

Department of Treasury Operations

• 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 program. 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 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.
- Extend the TSA system suitably in order to pool all the Government revenue and receipts to DST's official bank account real time.
- Develop the capacity level of officials of the department ensuring their performance as professional to achieve the organizational goals.

- Standardize department functions / processes to obtain the national / international standards customizing them to cater the requirements of the Department.

● **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 11 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.

2. Cadre Information as at 15.12.2020

Designation	Service	Grade/Class	Approved Cadre	Existing Cadre (15.12.2020)
Director General	SLAcS	Special	1	1*
Additional Director General	SLAcS	Special	3	1**
Director	SLAcS	I	9	8
Assistant Director/Deputy Director	SLAcS	III/ II	10	5
Assistant Director	SLAS	III/II	1	-
Administrative Officer	MSO	Supra	1	1
Development Officer	DOS	III/ II/ I	22	21
M.S.O	MSO	III/ II/ I	55	51
Information & Communication Technology Assistant	SLICTS	3 - III/ II/ I	01	01
Driver	DS	III/ II/ I/Sp	8	7
K.K.S.	OES	III/ II/ I/Sp	12	12
Total			123	108

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

** Senior Class I officer of SLAcS is acting on full time basis in the post of Additional Director General.

2. Cadre Information as at 20.01.2021

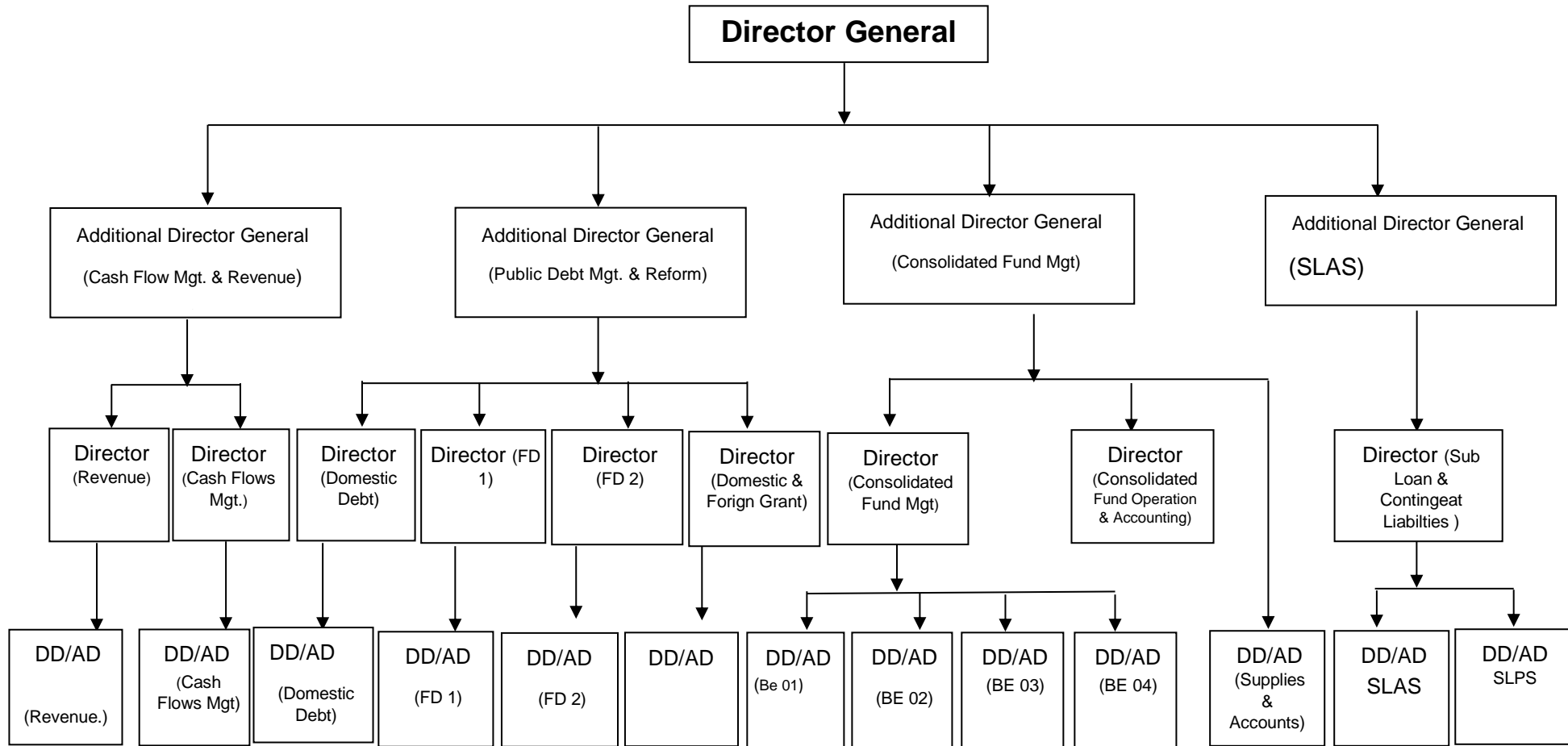
Designation	Service	Grade/Class	Approved Cadre	Existing Cadre (20.01.2021)
Director General	SLAcS	Special	01	01*
Additional Director General	SLAcS	Special	03	03**
Additional Director General	SLAS	Special	01	-
Director	SLAcS	I	09	09***
Assistant Director/Deputy Director	SLAcS	III/ II	10	04
Assistant Director	SLAS	III/II	01	-
Assistant Director	SLPS	III/II	01	-
Administrative Officer	MSO	Supra	01	01
Development Officer	DOS	III/ II/ I	22	21
M.S.O	MSO	III/ II/ I	55	51
Information & Communication Technology Assistant	SLICTS	3 - III/ II/ I	01	01
Driver	DS	III/ II/ I/Sp	8	6
K.K.S.	OES	III/ II/ I/Sp	12	12
Total			125	109

