

ACTION PLAN - 2024

Department of Treasury Operations

Ministry of Finance, Economic Stabilization and National Policies



General Treasury
Colombo 01

Department of Treasury Operations

1. INTRODUCTION

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

- **Vision**

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

- **Mission**

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

- **Objectives**

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

• **Major Functions of the Department**

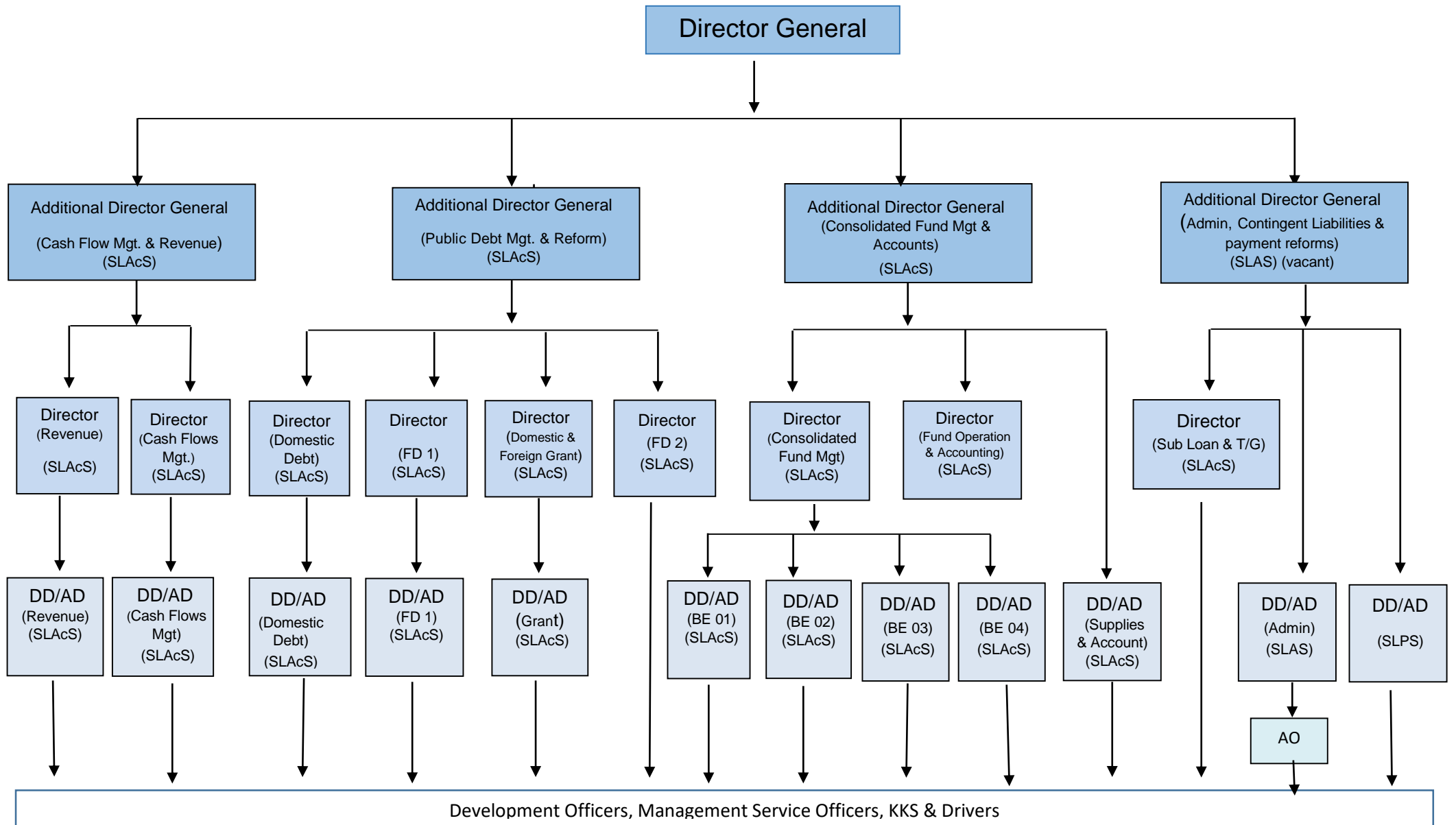
The following functions are vital in achieving the goals and objectives of the department.

