

ACTION PLAN - 2023

Department of Treasury Operations

Ministry of Finance, Economic Stabilization and National Policies



General Treasury
Colombo 01

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Department of Treasury Operations

1. INTRODUCTION

The Department of Treasury Operations (TOD) was established on 28th July 2004 with the objectives of creating an efficient organization within the Treasury to cater matters relating to the management of the Consolidated Fund and facilitate the public debt management function. In this endeavor, TOD translates estimated revenue and expenditure given in the National Budget into an operational cash inflow and outflow while identifying the deficit to be financed through the annual borrowing programme. Public debt management function of the department also includes debt servicing and reporting on behalf of the government.

- **Vision**

“To be the best Government Fund Manager in the South Asia Region”

- **Mission**

“ We are committed to ensure efficiency, economy and safety in handling funds belonging to the Consolidated Fund and other Treasury Funds in order to harmonize the Government expenditure programmes with the revenue plans and borrowing programme, while providing stewardship towards fund accounting, including foreign borrowings.”

- **Objectives**

- Facilitate spending agencies by providing required funds for the implementation of Annual National Budget through sound Treasury cash flow management.
- Facilitate foreign funded projects with disbursement of funds and financial reporting at the Treasury level.
- Manage the property loan guarantee scheme efficiently, effectively and economically.
- Develop the capacity level of officials in TOD ensuring their performance as professional to achieve the organization goals.
- Standardize the department functions / processes to obtain the national / international standards.

• **Major Functions of the Department**

The following functions are vital in achieving the goals and objectives of the department.

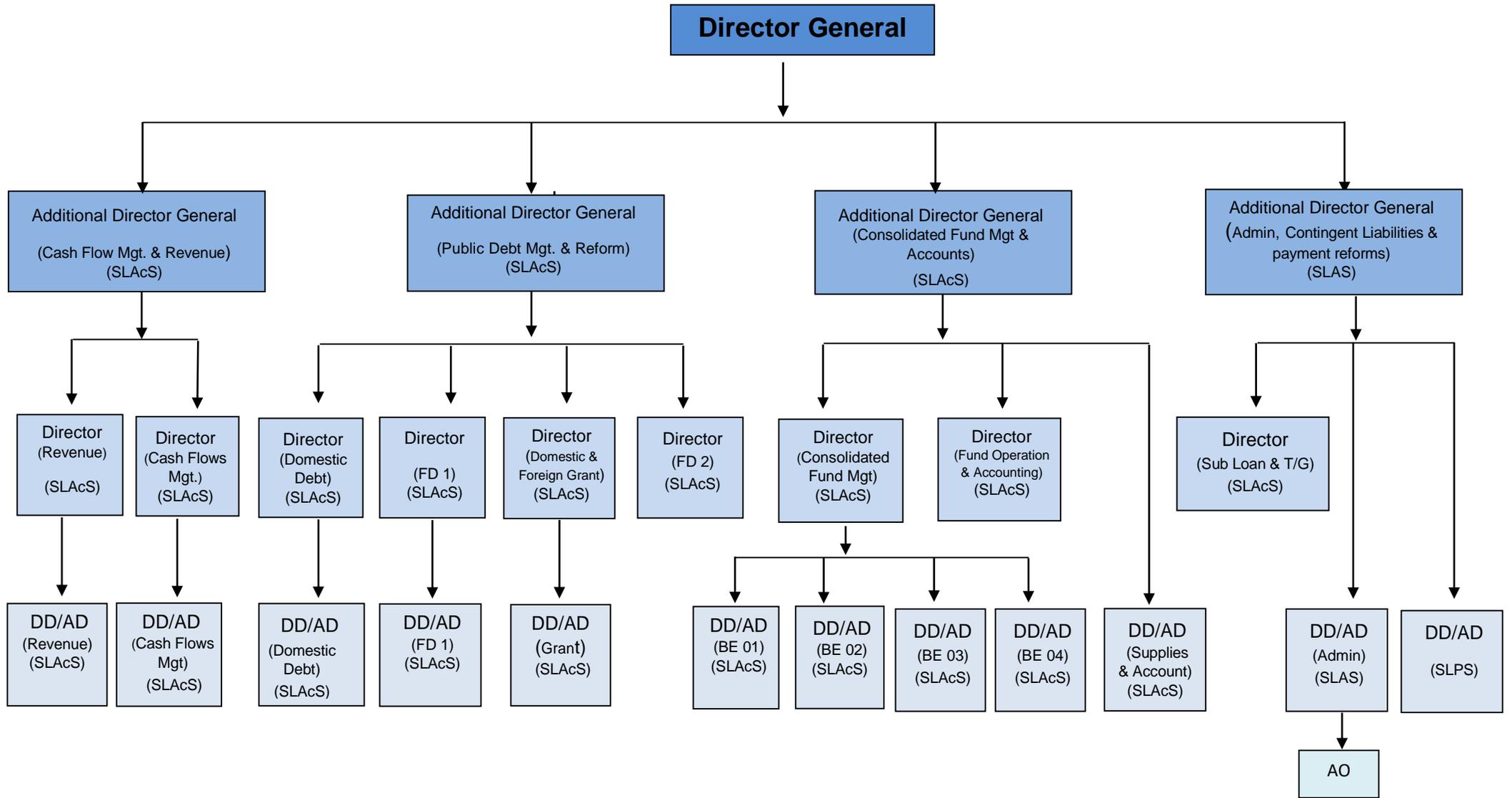
- Management of Treasury Cash Flows.
- Disbursement of Treasury Funds through the payment system.
- Assessment, prioritization and release of funds to spending agencies.
- Issuance of Treasury Guarantees.
- Receive of sub loan & monitory relevant record in the Treasury Books.
- Estimation of 12 Nos. Non-Tax Revenue heads assigned to the Department and preparation of the Revenue Accounts including addition made by the other Department and Ministries.
- Facilitation for disbursement of funds under Foreign Aid Loans and Grants.
- Facilitation of Accounting Foreign Aid.
- Accounting of Government borrowings and debt servicing.
- Authorization and Supervision of Government bank accounts and imprest accounts.
- Operations of Public Officers Property Loan Guaranty Scheme.

