



Department of Treasury & National Planning and Monitoring

BUDGET CIRCULAR 2/2024

TO : Departmental Heads,
: Heads of Statutory Authorities,
: Provincial Administrators,
: Heads of Constitutional Offices
: Non-Tax Revenue Agencies (NTRA)

DATE : 20th of March 2024

SUBJECT : 2024 NATIONAL BUDGET TIMETABLE

Purpose

The purpose of this circular is to provide the key dates and guiding principles for the 2024 National Budget and 2025 Budget preparation and formulation.

Distribution

Departmental Heads, Heads of Statutory Authorities, Heads of Constitutional Offices and Provincial Administrators (agencies) must ensure relevant officers in their agencies are provided with a copy of this Budget Circular and the National Budget Timetable (**Attachment A**).

Timetable

The Timetable provides important dates for execution and monitoring of the 2024 National Budget and the dates for the 2025 Budget preparation and submission. Department of Treasury will advise agencies of any changes to the dates on the Budget Timetable.

The 2024 National Budget timetable has deadlines for Quarterly Budget Review reports from agencies, Budget Circulars, Budget Information Session and Budget Submission. Department of Treasury (DoT) and Department of National Planning and Monitoring (DNPM) will distribute separate templates for the quarterly review reports and budget submission with respective due dates.

Furthermore, all agencies are requested to ensure that the appropriate officers attend Budget Information Sessions to be informed of budget process updates and system requirements as stipulated in the timetable.

Contact Details

Any queries can be directed to the relevant Assistant Secretaries (AS) and First Assistance Secretaries (FASs) from the Department of Treasury and Department of National Planning & Monitoring on the contact numbers below.

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