

Action Plan 2020
Department of Treasury Operations
Ministry of Finance, Economic & Policy Development

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 Programs with the revenue plans and borrowing program, while providing stewardship towards fund accounting, including foreign borrowings.”

3. Cadre Information

Table 3(a) Cadre Information as at 31.12.2019

Designation	Service	Grade/Class	Approved Cadre	Existing Cadre (31.12.2019)
Director General	SLAcS	Special	1	1*
Additional Director General	SLAcS	Special	3	2**
Director	SLAcS	I	9	9
Assistant Director/Deputy Director	SLAcS	III/ II	10	6
Assistant Director	SLAS	III/II	1	1***
Administrative Officer	MSO	Supra	1	1
Development Officer	DOS	III/ II/ I	22	21 ****
M.S.O	MSO	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	12
Total			123	115

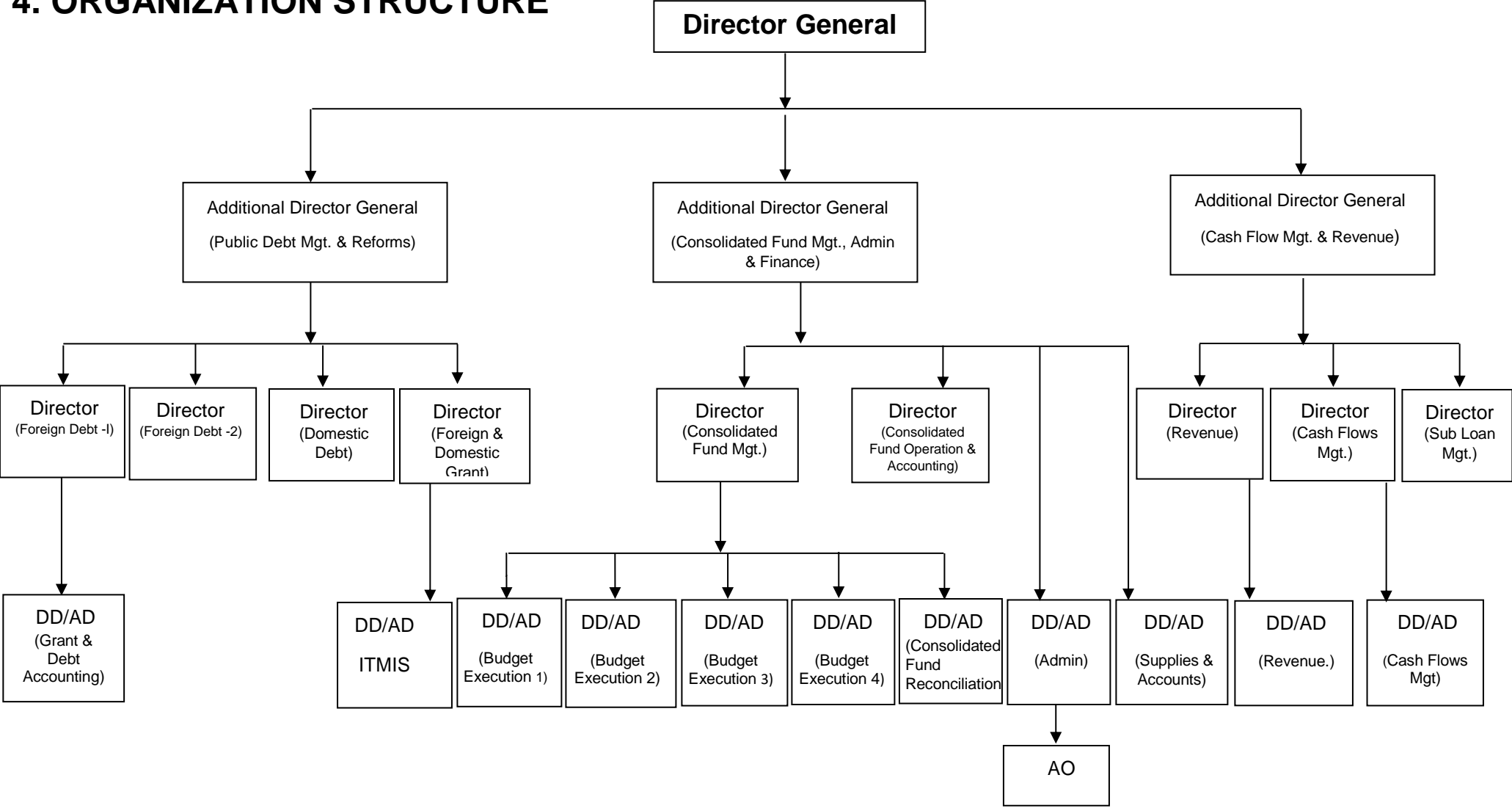
* Senior Class 1 officer of SLAcS is acting on the post of Director General

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

*** One SLAS officer is Performing covering up duties in the post of Assistant Director

**** A Graduate Trainee has been attached to this department since 03.08.2018 under the cadre position of Development Officer.

4. ORGANIZATION STRUCTURE



5. Policy

Harmonization of the Government expenditure programs with the revenue plans and borrowing program, 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 & Monetary 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 servicing.
- Authorization and Supervision of Government bank accounts and imprest accounts.
- Operations of Public Officers Property Loan Guaranty scheme.