2. CADRE INFORMATION AS AT 30.11.2022

Designation	Service	Grade/Class	Approved Cadre	Existing Cadre
Director General	SLAcS	Special	01	01
Additional Director General	SLAcS	Special	03	03*
Additional Director General	SLAS	Special	01	01
Director	SLAcS	I	09	08
Deputy Director / Assistant Director	SLAcS	III/ II	10	05
Deputy Director / Assistant Director	SLAS	III/II	01	01
Deputy Director / Assistant Director	SLPS	III/II	01	-
Administrative Officer	MSO	Supra	01	01
Development Officer	DOS	III/ II/ I	24	23
M.S.O	MSO	III/ II/ I	55	47
Information & Communication Technology Assistant	SLICTS	3 - III/ II/ I	01	01
Driver	DS	III/ II/ I/Sp	8	05
K.K.S.	OES	III/ II/ I/Sp	12	08
Total			127	104

* One Senior Class 1 officer of SLAcS is acting in the post of Additional Director General.

3. Organizational Structure



4. ACTION PLAN 2023

1. Consolidated Fund Management & Accounts

1.1 Consolidated Fund Management

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1.1 Consolidated Fund Management	1.1.1 Maintenance of Treasury Single Account System with the Government Commercial Banking network.	ADG (Consolidated Fund Management & Accounts)													Updated Bank Accounts data base	Real time fund availability to the Budget Executing agencies at a minimum cost of funds.
	1.1.2 Reconciliation of Imprest Accounts	Director (CFM)													Reconciled / settled Imprest Accounts	Ensure that the limited public resources are efficiently and effectively utilized.
	1.1.3 Budget Execution 1.1.3.1 Determination of Annual Imprest Limits on Budget Execution Agencies.	DD/AD (Budget Execution)													Determined Annual Imprest Limits	Minimum cost of borrowing to the Government at prudent level of risk
	1.1.3.2 Release of the imprest to Budget Execution Agencies on the execution of their Annual expenditure programmes														Released amount of imprest to execute the National Budget as passed by the parliament	Efficient usage of the Government Fund by the Chief Accounting Officers / Accounting Officers.

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1.1 Consolidated Fund Management	considering the liquidity position.	ADG (Consolidated Fund Management, & Accounts)														
	1.1.3.3 Confirmation of fund release for the Letter of Credit. (LC)	Director (CFM)													Number of Letter of Credits opened during the period.	Least Cost to the Government
	1.1.3.4 Authorizing opening of Official Bank A/C s of Executing Agencies and closing of inoperative official bank accounts.	DD/AD (Budget Execution)													Number of Bank Accounts Opened/closed.	Smooth fund Operations in the Budget Implementation Process.
	1.1.3.5 Providing assistance by Releasing funds to the various Departments and Ministries for SDG Programmes on priority basis.														Amount of fund releases for execution of SDG programmes.	Assistance to achieve objectives of SDG

1.2 Fund Operations and Accounting

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1.2. Fund Operations and Accounting	1.2.1 Maintenance of DST's bank accounts assuring the proper collection & payments to the Consolidated fund.	ADG (Consolidated Fund Management, & Accounts) Director (Fund Operation & Accounts)													Updated cash books & bank reconciliation	Availability of accurate and updated information for decision making on treasury cash management.
	1.2.2. Maintenance of sub ledger accounts 8020, 8176, 8192, 8315,8583														Updated sub ledger accounts & reconciliation statements	Availability of accurate and updated information
	1.2.3. Maintenance of Treasury Financial Manager Software with timely improvements which requires to facilitate electronic fund transactions														Updated & modified Treasury Financial Manager Software	Availability of accurate and updated information and efficient fund management.

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1.2. Fund Operations and Accounting	1.2.4. Settlement of the eligible Public officers' loan balances under the "Public Officers Guarantee Scheme" to the Banks as per the provision in XXIV-11:8:8 of the Establishment Code.	ADG (Consolidated Fund Management & Accounts) Director (FOA)													No. of applications settled, Updated registers and ledgers on loan guaranteed fund	Accurate and updated information
	1.2.5. Submission of monthly accounts to DGSA before target dates.														Monthly summary 990,991,998	Availability of accurate and updated information
	1.2.6. Conduct periodical verification of cash and cash equivalent assets		■										■		Timely updated board of survey	Availability of accurate and updated information

1.3 Supply and Accounts

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1.3 Supply and Accounts	1.3.1 Delegation of Authority under F.R. 135	ADG (Consolidated Fund Management & Accounts)													Approved Document	Efficient, effective and economical financial management
	1.3.2 Preparation of Annual Estimate 1.3.2.1 Collection of data from all divisions	AD (Supply & Accounts)													Collected data	Accuracy of approved budget.
	1.3.2.2 Preparation of Annual Revenue and Expenditure Budget Estimates.														Draft Revenue and Expenditure Estimate	Timely submission of annual estimates.