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

2. CADRE INFORMATION AS AT 30.11.2023

Designation	Service	Grade/Class	Approved Cadre	Existing Cadre
Director General	SLAcS	Special	01	01
Additional Director General	SLAcS	Special	03	02
Additional Director General	SLAS	Special	01	-
Director	SLAcS	I	09	08
Deputy Director / Assistant Director	SLAcS	III/ II	10	04
Deputy Director / Assistant Director	SLAS	III/II	01	01
Deputy Director / Assistant Director	SLPS	III/II	01	-
Administrative Officer	MSO	Supra	01	01
Development Officer	DOS	III/ II/ I	27	24
M.S.O	MSO	III/ II/ I	55	43
Driver	DS	III/ II/ I/Sp	8	07
K.K.S.	OES	III/ II/ I/Sp	12	08
Total			129	99

3. Organizational Structure of Department of Treasury Operations



4. ACTION PLAN 2024

1. Consolidated Fund Management & Accounts

1.1 Consolidated Fund Management

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

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

1.2 Fund Operations and Accounting

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome	
1.2 Fund Operations and accounting	1.2.1 Maintenance of DST's bank accounts assuring The Proper collection & payments of the Consolidated fund.	ADG (Consolidated Fund Management, & Accounts) Director(Fund Operations and accounting)													Updated cash books	Availability of accurate and updated information	
	1.2.2 Reconciliation of all DST's bank accounts														Bank reconciliation statements		Availability of accurate and updated information
	1.2.3. Maintenance of sub leger accounts 8020, 8192, 8583														Updated sub ledger accounts & reconciliation statements		

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	<p>1.2.4. 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.</p>	<p>ADG (Consolidated Fund Management, & Accounts)</p> <p>Director(Fund Operations and accounting)</p>													Updated & modified Treasury Operations Manager software	Availability of accurate and updated information

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	1.2.5 Settlement of the eligible Public officers' loan balances under the "Public Officers Guarantee Scheme" to the banks as per the provision in XXIV-11:8:8 of the establishment Code.	ADG (Consolidated Fund Management, & Accounts)													No.of applications Settled	Availability of accurate and updated information
	1.2.6. Maintenance of registers and ledgers in connected with loan guarantee fund	Director(Fund Operations and accounting)													Updated registers and ledgers on loan guarantee fund	Availability of accurate and updated information
	1.2.7. Submission of monthly Accounts to DGSA before target dates														Monthly summary	Availability of accurate and updated information

1.3 Supply and Accounts Assistant/ Deputy Director (S&A)

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
Supply and Accounts	1.3.1 Delegation of Authority under F.R. 135	ADG AD/DD													Approved Document	Efficient, effective and economical financial management
	1.3.2 Preparation of Annual Estimate															
	1.3.2.1 Collection of data from all line divisions	ADG AD/DD													Collected data	Accuracy of approved budget.
	1.3.2.2 Preparation of Annual Revenue and Expenditure Budget Estimates														Draft Revenue Estimate Draft Expenditure Estimate	
	1.3.2.3 Formulation of F.R. 66 transfers and supplementary allocations														F.R. 66 or supplementary	Obtained required funds when necessary

	1.3.3 Preparation of Annual Imprest Limit																
	1.3.3.1 Preparation of Annual Imprest Limit based on approved budgetary provisions	ADG														Approved Imprest limit	Obtained required funds when necessary
	1.3.3.2 Submission of monthly Imprest request to Budget Execution Division	AD/DD														Monthly Imprest request	
	1.3.4 Maintenance of the Ledgers and Recording Transactions																
	1.3.4.1 Maintaining the Ledgers/ Books/ Registers	ADG														Updated ledger & Books	Accuracy of the transactions
	1.3.4.2 Vouching all the Payment vouchers	AD/DD														Certified vouchers	
	1.3.4.3 Recording all the Transaction through CIGAS															Daily expenditure report	
	1.3.4.4 Preparation of Monthly Accounts Summary and send them to Department of State Accounts															Monthly summary	Accuracy of the accounting information
	1.3.4.5 Reconciling the Departmental books with Treasury Printouts															Reconciliation Statements	Accuracy and transparency of the information
	1.3.4.6 Preparation of Bank Reconciliation															Bank Reconciliation Statement	Accuracy of the cash book.
	1.3.4.7 Recording all the transactions through ITMIS															Daily expenditure report	Availability information

	1.3.5 Assets & Stores Management													Board of survey report	Accuracy and transparency of the records.	
	1.3.5.1 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 	ADG AD/DD	█											█	Updated Fixed Asset Ledger, Fixed Asset Register and Consumable Articles Register	
	1.3.5.2 Maintaining Fixed Asset Ledger, Fixed Asset Register and Consumable Articles Register	█												Smoothly running work flow	Accuracy of the record	
	1.3.5.3 Maintaining Proper stock level and issuing goods based on the requests made by the divisions	█														

	1.3.9 Preparation of Annual Final Accounts															
	1.3.9.1 Preparation of - Annual Financial Statement - "Advance B" Account - Deposit Account Reconciliation	ADG													Financial Statement, Advance "B" Account and Deposit Account Reconciliation	Accuracy of information.
	1.3.10 Answering to the Audit Queries	AD/DD													Replies of the audit queries.	Answers to Audit Query and obtain good opinion from Auditor General.

