|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | **ANEXO** | **1** | |
|  | | **RELACIÓN DE NORMAS EXPEDIDAS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | **MINISTERIO DE ECONOMÍA Y FINANZAS** | | | | | | | | | | | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | | DENOMINACIÓN DEL ÓRGANO O UNIDAD ORGÁNICA : | | | | | | | | | | | | | |  | |  | |  | |  | |  | |  | |  |  | |
|  | | PERIODO : del. ......de............... 20...... al.......de………....de.......20..... | | | | | | | | | | | | | | | | | | | | | | | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | | **DENOMINACIÓN DE LA NORMA** | | | | | | | | **FECHA DE EMISIÓN** | | | | | | **ASUNTO** | | | | | | | | | | | | | | |
|  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | **ANEXO** | **2** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **RELACIÓN DE INFORMES DE CONTROL** | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | DENOMINACIÓN DEL ÓRGANO O UNIDAD ORGÁNICA : | | | | | | |  |  |  |  |  |  |  |  |
|  |  | | | | | | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **INFORME (número y fecha)** | | | | **RECOMENDACIÓN** | | | | **ACCIONES ADOPTADAS O GRADO DE IMPLEMENTACIÓN** | | | | **ESTADO :**   * **PENDIENTE** * **EN PROCESO** * **RETOMADA** * **IMPLEMENTADA** | | | |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**ANEXO N° 3**

**ACTA DE TRANSFERENCIA DE GESTIÓN**

En la ciudad de …………………….., a los ………………días del mes de …………………….del año …………………………….., se reunieron en la Oficina de……………………………………….del Ministerio de Economía y Finanzas, de una parte el señor ……………………………**,** con DNI Nº , .y de la otra parte el señor …………………………………….., con DNI Nº……………………… quien recibe la transferencia; a fin de proceder a efectuar el proceso de transferencia. Asiste al presente proceso el representante del Órgano de Control Institucional del Ministerio de Economía y Finanzas[[1]](#footnote-1) señor …………………………………..quien actúa en calidad de veedor.

El señor ………………………………….. brinda información sobre el estado de la gestión, y en este acto, se hace entrega del Informe de Transferencia de Gestión/Informe de Entrega de Cargo (según corresponda) y la documentación relativa al mismo, documentos que se adjuntan al presente.

El servidor/funcionario que recibe la transferencia, señor ………………………………….,recibe la información y documentación pertinente procediendo a su verificación; en tal sentido manifiesta su conformidad a la misma.

De acuerdo a ello, ambas partes dejan constancia de la conformidad del proceso de transferencia, para cuyo efecto firman el presente documento.

*------------------------------------- -----------------------------------------------*

Servidor que entrega el cargo Servidor que recibe la transferencia

Entregué conforme Recibí conforme

-------------------------------------------------

Representante del

Órgano de Control Institucional 1/

|  |
| --- |
| **ANEXO N° 4** |
| **ACTA DE ENTREGA – RECEPCIÓN DE CARGO**  **(Aplicable a Servidores que no tienen a cargo órgano o unidad orgánica)**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **ÓRGANO/ UNIDAD ORGÁNICA/ OFICINA/ DIRECCIÓN** | |  |  |  | |  |  |  | |  | | | | | | | | | | **DATOS DEL SERVIDOR QUE HACE ENTREGA DEL CARGO:** | | | | | | | | | | **NOMBRES Y APELLIDOS** | | | | | | | | | | **DNI N°** | | | |  | |  |  |  | | **CARGO/RESOLUCIÓN DE DESIGNACIÓN (en caso corresponda)** | | | | | | | | | |  | | | | | | | | | | **ACCIONES Y RESULTADOS OBTENIDOS DURANTE LA GESTIÓN:** | | | | | | | | | | 1 |  |  |  |  | |  |  |  | | 2 |  |  |  |  | |  |  |  | | 3 |  |  |  |  | |  |  |  | | 4 |  |  |  |  | |  |  |  | | 5 |  |  |  |  | |  |  |  | |  | | | | | | | | | | **TRABAJOS PENDIENTES:** | | | | | | | | | | 1 |  |  |  |  | |  |  |  | | 2 |  |  |  |  | |  |  |  | | 3 |  |  |  |  | |  |  |  | | 4 |  |  |  |  | |  |  |  | | 5 |  |  |  |  | |  |  |  | |  | | | | | | | | | | **DATOS DEL SERVIDOR QUE RECIBE LA TRANSFERENCIA DEL CARGO:** | | | | | | | | | | **NOMBRES Y APELLIDOS** | | | | | | | | | | **CARGO** | | | | | | | | | |  | | | | | | | | | | **OBSERVACIONES DE LA ENTREGA DE CARGO:** | | | | | | | | | |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  | | **FIRMA DEL SERVIDOR QUE ENTREGA EL CARGO** | | | | | **FIRMA DE QUIEN RECIBE LA TRANSFERENCIA DEL CARGO** | | | | | **FECHA** | | | | | | | | | |

1. 1/ En los casos de Transferencia de Gestión de los Viceministros, Secretario General, Secretarios Ejecutivos de los Despachos Viceministeriales de Hacienda y de Economía, Directores Generales, Procurador Público, Presidente del Tribunal Fiscal, Vocal Administrativo del Tribunal Fiscal, Defensor del Contribuyente y Usuario Aduanero. [↑](#footnote-ref-1)