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1.3 Supply and Accounts	1.3.2.3 Formulation of F.R.66 transfers and supplementary allocations	ADG (Consolidated Fund Management & Accounts)	[Redacted]												F.R. 66 or supplementary	Obtained required budgetary provisions when necessary
	1.3.3 Preparation of Annual Imprest Limit 1.3.3.1 Preparation of Annual Imprest Limit based on approved budgetary provisions	AD (Supply & Accounts)													Approved annual imprest limit	Obtained required funds when necessary
	1.3.3.2 Submission of monthly Imprest request to Budget Execution Division		[Redacted]												Monthly Imprest request	Obtained required funds when necessary
	1.3.4 Maintenance of the Ledgers and Recording Transactions 1.3.4.1 Maintaining the Ledgers/ Books/ Registers		[Redacted]												Updated ledger & Books	Accuracy of the accounting information

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1.3 Supply and Accounts	1.3.4.2 Vouching all the Payment vouchers	ADG (Consolidated Fund Management & Accounts)	[Shaded]												Certified vouchers	Accuracy of the accounting information
	1.3.4.3 Recording all the Transaction through CIGAS		AD (Supply & Accounts)	[Shaded]												
	1.3.4.4 Preparation of Monthly Expenditure Summary and send them to Department of State Accounts.	[Shaded]												Monthly summary		
	1.3.4.5 Reconciling the Departmental books with Treasury Printouts	[Shaded]												Reconciliation Statements	Accuracy and transparency of the information	

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1.3 Supply and Accounts	1.3.4.6 Preparation of Bank Reconciliation	ADG (Consolidated Fund Management & Accounts)	[Shaded]												Bank Reconciliation Statement	Accuracy of the cash book.
	1.3.4.7 Recording all the transactions through ITMIS	AD (Supply & Accounts)	[Shaded]												Daily expenditure report	Availability information
	1.3.5 Assets & Stores Management 1.3.5.1 Implementation of Annual Board of Survey - Appointing members to the Board of Survey Committee -Monitoring Physical verification of Inventory Items and Assets - Executing the follow-up actions as mentioned in the Board of Survey Report															Board of survey report

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1.3 Supply and Accounts	- Submission of the relevant reports to Chief Accounting Officer & Auditor General	ADG (Consolidated Fund Management & Accounts)														
	1.3.5.2 Maintaining Fixed Asset Ledger, Fixed Asset Register and Consumable Articles Register	AD (Supply & Accounts)													Updated Fixed Asset Ledger, Fixed Asset Register and Consumable Articles Register	Accuracy of the record
	1.3.5.3 Maintaining Proper stock level and issuing goods based on the requests made by the divisions														* Availability of stocks * Smooth functioning of the other divisions	Prudent level of the inventory items

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1.3 Supply and Accounts	1.3.6 Procurement Activities 1.3.6.1 Preparation of Annual Procurement Plan as per the approved Budgetary Provisions	ADG (Consolidated Fund Management & Accounts) AD (Supply & Accounts)	■											■	Approved Procurement plan	Availability of stocks and goods on time at reasonable cost to the government
	1.3.6.2 Appointing the suitable officers to Procurement Committee and Technical Evaluation Committees													■	Approved Procurement committee and technical evaluation committees	
	1.3.6.3 Execution of the Annual Procurement Plan															Execution of the procurement plan within the estimated cost.

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1.3 Supply and Accounts	1.3.6.4 Issuing Purchase Orders	ADG (Consolidated Fund Management Accounts)													Receiving goods or services on time	Availability of office requisites on time
	1.3.7 Vehicle Maintenance	AD (Supply & Accounts)													Expenditure report for vehicles	Reliable information of vehicles
	1.3.7.1 Submission of "Quarterly Expenditure Report on Vehicles Maintenance" to the Auditor General and Internal Audit															
	1.3.7.2 Maintaining "Log Books"														Updated Ledgers and books.	Accuracy of log books
1.3.7.3 Execution of all other activities in relating to vehicle maintenance such as; - Servicing of vehicles - Obtaining Revenue License - Eco Test Reports etc.														On time maintaining of the vehicles	Vehicles in good condition	

Area of responsibility	Activities	Responsible person	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1.3 Supply and Accounts	1.3.8 Paying Monthly Salaries 1.3.8.1 Calculation of the salary arrears and salary increments	ADG (Consolidated Fund Management & Accounts)													Updated Ledgers and books.	Accuracy of calculation and payment of salary and remittances
	1.3.8.2 Calculation of PAYE Tax	AD (Supply & Accounts)													Updated tax records with PAYE tax	
	1.3.8.3 Calculation of Treasury allowance														Updated Ledgers and books.	
	1.3.8.4 Treasury allowance entering to Pay Ledger and Government Payroll System														Updated Ledgers and books.	

