

PSC CIRCULAR

Public Service Commission, Berkley Crescent, P. O. Box 2211
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PSC Circular No: 26/2005

To: Chief Executive Officers and Heads of Departments
29/692-02 **File:**

Subject: Late Submissions on Finance Manual
2005 **Date:** 23 May,

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1. The Commission has noted the non adherence by some of the Ministries and Departments in submitting their Finance Manual which is a requirement under Section 28 of the Financial Management Act, 2004.
 2. The Act specifically outlines the Chief Executive Officers' responsibilities, one of which is to issue a Finance Manual. In order to facilitate the gradual delegation of certain financial authorities to CEOs under the Act, agencies were to submit their draft Finance Manual by the 15 of February 2005 following which the final one was to be signed and issued by the 25th of March, 2005.
 3. It was intended that once the Finance Manual was signed and issued on the prescribed date, the following were the stages of delegation that were to be implemented.
 - 2nd Quarter - Delegation of Virement and Write Off
 - 3rd Quarter - Delegation of Expenditure & Tender Boards
 - 4th Quarter - Revenue retention
 4. The Deputy Secretaries were reminded in their meeting in March of the need to submit the Finance Manuals by the due date. Unfortunately due to the late submission, the delegation of Virement and Write-Off had to be extended to the later half of the 2nd quarter. Again in April the Ministry of Finance issued another circular extending the deadline for submission of drafts to the 30th of April 2005.
 5. Despite the assistance extended by the Ministry of Finance in terms of formulating a proforma manual, clarification meetings with Ministries and Departments and daily interaction in conformity to the initially set deadline, seven Finance Manuals remain outstanding as at to date. The delay in the delegation of financial authorities has resulted in the delay of the implementation of key phases of the FMR.

6. The remaining Ministries and Departments are therefore required to forward their Finance Manuals to the Ministry of Finance as soon as possible but not later than 31/05/05 to allow the FMR to meet its targeted timelines.
7. You are reminded that non-compliance with all applicable Acts and subordinate legislation is a breach of the Public Service Code of Conduct stipulated under Section 6 of the Public Service Act 1999 which could result in disciplinary charges laid against you.
8. For further clarification, please contact Mr AisakeTaito, Deputy Secretary at the Ministry of Finance and National Planning.



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Chief Executive Officer, Public Servi