Public Debt Management & Reforms

2.1 Domestic Debt Management

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
2.1 Domestic Debt Management	2.1.1 Preparation of Non Project Debt Estimates after obtaining draft estimates from relevant agencies.	ADG (Public Debt) Director (Domestic Debt) DD/AD (Domestic Debt)					■								Estimated total amount for installments and interests on non-project loans for the year 2024	Draft estimate on Repayment of non-project loans for the year 2024
	2.1.2 Submission of Draft Budget Estimates.								■							
	2.1.3 Accounting of Non Project Borrowings.		■											Details of total amount of borrowings on the non- project loans at the end of each month	Updated books of Accounts and Registers	
	2.1.4 Accounting for Non Project Debt Servicing.		■											Details of Total amount of repayments on the non- project loans at the end of each month	Updated books of Accounts and Registers	

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

2.2 Foreign Debt- I

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

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

2.3 Foreign Debt- II

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
2.3 Foreign Debt - II	2.3.1. Management of Reimbursable Foreign Aid 2.3.1.1 Fund releases to the foreign funded projects under reimbursable scheme	ADG (Public Debt) Director (Foreign Debt II)													Funds released to the Foreign funded projects based on the eligibility	Timely /Accurately updated accounting information.
	2.3.1.2 Maintaining records for reimbursements and monitoring the same														Zero or Minimum amount of outstanding reimbursements by the projects.	Updated Reimbursement
	2.3.1.3 Facilitating for Operation of Special RFA imprest System and facilitating for Banking Arrangements of selected foreign funded projects.															Facilities provided within 3 working days if documents are submitted promptly

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

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

2.4 Domestic / Foreign Grant





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

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

3. Cash Flow Management & Revenue

3.1 Cash Flow and Cash Management

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
3.1 Cash Flow Management	3.1 Treasury Cash Flows Management	ADG													Annual, Monthly & Daily Cash Flow Reports	Effective and efficient utilization of cash flow
	3.1.1 Forecasting	Asst. Director														
	(a) Yearly															
	(b) Monthly		■	■	■	■	■	■	■	■	■	■	■	■		
(c) Daily		■														
3.1.2 Review & update the cash flow																
	3.1.2.1 Daily Updating Actual	AD	■												Reports on Actual Cash Flow	Availability of accurate and updated Cash flow
3.1.3 Implementation of Borrowing Programme																
	3.1.3.1. Translate Annual Borrowing Limit into the Borrowing Programme	Asst. Director	■												Borrowing Reports	Maintain a favorable borrowing program

3.1.3.2. Prepare Monthly Borrowing Programme to be discussed at the DDMC – CBSL	Asst. Director			
3.1.4 Reconciliation of cash flow data with TFMS data and CBSL data				
Reconciliation of cash flow data with TFMS data and CBSL data	Asst. Director		Monthly Reconciliation statements	Validation of Cash flow data
3.1.5 Submission information on Performance of the cash flow of the General Treasury for Fiscal position report (Midyear Report)				
3.1.5.1 Midyear Report	Asst. Director		Submission of Mid-year and Monthly reports	Aware Stakeholders
3.1.5.2 Monthly report	Asst. Director			

3.2 Revenue & Refund

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
3.2 Revenue & Refund	3.2.1. Maintaining of 07 non tax revenue heads assigned to DG TOD (Attachment1)	ADG (Cash Flow Management & Revenue) Director (Revenue & Refund)	[Blue bar spanning January to December]												Achievement of Revenue collection target against the annual estimates.	Efficient, Effective and economical revenue management on the revenue Heads as the revenue Accounting of officer come under DG-TOD
	3.2.2. Preparation of estimates on non-tax revenue heads for which DG-TOD is responsible.							[Blue bar spanning June to July]							Revenue Estimates.	Effective revenue administration
	3.2.3. Submission of Final Revenue Accounts		[Blue bar spanning January to February]												Revenue Accounts	Accountability and transparency
	3.2.4. Submission of Arrears Revenue Reports.		[Blue bar in January]						[Blue bar in July]						Arrears Revenue Reports	Accountability and transparency

