

**CHECKLIST**

**FOR**

**COMPLIANCE WITH**

**P&D GUIDELINES FOR DEVOLVED TIERS OF LOCAL GOVERNMENT**

**AND**

**DISTRICT BUDGET RULES 2016**

|  |  |
| --- | --- |
| **District Name** |  |

**(Please √ in the relevant box)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Question** | **Yes** | **No** | **Other (Please specify)** |
|  | Is needs assessment conducted in your District for preparation of District Development Plan (DDP) and Annual Development Plan (ADP)? |  |  |  |
|  | Was pre-budget consultation seminar conducted at your District by the office of District Officer Finance and Planning (DO F&P)? |  |  |  |
|  | If yes, were relevant stakeholders including community consulted during pre- budget consultations? |  |  |  |
|  | Has the Budget Call Circular (BCC) been issued to District Devolved Departments? |  |  |  |
|  | Has the BCC been timely received by line departments? (Please specify date/month in the ‘Other’ column). |  |  |  |
|  | Did each of the department prepare its budget and submitted it timely to DO F&P? (Please specify date in the ‘Other’ column). |  |  |  |
|  | Is there any mechanism for regular review of budget expenditure? |  |  |  |
|  | Has the district developed its District Development Plan (DDP)? |  |  |  |
|  | Has the DDP been revised for this year? |  |  |  |
|  | If yes, is it approved by the District Council? |  |  |  |
| **Sr. No.** | **Question** | **Yes** | **No** | **Other (Please specify)** |
|  | Has the district developed its detailed district ADP for 2016-17? |  |  |  |
|  | If yes, was the detailed scheme-wise ADP approved as part of the annual budget from the District Council? |  |  |  |
|  | Did the detailed ADP mention specific locations of the schemes? |  |  |  |
|  | Does the ADP comply with sectoral allocations restrictions? |  |  |  |
|  | What was the percentage of budget utilization against the released amount of budget? |  |  |  |
|  | Were there any monitoring visits conducted by the following?   1. Commissioner 2. District Nazim 3. Deputy Commissioner |  |  |  |
|  | Has any tax/non-tax revenue been collected by the district? (Please specify the revenue collected in the ‘Other’ column) |  |  |  |
|  | What new taxes have been levied by the district as per schedule III of LGA 2013? |  |  |  |