



## **DEPARTMENT OF TREASURY OPERATIONS**

# **ANNUAL PERFORMANCE REPORT 2022**

**Expenditure Head : 249**

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# Chapter 01 - Institutional Profile/Executive Summary

## 1.1 Introduction

The Department of Treasury Operations (TOD) was established on 28<sup>th</sup> July 2004 with the objectives of creating an efficient Organizational Structure 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.

## 1.2 Vision, Mission, Objectives of the Department

### Vision

“To be the best Government Fund Manager in the South Asian 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 programs with the revenue plans and borrowing programs while providing stewardship towards fund accounting, including foreign borrowings”.

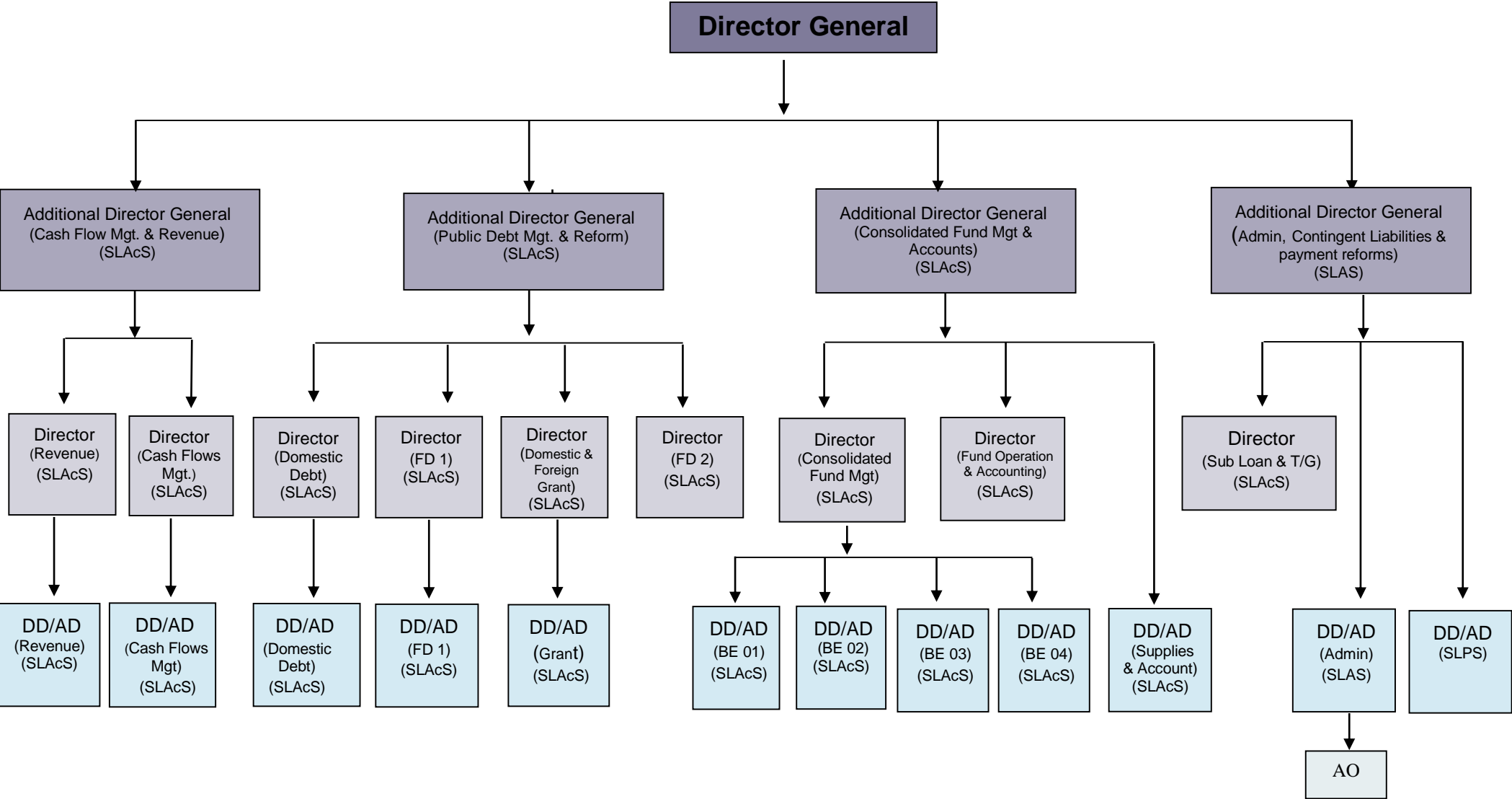
## Objectives

- Facilitate spending agencies by providing required funds 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.
- Improving / expanding the treasury single account system to facilitate daily collection of all receipts, including government revenue, into the official bank account of the Deputy Secretary to the Treasury.
- Develop the capacity level of officials in TOD ensuring their performance as professional in achieving the organization goals.
- Standardization of the department functions / processes to obtain the national / international standards.

