

Action Plan 2019
Department of Treasury Operations
Ministry of Finance

1. Vision

“To be the best Government fund manager in the South Asia Region.”

2. 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.”

3. Cadre Information

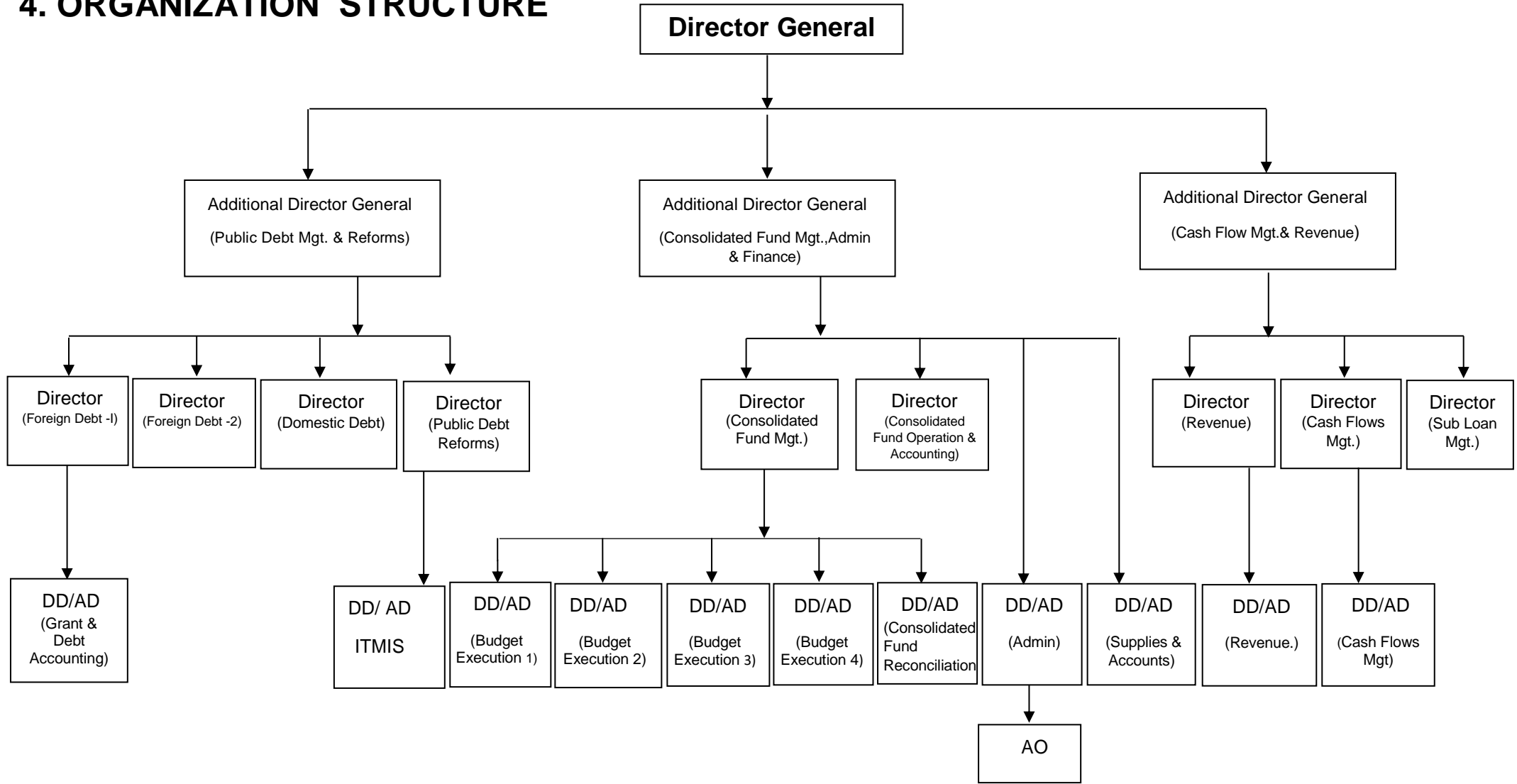
Table 3(a) Cadre Information as at 31.12.2018

Designation	Service	Grade/Class	Approved Cadre	Existing Cadre (31.12.2018)
Director General	SLAcS	Special	1	1
Additional Director General	SLAcS	Special	3	3*
Director	SLAcS	I	9	8
Assistant Director/Deputy Director	SLAcS	III/ II	10	8
Assistant Director	SLAS	III/II	1	-
Administrative Officer	PMAS	Supra	1	1
Development Officer	DOS	III/ II/ I	22	20 **
P.M.A.	PMAS	III/ II/ I	55	54
Information & Communication Technology Assistant	SLICTS	3 - III/ II/ I	01	01
Driver	DS	III/ II/ I/Sp	8	8
K.K.S.	OES	III/ II/ I/Sp	12	11
Total			123	115

*Three Class I Officers of SLAcS are acting on full time basis in the post of Additional Director General.

** A Graduate Trainee has been attached to this department since 03.08.2018 under the cadre position of development officer's.

4. ORGANIZATION STRUCTURE



5. Policy

Harmonization of the Government expenditure programmes with the revenue plans and borrowing programme, while providing stewardship for fund accounting, including foreign borrowings to ensure economy, efficiency and safety in handling funds belonging to the Consolidated Fund and other Treasury funds.

6. Strategies

Creating an efficient organization culture within the Treasury to handle matters relating to consolidated fund management including public debt accounting. In this endeavor, it has to convert the estimated revenue and expenditure given in the National Budget into real cash inflows and outflows preparing on annual, monthly and daily basis and manage them economically, effectively and efficiently in order to execute the Annual National Budget towards the government's goals and objectives.

7. 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, Collection and Accounting for 07 Nos. Non-Tax Revenue heads assigned to the department.
- Facilitation for disbursement of funds under Foreign Aid Loans and Grants.
- Facilitation of Accounting Foreign Aid.
- Accounting of Government borrowings and debt servicings.
- Authorization and Supervision of Government bank accounts and imprest accounts.
- Operations of Public Officers Property Loan Guaranty scheme.