8. Program / Project

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					
1	1	1. Public Debt Management & Reforms 1.1 Domestic Debt Management 1.1.1 Preparation of Non Project Debt Estimates after obtaining draft estimates from relevant agencies. 1.1.2 Submission of Draft Budget Estimates. 1.1.3 Accounting of Non Project Borrowings. 1.1.4 Accounting for Non Project Debt Servicing. 1.1.5 Maintaining Ledgers for Non-Project Loans. 1.1.6 Maintenance of Debt Stocks (Except project loans) 1.1.7 Preparation of Cabinet Memorandum for Borrowings. (Except Project loans)	Rec 4998 Cap 4149	01.05.2020 01.08.2020 01.01.2020 01.01.2020 01.01.2020 01.01.2020 As per the requirement	31.10.2020 30.09.2020 31.12.2020 31.12.2020 31.12.2020 31.12.2020									TOD TOD TOD TOD TOD TOD TOD	01 ADG D(DD)	2484748 2151487		

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						Q	Q	Q	Q	Q	Q	Q	Q					
						1	2	3	4	1	2	3	4					
	1.2	1.2 Foreign Debt - 1																
		1.2.1 Foreign Debt Accounting																
		1.2.1.1 Preparation of estimates for the public debt services	Rec 120,000	01.07.2020	30.09.2020									1.2.1.1 Annual approved estimates for public debt service payments	TOD, ERD & CBSL	01-D	2484971	
			Cap 118,000															
		1.2.1.2 Accounting of foreign loan disbursements from various Donors		01.01.2020	31.12.2020									1.2.1.2 Accurately accounted foreign loan disbursements	TOD			
		1.2.1.3 Accounting of foreign loans utilized by each projects based on their expenditure certification	77,700	01.01.2020	31.12.2020									1.2.1.3 Accurately accounted foreign debt expenditure	TOD			
		1.2.1.4 Accounting for foreign debt services & FCBU debt services		01.01.2020	31.12.2020									1.2.1.4. Accurately accounted foreign Debt & FCBU Debt services	TOD			
		1.2.1.5 Maintaining of Foreign Debt & FCBU debt data base in local & loan Currency		01.01.2020	31.12.2020									1.2.1.5 Updated data base on Foreign Debt & FCBU debt in local & loan Currency	TOD			
		1.2.1.6 Reconciliation of all main ledgers accounting for foreign Loans & FCBU Loans & preparation of final balances to Island account		01.01.2020	31.12.2020									1.2.1.6 Forign Loan notes in the final Account	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 / Domestic Grant 1.3.1 Accounting of Domestic / Foreign Grants 1.3.1.1 Opening & Maintaining of deposit accounts for Domestic/ foreign aid grants 1.3.1.2 Releasing funds to the projects based on the cash flows, requirement on the availability of the provisions 1.3.1.3 Accounting & reconciliation of deposit accounts for Domestic/ Foreign aid grants 1.3.1.4 Obtaining expenditure & all other relevant reports regularly 1.3.1.5 Preparation of annual revenue estimates/revised estimates and annual revenue account for Grant revenue 1.3.1.6 Maintaining Donor – Wise Domestic/ Foreign Aid Grant data base		01.01.2020	31.12.2020										01-D	2484751		
													1.3.1.1 Deposit account maintained throughout the year on applicable rules & regulations	TOD				
													1.3.1.2 Fund released on time	TOD & NDB				
													1.3.1.3 Accurate grant receipt expenses recorded	TOD				
													1.3.1.4 Accurate data on Domestic/ Foreign Aid grants	TOD				
													1.3.1.5 Approved annual revenue estimates/Accounts	TOD				
													1.3.1.6 Up dated Donor –Wise Domestic/ Foreign Aid Grant data	TOD				

