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Ministry of Finance, Planning &  
Economic Development  
Plot 2-12, Apollo Kaggwa Road  
P.O. Box 8147  
Kampala  
Uganda

In any correspondence on  
this subject please quote: **No. BPD 46/179/01**

21<sup>st</sup> February 2019

All Local Government Accounting Officers

### **CREATION OF THE DEPARTMENT OF TRADE, INDUSTRY AND LOCAL ECONOMIC DEVELOPMENT**

Reference is made to the attached letter dated 18<sup>th</sup> October 2018, ref ADM.86/137/01 from the Permanent Secretary, Ministry of Trade, Industry and Cooperatives, requesting this Ministry to create a separate vote function on the Programme Budgeting System (**PBS**) to facilitate budgeting for FY 2019/20.

During the annual Local Government negotiations spearheaded by Local Government Finance Commission, a resolution was made through which the department of Trade, Industry and Local Economic Development was created out of the Production and Marketing Department. Consequently, the department has been created on the Integrated Financial Management System as well as the Program Budgeting System.

In order to ensure preparation of the Draft budget estimates for the newly created department, each Accounting Officer should submit names of the user to be set up on the system (**see attached user Form**).

The purpose of this letter therefore is, to request you to submit names of users to be set up on the PBS for creation. This should reach my Ministry not later than **Monday, 25<sup>th</sup> February 2019**.

Patrick Ocailap

**For: PERMANENT SECRETARY/SECRETARY TO THE TREASURY**

Copy to: The Permanent Secretary, Ministry of Public Service  
The Permanent Secretary, Office of the Prime Minister  
The Permanent Secretary Ministry of Trade, Industry and Cooperatives  
The Permanent Secretary, Ministry of Local Government  
The Secretary, Local Government Finance Commission

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#### *Mission*

*"To formulate sound economic policies, maximize revenue mobilization, ensure efficient allocation and accountability for public resources so as to achieve the most rapid and sustainable economic growth and development"*

**The Republic of Uganda**  
**PROGRAM BUDGETING SYSTEM (PBS) USER FORM**



Vote: .....

Date: .....

**To: THE DIRECTOR BUDGET**

Please create the PBS user profile as set out below:

<b>Name of Employee:</b>	
<b>Contacts: (Mandatory)</b>	
Telephone	
Email address	
<b>Department:</b>	<b>Position:</b>
<b>Responsibilities/Roles to be assigned to the User (Only one role per user)</b>	
<b>Budget Desk Officer</b> <input style="float: right;" type="checkbox"/>	<b>Accounting Officer</b> <input style="float: right;" type="checkbox"/>
<b>Head of Department</b> <input style="float: right;" type="checkbox"/>	<b>Human Resource</b> <input style="float: right;" type="checkbox"/>

Signed.....

**User**

Signed .....

**Accounting Officer**

**OFFICIAL STAMP**

**TERMS AND CONDITIONS**

1. *By filling in this user registration form, you are applying for a User ID and Password for restricted access to the PBS.*
2. *You should take note that the access and user rights to the PBS are granted on a non-exclusive, personal, non-transferable and non-assignable for the own strictly professional needs of my Vote. The user is responsible to maintain and treat his/her User ID and password confidentially.*
3. *Ministry of Finance, Planning and Economic Development reserves the right, without notice, at its sole discretion and without liability to suspend or terminate your right to use and access the PBS.*
4. *The Accounting Officer is responsible to address all user changes within the Vote to the Director Budget, Ministry of Finance Planning and Economic Development in order to inactivate or change any User IDs or passwords. The User ID and password is valid until the Accounting Officer notifies the Director Budget otherwise.*

TELEGRAMS: "MINTRADE"  
TELEPHONES: +256-414-343947, 230916, 256395,  
314000

Fax: +256-414-347286  
Email: [mintrade@mtic.go.ug](mailto:mintrade@mtic.go.ug), [ps@mtic.go.ug](mailto:ps@mtic.go.ug)  
Website: [www.mtic.go.ug](http://www.mtic.go.ug)

IN ANY CORRESPONDENCE ON  
THIS SUBJECT, PLEASE QUOTE NO. ADM.86/137/01



THE REPUBLIC OF UGANDA

MINISTRY OF TRADE, INDUSTRY  
AND COOPERATIVES,  
FARMERS' HOUSE, PLOT 6/8,  
PARLIAMENTARY AVENUE  
P.O. BOX 7103,  
KAMPALA, UGANDA

18<sup>th</sup> October, 2018

The Permanent Secretary/Secretary to the Treasury  
Ministry of Finance, Planning and Economic Development  
**KAMPALA**

**BUDGET VOTE FUNCTION UNDER PBS TOOL OF THE TRADE,  
INDUSTRY AND LOCAL ECONOMIC DEVELOPMENT DEPARTMENT IN  
LOCAL GOVERNMENTS**

The above subject refers.

Effective Financial Year 2017/18 the Trade, Industry and Local Economic Development (LED) Department in Local Governments was operationalized. A number of Local Governments and Municipal Councils have gone ahead and recruited staff while others have assigned staff to steer the mandate of the new department.