## 1.3 Key Functions

- 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 and preparation of revenue accounts for Collections by other Ministries & Departments for 12 Nos. Non-Tax Revenue Heads assigned to the Department.
- Facilitation for disbursement of funds under Foreign Aid Loans and Grants.
- Facilitation for Accounting of Foreign Aid.
- Accounting of Government borrowings and debt servicing.
- Authorization and Supervision of Government bank accounts and imprest accounts.
- Operations of Public Officers Property Loan Guarantee scheme.

# 1.4 Organizational Structure



## 1.5 Main Divisions of the Department

- **Consolidated Fund Management & Accounts Division**
  - Consolidated Fund Management Unit
  - Budget Execution 01, 02, 03 & 04 Units
  - Fund Operations & Accounts Unit
  - Supplies & Accounts Unit
  
- **Public Debt Management & Reforms Division**
  - Foreign Debt Unit 01
  - Foreign Debt Unit 02
  - Domestic Debt Unit
  - Domestic & Foreign Grant Unit
  
- **Cash Flow Management & Revenue Division**
  - Cash Flow Management Unit
  - Revenue Unit
  
- **Administration and Contingent Liabilities & Payment Reforms Division**
  - Sub Loan & Treasury Guarantee Management Unit
  - Planning unit of Department scope with New Economic Trends
  - IT Development Unit
  - DST's Assets-Vault Management Unit
  - Administration Unit

## Chapter 02 - Progress & Future Outlook

### Special Achievements

- I. Won the Gold Medal for the first place by earning full marks of 100% in recognition of outstanding performance achieved under department category in the evaluator programs of the Committee on Public Accounts for the financial year 2016.
- II. Won the Gold Medal for the first place by earning full marks of 100% in recognition of outstanding performance achieved under department category in the evaluator programs of the Committee on Public Accounts for the financial year 2017.
- III. Won the Award by earning highest marks in recognition of outstanding performance achieved in the evaluator programs of the Committee on Public Accounts for the financial year 2018.
- IV. Won the Award by earning full marks of 100% in recognition of outstanding performance achieved under department category in the evaluator programs of the Committee on Public Accounts for the financial year 2019.
- V. Achieving a performance level of 98% under the departmental category of the evaluator programs of the Committee on Public Accounts for the financial year 2020.
- VI. Obtain a (clear) true and fair Audit Opinion on the financial performance of the department for the year 2018 from the Auditor General.
- VII. Obtain a (clear) true and fair Audit Opinion on the financial performance of the department for the year 2019 from the Auditor General.
- VIII. Obtain a (clear) true and fair Audit Opinion on the financial performance of the department for the year 2020 from the Auditor General.
- IX. Obtain a (clear) true and fair Audit Opinion on the financial performance of the department for the year 2020 from the Auditor General.
- X. Develop “Treasury Financial Management System” (TFMS) as the online system to facilitate for the officers to handle the operational tasks work from home under covid-19 pandemic situation
- XI. Release imprest to the selected Ministries & Departments through ITMIS as a pilot project and manage its functions successfully.
- XII. Won the Bronze Award for the third place in the Best Annual Reports & Accounts Awards for public sector 2019 under the public sector Department Category Organized by Association of Public Finance Accountants of Sri Lanka (APFASL).
- XIII. Won the Bronze Award for the third place in the Best Annual Reports & Accounts Awards for public sector 2020 under the public sector Department Category Organized by Association of Public Finance Accountants of Sri Lanka (APFASL).

## **Challenges**

- I. Treasury reforms & Information Technology development introduced by other countries in the region
- II. All the officials including the strategic level officials in the department are from the All Island and Combined transferable services
- III. Lack of professionally qualified staff officials in the department
- IV. Impact of the entire economy and the operations of the department due to the economic crisis prevailing in the country.

## **Future Goals**

- I. Assist for the fully implementation of Integrated Treasury Management Information System (ITMIS) related to the TOD.
- II. Obtain the national/international level standards on the process of Treasury fund management
- III. Pool all the funds in the afford bank accounts which are maintaining by the various Government institutions including Universities under the Treasury Single Accounts System.
- IV. Prepare the system to remit the revenue from the the ministries/departments that collect non-tax revenues as per the 2023 budget proposals



**H.C.D.L. Silva**  
Director General  
Department of Treasury Operations





***Achieving Bronze Award for Third Place for Public Sector (Department Category) at the Best Annual Reports and Accounts Awards 2020 organized by the Association of Public Accountants of Sri Lanka (APFASL)***



***Achieving High Performance Awards from 2017 to 2020 under the departmental category of the performance evaluation program for the financial year conducted by the Public Accounts Committee (COPA)***