Area of responsibility	Activities	Responsible person	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1.3 Supply and Accounts	1.3.8.5 Preparation of salary control account and comparison of monthly salary bill with the Control Account and report generated by GPS & E-Payroll	ADG (Consolidated Fund Management & Accounts) AD (Supply & Accounts)													Updated Ledgers and books	Accuracy of calculation and payment of salary
	1.3.9 Preparation of Annual Final Accounts 1.3.9.1 Preparation of - Annual Financial Statement - "Advance B" Account - Deposit Account Reconciliation														Financial Statement, Advance "B" Account and Deposit Account Reconciliation	Accuracy of information
	1.3.10 Answering to the Audit Queries														Replies to the audit queries on time.	Answers to Audit Query and obtain clear opinion from Auditor General.

2. Public Debt Management & Reforms

2.1 Domestic Debt Management

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
2.1 Domestic Debt Management	2.1.1 Preparation of Non Project Debt Estimates after obtaining draft estimates from relevant agencies.	ADG (Public Debt) Director (Domestic Debt) DD/AD (Domestic Debt)					█								Estimated total amount for installments and interests on non project loans for the year 2023	Draft estimate on Repayment of non project loans for the year 2023
	2.1.2 Submission of Draft Budget Estimates.								█							
	2.1.3 Accounting of Non Project Borrowings.		█												Total amount of borrowings on the non- project loans at the end of each month	Updated books of Accounts and Registers
	2.1.4 Accounting for Non Project Debt Servicing.		█												Total amount of repayments on the non- project loans at the end of each month	Updated books of Accounts and Registers

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
2.1 Domestic Debt Management	2.1.5 Maintaining Ledgers for Non-Project Loans.	ADG (Public Debt) Director (Domestic Debt) DD/AD (Domestic Debt)													Total amount of borrowings and repayments on non- project loans accounted in ledger at the end of each month	Updated Ledger books
	2.1.6 Maintenance of Debt Stocks (Except project loans)														Total debt stock on non- project loans at the end of each month	Updated debt stock
	2.1.7 Preparation of Cabinet Memorandum for Borrowings. (Except Project loans)		As per the requirement											Draft Cabinet Memorandum/ Memorandums	Cabinet Memorandum/ Memorandums submitted to the Cabinet of Ministers	

2.2 Foreign Debt- I

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
2.2 Foreign Debt - I	2.2.1 Foreign Debt Accounting 2.2.1.1 Preparation of estimates for the public debt services	ADG (Public Debt) Director (Foreign Debt) DD/AD (Foreign Debt)					■								Annual approved estimates for public debt service payments	Timely submission of budget estimates
	2.2.1.2 Accounting of foreign loan disbursements from various Donors		■												Accurately accounted foreign loan disbursements	Timely updated Foreign Loan disbursements
	2.2.1.3 Accounting of foreign loans utilized by each projects based on their expenditure certification		■												Accurately accounted foreign debt expenditure	Timely updated Foreign Loan disbursements

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
2.2 Foreign Debt - I	2.2.1.4 Accounting for foreign debt services & FCBU debt services	ADG (Public Debt) Director (Domestic Debt)													Accurately accounted foreign Debt & FCBU Debt services	Timely and accurately updated debt service expenditure
	2.2.1.5 Maintaining of Foreign Debt & FCBU debt data base in local & loan Currency	DD/AD (Domestic Debt)													Updated data base on Foreign Debt & FCBU debt in local & loan Currency	Timely updated books of Accounts Registers and Ledgers
	2.2.1.6 Reconciliation of all main ledgers accounting for foreign Loans & FCBU Loans & preparation of final balances to Island account														Accounts Debt inform in the Island accounts	Timely submission of loan details for the Final Accounts

2.3 Foreign Debt- II

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
2.3 Foreign Debt - II	2.3.1. Management of Reimbursable Foreign Aid 2.3.1.1 Fund releases to the foreign funded projects under reimbursable scheme	ADG (Public Debt) Director (Foreign Debt II)													Funds released to the Foreign funded projects based on the eligibility and progress of the reimbursement.	Timely updated accounting information.
	2.3.1.2 Maintaining records for reimbursements and monitoring the same														Zero or Minimum amount of outstanding reimbursements by the projects.	Updated Reimbursement
	2.3.1.3 Facilitating for Operation of Special RFA imprest System and facilitating for Banking Arrangements of selected foreign funded projects.															Release of funds within 03 working days, if documents are submitted promptly.

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
2.3 Foreign Debt - II	2.3.1.4 Recording expenditure and replenishments related to imprest accounts in the ledger which were accounted by the relevant Ministry.	ADG (Public Debt) Director (Foreign Debt II)													Accurate expenditure recording under RFA - finance code (14)	Timely updated accounting information
	2.3.2 Foreign Debt Management (Special Dollar Accounts) 2.3.2.1 Accounting for the Disbursements from the special currency accounts.														Accurately recorded disbursement under special foreign currency accounts	Timely updated accounting information
	2.3.2.2 Release of disbursements based on the withdrawal Applications submitted by the Foreign Funded Projects.														Actual fund releases on the availability of budgetary provision	Timely updated accounting information.

