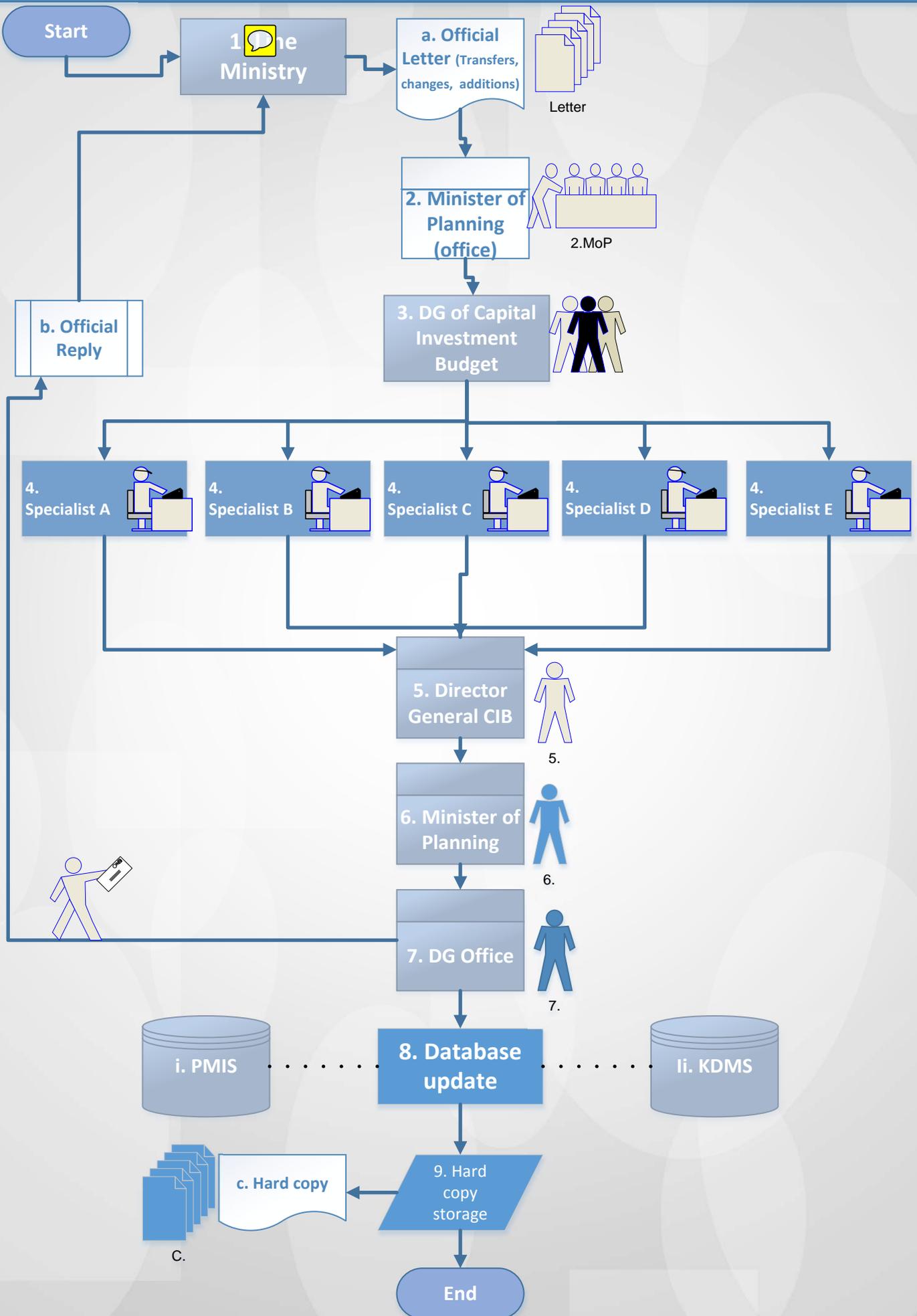




Official Letter Workflow





Official Letter Workflow (detail)

- 1.Line Ministry:** Sends an official letter to the Ministry of Planning to request to transfer budget among project, divide a current project, change a name; or requests an addition to the budget.
- 2.Minister of Planning (Office):** The office of the Minister receives the letter and sends it to the General Directorate of Capital Investment Budget.
- 3.Directorate General of Capital Investment Budget:** The office of the Director General receives the request and channels to a specialist. It is channeled to a specialist depending on the Ministry who made the request.
- 4.Specialists:** According to the ministry that made the request it is assigned to one of five specialists to be analyzed. The analysts examine the request contains correct information and emit a recommendation regarding the request.
- 5.Director General CIB:** Once the specialist analyzes the request, he/she sends the results to the DG to approve (or reject) and drafts a response-letter for the Minister of Planning to sign and send.
- 6.Minister of Planning:** The Minister authorizes the recommendation provided by the DG, and signs the response letter to be sent to the Line Minister.
- 7.DG Office:** The official response-letter is sent to the Line Ministry with two copies that remain in the DG.
- 8.Databases:** The two remaining copies are sent to the Directors in charge of PMIS and KDMS respectively, who are responsible for updating the information in their respective database.
- 9.Archive:** A physical copy of the response letter is archived.