# Chapter 03 - Overall Financial Performance for the Year Ended 31<sup>st</sup> December 2022

## 3.1 Statement of Financial Performance

		ACA - F	
Statement of Financial Performance for the period ended 31st December 2022			
Budget 2022	Note	Actual	
Rs.		2022 Rs.	2021 Rs.
-	<b>Revenue Receipts</b>		
-	Income Tax	1	-
-	Taxes on Domestic Goods & Services	2	-
-	Taxes on International Trade	3	-
339,690,000,000	Non Tax Revenue & Others	4	154,776,282,088
<b>339,690,000,000</b>	<b>Total Revenue Receipts (A)</b>	<b>154,776,282,088</b>	<b>63,516,395,436</b>
-	<b>Non Revenue Receipts</b>		
-	Treasury Imprests		334,289,000
-	Deposits		4,378,409,668
-	Advance Accounts		11,834,401
-	Other Main Ledger Receipts		-
-	<b>Total Non Revenue Receipts (B)</b>	<b>4,724,533,069</b>	<b>4,970,018,454</b>
<b>339,690,000,000</b>	<b>Total Revenue Receipts &amp; Non Revenue Receipts C = (A)+(B)</b>	<b>159,500,815,157</b>	<b>68,486,413,890</b>
	Remittance to the Treasury (D)		110,642
<b>339,690,000,000</b>	<b>Net Revenue Receipts &amp; Non Revenue Receipts E = (C)-(D)</b>	<b>159,500,704,515</b>	<b>68,486,315,492</b>
-	<b>Less: Expenditure</b>		
	<b>Recurrent Expenditure</b>		
99,240,000	Wages, Salaries & Other Employment Benefits	5	86,175,927
11,525,230,000	Other Goods & Services	6	4,216,336,322
1,460,000,000	Subsidies, Grants and Transfers	7	1,332,185,876
1,630,349,984,000	Interest Payments	8	1,565,189,627,374
-	Other Recurrent Expenditure	9	-
<b>1,643,434,454,000</b>	<b>Total Recurrent Expenditure (F)</b>	<b>1,570,824,325,499</b>	<b>1,057,617,180,521</b>
	<b>Capital Expenditure</b>		
1,500,000	Rehabilitation & Improvement of Capital Assets	10	980,900
8,550,000	Acquisition of Capital Assets	11	7,761,470
-	Capital Transfers	12	-
-	Acquisition of Financial Assets	13	-
810,000	Capacity Building	14	808,101
1,510,470,000,000	Other Capital Expenditure	15	1,432,455,178,450
<b>1,510,480,860,000</b>	<b>Total Capital Expenditure (G)</b>	<b>1,432,464,728,921</b>	<b>1,332,224,409,111</b>
	Deposit Payments		3,483,351,916
	Advance Payments		9,238,077
	Other Main Ledger Payments		-
	<b>Total Main Ledger Expenditure (H)</b>	<b>3,492,589,993</b>	<b>3,753,136,752</b>
<b>3,153,915,314,000</b>	<b>Total Expenditure I = (F+G+H)</b>	<b>3,006,781,644,413</b>	<b>2,393,594,726,384</b>
<b>(2,814,225,314,000)</b>	<b>Balance as at 31st December J = (E-I)</b>	<b>(2,847,280,939,898)</b>	<b>(2,325,108,410,892)</b>
	<b>Balance as per the Imprest Reconciliation Statement</b>	<b>(2,847,280,939,898)</b>	<b>(2,325,108,410,892)</b>
	<b>Imprest Balance as at 31st December</b>	<b>-</b>	<b>-</b>



## 3.2 Statement of Financial Position As at 31<sup>st</sup> December 2022

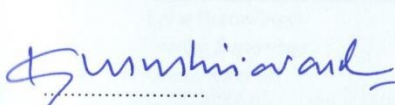
ACA-P

### Statement of Financial Position As at 31st December 2022

	Note	Actual	
		2022 Rs	2021 Rs
<b>Non Financial Assets</b>			
Property, Plant & Equipment	ACA-6	82,007,706	80,782,268
<b>Financial Assets</b>			
Advance Accounts	ACA-5/5(a)	18,938,049	21,534,373
Cash & Cash Equivalents	ACA-3	-	-
<b>Total Assets</b>		<b>100,945,755</b>	<b>102,316,641</b>
<b>Net Assets / Equity</b>			
Net Worth to Treasury		(4,425,893,543)	(3,528,239,467)
Property, Plant & Equipment Reserve		82,007,706	80,782,268
Rent and Work Advance Reserve	ACA-5(b)	-	-
<b>Current Liabilities</b>			
Deposits Accounts	ACA-4	4,444,831,592	3,549,773,840
Unsettled Imprest Balance	ACA-3	-	-
<b>Total Liabilities</b>		<b>100,945,755</b>	<b>102,316,641</b>

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 1 to 41 and Annexures to accounts presented in pages from 42 to 44 form an integral part of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found in agreement.

We hereby certify that an effective internal control system for the financial control exists in the Reporting Entity and carried out periodic reviews to monitor the effectiveness of internal control system for the financial control and accordingly make alterations as required for such systems to be effectively carried out.



Chief Accounting Officer  
K.M. Mahinda Siriwardana

Secretary - Ministry of Finance, Economic  
Stabilization & National Policies  
Date: 23.02.2023

**K.M.M. Siriwardana**  
Secretary to the Treasury and  
Secretary to the Ministry of Finance,  
Economic Stabilization and National Policies  
The Secretariat  
Colombo 01.