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

** Senior Class 1 officer of SLAcS is acting on full time basis in the post of Additional Director General.

*** One class II officer of SLAcS is acting on the post of Director.

ORGANIZATION STRUCTURE



Public Debt Management & Reforms

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1.1 Domestic Debt Management	1.1.1 Preparation of Non Project Debt Estimates after obtaining draft estimates from relevant agencies.	Director (Domestic Loan)					■								Estimated total amount for installments and interests on non project loans for the year 2021	Draft estimate on Repayment of non project loans for the year 2021
	1.1.2 Submission of Draft Budget Estimates.									■						
	1.1.3 Accounting of Non Project Borrowings.		■												Total amount of borrowings on the non- project loans at the end of each month	Updated books of Accounts and Registers
	1.1.4 Accounting for Non Project Debt Servicing.		■												Total amount of repayments on the non- project loans at the end of each month	Updated books of Accounts and Registers

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	1.1.5 Maintaining Ledgers for Non-Project Loans.														Total amount of borrowings and repayments on non- project loans accounted in ledger at the end of each month	Updated Ledger books
	1.1.6 Maintenance of Debt Stocks (Except project loans)														Total debt stock on non- project loans at the end of each month	Updated debt stock
	1.1.7 Preparation of Cabinet Memorandum for Borrowings. (Except Project loans)														Draft Cabinet Memorandum/ Memorandums	Cabinet Memorandum/ Memorandums submitted to the Cabinet of Ministers

Foreign Debt-1

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Out put	Out come
1.2 Foreign Debt	1.2.1 Foreign Debt Accounting 1.2.1.1 Preparation of estimates for the public debt services	Director (Foreign Loan)													Annual approved estimates for public debt service payments	Timely Submission of budget estimates
	1.2.1.2 Accounting of foreign loan disbursements from various Donors														Accurately accounted foreign loan disbursements	Timely Updated Foreign Loan disbursements
	1.2.1.3 Accounting of foreign loans utilized by each projects based on their expenditure certification														Accurately accounted foreign debt expenditure	Timely Updated Foreign Loan disbursements
	1.2.1.4 Accounting for foreign debt services & FCBU debt services														Accurately accounted foreign Debt & FCBU Debt services	Timely and accurately updated debt service expenditure

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Out put	Out come
	1.2.1.5 Maintaining of Foreign Debt & FCBU debt data base in local & loan Currency														Updated data base on Foreign Debt & FCBU debt in local & loan Currency	Timely Updated books of Accounts Registers and Ledgers
	1.2.1.6 Reconciliation of all main ledgers accounting for foreign Loans & FCBU Loans & preparation of final balances to Island account														Accounts Debt inform in the Island accounts	Timely submission of Loan details for the final Accounts

Area of responsibility	Activities	Responsibility by	January	February	March	April	May	June	July	August	September	October	November	December	(Output)	(Outcome)
1.3 Domestic/Foreign Grant	1.3.1 Accounting Domestic/Foreign Grants 1.3.1.1 Opening & Maintaining of deposit accounts for Domestic/ foreign aid grants	Director (Domestic/ Foreign Grant) Deputy Director													Deposit Account Maintained throughout the year on applicable rules & Regulations	Updated Deposit Account
	1.3.1.2 Releasing funds to the projects based on the cash flows, requirement on the availability of the provisions														Fund released on time	Utilized amount of fund
	1.3.1.3 Accounting and reconciliation of deposits accounts for Domestic/ Foreign Aid Grants														Accurate grant receipt expenses recorded reconciliation Statements	Reliable Information On local and Foreign Grants
