Area of responsibility	Activities	Responsible by	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
2.3 Foreign Debt - II	2.3.2.3 Accounting for foreign loan Expenditure & settlement of advances.	ADG (Public Debt) Director (Foreign Debt II)													Accurately recorded foreign loan expenses	Timely updated accounting information.
	2.3.2.4 Assist project officials to make payments on withdrawal applications														Efficient fund releases during the year	Timely updated accounting information
	2.3.2.5 Provide necessary inputs to ERD in preparation of new/extended loan agreements														Comments on new / extended foreign loan agreements	Timely updated disbursements

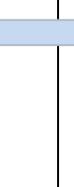
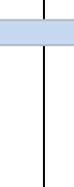
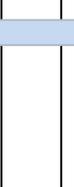
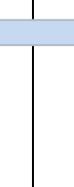
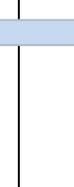
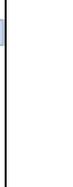
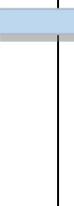
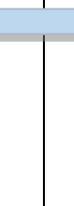
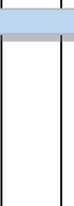
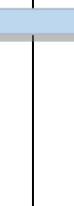
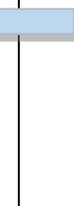
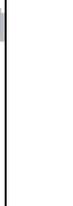
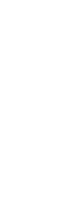
2.4 Domestic / Foreign Grant

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
2.4 Domestic / Foreign Grant	2.4.1 Accounting Domestic/Foreign Grants	ADG (Public Debt)													Deposit Account Maintained	Updated Deposit Account
	2.4.1.1 Opening & Maintaining of deposit accounts for Domestic / foreign aid grants	Director (Domestic / Foreign Grant)	[Blue shaded bar]													
	2.4.1.2 Releasing funds to the projects based on the cash flows, requirement and the availability of the budgetary provisions	DD/AD (Domestic / Foreign Grant)	[Blue shaded bar]													
	2.4.1.3 Accounting and reconciliation of deposits accounts for Domestic/ Foreign Aid Grants		[Blue shaded bar]												- Accurate grant receipts and expenditure - reconciliation Statements	Reliable Information on Local and Foreign Grants

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	(Output)	(Outcome)
2.4 Domestic/ Foreign Grant	2.4.1.4 Obtaining expenditure & all other relevant reports regularly	ADG (Public Debt) Director (Domestic / Foreign Grant)													Accurate reports on Domestic/ Foreign Aid grants	Accurately Updated information on grants.
	2.4.1.5 Preparation of annual revenue estimates / revised estimates and annual revenue account for Grant revenue	DD/AD (Domestic / Foreign Grant)													Approved annual revenue estimates/ Accounts	Percentage of Approved budget
	2.4.1.6 Maintaining Donor - Wise Domestic / Foreign Aid Grant data base														Updated Donor - Wise Domestic/ Foreign Aid Grant data	Accurately Updated data

3. Cash Flow Management & Revenue

3.1 Cash Flow Management

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome				
3.1 Cash Flow Management	3.1.1. Treasury Cash Flows Management 3.1.1.1 Forecasting (a) Yearly (b) Monthly (c) Daily	ADG (Cash Flow Management & Revenue) Director (Cash Flow Management)													Annual, Monthly & Daily Cash Flow Reports	Effective and efficient utilization of cash flow				
	3.1.1.2 Review & update the cash flow - Daily Updating Actual	DD/AD (Cash Flow Management)												Reports on Actual Cash Flow			Availability of accurate and updated Cash flow information			
	3.1.1.3. Implementat ion of Borrowing Programme																		Reports on Actual Cash Flow	Availability of accurate and updated Cash flow information
	(a) Translate Annual Borrowing Limit into the Borrowing Programme																			

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome	
3.1 Cash Flow Management	(b) Prepare Monthly Borrowing Programme to be discussed at the DDMC – CBSL	ADG (Cash Flow Management & Revenue)													Borrowing Reports	Maintain the borrowing program	
	3.1.1.4 Reconciliation of cash flow data with TFMS data and CBSL data	Director (Cash Flow Management)													Monthly Reconciliation statements	Validation of Cash flow data	
	3.1.1.5 Submission information on Performance of the cash flow of the General Treasury for Fiscal position reports	DD/AD (Cash Flow Management)														Submission of Mid-year and Monthly reports	Aware Stakeholders
	3.1.1.6 Midyear Report / Pre Budget Report																
3.1.1.7 Monthly report																	

3.2 Revenue & Refund

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
3.2 Revenue & Refund	3.2.1. Maintaining of 07 non tax revenue heads assigned to DG TOD (Attachment1)	ADG (Cash Flow Management & Revenue) Director (Revenue & Refund)	[Bar spanning Jan to Dec]												Revenue collected against the estimates.	Management of revenue which cannot directly assigned to Ministry or Department
	3.2.2. Preparation of estimates on non tax revenue heads for which DG-TOD is responsible.							[Bar spanning June to July]							Revenue Estimates.	Effective revenue administration
	3.2.3. Submission of Final Revenue Accounts		[Bar spanning Jan to Feb]												Revenue Accounts	Accountability and transparency
	3.2.4. Submission of Arrears Revenue Reports.		[Bar in Jan]						[Bar in July]						Arrears Revenue Reports	Accountability and transparency
	3.2.5. Acting as an intermediary for distribution of revenue generated from sale of lotteries from National Lotteries Board to various funds.			[Bar spanning Jan to Dec]												Timely distribution of funds

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	3.2.6. Authorized the eligible refund from revenue requests/ (application) approved by the respective Chief Accounting Officer/Accounting Officers	ADG (Cash Flow Management & Revenue) Director (Revenue & Refund)													Approval for revenue refund under specific rules & regulators	Provide customer service while maintaining Transparency and Accountability