8. Programme/Project

Policies	Strategies	Proposed Activity	Allocation (Rs./Bn.)	Date of Commence	Date of Completion	Financial Targets(Rs /Mn)				Physical Targets(%)				Output or Indicator	Implementing Agency	Responsible by	Contact Tel. Nos.	Remarks	
						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4						
01	1	1. Public Debt Management & Reforms														01 ADG	2484748		
		1.1 Domestic Debt Management															01 – D	2151487	
		1.1.1 Preparation of Non Project Debt Estimates after obtaining draft estimates from relevant agencies.		01.05.2019	31.10.2019										1.1.1 Submission of Draft estimates before due dates	TOD			
		1.1.2 Submission of Draft Budget Estimates.		01.08.2019	31.09.2019										1.1.2 Timely submission	TOD			
		1.1.3 Accounting of Non Project Borrowings.	1359 Bn	01.01.2019	31.12.2019										1.1.3 Recording & Updating of information	TOD			
		1.1.4 Accounting for Non Project Debt Servicing.	Rec. 665Bn Cap. 634Bn	01.01.2019	31.12.2019										1.1.4 Recording & Updating of information	TOD			
		1.1.5 Maintaining Ledgers for Non-Project Loans.		01.01.2019	31.12.2019										1.1.5 Recording & updating of information	TOD			
		1.1.6 Maintenance of Debt Stocks (Expect project loans)		01.01.2019	31.12.2019										1.1.6 Recording & updating of information	TOD			
1.1.7 Preparation of Cabinet Memorandums for Borrowings. (Except Project loans)		As per the requirement											1.1.7. Submission on time	TOD					

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
	1.2	1.2 Foreign Debt - 1																
		1.2.1 Accounting of Foreign Grants														02-D 2484751 2484971		
		1.2.1.1 Opening & Maintaning of deposit accounts for foreign aid grants		01.01.2019	31.12.2019									1.2.1.1 deposit accounts Maintained throughout the year on applicable rules & regulations	TOD	01-AD 2484749		
		1.2.1.2 Releasing funds to the projects based on the cash flows, requirement on the availability of the provisions,		01.01.2019	31.12.2019									1.2.1.2 Fund released on time	TOD & NDB			
		1.2.1.3 Accounting & reconciliation of deposit accounts for foreign aid grants		01.01.2019	31.12.2019									1.2.1.3 Accurate grant receipt expenses recorded	TOD			
		1.2.1.4 Obtaining expenditure & all other relevant reports regularly		01.01.2019	31.12.2019									1.2.1.4 Accurate data on foreign Aid grants	TOD			
		1.2.1.5 Preparation of annual revenue estimates/revised estimates and annual revenue account for Grant revenue		01.07.2019	30.09.2019									1.2.1.5 Approved annual revenue estimates/Accounts	TOD			
		1.2.1.6 Maintaining Donor – Wise Foreign Aid Grant data base		01.01.2019	31.12.2019									1.2.1.6 Updated Donor – Wise Foreign Aid Grant data	TOD			
		1.2.2 Foreign Debt Accounting																
		1.2.2.1 Preparation of estimates for the public debt services		01.07.2019	30.09.2019									1.2.2.1 Annual approved estimates for public debt services payments	TOD ERD & CBSL			

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
		1.2.2.2 Accounting of foreign loan disbursements from various Donors.		01.01.2019	31.12.2019									1.2.2.2 Accurately accounted foreign loan disbursements	TOD			
		1.2.2.3 Accounting of foreign loans Utilized by each projects based on their expenditure certification		01.01.2019	31.12.2019									1.2.2.3 Accurately accounted foreign debt expenditure	TOD			
		1.2.2.4 Accounting for foreign debt services & FCBU debt services		01.01.2019	31.12.2019									1.2.2.4 Accurately accounted foreign debt & FCBU debt servicing	TOD			
		1.2.2.5 Maintaining of Foreign Debt & FCBU debt data base in local & loan Currency		01.01.2019	31.12.2019									1.2.2.5.Updated data base on Foreign Debt & FCBU debt in local & loan currency.	TOD			
		1.2.2.6 Reconcilian of all main ledgers accounting for foreign Loans & FCBU Loans & preparation of final balances to Island account		01.01.2019	31.12.2019									1.2.2.6 Accounts Debt inform in the Island accounts	TOD			

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
	1.3	1.3 Foreign Debt -2																
		1.3.1 Management of Reimbursable Foreign Aid																
		1.3.1.1 Fund releases to the foreign funded projects under reimbursable scheme.		01.01.2019	31.12.2019									Funds released to the Foreign funded projects progress based on the eligibility	Relevant Ministries As per budget		01 D	2484743
		1.3.1.2 Maintaining records for reimbursements and monitoring the same		01.01.2019	31.12.2019									Zero or Minimum amount of outstanding reimbursements by the projects.	TOD & Projects			
		1.3.1.3 Facilitating for Operation of Special RFA Imprest System and facilitating for Banking Arrangements of selected foreign funded projects.		01.01.2019	31.12.2019									facilities provided within 3 working days if documents are submitted promptly	TOD & Projects			
		1.3.1.4 Accounting for expenditure, replenishments and other transactions relating to the Imprest Fund Accounts.		01.01.2019	31.12.2019									Accurate expenditure recorded under finance cord 14 less imprest balance within the allowed time limit	TOD & Spending Units			
		1.3.2 Foreign Debt Management (Special Dollar Accounts)																
		1.3.2.1 Accounting for the Disbursements from the special currency accounts.		01.01.2019	31.12.2019									Accurately recorded disbursement under special foreign currency accounts	Foreign Aid Management Division			

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
		1.3.2.2 Release of Disbursements based on the credit advice from CBSL.		01.01.2019	31.12.2019									Actual fund released on the availability of budgetary provision	Foreign Aid Management Division			1.3.2.2 Based on the cash flow & availability of funds
		1.3.2.3 Accounting for foreign loan Expenditure & settlement of advances.		01.01.2019	31.12.2019									Actuarately recommended foreign loan expenses	- do -			1.3.2.3 Based on the Budgetary provision & Availability of funds
		1.3.2.4 Provide necessary inputs to ERD in preparation of new / extended loan agreements		01.01.2019	31.12.2019									No of comments on new /extended fireign loan	- do -			1.3.2.4 When new loans are being negotiated

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
02	2	2. Cash Flow Management & Revenue Management													01- ADG	2484901		
	2.1	2.1 Treasury Cash Flows Management													01 - D	2484686		
		2.1.1 Forecasting													01 - AD	2484505		
		a) Yearly		01.12.2018	31.03.2019													
		b) Monthly		15.12.2018	15.11.2019													
		c) Daily		01.01.2019	31.12.2019													
		2.1.2 Review & Update the cash flows																
		2.1.2.1 Daily Updating Actuals		01.01.2019	31.12.2019									Maximum benefit & minimum cost to the Government.	Cash flow Management Division			
		2.1.3 Implementation of Borrowing Programme																
		2.1.3.1 Translate annual Borrowing Limit into the Borrowing Programme.		01.01.2019	31.12.2019									Annual borrowing programme			2.1.3.1 Before 31 st of December	
		2.1.3.2 Prepare Monthly Borrowing Programme to be implemented.		01.01.2019	31.12.2019									monthly borrowing programme			2.1.3.2 On or before 03 rd week of each month	
		2.1.4. Reconciliation of cash flow data with TFMS data and CBSL data		01.01.2019	31.12.2019									Reconciliation Reports				
		2.1.5. Fiscal position report (Midyear Report)		01.07.2019	31.01.2020									Information for Fiscal Position report				

