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திறைசேரி செயற்பாடுகள் திணைக்களம்

Department of Treasury Operations

නැ.පෙ.1559, මහා භාණ්ඩාගාරය, මුදල් අමාත්‍යාංශය, කොළඹ 01, ශ්‍රී ලංකාව
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Mv No.

TO/CFM/01/05/04

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உமது இல
Your Number

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திகதி
Date

2021.11. 05

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 2021

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 2021.

1. Closing of the Cash Books as at 31st December 2021

The Cash Book for the year 2021 should be closed at the end of 31st December 2021 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 2021 (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 2021 and submit the same to the respective bank branch on **03rd January 2022** 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 2021 and submit the same to the respective bank branch on or before **07th January 2022** 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 2021 on or before 31st December 2021 and remit the same to the General Treasury on or before **07th January 2022**.

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 2021 (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 2021 and submit the same to the respective bank branch on **3rd January 2022** 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 / State 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 be 'H.C.D.L. Silva', with a long horizontal stroke extending to the right.

H.C.D.L. Silva

Director General