



රාජ්‍ය ගිණුම් දෙපාර්තමේන්තුව  
அரசு கணக்குகள் திணைக்களம்  
Department of State Accounts

මගේ අංකය  
எனது இல.  
My No.

SA/SD/03/01/02

ඔබේ අංකය  
உமது இல.  
Your No.

දිනය  
திகதி  
Date

24.01.2014

State Accounts Circular No. : 236 / 2014

All Secretaries of the Ministries  
Chief Secretaries of the Provincial Councils  
Heads of the Departments and  
District Secretaries

Dear Sir/Madam

**New Computerized Integrated Government Accounting System**

Computerized Integrated Government Accounting System has been evolved as New Computerized Integrated Government Accounting System and it is implemented by this Department for enabling to use the system in the Ministries and Departments with effect from January 2014 onwards until the Integrated Treasury Management Information System is in place. As you aware that this software is developed and maintained by this department (in-house software package) the copyright of this software is reserved to this Department.

**2. System control of New CIGAS**

**2:1 Password Control**

In New CIGAS concern, Administrator of this software should be an Accountant. Hence Administrator should create his/her user name and password when opened New CIGAS for the very first time after installation. The password should be easily memorize and also should not be guessable. Then Accountant can log in the system using his/her administrator user name and password. After login he/she can create number of user names and passwords with the predefined privileges such as data entry, bank reconciliation and inventory control separately. Administrator password (Accountant's user name and password) should be put into a sealed envelope and kept in a common secure place such as iron safe. It is a responsibility of the Accountant to change the password once a three months. The message will be popup to memorize you to change the password. In case there are no Accountants in the spending unit, administrative privilege password can be given to the head of the finance branch with the responsibility of the Ministry or Department's Chief Accountant.



## 2:2 Access Control

Users access for some functions of the software are restricted. Deletion of the transactions in the cash book is completely prohibited to the user. The transactions in the cash book can be deleted only by an Accountant by using his/her administrator user name and password.

## 2:3 Backup

System takes backup automatically when user login the system each time. Apart you are requested to take backup when user leaves from the system and the backup should be kept out from the office premises. For your convenient, you could use free cloud service to upload your backup files.

## 2:4 Salary SLIPS

Your kind attention is drawn to the State Accounts circular no 234/2013 when salary slips are making using the New CIGAS. Accountant should ensure the SLIP amount created by the New CIGAS is exactly same as pay sheet generated by the GPS. Further, Accountant should put his/her personal attention and responsibility in remittance cheques printed by the system.

03. It is requested to execute this New CIGAS with the previous CIGAS simultaneously for two or three months. New CIGAS will be upgraded time to time with the new features in according to the users' feedbacks. Hence it is required to upgrade your New CIGAS in accordance with the upgrade method described in the document published in the website.

04. User manual is published in our web site. For further technical assistance, you could contact System Development & Training Division of this Department via 0112484735, 0112 484 826 or 0112 484 881.

Yours Faithfully



N.G. Dayarathne  
Director General