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
	2.2	<p>2.2 Revenue</p> <p>2.2.1 Maintaining of 07 Non tax Revenue Heads assigned to DG TOD</p> <p>2.2.1.1 Preparation of Estimates on Non Tax Revenue Heads for which DG-TOD is responsible.</p> <p>2.2.1.2 Submission of Final Revenue Accounts</p> <p>2.2.1.3 Submission of Arrears Revenue Reports</p> <p>2.2.2 Acting as an intermediate for distribution of revenue generated from sale of Lotteries from National 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.</p> <p>2.2.3 Indirectly involve to achieve 17 sustainable development goals through public institution by the way of issuance of treasury guarantees and Manage them in accordance with the statutory provisions.</p>			Ongoing										01-D 01 DD (Vacant)	2484741		
					11 Non Tax Heads Estimates: by before 31 st July									Revenue Collected against the estimates.				
					Revenue Accounts: 28 th February									Revenue Estimates				
					Arrears Revenue before : 31 st January & 31 st July									Revenue Accounts				
					08 Lotteries									Arrears Revenue Reports				
					Comply with Fiscal Mgt. Res. Act No. 03 of 2003 and the Amendment Act No 13 of 2016									Timely Distribution of Funds				
														No. of Treasury Guarantee issued/ Extended Withing the prescribed limit				

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
		2.2.4 Submission of Observation/ Comments on Cabinet Memorandums.			Submit within 2-3 days									Observations/ Comments				
		2.2.5 Review and Monitor the bank outstanding quarterly basis			Quarterly									TG Outstanding Report				

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
	2.3	2.3. Sub Loan Management 2.3.1 Authorized the eligible refund from revenue requests/(application) approved by the respective Chief Accounting Officer / Accounting Officers 2.3.1.1 Review and Execution of the recovery term of the Sub Loan agreements. 2.3.1.2 Preparation of the revenue Estimates, Revenue Accounts for Sub Loans 2.3.1.3 Preparation of Sub Loans Debtor Accounts.			Ongoing Ongoing Before 31 st July As per the Instructions given by SAD before February 28 th										01 D	2484883		

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
03	3	3. Consolidated Fund Management, Finance & Admin	15.5 Cap 39.8 Rec												Consolidated Fund Management Division	01 ADG	2484994	
	3.1	3.1 Consolidated Fund Management				ongoing											01 D	
		3.1.1 Maintenance of Treasury Single Account System with the Government Commercial Banking network.																
		3.1.2 Reconciliation of Imprest Accounts																

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
	3.2	<p>3.2 Budget Execution</p> <p>3.2.1 Determination of Annual Imprest Limits on Budget Execution Agencies.</p> <p>3.2.2 Release of the imprest to Budget Execution Agencies on the execution of their Annual expenditure programmes considering the liquidity position.</p> <p>3.2.3 Confirmation of fund release for the Letter of Credit.(LC)</p> <p>3.2.4 Authorizing opening of Official bank A/Cs of Executing Agencies.</p> <p>3.2.5 Providing assistance by releasing funds to the various Departments & ministries for SGD programmes on priority basis</p>			<p>3.2.1 not conform</p> <p>3.2.2 On Request/On Requirement</p> <p>3.2.3 On Request</p> <p>3.2.4 Ongoing</p> <p>Through out the year</p>										<p>01 D 2484738</p> <p>01 DD 2484739</p> <p>03 AD 2484744 2484745 2484742</p>			

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
	3.3	3.3 Fund Operations and Accounting																
		3.3.1 Maintenance of DST's bank accounts assuring the proper collections & payments of the Consolidated Fund.		01.01.2019	31.12.2019									3.3.1 Bank Reconciliation Statements	Fund Operations and Accounting Division	01 -D	2484750	3.3.1 Daily / Monthly
		3.3.1.1 Reconciliation of all the DST's Bank A/C																
		3.3.2 Maintenance of sub leger accounts 8020, 8176, 8192, 8315, 8583		01.01.2019	31.12.2019													3.3.2 Before 15 th of the following month
		3.3.3 Maintenance of Treasury Operation Manager Software with timely improvements required to facilitate electronic transactions with bank in order to reduce time gaps and mitigate the management information delays for quality management decisions.		01.01.2019	31.12.2019									3.3.3 Real time fund transfers to the Budget Executing Agencies Submission of monthly DR/CR Summaries to SAD				3.3.3 Ongoing /Monthly
		3.3.4 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.		01.01.2019	31.12.2019									3.3.4 No.of Loan outstanding settled to the bank out of eligible claims from the banks.				3.3.4 Ongoing
		3.3.4.1 Maintenance of registers and ledgers in connected with loan guarantee fund																
		3.3.5 Submission of monthly accounts to DGSA before target dates.												3.3.5 Submission of monthly summery				3.3.5 Monthly

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
	3.4	<p>3.4 Administration & Human Resource Development</p> <p>3.4.1 Updating personal files of the staff</p> <p>3.4.1.1. Preparation and approving salary increments and conversions.</p> <p>3.4.1.2 Entering data cadre information system to e-payroll System</p> <p>3.4.1.3 Submiting applications for internal & external transfers by annually</p> <p>3.4.2 Organizing Training/capacity building programs</p> <p>3.4.2.1 Arranging training opportunity in local & foreign</p> <p>3.4.2.2 Conducting work shop</p>		<p>Through out the year</p> <p>Through out the year</p> <p>End of June</p> <p>Through out the year</p> <p>Annually</p>	<p>End of November</p>									TOD	ADG AD AO		D (CFM) (Acting)	

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
		3.4.3 General Administration Activities																
		3.4.3.1 Preparation of Annual Performance Report		February	May									Review the progress	TOD	ADG AD AO		
		3.4.3.2 Preparation of Annual Action Plan		December 2018	January 2019									Planing for annual duties				
		3.4.3.3 Arranging staff officer & other staff meeting		Monthly										Discuss matters in on going office works				
		3.4.3.4 Purchasing news papers to office		Throughout the year										To facilitate the officers				
		3.4.3.5 Supply of stationeries & office requistes		Through out the year										To facilitate the officers				
		3.4.4 Cordination Activity																
		3.4.4.1 Preparation of cadre report by annual, mid year, Quarterly & monthly		Through out the year										Identify the needs of officers				
		3.4.4.2 Participation of COPA meetings		Through out the year										Responsibility of the department				
		3.4.4.3 Updating web page in the ministry web site		Monthly or during the changes of data										Update information				
		3.4.4.4 Nominating the Steering Commity members		For Requist	Throughout the year									To Co-operate other Institutions				

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4						
		3.4.4.5 Updating PACIS data system	30		1 st & 15 th day of every month									Identify vacancies	TOD				
		3.4.4.6 Reply for Audit Quires			Through out the year										Accountability of the works				
		3.4.5 Maintanance Work																	
		3.4.5.1 Renovation of office layout			July	November									Fasilitate the staff				
		3.4.6 SGD Function																	
		3.4.6.1 Coordination of SGD activities in align with MOF SGD programmes.		Through out the year										Achiving the objectives of SGD Functions					
		3.4.6.2 Conducting awareness programmes to the staff on SGD focusing macro level objectives		Through out the year										Knowledge Share					