4. Admin, Contingent Liabilities & Payment reforms

4.1 Sub Loan & Contingent Liabilities

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
4.1. Sub Loan & Contingent Liabilities	4.1.1 Issuance of Treasury Guarantees and manage them in accordance with the statutory provisions.	ADG (Cash Flow Mgt & Reform) Director (Sub Loan)	[Blue bar spanning January to December]												No. of Treasury Guarantee issued/extended within the prescribed limit	Achieve 17 sustainable development goals through public institution
	4.1.2. Submission of observation/ comments on Cabinet memorandums.		[Blue bar spanning January to December]												No. of observations/ comments given	Resource allocation for priority areas
	4.1.3. Review and monitor the bank outstanding quarterly basis.		[Blue bar in January]		[Blue bar in March]		[Blue bar in June]		[Blue bar in October]							Quarterly report of outstanding balance of treasury guarantee

Area of responsibility	Activities	Responsible person	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
4.1. Sub Loan & Treasury Guarantee	4.1.4. Review and execution of the recovery term of the Sub Loan Agreements.	ADG (Cash Flow Mgt & Reform) Director (Sub Loan)	[Activity spans from January to December]												Recovery of sub loan installment/ interest as per the agreements	Minimization of adverse effect to borrower and lender
	4.1.5. Preparation of the revenue estimates, revenue accounts for sub loans.								[Activity]						Submission of Estimates/ Revenue Accounts to the Revenue branch	Accountability & transparency
	4.1.6. Preparation of Sub Loan Debtor Accounts.		[Activity]												Submission of debtor account before due date	Accountability & transparency
	4.1.7. Preparation of Sub Loan Arrears Revenue Report.		[Activity]						[Activity]						Submission of arrears revenue report before due date to the Revenue branch	Minimizing the non-performing loan ratio

4. Administration & Human Resource Development

Area of responsibility	Activities	Responsible person	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
4.2 Administration & Human Resource Development	4.2.1 Updating personal files of the staff	ADG (Admin, Contingent Liabilities & Payment reforms)													No. of personal files updated, No. of conversions & Increments prepared	Availability of accurate and updated information
	4.2.1.1. Preparation and approving salary increments and conversions.	AD (Admin) AO	[Blue shaded bar]													
	4.2.1.2 Forwarding the applications of EB & other exams, promotions in the staff		[Blue shaded bar]													
	4.2.1.3 Entering data to cadre information system (e-payroll System)		[Blue shaded bar]												Updated E-Payroll System	Availability of accurate and updated information

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
4.2 Administration & Human Resource Development	4.2.3 Organizing Training/capacity building programs	ADG (Admin & Contingent Liabilities & Payment reforms)													No. of training programs organized / No. of requests forwarded to the other institutions for training programs	Capacity development of the staff
	4.2.3.1 Arranging and facilitating local & foreign training opportunities	AD (Admin) AO	[Blue shaded bar spanning from January to December]													
	4.2.3.2 Conducting annual work shop															No. of officials trained

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome		
4.2 Administration & Human Resource Development	4.2.2 Giving transfer opportunities to the staff	ADG (Admin, Contingent Liabilities & Payment reforms)													Submitted Applications	Enhanced Employee motivation		
	4.2.2.1 Submitting applications for internal & external transfers by annually	AD (Admin) AO																
	4.2.2.2 Attaching the transferred officers to the divisions in the orders given by the DG																	Filled vacancies
	4.2.2.3 Forwarding appeals against the given transfer orders in the staff														No. of appeals forwarded	Enhanced Employee motivation		

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
4.2 Administration & Human Resource Development	4.2.4 General Administration Activities	ADG (Admin & Contingent Liabilities & Payment reforms)													Performance report	Availability of accurate and updated information
	4.2.4.1 Preparation of Annual Performance Report	AD (Admin) AO	■													
	4.2.4.2 Preparation of Annual Action Plan												■			
	4.2.4.3 Arranging monthly staff meeting & other meeting		■												No. of meetings held	Enhanced departmental activities

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
4.2 Administration & Human Resource Development	4.2.4.4 Facilitating to obtain distress, festival, bicycle & property loans	ADG (Admin & Contingent Liabilities & Payment reforms)													No. of Applications forwarded	Availability of accurate and updated information
	4.2.4.5 Preparing vouchers to payment for the communication bills	AD (Admin) AO													Updated registers	Availability of accurate and updated information
	4.2.4.6 Delivering official mail														Delivered mail on time	Smooth operations of Department
	4.2.4.7 Maintaining cheque & money order register														Updated cheque & money order register	Availability of accurate and updated information

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
4.2 Administration & Human Resource Development	4.2.4.8 Preparing leave reports, maintaining the leave register of the staff & other duties based on leave	ADG (Admin & Contingent Liabilities & Payment reforms) AD (Admin) AO													Updated leave register	Availability of accurate and updated information
	4.2.4.9 Issuing railway Warrants & forwarding the season ticket requests to CGR														No. of railway Warrants issued	Enhance motivation of the staff

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
4.2 Administration & Human Resource Development	4.2.5 Coordination Activity 4.2.5.1 Preparation of cadre report by annual, mid-year, Quarterly & monthly	ADG (Admin & Contingent Liabilities & Payment reforms) AD (Admin) AO													Updated cadre report	Availability of accurate and updated information
	4.2.5.2 Updating PACIS data system													Updated PACIS data system	Availability of accurate and updated information	
	4.2.6 Maintenance Work 4.2.6.1 Building maintenance & careering minor repairs													Fully maintained premises.	Enhanced operations of Department	