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
	1.4	1.4 Foreign Debt -2																
		1.4.1 Management of Reimbursable Foreign Aid	Rec 1.85															
		1.4.1.1 Fund releases to the foreign funded projects under reimbursable scheme.	Cap 0.061	01.01.2020	31.12.2020									Funds released to the Foreign funded projects progress based on the eligibility	Relevant Ministries As per budget	01 D	2484743	
		1.4.1.2 Maintaining records for reimbursements and monitoring the same		01.01.2020	31.12.2020									Zero or Minimum amount of outstanding reimbursements by the projects.	TOD & Projects			
		1.4.1.3 Facilitating for Operation of Special RFA Imprest System and facilitating for Banking Arrangements of selected foreign funded projects.		01.01.2020	31.12.2020									Facilities provided Within 3 working days if documents are submitted promptly	TOD & Projects			
		1.4.1.4 Accounting for expenditure, replenishments and other transactions relating to the Imprest Fund Accounts.		01.01.2020	31.12.2020									Accurate expenditure recorded under finance cord 14 less imprest balance within the allowed time limit	TOD & Spending Units			
		1.4.2 Foreign Debt Management (Special Doller Accounts)																
		1.4.2.1 Accounting for the Disbursements from the special currency accounts.		01.01.2020	31.12.2020									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					
		1.4.2.2 Release of Disbursements based on the credit advice from CBSL.		01.01.2020	31.12.2020									actual fund released on the availability of budgetary provision	Foreign Aid Management Division			1.4.2.2 Based on the cash flow & availability of funds
		1.4.2.3 Accounting for foreign loan Expenditure & settlement of advances.		01.01.2020	31.12.2020									accurately recommended foreign loan expenses	Foreign Aid Management Division			1.4.2.3 Based on the Budgetary provision & Availability of funds
		1.4.2.4 Provide necessary inputs to ERD in preparation of new/extended loan agreements.		01.01.2020	31.12.2020									No of comments on new / extended foreign loan	Foreign Aid Management Division			1.4.2.4 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 2.1	2. Cash Flow Management 2.1 Treasury Cash Flows Management 2.1.1 Forecasting (a) Yearly (b) Monthly (c) Daily 2.1.2 Review & update the cash flow 2.1.2.1 Daily Updating Actuals 2.1.3 Implementation of Borrowing Program 2.1.3.1 Translate Annual Borrowing Limit into the Borrowing Program 2.1.3.2.Prepare Monthly Borrowing Program to be implemented	Rec 2.86 Cap 0.1	01.12.2019 15.12.2019 01.01.2020 - 01.01.2020 01.01.2020 01.01.2020	31.03.2020 15.11.2020 31.12.2020 31.12.2020 31.12.2020 31.12.2020									Cash Flow	01 ADG 01 D 01 AD	2484901 2464686 2484505	2.1.3.1 Before 31st of December 2.1.3.2 On or before 3rd week of each Month	

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
		2.1.4.Reconciliation of cash flow data with TFMS data and CBSL data 2.1.5 Fiscal position report 2.1.5.1.Midyear Report 2.1.5.2.Monthly Report		1-Jan-20	31-Dec-20													
				July /Se	July /Sep									Information for Fiscal Position report				
				1-Feb-20	1-Jan-21													

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
2	2.2	2.2 Revenue																
		2.2.1 Maintaining of 07 Non tax Revenue Heads assigned to DG TOD	Rec 114	01.01.2020	31.12.2020									Revenue Collected against the estimates.	TOD all others Ministries and Departments	01 ADG 01 D 01 AD	2484901 2484741	
		2.2.1.1 Preparation of Estimates on Non Tax Revenue Heads for which DG-TOD is responsible.	Cap 0.1	01.06.2020	31.07.2020									Revenue Estimates,	TOD			
		2.2.1.2 Submission of Final Revenue Accounts		01.01.2021	28.02.2021									Revenue Accounts	TOD			
		2.2.1.3 Submission of Arrieas Revenue Reports		01.05.2020 01.12.2020	31.07.2020 31.01.2021									Arrears Revenue Reports	TOD			
		2.2.2 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		01.01.2020	31.12.2020									Timely Distribution of Funds	TOD National Lotteries Board			

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4								
		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		01.01.2020	31.12.2020									No. of Treasury Guarantee issued/Extended within the prescribed limit	TOD						
		2.2.4 Submission of Observation/Comments on Cabinet Memorandums.		01.01.2020	31.12.2020									Observations/ Comments	TOD						
		2.2.5 Review and Monitor the bank outstanding quarterly basis		15.03.2020	30.04.2020									Quarterly Report of Outstanding Balance of Treasury Guarantee	TOD						
				15.06.2020	31.07.2020																
				15.09.2020	31.10.2020																
				15.12.2020	31.01.2021																

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
2	2.3	<p>2.3. Sub Loan Management</p> <p>2.3.1 Authorized the eligible Refund from revenue requests/ (application) approved by the respective Chief Accounting Officers / Accounting Officers</p> <p>2.3.1.1 Review and Execution of the recovery term of the Sub Loan agreements</p> <p>2.3.1.2 Preparation of the Revenue Estimates, Revenue Accounts for Sub Loans</p> <p>2.3.1.3 Preparation of Sub Loans Debtor Accounts.</p> <p>2.3.1.4 Preparation of Sub Loan Arrears Revenue Report</p>	<p>Rec 1.84</p> <p>Cap 0.07</p>		<p>Ongoing</p> <p>Ongoing</p> <p>Before 28th Feb</p> <p>As per the Instructions Given by SAD before February 28th</p> <p>Before 31st January</p>										01 D	2484883		

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
3	3 3.1	Consolidated Fund Management, Finance & Admin 3.1 Consolidated Fund Management. 3.1.1 Maintenance of Treasury Single Account System with the Government Commercial Banking network. 3.1.2 Reconciliation of Imprest Accounts	Rec 9.09 Cap 0.45	ongoing ongoing											01 ADG 01 D	2484994 2484738		

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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 programs 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/C s of Executing Agencies</p> <p>3.2.5 Providing assistance by releasing funds to the various Department and Ministries for SDG Programs on priority basis.</p>		<p>3.2.1 not confirm</p> <p>3.2.2 On Request/ On Requirement</p> <p>3.2.3 On Request</p> <p>3.2.4 On going</p> <p>Throughout the year</p>											<p>01 D 2484738</p> <p>03 DD 2484739</p> <p>01 AD 2484742</p> <p>2484745</p> <p>2484744</p>			

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
		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 Monthly