Area of responsibility	Activities	Responsibility by	January	February	March	April	May	June	July	August	September	October	November	December	(Output)	(Outcome)
	1.3.1.4 Obtaining expenditure & all other relevant reports regularly		[Bar spanning January to December]												Accurate reports on Domestic/ Foreign Aid grants	Accurately Updated data
	1.3.1.5 Preparation of annual revenue estimates/ revised estimates and annual revenue account for Grant revenue		[Bar in January]					[Bar in June]							Approved annual revenue estimates/ Accounts	Percentage of National income
	1.3.1.6 Maintaining Donor - Wise Domestic/ Foreign Aid Grant data base		[Bar spanning January to December]												1.2.1.7 Up dated Donor -Wise Domestic/ Foreign Aid Grant data	Accurately Updated data















Foreign Debt-2

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
1.4 Foreign Debt-2	1.4.1. Accounting for expenditure, replenishments and other transactions relating to the Imprest Fund Accounts.														Accurate expenditure recorded under finance cord 14 recovery of RFA bond	Timely updated accounting information.
	1.4.2 Foreign Debt Management (Special Dollar Accounts) 1.4.2.1 Accounting for the Disbursements from the special currency accounts.														Accurately recorded disbursement under special foreign currency accounts	Timely updated accounting information
	1.4.2.2 Release of Disbursements based on the credit advice from CBSL.														Actual fund released on the availability of budgetary provision	Timely updated accounting information.

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	1.4.2.3 Accounting for foreign loan Expenditure & settlement of advances.														Accurately recommended foreign loan expenses	Timely updated accounting information
	1.4.2.4 Assist project officials to made payment of withdrawal applications														Efficient fund releases during the year	Timely updated accounting information
	1.4.2.5 Provide necessary inputs to ERD in preparation of new/extended loan agreements.														No of comments on new / extended foreign loan	Timely updated disbursements

Cash Flow Management







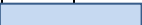
Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome	
2. Cash Flow Management	2.1 Treasury Cash Flows Management 2.1.1 Forecasting (a) Yearly (b) Monthly (c) Daily	ADG Director													Annual, Monthly & Daily Cash Flow Reports	Effective and efficient utilization of cash flow	
	2.1.2 Review & update the cash flow																
		2.1.2.1 Daily Updating Actual														Reports on Actual Cash Flow	Availability of accurate and updated Cash flow
	2.1.3 Implementation of Borrowing Programme																
		2.1.3.1. Translate Annual Borrowing Limit into the Borrowing Programme	Director													Borrowing Reports	Maintain a favorable borrowing program
	2.1.3.2. Prepare Monthly Borrowing Programme to be discussed at the DDMC – CBSL	Director															

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	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	Director													Validity of Cash flow data Monthly Reconciliation statements	Validation of Cash flow data
	2.1.5 Submission information on Performance of the cash flow of the General Treasury for Fiscal position report (Midyear Report)															
	2.1.5.1 Midyear Report	Director													Submission of Mid-year and Monthly reports	Aware Stakeholders
	2.1.5.2 Monthly report	Director														

Revenue

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	2.2 Revenue & Sub Loan 2.2.1 Maintaining of 07 non tax revenue heads assigned to DG TOD	ADG Director													Revenue collected against the estimates.	Management of revenue which cannot directly assigned to Ministry or Department
	2.2.2. Preparation of estimates on non tax revenue heads for which DG-TOD is responsible.														Revenue Estimates.	Effective revenue administration
	2.2.3. Submission of Final Revenue Accounts														Revenue Accounts	Accountability transparency
	2.2.4. Submission of Arrears Revenue Reports.														Arrears Revenue Reports	Accountability transparency

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	2.2.5. Acting as an intermediate for distribution of revenue generated from sale of lotteries from National Lotteries Board to various funds.														Timely distribution of funds	Ending poverty in all its forms and ensuring healthy lives and promote well-being for all at all ages.
	2.2.6. Issuance of Treasury Guarantees and manage them in accordance with the statutory provisions														No. of Treasury Guarantee issued/extended whiting the prescribed limit	Facilitatin to achieve 17 sustainable development goals through public institution
	2.2.7. Submission of observation/comments on cabinet memorandums.														No. of observations/comments given	Resource allocation for priority areas

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	2.2.8. Review and monitor the bank balance on quarterly basis														Quarterly report of outstanding balance of treasury guarantee	Identification and minimization of the risk of non performing loans
	2.2.9. Review and execution of the recovery term of the Sub Loan greements													Recovery of sub loan installment/ interest as per the agreements	Minimization of adverse effect to borrower and lender	
	2.2.10. Preparation of the revenue estimates, revenue accounts for sub loans														Estimates/ Revenue Accounts	Accountability & transparency
	2.2.11. Preparation of Sub Loan Debtor Accounts.														Submission of debtor account before due date	Accountability & transparency

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	2.2.12. Preparation of Sub Loan Arrears Revenue Report		■						■						Submission of arrears revenue report before due date	Minimizing the non performing loan ratio

