1. Ministry

2. Minister of Planning (Office)

3. DG of Capital Investment Budget

4. Specialist A
   - Official Letter (Transfers, changes, additions)
   - Official Reply

4. Specialist B
4. Specialist C
4. Specialist D
4. Specialist E

5. Director General CIB

6. Minister of Planning

7. DG Office

8. Database update
   - PMIS
   - KDMS

9. Hard copy storage
   - Hard copy

C. End
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.