

දුරකථන/தொலைபேசி/Telephones :

අධ්‍යක්ෂ ජනරාල්
பணிப்பாளர் நாயகம் } 2484728
Director General

අතිරේක අධ්‍යක්ෂ ජනරාල්
பேரவையின் பணிப்பாளர் நாயகம் } 2484729
Addl. Director General

පොදු
பொது } 2484731
General

ෆැක්ස්
பெக்ஸ் } (941) 2473856
Fax } (941) 2320042



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මහ හානිවාගාරය
அரசு கணக்குகள் திணைக்களம்
பொதுத் திறைசேரி
Department of State Accounts
General Treasury

මගේ අංකය }
எனது இல. }
My No. }

ඔබේ අංකය }
உமது இல. }
Your No. }

දිනය }
திகதி }
Date }

11-05-2004

පළමුවන මහල, නැ. අංක 1559,
மேல்கடை கட்டிடம், அமைதி 01 - சீலனாதி
முதலாம் மாடி, செயலகம், த.பெ. இல. 1559.
கொழும்பு 01, 1^வ மாடம்.
1st Floor, The Secretariat,
P.O.Box 1559, Colombo 01 - Sri Lanka.

State Account Circular No. 171 / 2004

To: All Secretaries to the Ministries,
Chief Secretaries to the Provincial Councils and
Heads of Departments.

Issue of Government Payroll Software Package (GPS - 4)

New version of the GPS software, issued free of charge to Government Ministries and Departments, is now ready for collection. Accountants, who intend to obtain this package, should produce a duly completed application on the format attached to this circular with a floppy diskette to the Department of State Accounts or to the Institute of Government Accounts and Finance (INGAF). Training for the use of this software can be obtained from the INGAF on a fee. Advice on any problem arose in the usage of this package can be obtained from the following officers, free of charge.

1. Mr. Merl Ponweera (SLAcS) – Secretary / Accountant,
Institute of Government Accounts and Finance (INGAF).
Tel: 011-2472335 / 011-2472336.
2. Mr. W.A.K.S De Alwis (SLAcS) - Assistant Director,
Department of State Accounts.
Tel: 011-2484826 / 011-2484881.

This package has been strictly designed to use under the supervision of an accountant who is knowledgeable on government voted accounting systems. Kindly note that this software is issued only on personal request of such an accountant willing to take responsibility on it, so that to avoid any errors and omissions for want of proper supervision.

N. Warusawitharana
Director General of State Accounts.

Control Systems that Should be Followed by the Accountants when Using the GPS Software.

In addition to the general rules and regulations on preparation and payment of salaries, it is required to implement the following control strategies

1. Power on Password should be used to prevent unauthorised access to computers where GPS installed. In addition to that 1st password of the GPS - 4 should be kept with the accountant or any other authorised staff officer ensuring that it is not allowed to be known by any other person. Second and third level password should be kept with the chief clerk and salaries clerk respectively, and they must be made to understand that it is their responsibility to keep them confidentially.
2. Password must be changed at least once in three months.
3. The accountant must do the final “payroll process” after entering the monthly variable data by the salary clerk.
4. As soon as the payroll process is completed, copy of Payroll “Account Summery” should be printed and kept by the accountant and when signing the salary cheque he should check whether its’ figures are correct.
5. Accountant should satisfy with the changes in the individual salaries and the total amount debited to vote ledger, in comparison with the last month (In latest payroll version this is possible electronically)
6. Officer who prepares salaries should not involve to withdraw cash from the bank, to pay salaries, packing individual salary packets or preparation of bank reconciliation.
7. GPS software is issued only on the request made by the Accountant of Department of Local Government (Provincial Council) or Deputy Chief Secretary (Finance – Provincial Council) to the Urban Council and Pradeshiya Saba unless accountants are not attached. Those officers should be responsible for supervision and maintenance of sound internal control system for payment of salary accordingly.
8. Officers of the organisation should be informed to be vigilant on the amount included in their payslips.

Director General of State Accounts,

Requesting for GPS – 4

Name of the Organisation : -

(In English)

Address : -

Expenditure Head Number : -

Name of the Accountant : -

Telephone Number : -

I hereby certify that the salaries of this organisation are paid under the supervision of a Government Accountant, we would strictly follow the instructions overleaf and at least one officer who followed the GPS course would be employed here.

Name of the Accountant who is requesting GPS - 4 : -

Date: -

Signature: -

Issued Date: -

Ref. No.: -