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 திறைசேரி செயற்பாடுகள் திணைக்களம்
 Department of Treasury Operations

තැ.පො.1559, මහ හාණ්ඩාගාරය, මුදල්, ආර්ථික ස්ථානිකරණ සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය, කොළඹ 01, ශ්‍රී ලංකාව
 தபெ. 1559. பொது திறைசேரி, நிதி. பொருளாதார உறுதிப்பாடு மற்றும் தேசிய கொள்கைகள் அமைச்சு, கொழும்பு 01, இலங்கை
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මගේ අංකය
 எனது இல
 My No.

TO/CFM/01/05/04

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 உமது இல
 Your

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 திகதி
 Date

03.11.2022

Treasury Operations Guidelines No: 06/2020

To : All Secretaries of Ministries, Head of Departments and
 District Secretaries.

Closing of Cash Books and Settlement of Imprest Accounts for the Financial Year 2022

As instructions given by Treasury Operations Guideline No : 06 dated 14.10.2020, you are kindly requested to strictly comply with the instructions given below when closing the Cash Books and settlement of Imprest Accounts for the year 2022.

1. Closing of the Cash Books as at 31st December 2022

The Cash Book for the year 2022 should be closed at the end of 31st December 2022 as mentioned in paragraph 1 of Treasury Operations Guideline No: 06.

2. Remittances of the Year end Cash Book Balances to the General Treasury for the Settlement of Imprest Account No. 7002 for 2022 (Section 02 of the Treasury Operations Guideline No.06)

The Ministries and Departments not having sub offices should complete the Form No :TOD/IMP/06 confirming the Cash Book balance as at 31st December 2022 and submit the same to the respective bank branch on 03rd January 2023 in order to remit the cash book balance to the General Treasury.

The Ministries and Departments having sub offices and District Secretariats should complete the Form No: TOD/IMP/06 confirming the cash balances as at 31st December 2022 and submit the same to the respective bank branch on or before 05th January 2023 in order to remit the cash book balance to the General Treasury.

A certified copy of Bank Debit Advice along with the copy of Form No: TOD/IMP/06 should promptly be forwarded to the Department of Treasury Operations.

Pre-arrangements should be made to facilitate settlement of sub imprest issued to sub offices and officers during the financial year 2022 on or before 31st December 2022 and remit the same to the General Treasury on or before 05th January 2023.

3. Remittance of the year end cash book balances to the General Treasury for the Settlement of Reimbursable Foreign Aid Imprest Account No.7003 for 2022 (Section 03 of the Treasury Operations Guideline No.06)

Project offices should complete the Form No. TOD/IMP/07, confirming the Cash Book balance as at 31st December 2022 and submit the same to the respective bank branch on 3rd January 2023 in settlement of the imprest obtained under Reimbursable Foreign Aid imprest code 7003. A certified copy of the bank Debit

Advice should be sent immediately along with dully filled copies of the Form No.TOD/IMP/07 and TOD/IMP/07(i) to the Department of Treasury Operations with a copy to the Secretary of respective Line Ministry.

4. The other provisions and instructions mentioned in the Treasury Operations Guideline No. 06 are remained the same.

A handwritten signature in black ink, appearing to read 'H.C.D.L. Silva', with a long horizontal stroke extending to the right.

H.C.D.L. Silva

Director General