Accounting Officer  
H.C.D.L. Silva

Director General  
Date: 23.02.2023

**H. C. D. L. SILVA**  
Director General  
Department of Treasury Operations  
General Treasury  
Colombo - 01.



A.A.I. Dilrukshi

Director

Date: 23.02.2023

**A. A. I. DILRUKSHI**  
Director  
Department of Treasury Operations  
General Treasury  
Colombo - 01.





### 3.3 Statement of Cash Flows

ACA-C

#### Statement of Cash Flows for the Period ended 31st December 2022

	Actual	
	2022 Rs.	2021 Rs.
<b>Cash Flows from Operating Activities</b>		
Total Tax Receipts		-
Fees, Fines, Penalties and Licenses	4,621,303	1,903,182
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected on behalf of Other Revenue Heads	1,011,513,838	827,430,288
Imprest Received	334,289,000	229,579,000
Recoveries from Advance	5,873,819	6,062,312
Deposit Received	3,081,009	2,961,960
<b>Total Cash generated from Operations (A)</b>	<b>1,359,378,969</b>	<b>1,067,936,742</b>
<b>Less - Cash disbursed for:</b>		
Personal Emoluments & Operating Payments	111,156,634	95,707,566
Subsidies & Transfer Payments	1,232,185,876	956,867,485
Expenditure incurred on behalf of Other Heads	649,023	-
Imprest Settlement to Treasury	110,642	98,398
Advance Payments	4,686,012	6,032,863
Deposit Payments	3,081,009	2,961,985
<b>Total Cash disbursed for Operations (B)</b>	<b>1,351,869,196</b>	<b>1,061,668,297</b>
<b>NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)</b>	<b>7,509,773</b>	<b>6,268,445</b>
<b>Cash Flows from Investing Activities</b>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
<b>Total Cash generated from Investing Activities (D)</b>	<b>-</b>	<b>-</b>
<b>Less - Cash disbursed for:</b>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	7,509,773	6,268,445
<b>Total Cash disbursed for Investing Activities (E)</b>	<b>7,509,773</b>	<b>6,268,445</b>
<b>NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)</b>	<b>(7,509,773)</b>	<b>(6,268,445)</b>
<b>NET CASH FLOWS FROM OPERATING &amp; INVESTMENT ACTIVITIES (G)=(C) + (F)</b>	<b>0</b>	<b>-</b>
<b>Cash Flows from Financing Activities</b>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
<b>Total Cash generated from Financing Activities (H)</b>	<b>-</b>	<b>-</b>
<b>Less - Cash disbursed for:</b>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
<b>Total Cash disbursed for Financing Activities (I)</b>	<b>-</b>	<b>-</b>
<b>NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)</b>	<b>-</b>	<b>-</b>
<b>Net Movement in Cash (K) = (G) + (J)</b>	<b>-</b>	<b>-</b>
<b>Opening Cash Balance as at 01<sup>st</sup> January</b>	<b>-</b>	<b>-</b>
<b>Closing Cash Balance as at 31<sup>st</sup> December</b>	<b>-</b>	<b>-</b>



## 3.4 Notes to the Financial Statements

### Basis of Reporting

#### 1) Reporting Period

The reporting period for these Financial Statements is from 01<sup>st</sup> January to 31<sup>st</sup> December 2022.

#### 2) Basis of Measurement

The Financial Statements have been prepared on historical cost modified by the revaluation of certain assets and accounted on a modified cash basis, unless otherwise specified.

The figures of the Financial Statements are presented in Sri Lankan rupees rounded to the nearest rupee.

#### 3) Recognition of Revenue

Exchange and non exchange revenues are recognised on the cash receipts during the accounting period irrespective of relevant revenue period.

#### 4) Recognition and Measurement of Property, Plant and Equipment (PP&E)

An item of Property, Plant and Equipment is recognized when it is probable that future economic benefit associated with the assets will flow to the entity and the cost of the assets can be reliably measured.

PP&E are measured at a cost and revaluation model is applied when cost model is not applicable.

#### 5) Property, Plant and Equipment Reserve

This reserve account is the corresponding account of Property Plant and Equipment.

#### 6) Cash and Cash Equivalents

Cash & cash equivalents include local currency notes and coins in hand as at 31<sup>st</sup> December 2022.

\* In cases where there are transactions which are specific to a particular reporting entity, relevant information can be entered in to the Financial Statements with approval of Department of State Accounts and the disclosure required for those specific transactions may be included under "Reporting Basis".

\* Only the accounting policies relevant to the reporting entity should be disclosed under the reporting basis.





