

**ANNUAL REPORT**

**(YEAR)**

**(NAME OF MINISTRY)**

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PREFACE STATEMENT FROM CHIEF EXECUTIVE OFFICER

EXECUTIVE SUMMARY

1. INTRODUCTION

1.1 Legislation

(Insert Acts, Regulations, Policies and Instructions relevant to the core functions of the Ministry)

1.2 Mandates

(Insert functions and mandates of the Ministry/Agency in light of Legislations)

1.3 Key Stakeholders

1. MINISTRY’S ORGANISATIONAL STRUCTURE

(Insert org structure of the Ministry/Agency (Year))

1. MINSITRY’S HUMAN RESOURCE MANGAEMENT

3.1 Number of Staff

(Insert the number of staff as at end of FY)

(Also include all staff on contract basis (i.e. Daily paid, casual professional etc.)

Gender Distribution

3.2 Number of Staff Entry and Exit from the Ministry

(Insert number of staff recruited and staff exit from the Ministry/Agency)

3.3 CAPACITY DEVELOPMENT (Trainings that staff attended)

Scholarships offered for this Ministry??

1. MINSITRY’S OUTPUT VERSUS MINISTRY’S PERFORMANCE

(Insert relevant information from your Ministry’s CP)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| TSDF Outcomes | Outputs | Key Performance Indicators (KPIs) | Targets | Achievements (unit of measure to be based on the targets and KPIs.) | Divisions | Way Forward |
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1. MINISTRY’S FINANCIAL PLANNING VERSUS MINISTRY’S PERFORMANCE

(Insert information regarding the Ministry/Agency’s financial planning versus the Ministry/Agency’s performance).

1. PROCUREMENT SECTION

(Insert information regarding all Procurement matters including compliance vs non-compliance)

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