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					
3	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 Forwarding the applications of EB & other exams, promotions in the staff</p> <p>3.4.1.3 Entering data to cadre information system (e-payroll System)</p> <p>3.4.2 Giving transfer opportunities to the staff</p> <p>3.4.2.1 Submitting applications for internal & external transfers by annually</p>	<p>Rec 2.86</p> <p>Cap 0.002</p>	<p>Through out the year</p> <p>Through out the year</p> <p>Through out the year</p> <p>End of June</p>									<p>No. of files to be updated/updated information, No. of conversions & Increments to be prepared / Increase moral in the staff</p> <p>No. of applications to be forwarded</p> <p>No. of Officers to be entered to the system / easy to collect data</p> <p>No. of persons to be transferred / changing work place</p>	TOD	<p>01 D(CFM)</p> <p>01AD(Admin)</p> <p>01 AO</p>	2484746		

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
		3.4.2.2 Attaching the staff members to the divisions in the orders given by the DG 3.4.2.3 Forwarding appeals against the given transfer orders in the staff 3.4.3 Organizing Training/capacity building programs 3.4.3.1 Arranging and facilitating training opportunities for the staff in local & foreign 3.4.3.2 Conducting annual work shop 3.4.4 General Administration Activities 3.4.4.1 Preparation of Annual Performance Report 3.4.4.2 Preparation of Annual Action Plan		Through out the year Annually Through out the year Annually February End of November 2019	July 31 December 2019								No. of officers to be attached No. of appeals to be forwarded No. of training programs to be organized/No.of requests to be forwarded to other institutions for training programs No of officials to be trained Review the progress within given time period Planning for annual duties within given time period					

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
		3.4.4.3 Arranging staff officer & other staff meeting		Monthly									No. of matters to be arranged					
		3.4.4.4 Purchasing newspapers to office		Throughout the year									To facilitate the staff					
		3.4.4.5 Supply of stationeries & office requests to admin branch		Throughout the year									To facilitate the staff					
		3.4.4.6 Facilitating to take distress, festival, bicycle & property loans		Throughout the year									No. of application to be forwarded					
		3.4.4.7 Maintaining the register for circulars issuing by the department		Throughout the year									Maintain database					
		3.4.4.8 Obtaining, reimbursing & setting of the petty-cash imprest		Throughout the year									Efficiently , effectively and economically managing for petty cash imprest as per the provision of F.R.					
		3.4.4.9 Preparing vouchers to payment the telephone, fax and dongle bills		Throughout the year									Efficiently,and Effectively managing the task					
		3.4.4.10 delivering official mail		Throughout the year									Efficiently,and Effectively managing the task					
		3.4.4.11 Maintaining cheque & money order register		Throughout the year									Efficiently,and Effectively managing the task					

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
		3.4.4.12 Giving approvals & maintaining register to department postal chargers		Throughout the year									Efficiently, and Effectively managing the task					
		3.4.4.13 Taking leave reports maintaining the leave register in the staff & other duties based on leave		Throughout the year									Efficiently, and Effectively managing the task					
		3.4.4.14 Issuing railway Warrants & forwarding the season tickets requites to CGR		Throughout the year									No. of request to be forwarded					
		3.4.5 Coordination Activity																
		3.4.5.1 Preparation of cadre report by annual, mid-year, Quarterly & monthly		Throughout the year									Submit within given time period					
		3.4.5.2 Facilitating the Staff officers to Participate the COPA meetings		Throughout the year									Submit informations on given time priod					
		3.4.5.3 Updating web page information in the ministry web site		Monthly or during the changes of data									Updated information					
		3.4.5.4 Nominating the Steering Committee members		For Requests									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					
		3.4.5.5 Updating PACIS data system		Through out the year	1 st & 15 th day of every month								Updated Informations					
		3.4.4.6 Reply for Audit Quires		Through out the year									Submit within given time period					
		3.4.6 Maintenance Work																
		3.4.5.1 Arranging minor maintenance works of building & fittings		Through out the year									Handle within responsible time period					
		3.4.6 SDG Function																
		3.4.6.1 Coordination of SDG activities in align with MOF SDG programs.		Through out the year									Achieving the objectives of SDG Functions					
		3.4.6.2 Conducting awareness program to the staff on SDG focusing macro level objectives		Through out the year									Level of Knowledge Sharing					

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
		3.5.3.2 Submission of monthly Imprest request to Budget Execution Division		Monthly										Monthly Imprest Request				TOD circular
		3.5.4 Maintenance of the Ledgers and Recording Transactions																Instructions of Financial Regulations and circular
		3.5.4.1 Maintaining the Ledgers/ Books/ Registers(Vote Ledger, Deposit Ledger, Cash Book, Loan Register, Daily Payment Register)		Ongoing										Completed vote Ledgers				
		3.5.4.2 Vouching all the Payment vouchers		Ongoing										No of Vouchers				
		3.5.4.3 Recording all the Transaction through CIGAS		Ongoing										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/ Quarterly										Reconciliation				
		3.5.4.6 Preparation of Bank Reconciliation		Before 15 th of the following month										Bank Reconciliation				