Consolidated Fund Management

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
3. Consolidated Fund Management, Finance & Accounts	3.1 Consolidated Fund Management 3.1.1 Maintenance of Treasury Single Account System with the Government Commercial Banking network.	Director													Updated Accounts Bank	Minimum cost of funds to the GOV/Real time fund availability to the Budget Executing Agencies.
	3.1.2 Reconciliation of Imprest Accounts	Director													Reconciled Imprest Accounts	Ensure that the scarcity of public resources are efficiently and effectively utilized.
	3.1.3 Budget Execution 3.1.3 Determination of Annual Imprest Limits on Budget Execution Agencies.	Director DD													Minimum cost of borrowing to the Government at prudent level of risk.	Determined Annual Imprest Limits




Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	3.1.3.2 Release of the imprest to Budget Execution Agencies on the execution of their Annual expenditure programmes considering the liquidity position.	Director DD													Released amount of imprest	Efficient usage of the Government Fund by the Chief Accounting Officers/ Accounting Officers.
	3.1.3.3 Confirmation of fund release for the Letter of Credit. (LC)	Director DD													Least Cost to the Government	Number of Letter of Credits
	3.1.3.4 Authorizing opening of Official Bank A/C s of Executing Agencies	Director DD													Smooth fund Operations in the Budget Implementation Process.	Number of Opening Bank Accounts

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	3.2.5 Providing assistance by Releasing funds to the various Department and Ministries for SDG programmes on priority basis.	Director DD													Practicing the SDG Functions.	Assistance to achieve SDG

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	Timely improvements required to acilitate electronic transactions with bank in order to reduce time gaps and mitigate the management information delays for quality management decisions.															

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	4.1.5 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.														No. Of outstanding settled	Settlement of Outstanding loans considerable time period

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	4.1.6 Maintenance of registers and ledgers in Connected with loan guarantee fund														Updated register and ledger on loan gurantee found	Assuaring the proper maintained of the registers
	4.1.7 Submission of monthly accounts to DGSA before target dates.														Monthly summary 990,991,998	Submission of Monthly accounts before target dates

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	<p>5.4.2 Giving transfer opportunities to the staff</p> <p>5.4.2.1 Submitting applications for internal & external transfers by annually</p>														No. of persons to be transferred	Giving Opportunity to collect experience, changing work place
	5.4.2.2 Attaching the staff members to the divisions in the orders given by the DG														No. of officers to be attached	Making responsible officer, controlling method
	5.4.2.3 Forwarding appeals against the given transfer orders in the staff														No. of appeals to be forwarded	Increase moral in the staff

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	<p>5.4.3 Organizing Training/capacity building programs</p> <p>5.4.3.1 Arranging and facilitating training opportunities in local & foreign</p>														No. of training programmes to be organized / No.of requests to be forwarded to the other institutions for training programmes	Capacity development of the staff
	5.4.3.2 Conducting annual work shop														No of officials for trained	Capacity development Increase moral in the staff

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	5.4.4 General Administration Activities 5.4.4.1 Preparation of Annual Performance Report								Review the progress withing given time period	Achieving the department objectives (Supervisory method)						
	5.4.4.2 Prepartion of Annual Action Plan			Planning for annual duties withing given time period	Managing tasks and achieving the targets											
	5.4.4.3 Arranging staff officer & other staff meeting														No of matters to be arranged	Supervisory method of check of Activities




Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	5.4.4.8 Preparing vouchers to payment the telephone, fax and dongal bilis														Effeciencilly and managing the task	Complete tasks
	5.4.4.9 dilivering official mail														Efficiently & effectively managing the task	Sharing information communication
	5.4.4.10 Maintaining cheque & money order register														Efficiently & effectively managing the task	Accountability process
	5.4.4.11 Giving approves & maintaining register to department postal charge														Efficiently & effectively managing the task	Controlling method
	5.4.4.12 Taking leave reports maintaing the leave register in the staff & other duties based on leave														Efficiently & effectively managing the task	Administration process

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	5.4.4.13 Issuing railway Warrants & forwarding the season ticket requests to CGR														No. Of requests to be forwarded	Travelling arrangement of the staff
	5.4.5 Cordination Activity															
	5.4.5.1 Preparation of cadre report by annual, mid year, Quarterly & monthly														Submit informations within given time period	Data reporting
	5.4.5.2 Facilitating the staff officers to Participate the COPA meetings														Submit informations within given time period	Accountability process
	5.4.5.3 Updating web page informations ministry web site														Updated information	Sharing informations

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	5.4.5.4 Nominating the Steering Committee members														To Co-operate other Institutions	Administration process
	5.4.5.5 Updating PACIS data system														Updated information	Identify vacancies
	5.4.5.6 Reply for Audit Qures														Answers submitted within given time period	Accountability of the works
	5.4.6 Maintenance Work 5.4.6.1 Arranging minor maintenance works of building & fittings														Handle within responsible time period	Management needs
	5.4.6.2 Renovation of office Building														The facilitate the staff	Management needs

