



**SERIKALI YA MAPINDUZI YA ZANZIBAR
OFISI YA RAIS, FEDHA NA MIPANGO**

10, 12 Barabara ya Vuga
S. L. P 1154
70402 Mjini Magharibi, Zanzibar

Simu: +255 2477666664/5
Tovuti: www.mofzanzibar.go.tz
Barua pepe: Info@mofzanzibar.go.tz

CEA.30/239/01/2/24

26 September 2023

All Chief Executive Officers (CEOs)
Public Investment Entities,
ZANZIBAR.

TREASURY REGISTRAR CIRCULAR NO. 3/2023

RE: PERFORMANCE CONTRACT QUARTERLY PROGRESS REPORTING

The purpose of this Circular is to provide procedures for the preparation and submission of quarterly feedback to Treasury Registrar (TR) to track implementation in each Public Investment Entity (PIE) on the signed Performance Contract between the Board and TR for each quarter.

This Circular shall apply to all PIEs as defined in Office of the Treasury Registrar and Public Assets Management Act, 2021. Thus, all PIEs under the scope of this Circular, are required to comply with this Circular on preparation of the Quarterly Reports. Deadline for submission of the reports is within **fifteen (15) days** after the end of reference quarter.

Therefore, every Public Investment Entity is required to provide information on quarterly basis each relevant Key Performance Indicator (KPI) as per the signed Performance Contract. It is necessary for the PIEs to report realistic achievement of the KPIs based on what actually transpired during a particular reported quarter.

This Circular shall come into operation with effect from the date of issue of this Circular. Accordingly, all PIEs are required to prepare and submit Quarterly

Performance Report for the signed contracts **within 15 days** following the end of the quarter under review (**not later than 15th October 2023 for the Quarterly Report ended 30th September 2023**). The Format for presenting and submitting the Quarterly Progress Report is attached.

Thank you



WAHEED MUHAMMAD IBRAHIM SANYA
TREASURY REGISTRAR - ZANZIBAR.

Copied to:

Private Secretary to the President of Zanzibar
ZANZIBAR

Minister,
(PO) Finance and Planning
ZANZIBAR

Controller and Auditor General (**CAG**)
Office of Controller and Auditor General Zanzibar
ZANZIBAR

Internal Auditor General (**IAG**)
Department of Internal Auditors General Zanzibar
ZANZIBAR

QUARTERLY PERFORMANCE CONTRACT PROGRESS REPORT

1.0 NAME OF PUBLIC INVESTMENT ENTITY:.....

2.0 REPORTING PERIOD: (eg 1st Quarter of FY 2023/2024)

3.0 IMPLEMENTATION OF PERFORMANCE CONTRACT

This part provides the prescribed format for reporting quarterly performance on each Key Performance Indicators in a manner that captures the trend as follows: -

1. PEOPLE MANAGEMENT

S/N	Objective/ strategy	Key Performance Indicators (KPI)	Respon sible	Indicator Target value 2023/24	Quarterly Performance Performance ratings by (% or numbers) Level of Achievement (Implemented/Partially/Yet to be implemented)				Remarks	
					Q1	Q2	Q3	Q4		Cumulative

2. GOOD GOVERNANCE AND CONTROL

S/N	Objective/ strategy	Key Performance Indicators (KPI)	Respon sible	Indicator Target value 2023/24	Quarterly Performance Performance ratings by (% or numbers) Level of Achievement (Implemented/Partially/Yet to be implemented)					Remarks
					Q1	Q2	Q3	Q4	Cumulative	

3. CUSTOMER SERVICE

S/N	Objective/ strategy	Key Performance Indicators (KPI)	Respon sible	Indicator Target value 2023/24	Quarterly Performance Performance ratings by (% or numbers) Level of Achievement (Implemented/Partially/Yet to be implemented)					Remarks
					Q1	Q2	Q3	Q4	Cumulative	

4. CORE FUNCTION OF INSTITUTIONAL MANDATE

S/N	Objective/ strategy	Key Performance Indicators (KPI)	Respon sible	Indicator Target value 2023/24	Quarterly Performance Performance ratings by (% or numbers) Level of Achievement (Implemented/Partially/Yet to be implemented)				Remarks
					Q1	Q2	Q3	Q4	

5. FINANCIAL PERFORMANCE

S/N	Financial Criteria	Key Performance Indicators (KPI)	Source data	Responsible	Indicator Target value 2023/24	Quarterly Performance Performance ratings by (% or numbers) Level of Achievement (Implemented/Partially/Yet to be implemented)				Remarks
						Q1	Q2	Q3	Q4	

NB: Cumulative column data is obtained by taking previous quarter adding the current achievement data. Eg; for the second quarter, **Cumulative= (First QTR achievements +Second QTR achievements).**