### 3.5 Performance of the Revenue Collection – 2022

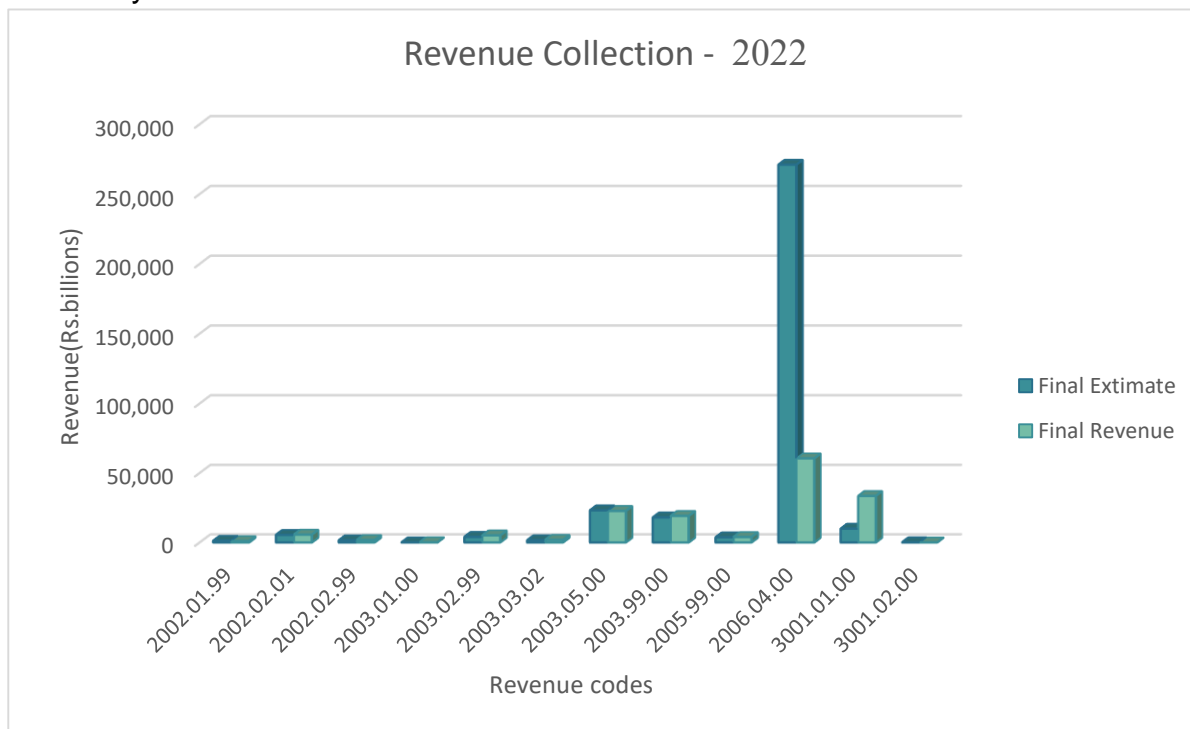
Revenue Code	Description	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs)	as a % of Final Revenue Estimate
2002.01.99	Other Rental	900,000,000	1,200,000,000	946,193,464.02	79%
2002.02.01	On-Lending	6,200,000,000	5,450,000,000	5,597,585,565.44	103%
2002.02.99	Other	1,800,000,000	1,550,000,000	1,727,960,260.80	111%
2003.01.00	Departmental Sales	100,000,000	90,000,000	119,168,957.87	132%
2003.02.99	Sundries	6,500,000,000	4,000,000,000	5,058,580,975.49	126%
2003.03.02	Fines and Forfeits – Other	1,300,000,000	1,600,000,000	1,837,908,913.84	115%
2003.05.00	Treasury Bonds Premium	14,200,000,000	23,100,000,000	22,648,682,854.95	98%
2003.99.00	Other Receipts	31,300,000,000	18,000,000,000	19,060,869,849.33	106%
2005.99.00	Other	12,100,000,000	3,700,000,000	3,891,538,878.25	105%
2006.04.00	Recovery of Loans	19,000,000,000	271,000,000,000	60,482,742,904.86	22% *
3001.01.00	Foreign Grants	10,000,000,000	9,900,000,000	33,402,403,963.23	337% **
3001.02.00	Local Grants	0	100,000,000	2,645,500.00	3% ***

In view of the economic and political crisis in the country in year 2022, the initial estimates prepared at the beginning of the year were revised based on the actual revenue received during the first six months. However, due to the instability of the economy of the country throughout the year, there have been variations between the estimated income and the actual income.

\* The estimated revenue targets for 2022 could not be achieved through debt recovery due to non-payment of loan installments as per the sub-loan agreements. In view of the foreign exchange deficit and financial crisis faced in 2022, the failure of Ceylon Petroleum Corporation to settle the premiums to the Treasury has mainly affected for the current position and It is reported that this situation is completely beyond the control of the department.

\*\* Foreign grant income was higher due to the accounting of material aid receipts from foreign countries identified in the last quarter of 2022, which were not recognized in the preparation of the revised estimates of 2022, and the expenditure related to the project activities executed under the foreign grants which were delayed in relation to the previous year (2021).

\*\*\* Since this is a new revenue code, no revenue related to local grants was predicted in the initial revenue estimates and the target income could not be achieved due to non-receipt of local grants at the expected level due to the economic and financial difficulties in the country.