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	<p>5.4.7 SDG Function</p> <p>5.4.7.1 Coordination of SDG activities in align with MOF SDG programmes.</p>														<p>Achiving the objectives of SDG Functions</p>	<p>Development acvities</p>
	<p>5.4.7.2 Conducting awareness programmes to the staff on SDG forocusing macro level objectives</p>														<p>Level of Knowledge Sharing</p>	<p>Capacity development of the staff</p>

Supply and Accounts

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
6. Supply and Accounts Assistant/ Deputy Director (S&A)	6.1 Delegation of Authority under F.R. 135														Approved Document	Efficient, effective and economical financial management
	6.2 Preparation of Annual Estimate															
	6.2.1 Collection of data from all line divisions														Collected data	Accuracy of approved budget
	6.2.2 Preparation of Annual Revenue and Expenditure Budget Estimates														Draft Revenue Estimate Draft Expenditure Estimate	

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	6.2.3 Formulation of F.R. 66 transfers and supplementary allocations														F.R. 66 or supplementary	Obtained required funds when necessary
	6.3 Preparation of Annual Imprest Limit 6.3.1 Preparation of Annual Imprest Limit based on approved budgetary provisions														Approved Imprest limit	Obtained required funds when necessary
	6.3.2 Submission of monthly Imprest request to Budget Execution Division														Monthly Imprest request	

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome	
	6.4 Maintenance of the Ledgers and Recording Transactions														Updated ledger & Books	Accuracy of the transactions	
	6.4.1 Maintaining the Ledgers/ Books/ Registers																
	6.4.2 Vouching all the Payment vouchers																Certified vouchers
	6.4.3 Recording all the Transaction through CIGAS																Daily expenditure report
	6.4.4 Preparation of Monthly Expenditure Summary and send them to Department of State Accounts.																Monthly summary
6.4.5 Reconciling the Departmental books with Treasury Printouts													Reconciliation Statements	Accuracy and transparency of the information			

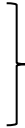

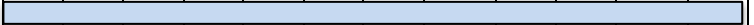
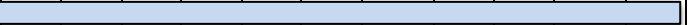
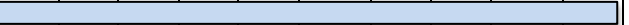
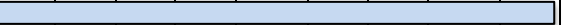
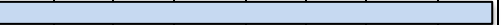
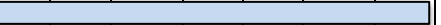
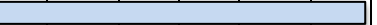
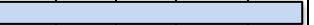

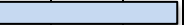
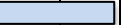

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	6.4.6 Preparation of Bank Reconciliation		[Bar spanning January to December]												Bank Reconciliation Statement	Accuracy of the cash book.
	6.4.7 Recording all the transactions through ITMIS		[Bar spanning January to December]												Daily expenditure report	Availability information
	<p>6.5 Assets & Stores Management</p> <p>6.5.1 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 		[Bar spanning January to March]											[Bar in December]	Board of survey report	Accuracy and transparency of the records

Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	- Survey Report - Submission of the relevant reports to Chief Accounting Officer & Auditor General															
	6.5.2 Maintaining Fixed Asset Ledger, Fixed Asset Register and Consumable Articles Register		[Bar spanning from January to December]												Updated Fixed Asset Ledger, Fixed Asset Register and Consumable Articles Register	Accuracy of the record
	6.5.3 Maintaining Proper stock level and issuing goods based on the requests made by the divisions		[Bar spanning from January to December]												Smoothly running work flow	
	6.6 Procurement Activities 6.6.1 Preparation of Annual Procurement Plan as per the approved		[]											[]	Approved Procurement plan	Availability of stocks and goods on time

	Budgetary Provisions																
Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome	
	6.6.2 Appointing the suitable officers to Procurement Committee and Technical Evaluation Committee														Appoint procurement committee	Availability of stocks and goods on time	
	6.6.3 Execution of the Annual Procurement Plan		[Bar]											Select the supplier	Procurement committee decisions		
	6.6.4 Issuing Purchase Orders		[Bar]												Receiving goods or services on time and issuing purchase orders.		
	6.7 Vehicle Maintenance 6.7.1 Submission of "Quarterly Expenditure		[Bar]											Expenditure report for vehicles	Reliable information of vehicles		

	Report on Vehicles Maintenance” to the Auditor General and Internal Audit																
Area of responsibility	Activities	Responsible Officer	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome	
	6.7.2 Maintaining “Log Books														Updated Ledgers and books.	Accuracy of log books	
	6.7.3 Execution of all other activities in relating to vehicle maintenance such as; - Servicing of vehicles - Obtaining Revenue License - Eco Test Reports etc.														Vehicles in good condition	Vehicles in good condition	
	6.8 Paying Monthly Salaries 6.8.1 Calculation of														Updated Ledgers and books.	Accuracy of calculation and payment of salary	

	the salary arrears and salary increments																	
	6.8.2 Calculation of PAYE Tax		[Redacted]												Updated tax records with PAYE tax.	Accuracy of calculation and payment of salary		
Area of responsibility	Activities	Responsible person	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome		
	6.8.3 Calculation of Treasury allowance		[Redacted]												Updated Ledgers and books.	Accuracy of calculation and payment of salary		
	6.8.4 Treasury allowance entering to Pay Ledger and Government Payroll System		[Redacted]												Updated Ledgers and books.	Accuracy of calculation and payment of salary		
	6.8.5 Preparation of salary control account and comparison of monthly salary bill with the Control Account and report generated by GPS & E-		[Redacted]												Updated Ledgers and books.			