	3.2.5. Acting as an intermediary for distribution of revenue generated from sale of lotteries from National Lotteries Board to various funds.														Timely distribution of funds	Provide required funding needs. to ensure the target achievement of respective institutions
	3.2.6. Authorized the eligible refund from revenue requests/ (application) approved by the respective Chief Accounting Officer/Accounting Officers	ADG (Cash Flow Management & Revenue) Director (Revenue & Refund)													Approval for revenue refund under specific rules & regulators	Provide customer service while maintaining Transparency and Accountability

Attachment 1

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

4. Admin, Contingent Liabilities & Payment reforms

4.1 Sub Loan & Contingent Liabilities Treasury Guarantee

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

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

4. Administration & Human Resource Development

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

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

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
4.2 Administration & Human Resource Development	4.2.3 Organizing Training/capacity building programs	ADG (CFM,FOA & Account (cover-up)													No. of training programs organized / No. of requests forwarded to the other institutions for training programs	Capacity development of the staff
	4.2.3.1 Arranging and facilitating local & foreign training opportunities	DD (Admin) AO														
	4.2.3.2 Conducting annual work shop														No. of officials trained	Capacity development of the staff

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

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

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

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

6. Procurement Plan for year 2024

Procurement Plan for Year 2024
Name of the Department: Department of Treasury Operations

Serial No.	Department/ Line/ Agency/ Ministry	Description	Vote Particulars	Procurement Category (Goods, Works & Service etc)	Estimated Cost Rs (Mn.)	Source of Financing/ Name of the Donor	Procurement Method (ICE, NCR and National Shopping Etc)	Level of Authority (C.A.P.S, S.C.A.P.C, M.P.C, D.P.C etc.)	Priority Status U=Urgent P=Priority N=Normal	Current status of Procurement preparedness Activities	Scheduled Date of Commencement	Scheduled Date of Completion	Reference to Action Plan	Remarks
	TOD			Nil										
1		Works		Nil										
2		Goods												
210			249-1-1-2102	Desk Top Computers	3.45	DF	NS/DP	DG/DPC	N	-	1/2/2024	31/12/2024	1.3.6	(Action Plan)
210			248-1-1-2102	Finger Print Machine	0.15	DF	NS/DP	DG/DPC	N	-	1/2/2024	31/12/2024	1.3.6	(Action Plan)
210			249-1-1-2102	Photo copy machine & Printers	1.4	DF	NS/DP	DG/DPC	N	-	1/2/2024	31/12/2024	1.3.6	(Action Plan)
201			248-1-1-1201	Stationery & Office requisites	5	DF	NS/DP	DG/DPC	N	-	1/1/2024	31/12/2024	1.3.6	(Action Plan)
3		Services		Nil										
				Total	7.00									

Prepared by
N. Satharasinghe
Management Services Officer

Checked by
D. A. S. Dolewaththa
Assistant Director

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

17/12/2024

D. A. SAMANTHA DOLEWATHTHA
Assistant Director
Department of Treasury Operations
General Treasury
Colombo - 01.

H. C. D. L. SILVA
Director General
Department of Treasury Operations
General Treasury
Colombo - 01.

7. Annual Budget Estimate – 2024

Category	Recurrent	Capital	Debt Amortization	Total	Rs. Mn
Appropriation Law					
Department Expenditure	1,058,305	7,950	-	1,066,255	
Transfer to Public Institutions	500,000	-	-	500,000	
Loan Floating Expenses	3,000,000	-	-	3,000,000	
Interest Payments	16,885,000	-	-	16,885,000	
Debt Repayment	-	-	4,650,000	4,650,000	
Sub Total	21,443,305	7,950	4,650,000	26,101,255	
Special Law					
Interest Payment, Discounts on Treasury Bills & Treasury Bonds	2,634,104,400	-	-	2,634,104,400	
Debt Repayment	-	-	1,263,744,700	1,263,744,700	
Sub Total	2,634,104,400		1,263,744,700	3,897,849,100	
Grand Total	2,655,547,705	7,950	1,268,394,700	3,923,950,355	

9. Audit Plan – 2024

Internal Audit Plan - 2024

Name of the Institute :- Department of Treasury Operations

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"

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

1 Serial Number	2 Activities for Audit Identified by internal Audit on Risk evaluation	3 Risk Assessment (Reference number)	4 Period for perform internal audit work				5 Number of Audit Reports expected to be submitted	6 Manpower that can be used for internal audit (Number of days)
			1 Quarter	2 Quarter	3 Quarter	4 Quarter		
1	Preparation of Preliminary Report		√					
2	Chief Internal Auditors Quarterly Assessment Report		√			1	2	
3	Conduct the Audit Management Committee (AMC) meeting		√	√	√	4	10	
4	General Administration		√	√	√	4	8	
5	Financial Management	4.2	√	√	√	1	20	
6	Special Assignments	1-3	√	√		1	20	