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
		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 3.5.5.2 Maintaining Fixed Asset Ledger, Fixed Asset Register and Consumable Articles Register 3.5.5.3 Maintaining Proper stock level and issuing goods based on the requests made by the divisions		Before 15 th of Dec	Before 15 th of March													Instructions of Public Finance circular 03/2016
				Ongoing									Accuracy of value and No of Items					
				Ongoing									No of Completion and issues					

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						Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4						
		3.5.6 Procurement Activities 3.5.6.1 Preparation of Annual Procurement Plan as per the approved Budgetary Provisions 3.5.6.2 Appointing the suitable officers to Procurement Committee and Technical Evaluation Committee 3.5.6.3 Execution of the Annual Procurement Plan 3.5.6.4 Issuing Purchase Orders 3.5.7 Vehicle Maintenance 3.5.7.1 Submission of “Quarterly Expenditure Report on Vehicles Maintenance” to the Auditor General and Internal Audit 3.5.7.2 Maintaining “Log Books”		December															
				January and when and where it is necessary															
				Scheduled date															
				Quarterly															
				Ongoing															

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					
		3.5.7.3 Execution of all other activities in relating to vehicle maintenance such as; <ul style="list-style-type: none"> - Servicing of vehicles - Obtaining Revenue License - Eco Test Reports etc. 		Ongoing									Vehicle with good condition					
		3.5.8 Monthly Salary Payment																
		3.5.8.1 Calculation of the salary arrears and salary increments		Monthly	Monthly									Payment of salary Arrieas				
		3.5.8.2 Calculation of PAYE Tax		Monthly	Monthly									Accuracy of calculation				
		3.5.8.3 Calculation of Treasury allowance		Monthly	Monthly									Accuracy of calculation				
		3.5.8.4 PAYE Tax and Treasury allowance entering to the Pay Ledger and Government Payroll System		Monthly	Monthly									Accuracy of calculation & salary payment				
		3.5.8.5 Preparation of salary control account and comparison of monthly salary bill with the Control Account and report generated by GPS.		Monthly	Monthly									Accuracy & salary payment				

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>3.5.9 Preparation of Annual Final Accounts</p> <p>3.5.9.1 Preparation of Annual Financial Accounts such as ;</p> <ul style="list-style-type: none"> - Annual Financial Statement - Advance “B” Account - Deposit Accounts Reconciliation <p>3.5.10 Answering to the Audit Queries</p>		2020.01.01	2020.02.28									Financial Statements, Advance B Account, Instructions of Financial Regulations and circular					
				Continuously										Answers to Audit Query and good opinion from Auditor General					

GANTT CHART

Time – bound Activity Plan – 2020

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.	1.2.2.1 Annual approved estimates for public debt services payments
	1.2.2.2 Accounting of foreign loan disbursements from various Donors	▬												Monthly	1.2.2. Accurately accounted foreign loan disbursements	
	1.2.2.3 Accounting of foreign loans utilized by each projects based on their expenditure certification	▬												Monthly	1.2.2.3 Accurately accounted foreign debt expenditure	
	1.2.2.4 Accounting for foreign debt services & FCBU debt services	▬												Monthly	1.2.2.4. Accurately accounted foreign Debt & FCBU Debt services	
	1.2.2.5 Maintaining of Foreign Debt & FCBU debt data base in local & loan Currency	▬												Monthly	1.2.2.5 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	1.2.2.6 Accounts Debt inform in the Island accounts	

GANTT CHART

Time –bound Activity Plan – 2020

Core Function : Foreign Grant

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

GANTT CHART

Time – bound Activity Plan – 2020

Core Function: Foreign Debt Management - 2

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
1.4.1 Management of Reimbursable Foreign Aid															
1.4.1.1 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
1.4.1.2 Maintaining records for reimbursements and monitoring the same.														Based on the CBSL credit advice.	Zero or Minimum amount of outstanding reimbursements by the projects.
1.4.1.3 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.	facilities provided Within 3 working days if documents are submitted promptly
1.4.1.4 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

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
1.4.2 Foreign Debt Management (Special Dollar Accounts)															
1.4.2.1 Accounting of the Disbursements of the special currency accounts.														Based on the CBSL credit advice.	Accurately recorded disbursement under special foreign currency accounts
1.4.2.2 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
1.4.2.3 Accounting of foreign loan Expenditure & settlement of advances.														Based on the budgetary provision and availability of funds	accurately recommended foreign loan expenses
1.4.2.4 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

GANTT CHART

Time – bound Activity Plan – 2020

Core Function: Cash Flow Management

Activities	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
1. Cash Flow Management															
2.1 Treasury Cash Flows Management															Annual, Monthly & Daily Cash Flow Reports.
2.1.1 Forecasting															
(a) Yearly														Ongoing	
(b) Monthly														Ongoing	
(c) Daily															
2.1.2 Review & update the cash flow															
2.1.2.1 Daily Updating Actual														Reports on Actual Cash Flow	
2.1.3 Implementation of Borrowing Program															
2.1.3.1. Translate Annual Borrowing Limit into the Borrowing Program													Ongoing	Borrowing Reports	
2.1.3.2. Prepare Monthly Borrowing Program 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)															
2.1.5.1 Midyear Report														Before 31 st September	Fiscal position
2.1.5.2 Monthly report														Each month	

