make recommendations to a Coordination Committee under the chairmanship of the Prime Minister.

Reporting Line

3. After analysis of the submissions by the public bodies, PIMA will on a monthly basis:
 - (a) submit Consolidated Progress Report to a Project Implementation and Monitoring Committee (PIMA Committee) under the chairmanship of the Financial Secretary;
 - (b) provide updates to the Minister responsible for the subject of finance; and
 - (c) submit Consolidated Progress Report on progress of implementation to a Coordination Committee under the chairmanship of the Prime Minister.

4. The monthly Consolidated Progress Report will include:
 - (a) key milestones and current status of implementation of projects/programmes and budgetary measures;
 - (b) any impediments that have been addressed in consultation with the implementing bodies;
 - (c) any unresolved issues and highlighting the key reasons thereof; and
 - (d) any proposed reforms and other remedial actions to improve the implementation process.

Submission by Ministries/Departments

5. Accounting Officers should submit, by latest 15th of each month, the following information to PIMA:
 - (a) progress reports on implementation of budget measures, projects and programmes;
 - (b) complete and accurate information for monitoring purposes;
 - (c) any impediments and reasons for delays (if any); and
 - (d) proposed remedial actions to tackle any impediments.
6. Accounting Officers should designate a public officer, not below the grade of a Deputy Permanent Secretary, to report to the Agency on implementation status of budget measures, projects and programmes under their purview as required by PIMA.