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
	3.5	Supply and Accounts												AD (S&A)		0112484843		
		3.5.1 Delegation of Authority under F.R. 135		15 th of Dec	Before 1 st of Jan									Approved Delegation			Financial Regulations	
		3.5.2 Preparation of Annual Estimate		After Budget Call	Before the closing date									Annual Draft Budget Estimate			Budget Call	
		3.5.2.1 Collection of data from all line divisions																
		3.5.2.2 Preparation of Annual Revenue and Expenditure Budget Estimates																
		3.5.2.3 Formulation of F.R. 66 transfers and supplementary allocations		When and where it is necessary										F.R. 66 or Supplementary				
		3.5.3 Preparation of Annual Imprest Limit																
		3.5.3.1 Preparation of Annual Imprest Limit based on approved budgetary provisions		After Publishing Approved Budget										Approved Imprest Limit			TOD Circular	
		3.5.3.2 Submission of monthly Imprest request to Budget Execution Division		Monthly										Monthly Imprest Request			TOD Circular	

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4									
		3.5.4 Maintenance of the Ledgers and Recording Transactions 3.5.4.1 Maintaining the Ledgers/ Books/ Registers(Vote Ledger, Deposit Ledger, Cash Book, Loan Register, Daily Payment Register) 3.5.4.2 Vouching all the Payment vouchers 3.5.4.3 Recording all the Transaction through CIGAS 3.5.4.4 Preparation of Monthly Expenditure Summary and send them to Department of State Accounts 3.5.4.5 Reconciling the Departmental books with Treasury Printouts 3.5.4.6 Preparation of Bank Reconciliation		Ongoing Ongoing Ongoing Monthly Monthly/ Quarterly Before 15 th of the following month	Before due date													Completed vote Ledgers No of Vouchers Daily Expenditure Report Monthly Summary Reconciliation Bank Reconciliation				Instructions of Financial Regulations and circular

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
		<p>3.5.5 Assets & Stores Management</p> <p>3.5.5.1 Implementation of Annual Board of Survey</p> <ul style="list-style-type: none"> - 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 - Submission of the relevant reports to Chief Accounting Officer & Auditor General <p>3.5.5.2 Maintaining Fixed Asset Ledger, Fixed Asset Register and Consumable Articles Register</p> <p>3.5.5.3 Maintaining Proper stock level and issuing goods based on the requests made by the divisions</p>		Before 15th of Dec	Before 17th March													Instructions of Public Finance circular 03/2016
				Ongoing														Accuracy of value and No of Items
				Ongoing														No of Complains and issues

Policies	Strategies	Proposed Activity	Allocation (Rs./Mn.)	Date of Commence	Date of Completion	Financial Targets(Rs /Mn)				Physical Targets(%)				Output or Indicator	Implementing Agency	Responsible by	Contact Tel. Nos.	Remarks
						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
		<p>3.5.6 Procurement Activities</p> <p>3.5.6.1 Preparation of Annual Procurement Plan as per the approved Budgetary Provisions</p> <p>3.5.6.2 Appointing the suitable officers to Procurement Committee and Technical Evaluation Committee</p> <p>3.5.6.3 Execution of the Annual Procurement Plan</p> <p>3.5.6.4 Issuing Purchase Orders</p> <p>3.5.7 Vehicle Maintenance</p> <p>3.5.7.1 Submission of "Quarterly Expenditure Report on Vehicles Maintenance" to the Auditor General and Internal Audit</p> <p>3.5.7.2 Maintaining "Log Books"</p> <p>3.5.7.3 Execution of all other activities in relating to vehicle maintenance such as;</p> <ul style="list-style-type: none"> - Servicing of vehicles - Obtaining Revenue License - Eco Test Reports etc. 		<p>December</p> <p>January and when an where it is necessary</p> <p>Scheduled date</p> <p>Quarterly</p> <p>Ongoing</p> <p>Ongoing</p>													<p>Purchased goods or service received</p> <p>Submission of the Report</p> <p>Completed book</p> <p>Vehicle with good condition</p> <p>Procurement guide Line</p>	

Policies	Strategies	Proposed Activity	Allocation (Rs./Mn.)	Date of Commence	Date of Completion	Financial Targets(Rs /Mn)				Physical Targets(%)				Output or Indicator	Implementing Agency	Responsible by	Contact Tel. Nos.	Remarks	
						Q	Q	Q	Q	Q	Q	Q	Q						
						1	2	3	4	1	2	3	4						
		<p>3.5.8 Paying Monthly Salaries</p> <p>3.5.8.1 Calculation of the salary arrears and salary increments</p> <p>3.5.8.2 Calculation of the PAYE Tax, Treasury allowance & entering to the Pay Ledger and Government Payroll System</p> <p>3.5.8.3 Preparation of salary control account and comparison of monthly salary bill with the Control Account and report generated by GPS.</p> <p>3.5.9 Preparation of Annual Final Accounts</p> <p>3.5.9.1 Preparation of Annual Financial Accounts such as ; - Annual Financial Statement - Advance "B" Account - C</p> <p>3.5.10 Answering to the Audit Queries</p>		<p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>2019.01.01</p> <p>Continuously</p>	<p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>2019.02.28</p>														
													<p>Payment of salary Arrears</p> <p>Accuracy of calculation and payment of salary</p> <p>Financial Statements, Advance B Account, Instructions of Financial Regulations and circular</p> <p>Answers to Audit query and good opinion from Auditor General</p>						

GANTT CHART

Time –bound Activity Plan – 2019

Core Function: Domestic Debt Management

Activities	Time Span												Remarks	Expected Output
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1.1.1 Preparation of Non Project Debt Estimates after obtaining draft estimates from relevant agencies.					■	■	■	■	■	■			Period is determined as per the Budget Calendar	Draft Estimates
1.1.2 Submission of Draft Budget Estimates.					■	■	■	■	■	■			As per the Budget Calendar	Timely submission
1.1.3 Accounting of Non Project Debt.	■	■	■	■	■	■	■	■	■	■	■	■	On the receipt of CBSL information	Non Project debt stock
1.1.4 Accounting for Non Project Debt Servicing.	■	■	■	■	■	■	■	■	■	■	■	■	On the receipt of CBSL information	Non project debt stock and the vote ledger
1.1.5 Maintaining Ledgers for Non Project Loans.	■	■	■	■	■	■	■	■	■	■	■	■	On receipt of information from CBSL	Accurate Information
1.1.6 Maintenance of Debt Stock (Except Project loans)	■	■	■	■	■	■	■	■	■	■	■	■	On receipt of information from CBSL	Accurate Information
1.1.7 Preparation of Cabinet Memorandum for Borrowings (Except Project loans)	■	■	■	■	■	■	■	■	■	■	■	■	As per the requirement	Cabinet Memorandum

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Time –bound Activity Plan – 2019

