

F.No.1(6)/SO(TSA)/115/2020

Islamabad, the 18th March, 2022.

OFFICE ORDER


SUBJECT: OPERATIONALIZATION OF TREASURY AND CASH MANAGEMENT UNIT (TCMU) IN FEDERAL TREASURY OFFICE (FTO), ISLAMABAD

In continuation of this Division's Office Order of even no. dated 19th November, 2020, a Treasury and Cash Management Unit (TCMU) has been operationalized w.e.f 19-11-2020 in Federal Treasury Office, Islamabad under supervision of Joint Secretary (Budget-III) / Head of Department, Federal Treasury Offices (ISB/KHI).

2. Terms of Reference (TORs) of the TCMU are as under:

1. Preparation of Cash Balance Statement of Federal Govt. reflecting cash position on daily, weekly, monthly, quarterly semi-annually and annual basis.
2. Preparation of Liquidity Forecasts of Federal Govt. on weekly, monthly, quarterly and semi-annually basis.
3. Devise mechanism and enable infrastructure for information sharing between Finance Division, Tax/Non-tax Revenue collecting entities/departments (FBR etc.) and spending Ministries / Divisions.
4. Devise mechanism and enable infrastructure for strengthened coordination between Debt and Cash Management of Federal Govt. i.e between O/o the DG Debt and External Finance Wing, Finance Division.
5. Manage information flows between Finance Division and SBP.
6. Cash Management including recording, reconciling and refunding of deposits / funds surrendered through SBP into TSA System under Head of Account C03748 of GFMIS (SAP).
7. Anticipating cash needs of the Federal Government.
8. Preparation of sound borrowing and repayment programme / plan.
9. Submission of reports/data to Finance Division, on daily basis.

3. The above TORs are indicative which will be revised on periodic basis.



(Dr. Umar Jayaid)
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**The Federal Treasury Officer,
Federal Treasury Office (FTO),
Islamabad.**

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Copy to:

1. PS to FS, Finance Division, Islamabad.
2. PS to AFS (Budget), Budget Wing, Finance Division, Islamabad.
3. APS to JS (B-III), Budget Wing, Finance Division, Islamabad.
4. Deputy Secretary (TCM), Budget Wing, Finance Division, Islamabad.
5. Federal Treasury Officer, Federal Treasury Office (FTO), Islamabad, Karachi.
6. The Webmaster, Finance Division, Islamabad.


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