GANTT CHART

Time – bound Activity Plan – 2020

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 – 2020

Core Function: Sub Loan Management

Activity	Time Span												Remarks	Expected Output	
	Ja	Fe	Ma	Ap	Ma	Jun	Jul	Aug	Se	Oct	No	De			
2.3 On lending Management															
2.3.1 Authorized the eligible refund from revenue requests/ (applications) approved by the respective Chief Accounting Officers/Accounting Officers														Ongoing	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														Ongoing	Recovery of Sub Loan Installment/Interest as per the agreements
2.3.1.3 Preparation of the Revenue Estimates, Revenue Accounts for Sub Loans														Before 31 th July	Draft Estimates Draft Revenue Accounts
2.3.1.4 Preparation of Sub Loan Debtor Accounts.														As per the Instructions given by SAD before February 28 th	Debtor Account before due date

GRANTT CHART

Time – bound Activity Plan – 2020

Core Function: Consolidated Fund Management

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3 Consolidated Fund Management															
3.1.1 Maintenance of Treasury Single Account System with the Government Commercial Banking network.														Ongoing	Real time fund availability to the Budget Executing Agencies, Minimum bank balances with the appropriate no. of official Bank accounts.
3.1.2 Reconciliation of Imprest Accounts														Ongoing	No. of reconciled imprest accounts.

GRANTT CHART

Time – bound Activity Plan – 2020

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 programs 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/C s of Executing Agencies.														On going	No. of approvals given based on the actual requests.
3.2.5 Providing assistance by releasing funds to the various Department and Ministries for SGD Programs on priority basis.														Throughout the year	Presenting the SGD functions

GANTT CHART

Time – bound Activity Plan – 2020

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.														Daily/ Monthly Before 15 th of the following month	Bank Reconciliation Statements
3.3.1.1 Reconciliation of all DST's Bank Accounts															
3.3.2 Maintenance of sub leger 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.														Ongoing	No. of Loan outstanding settled to The bank out of eligible claims from the banks.
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.														Monthly	Submission of monthly accounts before target dates

GANTT CHART

Time – bound Activity Plan – 2020

Core Function: Administration & Human Resource Development

Activity	Time Span												Remarks	Expected Output
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
3.4 Administration & Human Resource Development														
3.4.1 Updating personal fills of the staff 3.4.1.1. preparing and approving salary increments and conversions													Throughout the year	updated information
3.4.1.2 Forwarding the applications of EB & other exams, promotions in the staff													Throughout the year	No. of applications forwarded
3.4.1.3 Entering data to cadre information system (e-payroll System)													Throughout the year	changing work place behavior
3.4.2 Organizing Training/capacity building programs 3.4.2.1 Arranging and facilitating training opportunity to the staff in local & foreign													Throughout the year	No. of officers to be entering the system / easy to collect data
3.4.2.2 Conducting work shop (Annually)													April to September	Developing Knowledge & changing attitude, behavior

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3.4.2.3 Forwarding appeals against the given transfer orders in the staff														Annually	No. of appeals to be forwarded
3.4.3 General Administration Activities														February to May	Review the progress
3.4.3.1 Preparation of Annual Performance Report															
3.4.3.2 Preparation of Annual Action Plan														December 2018 – January 2019	Planning 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 newspapers to office														Throughout the year	To facilitate the officers
3.4.3.5 Supply of stationeries & office requests														Throughout the year	To facilitate the officers
3.4.4.6 Facilitating to take distress, festival, bicycle & property loans														Throughout the year	For giving financial support to the officers
3.4.4.7 Maintaining the register for circulars issuing by the department														Throughout the year	Responsibility of the department
3.4.4.8 Taking reimbursing & closing of the petty-cash imprest														Throughout the year	Financial support to duties

Activity	Time Span												Remarks	Expected Output
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
3.4.4.4 Nominating the Steering Committee members													Throughout 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													Throughout the year	Accountability of the works
3.4.5 Maintenance Work														
3.4.5.1 Renovation of office layout													July to November	Facilitate the staff
3.4.6 SDG Function														
3.4.6.1 Coordination of SDG activities in align with MOF SGD programs.													Throughout the year	Achieving the objectives of SGD Functions
3.4.6.2 Conducting awareness programs to the staff on SDG focusing macro level objectives													Throughout the year	Knowledge share

GANTT CHART

Time – bound Activity Plan – 2020

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														Instructions of procurement guide line	Approved Procurement plan
3.5.6.2 Appointing the suitable officers to Procurement Committee and Technical Evaluation Committee														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	
3.5.7.2 Maintaining "Log Books													Instructions of circular	Accuracy of log books	

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
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
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 of salary Increment and salary arrears
3.5.8.2 Calculation of PAYE Tax														Instructions from the statutory entities	Deductions from salary
3.5.8.2 Calculation of Treasury allowance														Instructions of Internal circular	Payment of Allowances
3.5.8.2 PAYE Tax and Treasury allowance entering to Pay Ledger and Government Payroll System														Instructions of Internal circular	Payment of 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

Activity	Time Span												Remarks	Expected Output	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
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 - 2020 (Jan - Apr)

