

SECRET



**OFFICE OF THE EXECUTIVE GOVERNOR
ADAMAWA STATE PLANNING COMMISSION**

STATE SECRETARIAT COMPLEX

ASPC/PPP/S/Vol. III/I/37 M.B 2077 YOLA, NIGERIA 27th July, 2018

The Chief of Staff
Government House, Yola.

The Principal Private Secretary,
Deputy Governor's Office, Yola.

The Secretary to the State Government,
Office of the SSG, Yola.

The Head of Civil Service,
Office of the Head of Service, Yola.

The Clerk of the House,
Adamawa State House of Assembly, Yola.

All Honourable Commissioners,
All Heads of Extra-Ministerial Departments/Boards/Parastatals.

**CALL CIRCULAR FOR PREPARATION OF (2019-2021) MULTI- YEAR
CAPITAL BUDGET MEDIUM TERM EXPENDITURE FRAMEWORK (MTEF)**

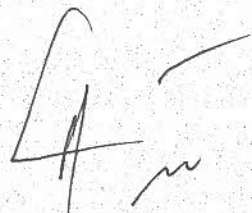
As the fiscal year 2018 is coming to an end, there is the need to plan for our activities for the years 2019-2021 early so as to enable the State have its plan concluded and signed by His Excellency on or before December, 2018.

In consonance with the statutory role of the Planning Commission, you are therefore requested to prepare and make submission of your budget advance proposal for the years 2019-2021. Ministries, Departments and Agencies (MDA's) are expected to prepare their proposals on the attached CD template which is in micro-soft excel application in compliance with the International Public Sector Accounting Standard (IPSAS).

Ministries are to work closely with their respective Departments, Agencies, Parastatals to avoid overlap of projects. New projects are to be listed as 'New' below the coded ones. Programmes /Projects to be funded through loans, external/domestic grants, should be entered on template attached (Annex I-V). The 2019 draw-downs of such grants and loans should be forwarded to department of Budget Ministry of Finance, to be captured as Capital Receipts. While, programmes / projects with outstanding contractual commitment should be entered in (Annex V). Actual expenditure from Jan - July, 2018 and liabilities be stated clearly on (Annex VI) attached.

All Ministries, Boards, Agencies and Parastatals are hereby reminded to prepare their Budget base on Zero Base Budget (ZBB). Planning Officers posted to your organization be fully utilized in this regard and the projects should be properly costed.

You are expected to make eight (8) No: spiral binded copies of your 2019- 2021 Budget proposals along with the attached Annexures and CD plate and forward it to the office of Executive Chairman, Adamawa State Planning Commission, on or before 20th August 2018, please.



Engr. Arin Lutu
Executive Chairman
Adamawa State Planning Commission

ANNEX I-CAPITAL ESTIMATES 2019-2021

PROJECTS WITH EXTERNAL SOURCES OF FUNDS:

EXTERNAL GRANTS

S/N	ORG/SUB-ORG/SUB SUB ORG/SECTOR/SUB SECTOR/PROGRAM/PROJECT	Sources of Grants	Type (Loans/Credit)	Approved Estimates 2018	Actual drawdown Expenditure 2018	Proposed drawdown/Expenditure 2019	Proposed Drawdown/Expenditure 2020	Proposed Drawdown Expenditure 2021	Total drawdown/Expen diture 2019-2021
	TOTAL	GRANTS							

ANNEX II-CAPITAL ESTIMATES 2019-2021 PROJECTS WITH EXTERNAL SOURCES OF FUNDS: DOMESTIC GRANTS

S/N	ORG/SUB-ORG/SUB SUB ORG/SECTOR/SUB SECTOR/PROGRAM/PROJECT	Sources of Grants	Type (Loans/Credit)	Approved Estimates 2018	Actual drawdown Expenditure 2018	Proposed drawdown/Expenditure 2019	Proposed Drawdown/Expenditure 2021	Proposed Drawdown Expenditure 2021	Total drawdown/Expenditure 2019-2021
	TOTAL	GRANTS							

ANNEX III-CAPITAL ESTIMATES 2019-2021

PROJECTS WITH EXTERNAL SOURCES OF FUNDS: EXTERNAL LOANS

S/N	ORG/SUB-ORG/SUB SUB ORG/SECTOR/SUB SECTOR/PROGRAM/PROJECT	Sources of Grants	Type (Loans/Credit)	Approved Estimates 2018	Actual drawdown Expenditure 2018	Proposed drawdown/Expenditure 2019	Proposed Drawdown/Expenditure 2020	Proposed Drawdown Expenditure 2021	Total drawdown/Expenditure 2019-2021
	TOTAL	LOANS							

ANNEX V 2019 CONTRACTUAL COMMITMENTS

ORG/SUB ORG/SUB SUB ORG/SECTOR/SUB SECTOR/PROGRAMME/PROJECT	PROJECT TITLE	DATE/YEAR OF AWARD	CONTRACT SUM	RELEASE TODATE	BALANCE