



# KEBBI STATE MINISTRY OF HEALTH

(HEADQUARTERS) 25<sup>th</sup> March, 2025

All executive Secretary,  
All Chief Medical Directors,  
All Provosts,  
All Program Managers,  
All Directors,

## ADHERENCE TO COMPREHENSIVE GUIDELINES FOR THE PREPARATION AND SUBMISSION OF ANNUAL CONSOLIDATED WORKPLAN AND BUDGET PREPARATION CIRCULAR

1. As part of the Kebbi State Government's commitment to enhancing policy coordination and ensuring effective service delivery in the health sector, the Ministry of Health, in collaboration with the Ministry of Budget and Economic Planning, has developed comprehensive guidelines for preparing annual workplans and budgets. These guidelines (copy attached) are intended to standardize processes, promote transparency, and strengthen governance systems within the sub-sector.
2. In view of this, all Departments and Agencies under the health sector are hereby directed to:
  1. **Align Work Planning and Budgets accordingly**
    - Ensure conformity with the provided guidelines, including adherence to the Kebbi State Budget Calendar and Budget Manual.
    - Submit annual primary healthcare work plans for consolidation in line procedures stated in the Guidelines.
    - Align budget proposals with the sector's priorities captured in the Health Strategic Development Plan, Medium Term Health Sector Strategy, the Health Sector Annual Operational Plan, the State Development Plan, and other policy documents. This should also include intentional efforts to ensure a consolidated sector-wide approach to filling the personnel gaps identified in the health workers' baseline reports and the fulfilments of the minimum service delivery packages/standards.
  2. **Implement Project Prioritization and Costing Frameworks**
    - Utilize the specified project prioritization and costing templates to allocate resources to impactful health interventions across the state.
    - Ensure all cost estimates are data-driven, realistic, and compliant with the guideline's requirements.

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3. **Uphold Transparency and Accountability**
  - Submit detailed workplans and budgets in the approved formats, especially as it relates to the use of the right project description and National Charts of Account programme codes.
  - Engage stakeholders, including civil society organizations and community representatives, in the preparation process to reflect their needs and priorities.
4. **Follow Monitoring and Evaluation Protocols**
  - Comply with the performance monitoring and evaluation framework for budget execution.
  - Submit periodic performance reviews as outlined in the guidelines.
3. All Departments and Agencies are expected to strictly adhere to these directives and timelines stated in the guideline. Failure to comply will be taken seriously, as it may hinder the seamless execution of health sector initiatives.
4. For further inquiries or technical support, please contact the Director Planning Research And Statistics - +234 706 652 8826.
5. Thank you for your cooperation.



**Comrd Yanusa Musa Ismail**

**Honourable Commissioner**

Kebbi State Ministry of Health