Area of responsibility	Activities	Responsible person	January	February	March	April	May	June	July	August	September	October	November	December	Output	Outcome
	6.9 Preparation of Annual Final Accounts 6.9.1 Preparation of - Annual Financial Statement - "Advance B" Account - Deposit Account Reconciliation														Financial Statement, Advance "B" Account and Deposit Account Reconciliation	Accuracy of information.
	6.10 Answering to the Audit Queries														Replies to the audit queries.	Answers to Audit Query and obtain good opinion from Auditor General.

ශීර්ෂය		249 - භාණ්ඩාගාර මෙහෙයුම් දෙපාර්තමේන්තුව																		
වැඩසටහන		01 - මෙහෙයුම්																		
ව්‍යාපෘතිය		01 - පරිපාලනය සහ භාණ්ඩාගාර කළමනාකරණය																		
වර්ෂය : සුඛාරාවර්ෂය																				
වැය විෂය	වර්ගය/ වැය විෂය/ අයිතම විස්තරය	වාර්ෂික ඇයකමේන්තුව රු.	අයවැය කප්පාදු	අමතර ප්‍රතිපාදන/ මු.රෙ. ග්‍ර.	ඉද්ධ ප්‍රතිපාදනය	වෙන් කිරීමේ පදනම	අ.ජ. කාර්යාලය	අති.අ.ජ. කාර්යාලය	මූලික කාර්යයන්							සහාය කාර්යයන්				
									විදේශ ණය - 1	විදේශ ණය - 2	දේශීය ණය	ඒකාබද්ධ අරමුදල් කළමනාකරණ	අරමුදල් මෙහෙයුම් හා ලියාපදිංචි	ආදායම්	මුදල් ප්‍රවාහ කළමනාකරණ	උප ණය කළමනාකරණ	සැපයුම් හා ලියාපදිංචි	පාලන		
	සුද්ගල පඩිනඩි	100,000,000			100,000,000		4,590,444	3,781,302	10,868,925	5,793,599	4,562,000	26,656,582	8,838,168	8,789,613	7,419,171	2,782,500	7,669,263	8,248,433		
1001	වැටුප් හා වෙනත්	62,000,000			62,000,000		2,750,874	2,185,481	6,826,085	3,628,329	2,804,737	16,909,839	5,426,906	5,363,021	4,568,656	1,765,497	4,711,763	5,058,812		
1002	අතිකාල සහ නිවාඩු දින වැටුප්	2,000,000			2,000,000		237,037	296,296	44,444	44,445	148,148	177,778	237,037	237,037	192,593	-	207,407	177,778		
1003	වෙනත් දීමනා	36,000,000			36,000,000		1,602,533	1,299,525	3,998,396	2,120,825	1,609,115	9,568,965	3,174,225	3,189,555	2,657,922	1,017,003	2,750,093	3,011,843		
	ගමන් වියදම්	1,200,000			1,200,000		84,722	84,722	136,111	62,500	73,611	272,222	84,722	84,722	84,722	62,500	84,722	84,722		
1101	දේශීය	200,000			200,000		22,222	22,222	11,111	-	11,111	22,222	22,222	22,222	22,222	-	22,222	22,222		
1102	විදේශීය	1,000,000			1,000,000		62,500	62,500	125,000	62,500	62,500	250,000	62,500	62,500	62,500	62,500	62,500	62,500		
	සැපයුම්	8,275,000			8,275,000		565,788	519,492	912,701	584,627	496,034	1,703,738	777,812	777,812	638,923	399,442	424,667	473,963		
1201	ලිපිවිද්‍යා හා කාර්යාලීය අවශ්‍යතා	5,000,000			5,000,000		185,185	138,889	601,852	277,778	185,185	1,388,889	462,963	462,963	324,074	92,593	416,667	462,963		
1202	ඉන්ධන	3,200,000			3,200,000		372,603	372,603	306,849	306,849	306,849	306,849	306,849	306,849	306,849	306,849	-	-		