				Rs. Mn
Category	Recurrent	Capital	Debt Amortization	Total
<u>Appropriation Law</u>				
Department Expenditure	41.355	3.070	-	44.425
Transfer to Public Institutions	111.550	-	-	111.550
Loan Floating Expenses	4,500.000	-	-	4,500.000
Interest Payments	8,750.000	-	-	8,750.000
Debt Repayment	-	-	1,900.000	1,900.000
<i>Sub Total</i>	<i>13,402.905</i>	<i>3.070</i>	<i>1,900.000</i>	<i>15,305.975</i>
<u>Special Law</u>				
Interest Payment, Discounts on Treasury Bills & Treasury Bonds	347,000.000	-	-	347,000.000
Debt Repayment	-	-	348,000.000	348,000.000
<i>Sub Total</i>	<i>347,000.000</i>	<i>-</i>	<i>348,000.000</i>	<i>695,000.000</i>
Grand Total	360,402.905	3.070	349,900.000	710,305.975

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 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
	Personal Emoluments	33,550,000			33,550,000		1,525,512	3,691,374	4,201,231	1,440,120	1,240,399	7,988,727	2,153,433	2,381,821	2,460,384	1,434,629	2,349,010	2,683,360
1001	Salaries and Wages	21,000,000			21,000,000	Proportion of Basic Salary	912,676	2,226,085	2,686,577	916,228	768,721	5,086,806	1,329,482	1,486,764	1,528,081	913,747	1,453,435	1,691,398
1002	Overtime and Holiday Payments	550,000			550,000	OT hrs of minor Staff	93,704	188,222	6,111	6,111	44,407	30,556	3,667	46,852	46,852	6,111	52,963	24,444
1003	Other Allowances	12,000,000			12,000,000	Proportion of Allowances	519,132	1,277,067	1,508,543	517,781	427,271	2,871,365	820,284	848,205	885,451	514,771	842,612	967,518
	Travelling Expenses	420,000			420,000		24,500	57,400	57,750	15,750	18,550	92,750	15,050	33,250	33,250	15,750	21,000	35,000
1101	Domestic	70,000			70,000	No. of Minor Staff	10,500	15,400	1,750	1,750	4,550	8,750	1,050	5,250	5,250	1,750	7,000	7,000
1102	Foreign	350,000			350,000	No. of Staff Officer	14,000	42,000	56,000	14,000	14,000	84,000	14,000	28,000	28,000	14,000	14,000	28,000
	Supplies	1,950,000			1,950,000		160,708	380,960	252,488	113,016	110,525	268,984	115,094	139,781	134,089	113,016	90,737	70,602
1201	Stationery and Office Requisites	700,000			700,000	No. of Employees	28,455	62,602	85,366	28,455	22,764	176,423	51,220	51,220	45,528	28,455	56,910	62,602
1202	Fuel	1,150,000			1,150,000	No. of Entitled Emp.	100,253	300,758	165,122	82,561	82,561	82,561	62,674	82,561	82,561	82,561	25,827	-
1203	Diets & Uniforms	100,000			100,000	No. of Entitled Emp.	32,000	17,600	2,000	2,000	5,200	10,000	1,200	6,000	6,000	2,000	8,000	8,000
	Maintenance Expenditure	1,200,000			1,200,000		133,961	262,971	19,286	10,085	131,916	179,731	15,557	135,947	140,557	7,498	142,883	19,608
1301	Vehicles	1,000,000			1,000,000	No. of Vehicles	125,000	250,000	-	-	125,000	125,000	-	125,000	125,000	-	125,000	-
1302	Plant, Machinery and Equipment	150,000			150,000	No. of Machines & Equipments	4,310	9,483	16,379	7,759	5,172	43,103	12,069	8,621	12,069	5,172	12,069	13,794
1303	Buildings and Structures	50,000			50,000	Floor Area	4,651	3,488	2,907	2,326	1,744	11,628	3,488	2,326	3,488	2,326	5,814	5,814
	Services	3,685,000			3,685,000		728,280	1,364,007	524,360	238,457	38,457	360,703	38,457	38,457	64,887	238,456	31,848	18,631
1401	Transport	1,000,000			1,000,000	No. of Entitled Emp.	-	-	400,000	200,000	-	200,000	-	-	-	200,000	-	-
1402	Postal & Communication	750,000			750,000	Telephone All Entitled Employees	52,863	158,590	118,943	33,040	33,040	155,286	33,040	33,040	59,471	33,040	26,432	13,215
1406	Interest Payment for Leased Vehicles	1,200,000			1,200,000	No. of Entitled Emp.	-	1,200,000	-	-	-	-	-	-	-	-	-	-
1408	Lease Rental for Vehicle Procured under Operational Leasing	650,000			650,000	No. of Entitled Emp.	650,000	-	-	-	-	-	-	-	-	-	-	-
1409	Other	85,000			85,000	No. of Sections	25,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,416	5,416	5,416	5,416
	Transfers	112,100,000			112,100,000		43,421	28,947	72,368	28,947	28,947	202,632	14,474	111,550,000	28,947	28,947	43,422	28,948
1503	Public Institutions	111,550,000			111,550,000	As per Request	-	-	-	-	-	-	-	111,550,000	-	-	-	-
1506	Property Loan Interest	550,000			550,000	No. of Loan obtained Emp.	43,421	28,947	72,368	28,947	28,947	202,632	14,474	-	28,947	28,947	43,422	28,948
	Total Recurrent Expenses	152,905,000			152,905,000		2,616,382	5,785,659	5,127,483	1,846,375	1,568,794	9,093,527	2,352,065	114,279,256	2,862,114	1,838,296	2,678,900	2,856,149
	Absorption						(2,616,382)		349,333	132,506	103,595	758,895	224,055	204,781	204,781	132,506	240,919	265,011
	(Based on No of Staff - DG & ADG staff Excluded)							(5,785,659)	772,487	293,012	229,082	1,678,161	495,457	452,837	452,837	293,012	532,749	586,025
	Absorbed Total Recurrent Expenditure						-	-	6,249,303	2,271,893	1,901,471	11,530,583	3,071,577	114,936,874	3,519,732	2,263,814	3,452,568	3,707,185

