

MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT

Circular No 1 of 2022

Our Ref: CF/30/20/301

08 March 2022

From: Financial Secretary

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

FINANCIAL MANAGEMENT KIT (FM KIT)

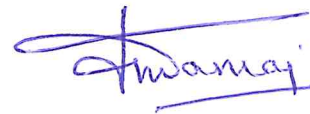
Financial Instructions No 1 of 2022 issued under section 22 of the Finance and Audit Act - Project Implementation and Monitoring Agency

The purpose of this Circular is to inform you of the revised date for submission of information by Ministries/Departments to the Project Implementation and Monitoring Agency (PIMA) set up under the Ministry of Finance, Economic Planning and Development to ensure the smooth and timely implementation of budgetary measures.

2. Accordingly, the Financial Instructions have been reviewed and Accounting Officers should submit, **at latest by the 10th of each month** instead of 15th, the following information to PIMA:

- (a) progress reports on implementation of projects/programmes and budgetary measures;
- (b) complete and accurate information for monitoring purposes;
- (c) any impediments and reasons for delays (if any) in implementation; and
- (d) proposed remedial actions to tackle any impediments.

3. You are kindly requested to ensure compliance with the Financial Instructions No 1 of 2022 – 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 1 of 2022

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, **at latest by the 10th of each month**, the following information to PIMA:
- (e) progress reports on implementation of **projects/programmes and budgetary measures**;
 - (f) complete and accurate information for monitoring purposes;
 - (g) any impediments and reasons for delays (if any) **in implementation**; and
 - (h) 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 **projects/programmes and budgetary measures** under their purview as required by PIMA.