1203	ආහාරපාන හා නිල ඇඳුම්	75,000			75,000		8,000	8,000	4,000	-	4,000	8,000	8,000	8,000	8,000	-	8,000	11,000		
	නඩත්තු වියදම්	4,350,000			4,350,000		477,073	497,582	11,628	47,044	469,638	693,689	510,163	488,737	510,163	34,463	519,466	90,353		
1301	වාහන	3,500,000			3,500,000		437,500	437,500	-	-	437,500	437,500	437,500	437,500	437,500	-	437,500	-		
1302	යන්ත්‍ර සහ යන්ත්‍රෝපකරණ	650,000			650,000		20,968	46,129	-	37,742	25,161	209,677	58,710	41,935	58,710	25,161	58,710	67,097		
1303	ගොඩනැගිලි සහ ඉදිකිරීම්	200,000			200,000		18,605	13,953	11,628	9,302	6,977	46,512	13,953	9,302	13,953	9,302	23,256	23,256		
	Services	8,700,000			8,700,000		341,410	3,321,410	953,462	825,256	225,256	1,209,872	225,256	225,256	225,256	825,256	193,205	129,103		
1401	ප්‍රවාහන	2,400,000			2,400,000		-	-	600,000	600,000	-	600,000	-	-	-	600,000	-	-		
1402	නැපුල් සහ සන්නිවේදන	2,500,000			2,500,000		256,410	256,410	288,462	160,256	160,256	544,872	160,256	160,256	160,256	160,256	128,205	64,103		
1406	කල්පිත වාහන සඳහා වූ පොලී	3,000,000			3,000,000		-	3,000,000	-	-	-	-	-	-	-	-	-	-		
1409	වෙනත්	800,000			800,000		85,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000		
	මාරු කිරීම්	351,700,000			351,700,000		54,839	54,839	164,516	109,677	54,839	712,903	109,677	350,054,839	219,355	54,839	54,839	54,839		
1503	ලොකරයි ආදායම් ආසක්ෂ ගෙවීම්	350,000,000			350,000,000		-	-	-	-	-	-	-	350,000,000	-	-	-	-		
1506	රජයේ සේවකයින් සඳහා දේපල ණය පොලී	1,700,000			1,700,000		54,839	54,839	164,516	109,677	54,839	712,903	109,677	54,839	219,355	54,839	54,839	54,839		
	මුළු සුඛාරාවර්ෂය වියදම	474,225,000			474,225,000		6,114,276	8,259,347	13,047,343	7,422,703	5,881,378	31,249,007	10,545,799	360,420,979	9,097,590	4,159,000	8,946,162	9,081,413		
	ද්විතීක විභජනය (පළමු මට්ටම)						(6,114,276)		786,986	363,224	242,150	1,816,122	605,374	605,374	423,762	121,075	544,836	605,374		
	(නිලධාරීන් සංඛ්‍යාව මත පදනම්ව - අ.ජ. හා අති.අ.ජ. කාර්යාල මණ්ඩල නිලධාරීන් හැර)							(8,259,347)	1,063,084	490,654	327,103	2,453,271	817,757	817,757	572,430	163,551	735,981	817,757		
									14,897,413	8,276,581	6,450,631	35,518,400	11,968,930	361,844,110	10,093,782	4,443,626	10,226,979	10,504,544		
	ද්විතීක විභජනය (දෙවන මට්ටම)								1,621,350	748,316	498,877	3,741,578	1,247,193	1,247,193	873,035	249,439	(10,226,979)			
	(නිලධාරීන් සංඛ්‍යාව මත පදනම්ව - ලියාපදිංචි හා පාලන අංශ නිලධාරීන් හැර)								1,665,355	768,625	512,417	3,843,126	1,281,042	1,281,042	896,729	256,208		(10,504,544)		
	අන්තර්ග්‍රහණය කල මුළු සුඛාරාවර්ෂය වියදම						-	-	18,184,118	9,793,522	7,461,925	43,103,104	14,497,165	364,372,346	11,863,547	4,949,273	-	-		