### 3.6 Performance of the Utilization of Allocation

Rs. 000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
<b><u>Appropriation Law</u></b>				
Recurrent	58,335,014	58,434,454	34,163,286	58.46
Capital	10,300	10,860	9,550	87.94
Debt Amortization	5,470,000	5,470,000	4,639,336	84.81
<b>Sub Total</b>	<b>63,815,314</b>	<b>63,915,314</b>	<b>38,812,173</b>	<b>60.72</b>
<b><u>Special Law</u></b>				
Debt Amortization	2,839,000,000	3,090,000,000	2,964,476,882	95.94
<b>Sub Total</b>	<b>2,839,000,000</b>	<b>3,090,000,000</b>	<b>2,964,476,882</b>	<b>95.94</b>
<b>Grand Total</b>	<b>2,902,815,314</b>	<b>3,153,915,314</b>	<b>3,003,289,054</b>	<b>95.22</b>

**3.7 In terms of F.R.208 grant of allocations for expenditure to this Department / District Secretariat / Provincial Council as an agent of the other Ministries / Departments**

**Rs.000**

Serial No.	Allocation Revised from which Ministry/ Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
	Ministry of Public Services	Graduate salary	649	649	649	100

**3.8 Performance of the Reporting of Non – Financial Assets**

**Rs. 000**

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2022	Balance as per financial Position Report as at 31.12.2022	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	-			
9152	Machinery and Equipment	49,338	49,338	-	100
9153	Land	-	-	-	-
9154	Intangible Assets	-	-	-	-
9155	Biological Assets	-	-	-	-
9160	Work in Progress	-	-	-	-
9180	Lease Assets	32,670	32,670		100

**3.9 Auditor General's Report**

Annexure I



## Chapter 04 – Performance indicators

### 4.1 Performance Indicators of the Institute (Based on the Action Plan)

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100%- 90%	75%-89%	50%- 74%
Percentage of completion of the task on the determination of annual imprest limits for the all Spending Agencies and inform them accordingly	100%		
Progress as a percentage of amending the annual Imprest limits monthly / quarterly basis and inform the spending agencies accordingly	100%		
Progress as a percentage of preparation & submission of specialized accounting summaries and relevant reports monthly quarterly / bi-annually & annually to the relevant authorities in terms of the circular instructions by the department.	100%		
Progress as a percentage of number of treasury cash flow meetings conducted during the financial year in terms of managing Consolidated Fund & implementation of number of decisions taken at the above meetings	100%		

## Chapter 05 - Performance of the achieving Sustainable Development Goals (SDG)

### 5.1 Indicate the Identified Respective Sustainable Development Goals

Goal/Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0% - 49%	50% - 74%	75% - 100%
Managing the Consolidated Fund by translating the annual budget into actual cash inflows and outflows.	Management of the Treasury Cash Flow Operations economically, efficiently, and effectively by networking/ coordinating with the relevant stakeholders.	No. of Cash Flow Meetings held during the year (as a percentage)			100%
Ensuring the recovers of sub loan instalments and interest on time.	Recovery of all due instalments & Interest.	Percentage recovered against the Departmental Estimate.	22% *		
Ensure due authorization of opening of new official bank accounts and imprest accounts for spending agencies and supervision of the same.	Ensure authorisation of all eligible requests for opening of new bank and imprest accounts.	Percentage of the number of applications approved against the received.			100%
Settlement of unsettled loan balances of all the eligible public officers under the Public Officers Guarantee Scheme.	Settlement of all eligible and completed loan applications within one week of the due process.	Percentage of number of complete applications settled within one week against a applications received.			100%

\* The estimated revenue targets for 2022 could not be achieved through debt recovery due to non-payment of loan installments as per the sub-loan agreements. In view of the foreign exchange deficit and financial crisis faced in 2022, the failure of Ceylon Petroleum Corporation to settle the premiums to the treasury has mainly affected for the current position and It is reported that this situation is completely beyond the control of the department.