Core Function: Foreign Debt Management

Activities	Time Span												Remarks	Expected Output
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1.2.1 Accounting of Foreign Grants														
1.2.1.1 Opening Maintaining of deposit accounts for foreign aid grants													On going	Deposit accounts Maintained throughout the year on applicable rules & regulations
1.2.1.2 Releasing funds to the projects based on the cash flow, requirements on the availability of the provisions													On availability of the Budget provisions & cash flows	Fund released on time
1.2.1.3 Accounting & reconciliation of deposit accounts for foreign aid grants													Monthly	Accurate grant receipt expenses recorded
1.2.1.4 Obtaining expenditure & other relevant reports regularly													Quarterly	Accurate data on Foreign Aid Grant
1.2.1.5 Preparation of annual revenue estimates/revised estimates and annual revenue account for Grant revenue													Period is determined as per the Budget Calendar	Approved annual revenue estimates / Accounts
1.2.1.6 Maintaining Donor – Wise Foreign Aid Grant data base													Daily	Up dated Donor- Wise Foreign Aid Grant data

GANTT CHART

Time – bound Activity Plan – 2019

Core Function: Foreign Debt Management

Activities	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
1.2.2 Foreign Debt Accounting															
1.2.2.1 Preparation of estimates for the public debt services														Period is determined as per the Budget Calendar.	Annual approved estimates for public debt services payments
1.2.2.2 Accounting of foreign loan disbursements from various Donors														Monthly	Accurately accounted foreign loan disbursements
1.2.2.3 Accounting of foreign loans utilized by each projects based on their expenditure certification														Monthly	Accurately accounted foreign debt expenditure
1.2.2.4 Accounting for Foreign Debt Servicing & FCBU debt services														Monthly	Accurately accounted foreign debt & FCBU Debt services
1.2.2.5 Maintaining of foreign Debt & FCBU debt data base in local & loan Currency														Monthly	Updated data base on Foreign Debt & FCBU debt in local & loan Currency
1.2.2.6 Reconciliation of all main ledgers accounting for foreign loans & FCBU loans & preparation of final balances to Island account														Monthly / yearly	Accounts Debt inform in the Island accounts

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Time –bound Activity Plan – 2019

Core Function : Foreign Debt Management - 2

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
1.3.1 Management of Reimbursable Foreign Aid															
1.3.1.1 Fund release to the foreign funded projects under reimbursable scheme.														Based on the cash flow and availability of funds.	Funds released to the Foreign funded projects progress based on the eligibility
1.3.1.2 Maintaining records for reimbursements and monitoring the same.														Based on the CBSL credit advice.	Zero or Minimum amount of outstanding reimbursements by the projects.
1.3.1.3 Facilitating for Operation of Special RFA Imprest System and facilitating for Banking Arrangements of selected foreign funded projects.														As pre the instruction given in the Circulars and financial regulations.	Facilitates provided within 3 working days if documents are submitted promptly
1.3.1.4 Accounting of Expenditure replenishments and other transactions relating to the Imprest Fund Accounts.														As pre the instruction given in the Circulars and financial regulations.	Accurate expenditure recorded under finance cord 14 less imprest balance within the allowed time limit

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Time –bound Activity Plan – 2019

Core Function : Foreign Debt Management - 2

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
1.3.2 Foreign Debt Management (Special Doller Accounts)															
1.3.2.1 Accounting of the Disbursements of the special currency accounts.														Based on the CBSL credit advice.	Accurately recorded disbursements under special foreign currency accounts
1.3.2.2 Release of Disbursements based on the credit advice from CBSL.														Based on the cash flow and availability of funds	Actual fund released on the availability of budgetary provision
1.3.2.3 Accounting of foreign loan Expenditure & settlement of advances.														Based on the budgetary provision and availability of funds	Accurately recommended foreign loan expenses
1.3.2.4 Provide necessary inputs to ERD in preparation of new / extended loan agreements.														As per the CBSL project Unit	No of comments on new / extended foreign loan

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Time – bound Activity Plan – 2019

Core Function: Cash Flow Management

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
2. Cash Flows Management															
2.1 Treasury Cash Flows Forecast & Management															Annual, Monthly and Daily Cash Flow Reports.
2.1.1 Forecasting															
a) Yearly	█	█	█	█	█	█	█	█	█	█	█	█	█	Ongoing	
b) Monthly	█	█	█	█	█	█	█	█	█	█	█	█	█	Ongoing	
c) Daily	█														
2.1.2 Review & update the cash flow															
2.1.1.2.1 Daily Updating Actual	█													Reports on Actual Cash Flow	
2.1.3 Implementation of Borrowing Programme															
2.1.3.1 Translate Annual Borrowing Limit into the Borrowing programme	█												Ongoing	Borrowing Reports	
2.1.3.2 Prepare Monthly Borrowing Programme to be discussed at the DDMC –CBSL	█												Ongoing		
2.1.4 Reconciliation of cash flow data with TFMS data and CBSL data															
Reconciliation of cash flow data with TFMS data and CBSL data	█												Ongoing	Validity of Cash flow data	
2.1.5 Fiscal position report (Midyear Report)															
Fiscal position report (Midyear Report)					█					█				Before 30 th May & September	Fiscal position report

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Time – bound Activity Plan – 2019

Core Function: Non Tax Revenue Collection and Revenue Accounting

Activity	Time Span												Remarks	Expected Output
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
2.2 Revenue														
2.2.1 Maintaining of 07 Non tax Revenue Heads assigned to DG TOD	—————												Ongoing	Revenue Collected against the estimates.
2.2.1.1 Preparation of Estimates on Non Tax Revenue Heads for which DG-TOD is responsible	—————												11 Non tax Revenue Heads Estimates : By before 31 st July	Revenue Estimates
2.2.1.2 Submission of Final Revenue Accounts	—————												Revenue accounts: before 28 th February	Revenue accounts
2.2.1.3 Submission of Arrears Revenue Reports	—————												Arrears Revenue : before 31 st January and before 31 st July	Arrears Revenue Reports
2.2.2 Acting as an intermediate for distribution of sale of Lotteries from National Lotteries Board	—————												08 Lotteries	Timely Distribution of Fund
2.2.3 Issuance of Treasury Guarantees and Manage them in accordance with the statutory provisions	—————												Comply with Fiscal Mgt.Res.Act.No.03 of 2003 and the Amendment Act.13 of 2016	No. of Treasury Guarantee issued / Extended
2.3.4 Submission of Observation/ Comments on Cabinet Memorandums	—————												Submit within 2-3 days	Observations/ Comment
2.2.5 Review and Monitor the bank outstanding quarterly basis	—————												Quarterly	TG Outstanding Report

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Time –bound Activity Plan – 2019

Core Function : Sub Loan Management

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
2.3 Sub Loan Management															
2.3.1 Authorized the eligible refund from revenue requests/(application) approved by the respective Chief Accounting Officer / Accounting Officers														On going	No. of approved refund applications out of the eligible requests.
2.3.1.2 Review and Execution of the recovery term of the Sub Loan agreements.														On going	Recovery of Sub Loan Instalment/Interest as per the agreements.
2.3.1.3 Preparation of the revenue Estimates, Revenue Accounts for Sub Loans														Before 31 st July	Draft Estimates Draft Revenue accounts
2.3.1.4 Preparation of Sub Loans debtor accounts														As per the Instructions given by SAD before February 28 th .	Debtor accounts before due date

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Time – bound Activity Plan – 2019