වර්ගය : මූලධන																		
වැය විෂය	වර්ගය/ වැය විෂය/ අයිතම විස්තරය	වාර්ෂික ඇස්තමේන්තුව	අයවැය කප්පාදුව	අමතර ප්‍රතිපාදන/ මු.රෙ. 66	ගුද්ධ ප්‍රතිපාදනය	වෙන් කිරීමේ පදනම	අ.ජ. කාර්යාලය	අනි.අ.ජ. කාර්යාලය	මූලික කාර්යයන්								සහාය කාර්යයන්	
									විදේශ ණය - 1	විදේශ ණය - 2	දේශීය ණය	ඒකාබද්ධ අරමුදල් කළමනාකරණ	අරමුදල් මෙහෙයුම් හා ශීඝ්‍රී	ආදායම්	මුදල් ප්‍රවාහ කළමනාකරණ	උප ණය කළමනාකරණ	සැපයුම් හා ශීඝ්‍රී	පාලන
	මූලධන වත්කම් සුනඳුන්කාපනය හා වැඩිදියුණු කිරීම	1,600,000			1,600,000		36,162	50,613	23,055	74,547	46,427	535,666	171,303	116,788	119,579	91,788	38,954	13,955
2001	Buildings and Structures	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
2002	යන්ත්‍ර සහ යන්ත්‍රෝපකරණ																	
2002-1	භාණ්ඩාගාර කේවල ශීඝ්‍රී ක්‍රම ක්‍රියාත්මක කිරීම	1,000,000			1,000,000	පරිශීලකයන් සංඛ්‍යාව	-	17,241	17,241	68,966	17,241	482,759	137,931	86,207	86,207	86,207	-	-
2002-2	වෙනත්	100,000			100,000	බිම් ප්‍රමාණය	1,860	1,395	-	930	698	4,651	1,395	930	1,395	930	2,326	2,327
2003	වාහන	300,000			300,000	වාහන සංඛ්‍යාව	25,000	25,000	-	-	25,000	25,000	25,000	25,000	25,000	-	25,000	-
	මූලධන වත්කම් අත්පත් කර ගැනීම	7,800,000			7,800,000		6,425,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
2102	ගෘහ භාණ්ඩ හා කාර්යාලයීය උපකරණ	1,500,000			1,500,000	ඉල්ලීම් අනුව	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
2108	කල්බදු වාහන සඳහා ණය මුදල ආපසු ගෙවීම	6,300,000			6,300,000	භිමකම් ඇති නිලධාරීන් සංඛ්‍යාව	6,300,000											
	Human Resource Development	1,500,000			1,500,000		55,556	41,667	180,556	83,333	55,556	416,667	138,889	138,889	97,222	27,778	125,000	138,889
2401	Staff Training	1,500,000			1,500,000	No of Employees	55,556	41,667	180,556	83,333	55,556	416,667	138,889	138,889	97,222	27,778	125,000	138,889
	මුළු මූලධන වියදම	10,900,000			10,900,000		6,516,718	217,279	328,611	282,880	226,983	1,077,332	435,192	380,677	341,801	244,566	288,954	277,844
	ද්විතීක විභජනය (පළමු මට්ටම)						(6,516,718)		838,785	387,132	258,088	1,935,659	645,220	645,220	451,654	129,044	580,698	645,220
	(නිලධාරීන් සංඛ්‍යාව මත පදනම්ව - අ.ජ. හා අනි.අ.ජ. කාර්යය මණ්ඩල නිලධාරීන් හැර)							(217,279)	27,967	12,908	8,605	64,538	21,513	21,513	15,059	4,303	19,361	21,513
									1,195,363	682,920	493,676	3,077,529	1,101,925	1,047,410	808,514	377,913	889,013	944,577
	ද්විතීක විභජනය (දෙවන මට්ටම)					(සහාය කාර්යයන් සඳහා වූ පිරිවැය මූලික කාර්යයන් අතර බෙදා හැරීම)			140,941	65,050	43,366	325,249	108,416	108,416	75,891	21,683	(889,013)	
	(නිලධාරීන් සංඛ්‍යාව මත පදනම්ව - ශීඝ්‍රී හා පාලන අංශ නිලධාරීන් හැර)								149,750	69,115	46,077	345,577	115,192	115,192	80,635	23,038		(944,577)
	අන්තර්ග්‍රහණය කල මුළු මූලධන වියදම						-	-	1,486,054	817,085	583,119	3,748,355	1,325,533	1,271,018	965,040	422,634	-	-
	අන්තර්ග්‍රහණය කල මුළු සුනඳුන්කාපනය වියදම						-	-	18,184,118	9,793,522	7,461,925	43,103,104	14,497,165	364,372,346	11,863,547	4,949,273	-	-
	අන්තර්ග්‍රහණය කල මුළු වියදම	485,125,000			485,125,000		-	-	19,670,172	10,610,608	8,045,044	46,851,459	15,822,697	365,643,364	12,828,587	5,371,907	-	-

Annual Budget Estimate - 2021

Rs. Mn

Category	Recurrent	Capital	Debt Amortization	Total
<i>Appropriation Law</i>				
Department Expenditure	948.225	10.800	-	959.025
Transfer to Public Institutions	350.000	-	-	350.000
Loan Floating Expenses	6,000.000	-	-	6,000.000
Interest Payments	36,740.000	-	-	36,740.000
Debt Repayment	-	-	5,070.000	5,070.000
<i>Sub Total</i>	<i>44,038.225</i>	<i>10.800</i>	<i>5,070.000</i>	<i>49,119.025</i>
<i>Special Law</i>				
Interest Payment, Discounts on Treasury Bills & Treasury Bonds	940,260.000	-	-	940,260.000
Debt Repayment	-	-	1,252,297.000	1,252,297.000
<i>Sub Total</i>	<i>940,260.000</i>	<i>-</i>	<i>1,252,297.000</i>	<i>2,192,557.000</i>
Grand Total	984,298.225	10.800	1,257,367.000	2,241,676.025

