



හාණ්ඩාගාර මෙහෙයුම් දෙපාර්තමේන්තුව
 திறைசேரி செயற்பாடுகள் திணைக்களம்
 Department of Treasury Operations

හැ.ම. 1559, පොදු හාණ්ඩාගාර, මුදල්, අර්ථික සංවර්ධන, මහජන සේවා, සැලසුම් සහ සංවර්ධන අමාත්‍යාංශය, කොළඹ 01, ශ්‍රී ලංකාව
 த.ம.1559, பொது திறைசேரி, நிதி, பொருளாதார அமைச்சுத்தி, கொள்கை வகுத்தல், திட்டமிடல் மற்றும் சுற்றுலாத்துறை அமைச்சு, கொழும்பு 01, இலங்கை
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මගේ අංකය எனது இல My No.	TOD/CFM/01/05/03	ඔබේ අංකය உமது இல Your	දිනය திகதி Date	04 . 11.2024.
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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 2024

As per the instructions issued by me in Treasury Operations Guideline No : 06 dated 14.10.2020, you are kindly requested to strictly comply with the dates given below when closing the Cash Books and settlement of Imprest Accounts for the year 2024.

1. Closing of the Cash Books as at 31st December 2024

The Cash Book for the year 2024 should be closed at the end of 31st December 2024 as mentioned in paragraph 1 of Treasury Operations Guideline No: 06.

2. Remittance of the Year end Cash Book Balance to the General Treasury for the Settlement of Imprest Account No. 7002 for 2024 (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 2024 and submit the same to the respective bank branch on **01st January 2025** 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 2024 and submit the same to the respective bank branch on or before **03rd January 2025** 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 this Department.

Pre-arrangements should be made to facilitate settlement of all sub imprest issued to sub offices and officers during the financial year 2024 on or before 31st December 2024 and remit the same to the General Treasury on or before **03th January 2025**.

3. Remittance of the year end cash book balance to the General Treasury for the Settlement of Reimbursable Foreign Aid Imprest Account No.7003 for 2024 (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 2024 and submit the same to the respective bank branch on 3rd January 2025 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 the dully filled Form No.TOD/IMP/07 and TOD/IMP/07(i) to this Department 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.N. Hapugala
Director General