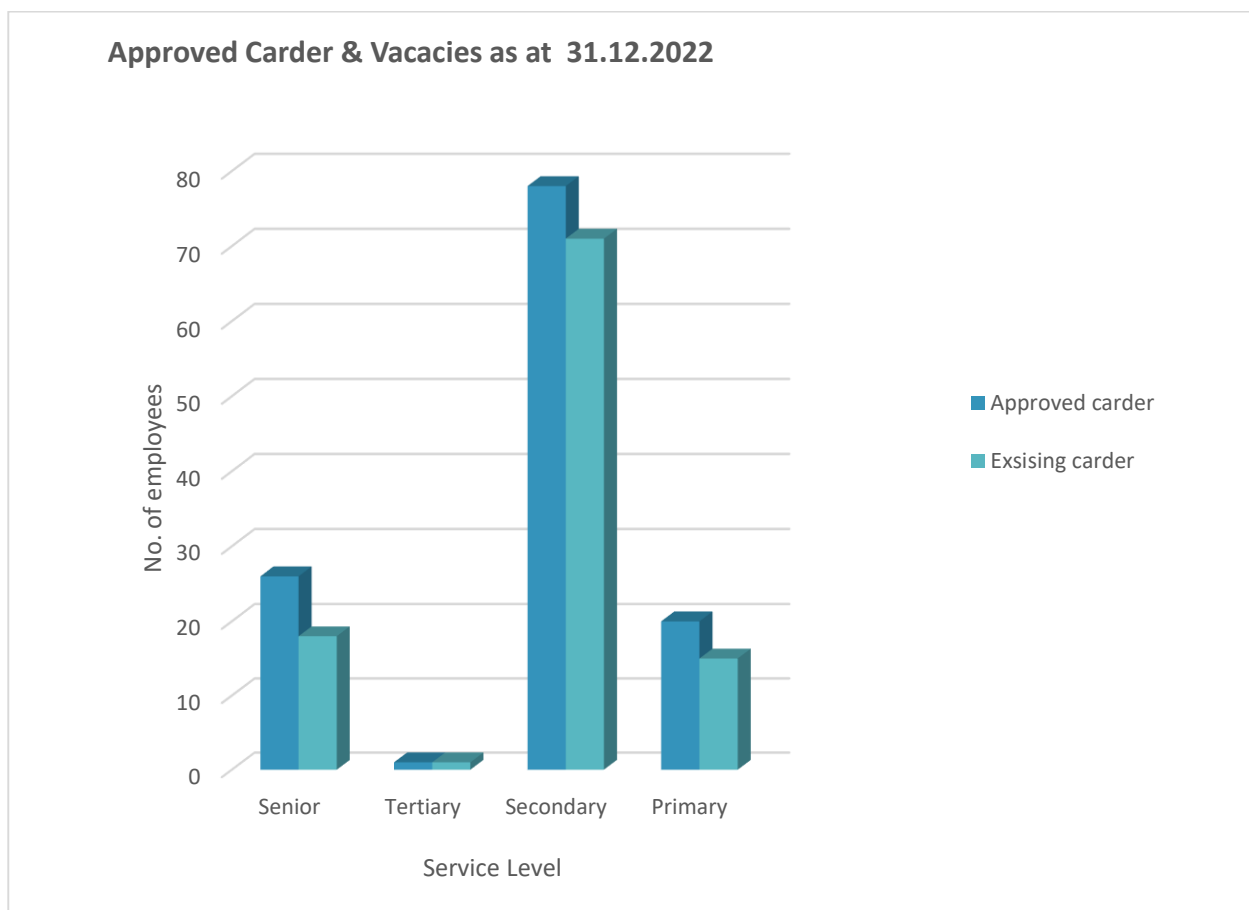
## **5.2 Briefly explain the achievements and challenges of the Sustainable Development Goals**

Even within a pandemic situation, the above identified goals under Sustainable Development Programme have been successfully achieved during the year. Further, it is observed that the Department of Treasury Operations which is mainly handling the cash flow operations of the Government will have to absorb the internal and external shocks arisen with the economic, political, social, legal, technological and environmental factors.

# Chapter 06 - Human Resource Profile

## 6.1 Cadre Management (31.12.2022)

	Approved Cadre	Existing Cadre	Vacancies / (Excess)**
Senior	26	18	08
Tertiary	01	01	-
Secondary	78	71	07
Primary	20	15	05



**6.2 \*\*Briefly state how the shortage or excess in human resources has been affected to the performance of the institute.**

Since the number of vacancies reported in the carder positions against the approved carder, it was a direct and main challenge to manage the human resource by strategically motivating officials of the department in achieving the organizational objectives.

Changes of actual carder in quarter basis is as follows.

Quarter	Carder	Senior	Tertiary	Secondary	Primary	Total
First Quarter	Approved	26	1	78	20	125
	Transfer - in	-	-	8	-	8
	Transfer out	1	-	6	1	8
	Actual	18	1	71	15	105
	Vacancies	9	-	5	6	20
Second Quarter	Approved	26	1	80	20	127
	Transfer - in	2	-	1	6	9
	Transfer out	-	-	4	4	8
	Actual	17	1	73	14	105
	Vacancies	7	-	10	4	21
Third Quarter	Approved	26	1	80	20	127
	Transfer - in	-	-	2	-	2
	Transfer out	1	-	-	1	2
	Actual	19	1	70	16	106
	Vacancies	8	-	8	5	21
Fourth Quarter	Approved	26	1	80	20	127
	Transfer - in	1	-	1	-	2
	Transfer out	-	-	1	2	3
	Actual	18	1	72	15	106
	Vacancies	7	-	8	7	22

## 6.3 Human Resource Development

Name of the Program	No. of staff trained	Duration of the program	Total Investment		Nature of the Program (Abroad/ Local)	Output Knowledge Gained*
			Local (Rs)	Foreign (US\$)		
Training on MS Excel	37	02 days	-	-	Local	* The knowledge, expertise & experience gained / earned from the foreign & local trainings by the officials could be capitalized for the improvement of the performance in achieving the organizational goals in dynamic & pragmatic Manner.
Cash Flow Management	61	02 days	-	-	Local	
Training on Foreign Loan	67	02 days	-	-	Local	
Role of the Division of Fund Operation Management & Guarantee Fund	69	02 hours	-	-	Local	
Training on Government Revenue	74	02 hours	-	-	Local	
Minute writing & Filing	66	02 ½ hours	2000.00	-	Local	
Training on Domestic Debt	74	02 ½ hours	-	-	Local	
The role of the Consolidated Fund Management & Budget Execution Divisions	79	02 ½ hours	-	-	Local	
Outbound Training for Capacity Development	70	01 day	10000.00	-	Local	
Preparation of salary conversions	02	02 days	-	-	Local	
e-pay roll	02	02 days	-	-	Local	
Workshop on Procurement	10	06 days	-	-	Local	
Module on personal soft skills for career success	03	05 days	-	-	Local	
The awareness programme on the provisions of Establishment code	02	02 days	-	-	Online	
The awareness programme on Pension salary preparation	03	05 days	-	-	Online	
Capacity Development for SLAcS Class 1	04	05 days	-	-	Local	