Core Function: Budget Execution

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3.2 Budget Execution															
3.2.1 Determination of Annual Imprest Limits on Budget Execution Agencies.														Before end of May	No. of approved imprest limits for BEA
3.2.2 Release of imprest to Budget Execution Agencies on the execution of their Annual expenditure programmes considering the liquidity position.														On Request/ On Requirement	Percentage of imprest released to the BEA based on the factors including the liquidity position.
3.2.3 Confirmation of fund release for the Letter of Credit.(LC)														On Request	
3.2.4 Authorizing opening of Official Bank A/Cs of Executing Agencies.														Ongoing	No. of approvals given based on the actual requests.
3.2.5 Providing assistance by releasing funds to the verious Departments & ministries for SGD programmes on prority basis														Through out the year	Presenting the SGD Functions




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Time – bound Activity Plan – 2019

Core Function: Fund Operations and Accounting

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3.3 Fund Operations and Accounting															
3.3.1 Maintenance of DST's bank accounts assuring the proper collections & payments of the Consolidated Fund. 3.3.1.1 Reconciliation of all DST's Bank Accounts														Daily/ Monthly Before 15 th of the following month	Bank Reconciliation Statements
3.3.2 Maintenance of sub ledger accounts 8020, 8176, 8192, 8315, 8583														Quarterly	Reconciliation with the state accounts balances.
3.3.3 Maintenance of Treasury Operation Manager Software with timely improvements required to facilitate electronic transactions with bank in order to reduce time gaps and mitigate the management information delays for quality management decisions.														Ongoing/ Monthly	Real time fund transfer to the Budget Executing Agencies. Submission of monthly DR/CR summaries to SAD
3.3.4 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. 3.3.4.1 Maintenance of registers and ledgers in connected with loan guarantee fund														Ongoing	No. of Loan outstanding settled to the bank out of eligible claims from the banks.
3.3.5 Submission of monthly accounts to DGSA before target dates.														Monthly	Submission of monthly accounts before target dates

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3.4.3.2 Preparation of Annual Action Plan	█													December 2018 – January 2019	Planing for annual duties
3.4.3.3 Arranging staff officer & other staff meeting	█	█	█	█	█	█	█	█	█	█	█	█	█	Monthly	Discuss Matters in on going office works
3.4.3.4 Purchasing news papers to office														Through out the year	To faciliate the officers
3.4.3.5 Supply of stationeries & office requistes														Through out the year	To faciliate the officers
3.4.4 Cordination Activity														Through out the year	Identify the needs of officers
3.4.4.1 Preparation of cadre report by annual, mid year, Quarterly & monthly															
3.4.4.2 Participation of COPA meetings														Through out the year	Responsibility of the department
3.4.4.3 Updating web page in the ministry web site														Monthly or During the changes of data	Update informations
3.4.4.4 Nominating the Steering Commity members														Through out the year	To Cooperate other Institutions
3.4.4.5 Updating PACIS data system	█	█	█	█	█	█	█	█	█	█	█	█	█	1 st & 15 th day of every month	Identify vacancies
3.4.4.6 Reply for Audit Quires														Through out the year	Accountability of the works

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3.4.5 Maintenance Work 3.4.5.1 Renovation of office layout														July to November	Facilitate the staff
3.4.6 SGD Function 3.4.6.1 Coordination of SGD activities in align with MOF SGD programmes.													Through out the year	Achiving the objectives of SGD Functions	
3.4.6.2 Conducting awareness programmes to the staff on SGD focusing macro level objectives													Through out the year	Knowlodge share	

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Time – bound Activity Plan – 2019

Core Function: Supply and Accounts

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3.5.1 Delegation of Authority under F.R. 135													■	Annually	Approved Document
3.5.2 Preparation of Annual Estimate															
3.5.2.1 Collection of data from all line divisions							■	■						Budget Call	Collected data
3.5.2.2 Preparation of Annual Revenue and Expenditure Budget Estimates							■	■	■					Budget Call	Draft estimate
3.5.2.3 Formulation of F.R. 66 transfers and supplementary allocations	■												When and where it is necessary	F.R. 66 or supplementary	
3.5.3 Preparation of Annual Imprest Limit															
3.5.3.1 Preparation of Annual Imprest Limit based on approved budgetary provisions													■	TOD Circular	Approved Imprest limit
3.5.3.2 Submission of monthly Imprest request to Budget Execution Division	■												TOD Circular	Monthly Imprest request	

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3.5.4 Maintenance of the Ledgers and Recording Transactions															
3.5.4.1 Maintaining the Ledgers/ Books/ Registers														Instructions of Financial Regulations and circular	Accuracy of the ledger
3.5.4.2 Vouching all the Payment vouchers														Instructions of Financial Regulations and circular	Accuracy
3.5.4.3 Recording all the Transaction through CIGAS														Daily	Daily expenditure report
3.5.4.4 Preparation of Monthly Expenditure Summary and send them to Department of State Accounts														Monthly	Monthly summary
3.5.4.5 Reconciling the Departmental books with Treasury Printouts														Monthly	Reconciliation
3.5.4.6 Preparation of Bank Reconciliation														Monthly	Bank Reconciliation

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3.5.5 Assets & Stores Management															
3.5.5.1 Implementation of Annual Board of Survey <ul style="list-style-type: none"> - 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 - Submission of the relevant reports to Chief Accounting Officer & Auditor General 													Instructions of Public Finance circular 03/2016	Board of survey report	
3.5.5.2 Maintaining Fixed Asset Ledger, Fixed Asset Register and Consumable Articles Register													Instructions of Financial Regulations and circular	Accuracy of the record	
3.5.5.3 Maintaining Proper stock level and issuing goods based on the requests made by the divisions													Daily	Smoothly running work flow	

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3.5.6 Procurement Activities															
3.5.6.1 Preparation of Annual Procurement Plan as per the approved Budgetary Provisions	<input type="checkbox"/>												<input type="checkbox"/>	Instructions of procurement guide line	Approved Procurement plan
3.5.6.2 Appointing the suitable officers to Procurement Committee and Technical Evaluation Committee													<input type="checkbox"/>	Instructions of procurement guide line	Appoint procurement committee
3.5.6.3 Execution of the Annual Procurement Plan													Instructions of procurement guide line	Select the supplier	
3.5.6.4 Issuing Purchase Orders													Approval of the procurement committee	Receiving goods or services	
3.5.7 Vehicle Maintenance															
3.5.7.1 Submission of "Quarterly Expenditure Report on Vehicles Maintenance" to the Auditor General and Internal Audit													Instructions of circulars	Expenditure report for vehicles	
3.5.7.2 Maintaining "Log Books													Instructions of circular	Accuracy of log books	
3.5.7.3 Execution of all other activities in relating to vehicle maintenance such as; - Servicing of vehicles - Obtaining Revenue License - Eco Test Reports etc.													Instructions of circular	Vehicles in good condition	