Category : Capital																	
Object	Category /Object /Item Description	Annual Estimate Rs.	Budget cut Supplementary /FR 06	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	1,220,000		1,220,000		26,860	66,547	137,527	61,536	40,848	453,893	122,607	101,688	102,153	76,688	27,326	2,327
2002	<u>Plant, Machinery and Equipment</u>																
2002-1	Implementation of Treasury Single Accounts System	1,000,000		1,000,000	No of Users	-	15,152	136,364	60,606	15,150	424,242	121,212	75,758	75,758	75,758	-	-
2002-2	Other	20,000		20,000	Floor Area	1,860	1,395	1,163	930	698	4,651	1,395	930	1,395	930	2,326	2,327
2003	Vehicles	200,000		200,000	No of Vehicles	25,000	50,000	-	-	25,000	25,000	-	25,000	25,000	-	25,000	-
	Acquisition of Capital Assets	1,850,000		1,850,000		-	1,850,000	-	-	-	-	-	-	-	-	-	-
2102	Furniture and Office Equipment	70,000		70,000	As per Request		70,000										
2108	Capital Payment for Leased Vehicles	1,780,000		1,780,000	No. of Entitled Emp.		1,780,000										
	Total Capital Expenditure	3,070,000		3,070,000		26,860	1,916,547	137,527	61,536	40,848	453,893	122,607	101,688	102,153	76,688	27,326	2,327
	Absorption (Based on No of Staff - DG & ADG staff Excluded)					(26,860)		3,586	1,360	1,064	7,791	2,300	2,102	2,102	1,360	2,473	2,722
							(1,916,547)	255,893	97,063	75,885	555,905	164,124	150,006	150,006	97,063	176,477	194,125
	Absorbed Total Capital Expenditure					-	-	397,006	159,959	117,797	1,017,589	289,031	253,796	254,261	175,111	206,276	199,174
	Absorbed Total Recurrent Expenditure					-	-	6,249,303	2,271,893	1,901,471	11,530,583	3,071,577	114,936,874	3,519,732	2,263,814	3,452,568	3,707,185
	Absorbed Total Recurrent & Capital Exp.	155,975,000		155,975,000		-	-	6,646,309	2,431,852	2,019,268	12,548,172	3,360,608	115,190,670	3,773,993	2,438,925	3,658,844	3,906,359

Statement of Monthly/Quarterly Cash Flow forecast as per approved Expenditure Plans for the year 2020

	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)	7,248.75	7,248.75	7,248.75	21,746.25	7,248.75												28,995.00
	Other Allowances Paid with Salary (Except Object Code 1003)	727.50	727.50	727.50	2,182.50	727.50												2,910.00
II	Overtime and Holiday pay (1002)	138.00	137.00	137.00	412.00	138.00												550.00
III	All other Recurrent Expenditure	29,111.25	29,111.25	29,111.25	87,333.75	29,111.25												116,445.00
	Total Recurrent (CF)	37,225.50	37,224.50	37,224.50	111,674.50	37,225.50												148,900.00
IV	Reimbursable Foreign Aid				-													-
V	Other Capital Expenses	1,445.00	735.00	445.00	2,625.00	90,445.00												103,070.00
VI	Public Officers Advance Account	650.00	300.00	500.00	1,450.00	1,050.00												2,500.00
VII	Deposit Accounts				-													-
VIII	Other Advance Accounts				-													-
	Grand Total	49,320.50	38,259.50	38,169.50	125,749.50	128,720.50												254,470.00

Procurement Plan for Year 2020 (for 1st Four Month)

Name of the Department: **Department of Treasury Operations**

Department/ Line Agency/ Ministry	Type of Procurement (Goods, Works, Equipment & Works)	Estimated Cost (Rs. Mn.)	Source of Financing/ Name of the Donor	Procurement Method (ICB, NCB and National Shopping Etc.)	Level of Authority (CAPC,MPC, DPC,PPC etc.	Priority Status U= Urgent P= Priority N=Normal	Current status of Procurement preparedness activities	Scheduled date of Commencement	Scheduled date of Completion	Remarks
TOD	Works	Nil								
	Goods									
	Furniture & Office Equipment		DF	N/S	DG	N		30/01/2020	30/04/2020	
	Printers	25,000.00								
	Office furniture	40,000.00								
	Other Equipment	5,000.00								
	Related Services									
	Stationery & office requisites	700,000.00	DF	N/S	DG	N		02/03/2020	30/04/2020	
	Total	770,000.00								