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நிதி, திட்டமிடல் அமைச்சு
MINISTRY OF FINANCE AND PLANNING

මහලේකම් කාර්යාලය, කොළඹ 01.
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செயலகம், கொழும்பு 01.
இலங்கை

The Secretariat, Colombo 01
Sri Lanka

කාර්යාලය } 2484500
அலுவலகம் } 2484600
Office } 2484700

ෆැක්ස් }
பெக்ஸ் } (94)-11 - 2449823
Fax }

වෙබ් අඩවිය }
වෙබ් සයිට් } www.treasury.gov.lk
Website }

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எனது இல. } TOD/D/CMS/2010
My No. }

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உமது இல. }
Your No. }

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திகதி } 29.10.2010
Date }

Treasury Operations Circular No: 5/2010

To: All Secretaries of Ministries,
Heads of Departments and
District Secretaries,

Improvement to Cash-Flow Management Process Currently in Operation for Payment of Salaries to Public Officers

The Single Accounting System of the General Treasury is currently in operation through the banking network for cash releases to the official bank accounts of the relevant Ministries, Departments and other Institutions required liquid cash for the payment of salaries on the dates specified by the General Treasury at minimum cost.

02. Government Payroll System (GPS) which is presently in operation for the preparation of salaries for the public officers facilitates not only for payment of salaries expeditiously and efficiently but also to generate management information. Although all the paying offices functioning under Ministries/ Departments use this system for the preparation of salaries, it is revealed that there are instances where the liquid cash requirement is not calculated accurately and the payment are made deviating payment calendar without due approval.

03. At present, most of the Ministries / Departments by their respective paying offices have provided an opportunity to the public officers to manage their salaries prudently and economically by way of remitting the salaries to the bank accounts on the due date, by doing away with the conventional method of paying salaries in cash. The Ministries / Departments that do not release the payment of salaries through bank accounts yet should encourage their staff member to draw of their salaries through bank accounts, by focusing their attention on benefits that they gain.

04. It is vital to obtain the monthly information of actual payment of salaries to the officers of your institutions to manage the required cash flow for the payment of salaries with a minimum cost. Therefore you are kindly informed to ensure e-mailing of **Salary Payment & Cadre Report** and **Salary Summary Report** which are generated by Government Payroll System (GPS) before fifteenth day of the preceding month to the Department of Treasury Operations as mentioned below.

Name of the Officer

Sector

E-mail Address

Mr. T. Naleen Ossen
Dy. Director

National security, administration
of justices and Law Enforcement

nalino@tod.treasury.gov.lk

Mr. S.A.S Wickremarathne
Dy. Director

Infrastructure Development,
Livelihood and Regional
Development, Social Protection

wickramas@tod.treasury.gov.lk

Ms. P.D.N.P Dharmarathne Asst. Director	Governance, Operations and Monitoring	nayanap@tod.treasury.gov.lk
Mrs. M.A.B.L Manohari Asst. Director	Human Resources Development, Art Culture and Science, Technology Research and Development	manoharib@tod.treasury.gov.lk
Ms. K.S Dayaratna Asst. Director	Production, services Environment	sajeevani@tod.treasury.gov.lk

05. Since the transfer of funds to the official bank accounts for the payment of salaries are made subsequent to the receipt of such reports, the delay in e-mailing reports may cause to the delay in transfer of fund. Further, the transfer of funds to your official bank account is made on the day prior to the salary day. In the case of time inadequacy, date of fund transfer may get altered by notifying time inadequacy and reasons thereon.

06. This circular instructions will be effective from 01.01.2011.

Sgd. P.B Jayasundera
Secretary to the Treasury and
Secretary, to the Ministry of Finance and Planning

Copy to: Auditor General