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அரசு கணக்குகள் திணைக்களம்

## Department of State Accounts

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Your No. }

දිනය }  
திகதி } 29.12.2017  
Date }

State Accounts Circular No : 260/2017

All Secretaries to Ministries,  
Head of Departments and  
District Secretaries


### **Transmission of Accounting Data through Monthly Summaries of Accounts to the Department of State Accounts during the year 2018**

The dates stipulated for submission of Monthly Summaries of Accounts to the Department of State Accounts during the year 2018, by all ministries, Departments and District Secretariats as stated in the annexed Schedules are given overleaf.

02. The Department of State Accounts is required to compile the monthly Consolidated Accounting statements for a particular month before the 10<sup>th</sup> of the following month. Therefore, you are kindly requested to make arrangement to forward the Monthly Summary of Accounts to this Department via [cigassummary@sad.treasury.gov.lk](mailto:cigassummary@sad.treasury.gov.lk) email address on or before the prescribed dates. Actions should be taken to forward correct information examining the daily records entered into the CIGAS programme, to avoid entering inaccurate data to the Treasury Accounts. These Accounts Summaries should be checked by the Chief Financial Officer/Chief Accountant/Accountant should be forwarded only via the email Address of the Chief Financial Officer/Chief Accountant/ Accountant. Official email of the respective officer should be used for this purpose.

03. With regard to a rejection of data, of any will be informed you through e-mail and necessary correction made are also expected to be received by this Department on or before the prescribed dates.

04. Your kind attention is also drawn to FR 426 where actions to be taken in respect of the delayed Summaries of Accounts are stated.

  
S.G. Senarathna  
Director General of State Accounts  
For Deputy Secretary to the Treasury

Copy: Auditor General

Time Schedule for forwarding the monthly Accounts Summary of 2018

Accounting Month	Closing date for emailing the Accounts Summary to the Treasury			
	Schedule I		Schedule II	
January	February	05	February	06
February	March	06	March	07
March	April	04	April	05
April	May	04	May	07
May	June	05	June	06
June	July	04	July	05
July	August	03	August	06
August	September	05	September	06
September	October	03	October	04
October	November	05	November	07
November	December	05	December	06
December	As per the instructions in the Circular issued by this Department related to Closing of Accounts for the year 2018.			