The Ministry of Finance, Planning and Economic Development, has also continued releasing funds for the departmental activities through the Production and Marketing Department Vote Function. Unfortunately, the staff in the department have experienced challenges with accessing these funds for implementation of their planned activities and execution of their mandate.

In light of the above, it was agreed and adopted as a resolution between the Ministry of Trade, Industry and Cooperatives and Local Governments during the negotiations convened by the Local Government Financial Commission on 28<sup>th</sup> August, 2018 that a separate Budget Vote Function for the Trade Industry and LED Department under the PBS Tool be provided for. The same resolution was presented and agreed upon during the just concluded Local Governments Budget Consultative Workshops.

The purpose of this communication therefore, is to request you to provide for the separate Budget Vote Function under the PBS Tool for the Trade Industry and LED Department effective Financial Year 2019/2020.

Ambassador Julius B. Onen  
**PERMANENT SECRETARY**



Copy to: Permanent Secretary, Ministry of Local Government  
" Permanent Secretary, Ministry of Public Service  
" Executive Secretary, Local Government Finance Commission  
" Secretary General, Uganda Local Governments Association

TELEGRAMS: "MINTRADE"  
TELEPHONES: PS +256-312 324 230, +256-414 230 916,  
General +256-312 324 000,  
Email: [ps@mtic.go.ug](mailto:ps@mtic.go.ug), [mintrade@mtic.go.ug](mailto:mintrade@mtic.go.ug)  
Website: [www.mtic.go.ug](http://www.mtic.go.ug)  
IN ANY CORRESPONDENCE ON  
THIS SUBJECT, PLEASE QUOTE NO.



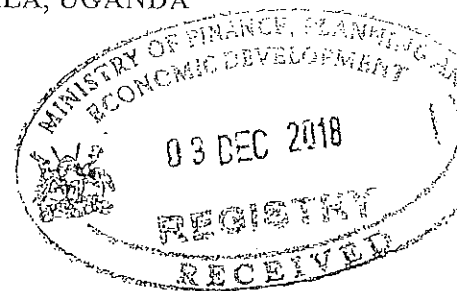
THE REPUBLIC OF UGANDA

ADM 86/137/01

MINISTRY OF TRADE, INDUSTRY  
AND CO-OPERATIVES,  
FARMERS' HOUSE, PLOT 6/8,  
PARLIAMENTARY AVENUE  
P.O. BOX 7103,  
KAMPALA, UGANDA

30<sup>th</sup> November 2018

Permanent Secretary/Secretary to the Treasury  
Ministry of Finance, Planning and Economic Development  
KAMPALA



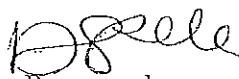
## SUBMISSION OF OUTPUTS FOR THE TRADE, INDUSTRY AND LOCAL ECONOMIC DEVELOPMENT DEPARTMENT IN THE LOCAL GOVERNMENTS


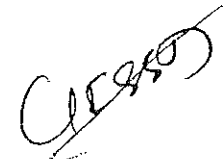
This letter follows our earlier communication ADM 86/137/01 dated 18<sup>th</sup> October 2018 (copy attached), and our subsequent discussion on creating a separate Budget Vote Function under PBS tool of the Trade, Industry and Local Economic Development in the Local Governments.

During the discussion, we agreed to submit the Program Outputs and Indicators to be created a separate vote.

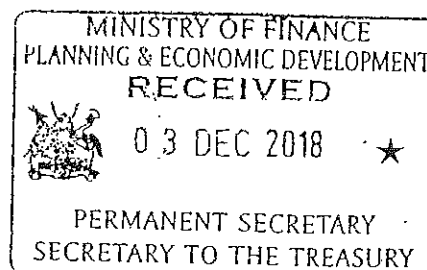
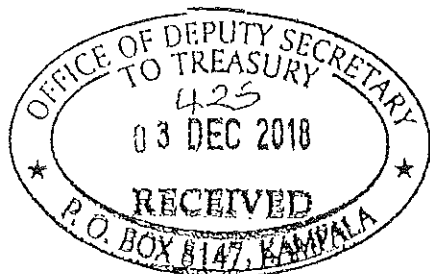
The purpose of this communication is to submit the Program Outputs and Indicators as requested for your further guidance.

Hereto attached is the detailed copy of Program Outputs and Indicators.

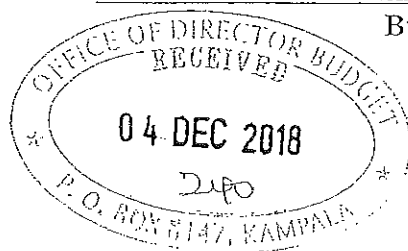
  
Agaba Raymond  
For : PERMANENT SECRETARY


   
Ag ST  
Is this relevant for  
the Budget process for  
2019/2020?  
Urgently respond  
and advise  
J  
03/12/2018

Cc : Permanent Secretary, Ministry of Local Government  
Cc : Permanent Secretary, Ministry of Public Service  
Cc : Permanent Secretary, Ministry of Agriculture, Animal Industry and Fisheries  
Cc : Secretary, Local Government Finance Commission  
Cc : Secretary General, Uganda Local Governments Association



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BUBU  
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03/12/2018