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அரசு கணக்குகள் திணைக்களம்
Department of State Accounts

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திகதி } 31.01.2025
Date }

State Accounts Circular No: 01/2025

To:

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

The Submission of Monthly Summary of Accounts to the Department of State Accounts for the Year 2025 as per Financial Regulation 426

All Ministries, Provincial Councils, Departments, and District Secretariats are required to submit their respective Monthly Accounts on or before the stipulated dates throughout the year 2025 to the Department of State Accounts. Compliance with this Circular is essential for monitoring accurate and timely treasury accounts.

1. Submission of Monthly Accounts Summaries

Department of State Accounts processes consolidated monthly accounting statement through the New CIGAS Web App system by the 10th day of the following month. All submission must adhere to following procedure

- The Monthly Accounts Summaries must be emailed to **cigassummary@sad.treasury.gov.lk** no later than the **8th day** of the following month.
- It is the responsibility of the respective officials to ensure that only accurate information is sent, after daily scrutiny of data entered into the New CIGAS programme.
- These account summaries must be forwarded **exclusively through the official email of the Chief Financial Officer, Chief Accountant, or Accountant after review** by the responsible officer.

2. Handling Rejected Files

If the summary file is rejected by the system due to damage or discrepancies, the Department of State Accounts will notify the sender through the same email address used for submission. Corrections must be resubmitted **before the 9th day** of the following month. Please note that delays in submitting Monthly Accounts Summaries will be subject to actions as per FR 426.

3. Submission of Consolidated Asset Files

In addition to the monthly summary a Consolidated Asset File must also be submitted to the Department of State Accounts on a monthly basis. The timeline for submission is as follows:

- Submit the file by the **15th of the following month**.
- The Table SA 82 will be generated by the New CIGAS Web App on the **18th of the following month** for reconciliation purposes.
- This is not required for Provincial Councils

4. Technical Support

For technical issues, please contact the New CIGAS Helpdesk:

- **Contact Numbers:** 0112 034 519 / 0112 484 826 / 0112 484 889 / 0112 484 881
- **WhatsApp Support:** 0777 304 902

Your cooperation in adhering to these Circular will ensure accurate and timely processing of Treasury Accounts for the year 2025.



W.A. Samantha Upananda
Director General
Department of State Accounts

Copy: 01.Auditor General