



MINISTRY OF ECONOMIC PLANNING

P.M.B. 5002

ASABA.

Our Ref: MEP/AD/1022/10

2nd August, 2017

His Excellency, the Deputy Governor,

The Right Hon. Speaker, Delta State House of Assembly,

Honourable Commissioners,

Secretary to the State Government,

Head of the State Civil Service,

Chairman, Civil Service, House of Assembly Service, Judicial Service, Local Government Service and Delta State Oil Producing Area Development Commissions,

Special Advisers,

Permanent Secretaries and Heads of Extra-Ministerial Departments,

Auditors-General (State and Local Government),

Accountant-General,

Chairman/Administrator, Board of Internal Revenue,

Chief Registrars (High Court of Justice and Customary Court of Appeal),

General Managers/Chief Executives of Government Owned

Companies/Parastatals and

Executive Secretaries,

Delta State

GUIDE FOR THE PREPARATION OF THE 2018 BUDGET

In line with the requirements of section 121(1) of the 1999 Constitution of the Federal Republic of Nigeria, all Ministries, Departments and Agencies of the State Government are invited to submit their budget proposals for the 2018 fiscal year.

2. As a guide, the templates for the Revenue, Recurrent and Capital Expenditures labelled **ANNEXUREs (I) to (VI)** are attached. MDAs are required to use the templates to submit their budget proposals,

- (i) **ANNEXURE I** – Details of projects awarded in 2015 and their current status;
- (ii) **ANNEXURE II** – Details of projects awarded in 2016 and their current status;
- (iii) **ANNEXURE III** – Details of projects awarded in 2017 and their current status;
- (iv) **ANNEXURE (IV)** – Crucial projects provided for in the 2017 approved budget which have not yet been processed for execution considered necessary for inclusion in the 2018 budget (if any); and
- (v) **ANNEXURE (V)** – Details of Proposed Recurrent Expenditure (non-regular overheads) proposed for 2018
- (vi) **ANNEXURE (VI)** – Details of Revenue Proposals for 2018

3. Chief Executives of MDAs are requested to kindly cause the careful study the templates by schedule officers and to ensure that the submission of their returns reach the Director of Budget, Ministry of Economic Planning, Olorogun Felix Ibru Secretariat, Maryam Babaginda Way, Asaba, on or before the close of work on Thursday, 10th August, 2017.

4. Furthermore, Chief Executive of MDAs are requested to kindly bring the content of this circular letter to the attention of all concerned.

Sgd
B. O. IGO
(Permanent Secretary)
For: Honourable Commissioner