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In any correspondence on
this subject please quote No. BPD 86/107/01

31st October 2018

All Central Government Accounting Officers

PREPARATION OF BUDGET FRAMEWORK PAPERS (BFPs) AND MINISTERIAL POLICY STATEMENTS (MPSs) FOR FY2019/20.

Reference is made to the First Budget Call Circular issued under BPD 86/107/02 on 14th September 2018 in which I guided you to submit the Sector and Vote Budget Framework Papers for FY2019/20 on 15th November 2018. Following this communication, I have received complaints on the use of Programme Budgeting System (PBS) from heads of planning units who are unable to access all menus.

As you are aware, under the PBS each user is assigned a user name and password to facilitate access and usage of the system for only the role assigned. However, this condition had been relaxed for Budget preparation of FYs 2017/18 and 2018/19. This was in a bid to facilitate timely preparation of budget documents and to allow for adoption of the use of the system.

The purpose of this letter is:

1. To inform you that the Heads of Planning units should assist the cost centre managers to prepare and submit their departmental BFPs for FY2019/20 using the log in credentials of the latter to avoid changes being made without their consent. Please note that heads of departments remain responsible for any information input under their log in credentials ;
2. To inform you that each PBS user will only access the PBS Menu for the role to which they are assigned for preparation of Budget Framework Papers and the Ministerial Policy Statements for FY2019/20 and thereafter;
3. To request you to submit Programme (Vote function) Managers and Cost Centre Managers (Heads of departments) who are not yet created on the system from your institution using the attached form.

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"

4. To remind you to prepare and submit the Vote and Sector BFPs for FY2019/20 by the 15th of November 2018 as already guided.


Keith Muhakanizi

PERMANENT SECRETARY/SECRETARY TO THE TREASURY

Copy to: Head of Public Service / Secretary to Cabinet