5. Action Plan for Revenue Collection – 2023

ACTION PLAN - 2023										
NO	Objectives	Strategy	Activities	Key Performance Indicators	Time Frame				Output/Outcome	Responsible Officer
					Q 1	Q 2	Q 3	Q 4		
	The following overall objectives have been identified for 11 non-tax Revenue Heads(see attachment 01) assigned under DG-TOD as the Revenue Accounting Officer.									DG-TOD is responsible for estimation and accounting of 11 Non Tax Revenue Heads of instruction given in the Fiscal Policy circular No.01/2015 and date 20.07.2015
(i)	Prepare the annual revenue estimates for all the revenue heads assigned to DG/TOD		a. Collection of Details b. Preparation of Annual Revenue Estimate c. Evaluation of Revenue Estimate. d. Submission of annual Revenue Estimate.	Submission of Annual Revenue estimate on or before stipulated date.					Annual Revenue Estimate	

(ii)	Prepare and Submit the Annual Final Revenue Accounts.		<p>a. Collection of details from each revenue agencies.</p> <p>b. Preparation of Final Revenue Accounts.</p> <p>c. Submission of Final Revenue Accounts</p>	Submission of Annual Final Revenue Account on or before stipulated date.				Annual Final Revenue Accounts	DG-TOD is responsible for estimation and accounting of 11 Non Tax Revenue Heads of instruction given in the Fiscal Policy circular No.01/2015 and date 20.07.2015
(iii)	Prepare and submit the Arrears Revenue Reports.		<p>a. Collection of details from each revenue agencies.</p> <p>b. Preparation of arrears revenue reports</p> <p>c. Submission of arrears revenue reports</p>	Submission of Arrears Revenue Reports on or before Stipulated date.				Arrears Revenue Reports.	

(iv)	Acting as an intermediate for distribution of revenue generated from sale of lotteries from National Lotteries Board to various funds in order to achieve the objectives such as ending poverty in all its forms and ensuring healthy lives and promote well-being for all at all ages.		Timely Distribution of Funds.	Ongoing					Provide required funding needs to ensure the target achievement of respective institutions.	
(v)	Authorized the eligible refund from revenue requests (application) approved by the respective Chief Accounting Officer/ Accounting Officers.		Approval for revenue refund under specific rules & regulators	Ongoing					Provide customer service while maintaining Transparency and Accountability	

Attachment 1

Revenue Code	
20.02.01.99	Return on Government Asset - Other Rental
20.02.02.01	Interest - On Lending
20.02.02.99	Interest - Other
20.03.01.00	Sales Proceeds and Charges - Departmental Sales
20.03.02.99	Sales Proceeds and Charges - Sundries
20.03.03.02	Sales Proceeds and Charges - Fine and Forfeits - Other
20.03.99.00	Sales Proceeds and Charges - Other Receipts
20.03.05.00	Sales Proceeds and Charges - Treasury Bonds Premium
20.05.99.00	Current Transfers - National Lotteries Board and Other Transfer
20.06.04.00	Capital Revenue - Recovery of Loans
30.01.01.00	Foreign Grants
30.01.02.00	Domestic Grants

6. Procurement Plan for year 2023

Revised Procurement Plan for Year 2023
Name of the Department: **Department of Treasury Operations**

Serial No-	Department/ Line/ Agency/ Ministry	Description	Vote Particulars	Procurement Category (Goods, Works & Service etc)	Estimated Cost Rs. (Mn.)	Source of Financing/ Name of the Donor	Procurement Method (ICB, NCB and National Shopping Etc)	Level of Authority (CAPS, SCAPC, MPC, DPC etc.)	Priority Sttus U=Urjent P=Priority N=Nomal	Current status of Procurement preparedness activities	Scheduled date of Commencement	Scheduled date of Completion	Reference to Action Plan	Remarks
	TOD													
1		Works Goods		Nil										
2			249-1-1-2102	Computer & Laptop	0.800	DF	NS/DP	DG/DPC	N	-	1/3/2023	1/9/2023	3.4.6	(Action Plan)
2(ii)			249-1-1-2102	Other	0.200	DF	NS/DP	DG/DPC	N	-	1/3/2023	1/12/2023	3.4.6	(Action Plan)
2(iii)			249-1-1-1201	Stationery & office requisites	1.500	DF	NS/DP	DG/DPC	N	-	1/2/2023	15/12/2023	3.4.6	(Action Plan)
2(iv)			249-1-1-1201	Torners	2.500	DF	NS/DP	DG/DPC	N	-	1/2/2023	15/12/2023	3.4.6	(Action Plan)
3		Services		Nil										
				Total	5.000									

Prepared by
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Management Services Officer

Checked by
M.K.I.Madupani
Assistant Director

Approved by
H.C.D.L.Silva
Director General

M. K. I. MADUPANI
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H. C. D. L. SILVA
Director General
Department of Treasury Operations
General Treasury
Colombo - 01.