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3.5.8 Paying Monthly Salaries															
3.5.8.1 Calculation of the salary arrears and salary increments														Instructions of Public administration circular, F.R. and E-Code	Payment if salary Increment and salary arrears
3.5.8.2 Calculation of the PAYE Tax, Treasury allowance & entering to the Pay Ledger and Government Payroll System														Instructions from the statutory entities	Payment of Allowances and deductions from salary
3.5.8.3 Preparation of salary control account and comparison of monthly salary bill with the Control Account and report generated by GPS.														Instructions of Public administration circular, F.R. and E-Code	Accuracy of calculation and payment of salary
3.5.9 Preparation of Annual Final Accounts															
3.5.9.1 Preparation of - Annual Financial Statement - "Advance B" Account - Deposit Account Reconciliation														Instructions of State Accounts Circular	Financial Statement, Advance "B" Account and Deposit Account Reconciliation
3.5.10 Answering to the Audit Queries														When Received a query	Answers to Audit query and good opinion from Auditor General

Annual Budget Estimate - 2019

Rs. Mn

Category	Recurrent	Capital	Debt Amortization	Total
<i>Appropriation Law</i>				
Department Expenditure	104.575	40.300	-	144.875
Transfer to Public Institutions	1,870.000	-	-	1,870.000
Loan Floating Expenses	7,519.010	-	-	7,519.010
Interest Payments	15,008.000	-	-	15,008.000
Debt Repayment	-	-	970.000	970.000
<i>Sub Total</i>	<i>24,501.585</i>	<i>40.300</i>	<i>970.000</i>	<i>25,511.885</i>
<i>Special Law</i>				
Interest Payment, Discounts on Treasury Bills & Treasury Bonds	885,052.468	-	-	885,052.468
Debt Repayment	-	-	1,299,030.000	1,299,030.000
<i>Sub Total</i>	<i>885,052.468</i>	<i>-</i>	<i>1,299,030.000</i>	<i>2,184,082.468</i>
Grand Total	909,554.053	40.300	1,300,000.000	2,209,594.353

	Head :	249 - Department of Treasury Operations																
	Programme :	01 - Operational Activities																
	Project :	01 - Administration and Treasury Management																
Category : Recurrent																		
Object	Category /Object /Item Description	Annual Estimate Rs.	Budget cut Supplementarily /FR 66	Net Provision	Basis of Apportionment	DG's Office	ADG's Office	Core Functions						Supporting Functions				
								Foreign Debt - 1	Foreign Debt - 2	Domestic Debt	Consolidated Fund Mgt.	Consolidated Fund Operation & Accounting	Revenue	Cash Flows Mgt.	Sub Loan Mgt.	Supplies & Accounts	Admin	
	Personal Emoluments	81,500,000		81,500,000		4,143,183	9,869,505	8,117,394	3,653,680	2,382,337	21,363,575	6,284,208	4,821,020	5,514,572	2,619,179	6,089,915	6,641,432	
1001	Salaries and Wages	52,500,000		52,500,000	Proportion of Basic Salary	2,617,062	6,159,579	5,297,180	2,348,806	1,561,936	13,941,930	4,067,308	3,102,873	3,555,142	1,558,307	3,979,682	4,310,195	
1002	Overtime and Holiday Payments	1,000,000		1,000,000	OT hrs of minor Staff	174,242	350,000	11,364	11,364	6,818	43,182	82,576	82,576	87,121	6,818	22,727	121,212	
1003	Other Allowances	28,000,000		28,000,000	Propotion of Allowances	1,351,879	3,359,926	2,808,850	1,293,510	813,583	7,378,463	2,134,324	1,635,571	1,872,309	1,054,054	2,087,506	2,210,025	
	Travelling Expenses	2,165,000		2,165,000		121,291	323,925	194,818	99,580	97,843	587,930	106,527	106,527	203,502	97,843	103,922	121,292	
1101	Domestic	165,000		165,000	No. of Minor Staff	26,053	38,211	4,342	4,342	2,605	16,500	11,289	11,289	13,026	2,605	8,684	26,054	
1102	Foreign	2,000,000		2,000,000	No. of Staff Officer	95,238	285,714	190,476	95,238	95,238	571,430	95,238	95,238	190,476	95,238	95,238	95,238	
	Supplies	5,600,000		5,600,000		426,788	1,042,408	495,180	343,006	298,727	913,823	433,162	389,684	390,484	320,467	295,141	251,130	
1201	Stationery and Office Requisites	2,500,000		2,500,000	No. of Employees	108,696	239,130	260,870	108,696	65,217	673,913	195,652	152,174	152,174	86,957	217,391	239,130	
1202	Fuel	3,000,000		3,000,000	No. of Entitled Emp.	282,092	785,678	232,310	232,310	232,310	232,310	232,310	232,310	232,310	232,310	73,750	-	
1203	Diets & Uniforms	100,000		100,000	No. of Entitled Emp.	36,000	17,600	2,000	2,000	1,200	7,600	5,200	5,200	6,000	1,200	4,000	12,000	
	Maintenance Expenditure	3,450,000		3,450,000		378,488	1,092,442	63,954	33,140	22,675	180,233	401,163	386,047	401,163	24,417	52,325	413,953	
1301	Vehicles	2,800,000		2,800,000	No. of Vehicles	350,000	1,050,000	-	-	-	-	350,000	350,000	350,000	-	-	350,000	
1302	Plant, Machinery and Equipment	500,000		500,000	No. of Machinery & Equipment	14,535	31,977	55,233	26,163	17,442	145,349	40,698	29,070	40,698	17,441	34,883	46,511	
1303	Buildings and Structures	150,000		150,000	Floor Area	13,953	10,465	8,721	6,977	5,233	34,884	10,465	6,977	10,465	6,976	17,442	17,442	
	Services	10,660,000		10,660,000		229,976	5,954,463	760,236	703,535	703,535	1,055,081	123,535	123,535	180,237	703,536	66,835	55,496	
1401	Transport	2,900,000		2,900,000	No. of Entitled Emp.	-	-	580,000	580,000	580,000	580,000	-	-	-	580,000	-	-	
1402	Postal & Communication	2,200,000		2,200,000	Telephone All Entitled Employees	181,443	544,330	170,103	113,402	113,402	464,948	113,402	113,402	170,103	113,402	56,701	45,362	
1406	Interest Payment for Leased Vehicles	5,400,000		5,400,000	No. of Entitled Emp.		5,400,000											
1409	Other	160,000		160,000	No of Sections	48,533	10,133	10,133	10,133	10,133	10,133	10,133	10,133	10,134	10,134	10,134	10,134	
	Transfers	1,871,200,000		1,871,200,000		-	124,138	165,517	41,379	-	455,172	41,379	1,870,000,000	124,138	82,759	41,380	124,138	
1503	Public Institutions	500,000,000		500,000,000	As per Request								500,000,000					
1506	Property Loan Interest	1,200,000		1,200,000	No. of Loan obtained Emp.	-	124,138	165,517	41,379	-	455,172	41,379	-	124,138	82,759	41,380	124,138	
1- 1505	Subscriptions and Contributions Fee	1,370,000,000		1,370,000,000	As per Request								1,370,000,000					
Total Recurrent Expenses		1,974,575,000		1,974,575,000		5,299,726	18,406,881	9,797,099	4,874,320	3,505,117	24,555,814	7,389,974	1,875,826,813	6,814,096	3,848,201	6,649,518	7,607,441	
	1st Level Absorption (Based on No of Staff - DG & ADG staff Excluded)					(5,299,726)		605,833	289,746	173,848	1,680,529	489,935	331,891	395,109	226,529	474,131	632,175	
							(18,406,881)	2,104,166	1,006,340	603,804	5,836,774	1,701,630	1,152,717	1,372,282	786,775	1,646,740	2,195,653	
							-	-	12,507,098	6,170,406	4,282,769	32,073,117	9,581,539	1,877,311,421	8,581,487	4,861,505	8,770,389	10,435,269
	2nd Level Absorption (Based on No of Staff - Finance & Admin Staff Excluded)	(Allocation of supporting function costs to core functions)							1,267,079	605,994	363,597	3,514,766	1,024,681	694,139	826,356	473,777	(8,770,389)	
									1,507,608	721,030	432,618	4,181,973	1,219,196	825,907	983,223	563,714		(10,435,269)
Absorbed Total Recurrent Expenditure						-	-	15,281,785	7,497,430	5,078,984	39,769,856	11,825,416	1,878,831,467	10,391,066	5,898,996	-	-	