Name of the Program	No. of staff trained	Duration of the program	Total Investment		Nature of the Program (Abroad/Local)	Output Knowledge Gained*
			Local (Rs)	Foreign (US\$)		
Capacity Development for SLAcS Class 11	02	02 days	-	-	Local	* The knowledge, expertise & experience gained / earned from the foreign & local trainings by the officials could be capitalized for the improvement of the performance in achieving the organizational goals in dynamic & pragmatic Manner.
Personal soft skills for career success	03	05 days	-	-	Local	
Capacity Development Training Course of National Association of Chartered Accountants	04	04 days	80,000.00	-	Local	
Training for EB exam of MSO Class I Officers	05	05 days			Local	
Tamil Language Proficiency - Level II	07	150 hours			Online	
Tamil Language Proficiency - Level I	01	200 hours			Online	
Sharing the foreign training knowledge and experience	01	02 hours			Local	
Updates of Departmental Role and new trends	17	02 hours			Local	
Training on Enadoc system	10	03 hours			Local	
E-Government & Digitalization of PFM, Cambodia.	01	04 days	-	280	Foreign	
Public Debt Mgt & Debt Sustainability, Thailand	01	05 days	-	240	Foreign	

❖ Briefly state how the training programmes contributed to the performance of the institution.

The capacity development and training programs of officials had to be limited due to the compliance with health guidelines in the covid pandemic situation, and having to work with cost control in the presence of fuel and economic difficulties in the country.

However, according to the Annual Human Resource plan, training programs were conducted for each member of the staff to upgrade the knowledge, skills and attitudes.





## Chapter 07– Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
<b>1</b>	<b>The following Financial statements / accounts have been submitted on due date.</b>			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	N/A		
1.4	Stores Advance Accounts	N/A		
1.5	Special Advance Accounts	N/A		
1.6	Others	N/A		
<b>2</b>	<b>Maintenance of books and registers (FR445)</b>			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheque and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		

2.8	Stocks Register has been maintained and update	Complied		
2.9	Register of Losses has been maintained and update	Complied		
2.10	Commitment Register has been maintained and update	Complied		
2.11	Register of Counterfoil Books (GA – N20) has been maintained and update	Complied		
<b>3</b>	<b>Delegation of functions for financial control (FR 135)</b>			
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Complied		
<b>4</b>	<b>Preparation of Annual Plans</b>			
4.1	The annual action plan has been Prepared	Complied		
4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	Complied		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		

<b>5</b>	<b>Audit queries</b>			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Complied		
<b>6</b>	<b>Internal Audit</b>			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2) DMA/1-2019	Complied		
6.2	All the internal audit reports has been replied within one month	Complied		
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	Complied		
<b>7</b>	<b>Audit and Management Committee</b>			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Complied		
<b>8</b>	<b>Asset Management</b>			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Complied		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016.	Complied		

8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Complied		
8.5	The disposal of condemn articles had been carried out in terms of FR 772	Complied		
<b>9</b>	<b>Vehicle Management</b>			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Complied		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	N/A		
<b>10</b>	<b>Management of Bank Accounts</b>			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Complied		

10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	Complied		
<b>11</b>	<b>Utilization of Provisions</b>			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR94(1)	Complied		
<b>12</b>	<b>Advances to Public Officers Account</b>			
12.1	The limits had been complied with	Complied		
12.2	A time analysis had been carried out on the loans in arrears	Complied		
12.3	The loan balances in arrears for over one year had been settled	Complied		
<b>13</b>	<b>General Deposit Account</b>			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	The control register for general deposits had been updated and maintained	Complied		
<b>14</b>	<b>Imprest Account</b>			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	Complied		
14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R.371	Complied		

14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Complied		
<b>15</b>	<b>Revenue Account</b>			
15.1	The refunds from the revenue had been made in terms of the regulations	Complied		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Complied		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	Complied		
<b>16</b>	<b>Human Resource Management</b>			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Complied		
<b>17</b>	<b>Provision of information to the public</b>			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation	Complied		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	N/A		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Complied		

<b>18</b>	<b>Implementing citizens charter</b>			
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Complied		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular	Complied		
<b>19</b>	<b>Preparation of the Human Resource Plan</b>			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Complied		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Complied		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid circular	Complied		
<b>20</b>	<b>Responses Audit Paras</b>			
20.1	The short comings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		