7. Annual Budget Estimate – 2023

Rs. Mn

Category	Recurrent	Capital	Debt Amortization	Total
<u>Appropriation Law</u>				
Department Expenditure	1,032.280	12.100	-	1,044.380
Transfer to Public Institutions	500.000	-	-	500.000
Loan Floating Expenses	4,000.000	-	-	4,000.000
Interest Payments	51,880.000	-	-	51,880.000
Debt Repayment	-	-	5,470.000	5,470.000
Sub Total	57,412.280	12.100	5,470.000	62,894.380
<u>Special Law</u>				
Interest Payment, Discounts on Treasury Bills & Treasury Bonds	2,137,120.000	-	-	2,137,120.000
Debt Repayment	-	-	2,019,970.000	2,019,970.000
Sub Total	2,137,120.000	-	2,019,970.000	4,157,090.000
Grand Total	2,194,532.280	12.100	2,025,440.000	4,219,984.380

8. Statement of Monthly / Quarterly Cash Flow Forecast as Per Approved Expenditure Plans For the year 2023

Statement of Monthly/Quarterly Cash Flow forecast as per approved Expenditure Plans for the year 2023
Name of the Ministry/ Department/ District Secretariat : Treasury Operations

Head No : 249

Expenditure Items (with Expenditure Codes)	Cash Requirement for the approved expenditure plans																Rs'000	
	Jan	Feb	Mar	1st Qtr Total	Apr	May	Jun	2nd Qtr Total	Jul	Aug	Sep	3rd Qtr Total	Oct	Nov	Dec	4th Qtr Total	Total	
I Salaries and allowance (1001 and 1003)	7,515.13	7,515.13	7,515.13	22,545.38	7,515.13	7,515.13	7,515.13	22,545.38	7,515.13	7,515.13	7,515.13	22,545.38	7,515.13	7,515.13	7,515.13	22,545.38	90,181.51	
Other Allowances Paid with Salary (Except Object Code 1003)	1,080.00	1,080.00	1,080.00	3,240.00	1,080.00	1,080.00	1,080.00	3,240.00	1,080.00	1,080.00	1,080.00	3,240.00	1,080.00	1,080.00	1,080.00	3,240.00	13,460.00	
II Overtime and Holiday pay (1002)	83.33	83.33	83.33	250.00	83.33	83.33	83.33	250.00	83.33	83.33	83.33	250.00	83.33	83.33	83.33	250.00	1,000.00	
III All other Recurrent Expenditure	44,332.50	44,332.50	44,332.50	132,997.50	44,332.50	44,332.50	44,332.50	132,997.50	44,332.50	44,332.50	44,332.50	132,997.50	44,332.50	44,332.50	44,332.50	132,997.50	518,530.00	
Total Recurrent (CF)	53,010.96	53,010.96	53,010.96	159,032.88	53,010.96	53,010.96	53,010.96	159,032.88	53,010.96	53,010.96	53,010.96	159,032.88	53,010.96	53,010.96	53,010.96	159,032.88	623,171.51	
IV Reimbursable Foreign Aid				-													-	
V Other Capital Expenses	1,780.00	698.00	697.00	3,175.00	700.00	700.00	700.00	2,100.00	700.00	700.00	700.00	2,100.00	700.00	700.00	800,700.00	802,100.00	809,475.00	
VI Public Officers Advance Account	2,000.00	500.00	650.00	3,150.00	2,300.00	650.00	400.00	3,350.00	500.00	650.00	500.00	1,650.00	500.00	650.00	700.00	1,650.00	10,000.00	
VII Deposit Accounts				-													-	
VIII Other Advance Accounts				-													-	
Grand Total	56,790.96	54,208.96	54,357.96	165,357.88	56,010.96	54,360.96	54,110.96	164,482.88	54,210.96	54,360.96	54,210.96	162,782.88	54,210.96	54,360.96	854,410.96	962,882.88	1,442,646.51	

M. K. I. MADUPANI
Assistant Director
Department of Treasury Operations
General Treasury
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9. Audit Plan – 2023

Internal Audit Plan - 2023

Name of the Institute :- Department of Treasury Operation

Mission :- "We are committed to ensure efficiency, economy and safety in handling funds belonging to the Consolidated Fund and other Treasury Funds in order to harmonize the Government expenditure programmes with the revenue plans and borrowing programme, while providing stewardship towards fund accounting, including foreign borrowings"

Objectives :-

- Facilitate spending agencies by providing required funds for the implementation of Annual national Budget through sound Treasury cash flow management
- Facilitate foreign funded projects with disbursement of funds and financial reporting at the Treasury level
- Manage the property loan guarantee scheme efficiency , effectively and economically.
- Develop the capacity level of officials in TOD ensuring their performance as professional to achieve the organization goals
- Standardize the department functions / processes to obtain the national / international standards

1 Serial Number	2 Activities for Audit Identified by internal Audit on Risk evaluation	3 Risk Assessment (Reference number)	4 Period for perform internal audit work				5 Number of Audit Reports expected to be submitted	6 Manpower that can be used for internal audit (Number of days)
			1 Quarter	2 Quarter	3 Quarter	4 Quarter		
1	Preparation of Preliminary Report		√				1	2
2	Chief Internal Auditors Quarterly Assessment Report		√	√	√	√	4	12
3	Conduct the Audit Management Committee (AMC) meeting		√	√	√	√	4	8
4	Domestic / Foreign Grants	2.4		√			1	10
5	Sub Loan and Treasury Guarantee	4.1			√		1	10
10	Special Assignments							