Category : Capital																		
Object	Category /Object /Item Description	Annual Estimate Rs.	Budget cut Supplementary / FR 66	Net Provision	Basis of Apportionment	DG's Office	ADG's Office	Core Functions							Supporting Functions			
								Foreign Debt - 1	Foreign Debt - 2	Domestic Debt	Consolidated Fund Mgt.	Consolidated Fund Operation & Accounting	Revenue	Cash Flows Mgt.	Sub Loan Mgt.	Supplies & Accounts	Admin	
	Rehabilitation and Improvement of Capital Assets	32,100,000		32,100,000		2,925,000	2,512,037	1,824,074	1,455,556	1,068,519	7,481,481	2,373,148	1,617,593	2,280,555	1,437,037	3,500,000	3,625,000	
2001	Buildings and Structures	30,000,000		30,000,000	Floor Area	2,790,698	2,093,023	1,744,186	1,395,349	1,046,512	6,976,744	2,093,023	1,395,349	2,093,023	1,395,349	3,488,372	3,488,372	
2002	<u>Plant, Machinery and Equipment</u>																	
2002-1	Implementation of Treasury Single Accounts System	1,000,000		1,000,000	No of Users	-	37,037	74,074	55,556	18,519	481,481	148,148	92,593	55,555	37,037	-	-	
2002-2	Other	100,000		100,000	Floor Area	9,302	6,977	5,814	4,651	3,488	23,256	6,977	4,651	6,977	4,651	11,628	11,628	
2003	Vehicles	1,000,000		1,000,000	No of Vehicles	125,000	375,000	-	-	-	-	125,000	125,000	125,000	-	-	125,000	
	Acquisition of Capital Assets	6,200,000		6,200,000		189,417	4,326,417	81,417	81,417	471,417	151,417	111,417	71,417	81,416	71,416	406,416	156,416	
2102	Furniture and Office Equipment	2,000,000		2,000,000	As per Request	189,417	126,417	81,417	81,417	471,417	151,417	111,417	71,417	81,416	71,416	406,416	156,416	
2108	Capital Payment for Leased Vehicles	4,200,000		4,200,000	No. of Entitled Emp.		4,200,000											
	Human Resource Development	2,000,000		2,000,000		86,957	191,304	208,696	86,957	52,174	539,130	156,522	121,739	121,739	69,565	173,913	191,304	
2401	Staff Training	2,000,000		2,000,000	No of Employees	86,957	191,304	208,696	86,957	52,174	539,130	156,522	121,739	121,739	69,565	173,913	191,304	
	Total Capital Expenditure	40,300,000		40,300,000		3,201,374	7,029,758	2,114,187	1,623,930	1,592,110	8,172,028	2,641,087	1,810,749	2,483,710	1,578,018	4,080,329	3,972,720	
	1st Level Absorption (Based on No of Staff - DG & ADG staff Excluded)					(3,201,374)		365,962	175,025	105,015	1,015,147	295,952	200,484	238,671	136,838	286,405	381,875	
							(7,029,758)	803,601	384,331	230,598	2,229,118	649,868	440,233	524,087	300,477	628,905	838,540	
								3,283,750	2,183,286	1,927,723	11,416,293	3,586,907	2,451,466	3,246,468	2,015,333	4,995,639	5,193,135	
	2nd Level Absorption (Based on No of Staff - Finance & Admin Staff Excluded)	(Allocation of supporting function costs to core functions)							721,732	345,176	207,106	2,002,021	583,661	395,383	470,695	269,865	(4,995,639)	
								750,264	358,822	215,293	2,081,168	606,736	411,014	489,303	280,535		(5,193,135)	
	Absorbed Total Capital Expenditure					-	-	4,755,746	2,887,284	2,350,122	15,499,482	4,777,304	3,257,863	4,206,466	2,565,733	-	-	
	Absorbed Total Recurrent Expenditure					-	-	15,281,785	7,497,430	5,078,984	39,769,856	11,825,416	1,878,831,467	10,391,066	5,898,996	-	-	
	Absorbed Total Recurrent & Capital Exp.	2,014,875,000		2,014,875,000		-	-	20,037,531	10,384,714	7,429,106	55,269,338	16,602,720	1,882,089,330	14,597,532	8,464,729	-	-	

Statement of Monthly/Quartely Cash Flow forecast as per approved Expenditure Plans for the year 2019

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)	6,350	6,600	6,500	19,450	6,520	6,500	6,500	19,520	6,500	6,500	6,500	19,500	6,500	6,500		611
II	Overtime and Holiday pay (1002)	81	100	84	265	106	90	90	286	90	90	90	270	90	45	44	179	1,000
III	All other Recurrent Expenditure	36,800	12,850	4,100	53,750	58,250	200,000	200,000	458,250	200,000	200,000	200,000	600,000	250,000	250,000	281,075	781,075	1,893,075
	Total Recurrent (CF)	43,231	19,550	10,684	73,465	64,876	206,590	206,590	478,056	206,590	206,590	206,590	619,770	256,590	256,545	281,730	794,865	1,966,156
IV	Reimbursable Foreign Aid				-				-				-				-	-
V	Other Capital Expenses	1,100	500	-	1,600	-	700	700	1,400	700	700	700	2,100	700	33,800	400,700	435,200	440,300
VI	Public Officers Advance Account	200	1,000	800	2,000	2,000	500	500	3,000	1,000	1,000	1,000	3,000	800	200	1,000	2,000	10,000
VII	Deposit Accounts				-				-				-				-	-
VIII	Other Advance Accounts				-				-				-				-	-
	Grand Total	44,531	21,050	11,484	77,065	66,876	207,790	207,790	482,456	208,290	208,290	208,290	624,870	258,090	290,545	683,430	1,232,065	2,416,456

