

අධ්‍යක්ෂ ජනරාල් }  
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Director General }

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රාජ්‍ය ගිණුම් දෙපාර්තමේන්තුව  
මහ හානිධාතාරය  
அரசு கணக்குகள் திணைக்களம்  
பொது திறைச்சேரி

Department of State Accounts  
GENERAL TREASURY

මගේ අංකය }  
எனது இல. }  
My No. } SA/NAVYA/STAT/SALERY/2

ඔබේ අංකය }  
உமது இல. }  
Your No. }

දිනය }  
திகதி }  
Date } 19/08/2010

නු. පෙ. අංකය 1559, පළමුවන මහල,  
මහලේකම් කාර්යාලය, කොළඹ 01, ශ්‍රී ලංකාව  
த. பெ. இல. 1559, முதலாம் மாடி, செயலகம்,  
கொழும்பு 01, இலங்கை  
P. O. Box 1559, 1st Floor, The Secretariat,  
Colombo 01, Sri Lanka.

State Accounts Circular No. 210/2010

To: All Secretaries to the Ministries and  
Heads of Departments

Actual Statistics regarding Government Salary and Cadre

You are kindly requested to send the particulars regarding the actual salary paid to all government employees who draws their salaries from the government for the month of July, 2010 using the forms No.01 to No.04 attached, giving due consideration to the facts mentioned below, to reach me before 15<sup>th</sup> September 2010.

- 1.1 Salary means the gross salary (Consolidated) except allowances.
- 1.2 In filling those forms, the budget sources from which the salary was paid, should be identified separately and forms should be filled in respect of each source separately. For this purpose the budget source means the vote 1001 of the Budget Estimates or a certain Advance Account or a Fund.
- 1.3 When giving cadre particulars regarding the Three Forces and the Police Department, particulars in respect of civil staff should be given along with the relevant salary, and cadre particulars or ranks need not be given in respect of uniform staff. Total amounts of gross salaries should be given because it is needed for the purpose of reconciliation of accounting entries.
- 1.4 Particulars of permanent staff should be given in Form No. 01 while Form No. 02 should be used for those on casual / temporary/ contract basis and Form No. 03 should be used in respect of salaries paid to Hon. Ministers / Deputy Ministers and their staffs.
- 1.5 The totals of the salaries referred to in those forms should be equal to the totals of salary debited during the month by the summary of accounts to the Vote"1001" or Advance Accounts or any other Fund. The accuracy of the above amounts should be corroborated by the Form No. 04.

- 1.6 Salaries of Public Officers who draw their salaries from Provincial Councils should not be included in those forms.
  - 1.7 If a certain Department pays the salary of an employee and later it is reimbursed by another Department or if such expenditure is debited to the salaries vote of the second Department, the relevant particulars should be included in this form by the Department which reimbursed or debited such amount of salaries.
  - 1.8 In filling the above forms, the instructions given should be studied well.
2. Commencing with the year 2011, this report should be prepared for the month of May and the month of November for each year and forward to me as at 30<sup>th</sup> June and 31<sup>st</sup> December respectively. Similarly, hereafter, please note that "it" is not necessary to send particulars of cadre which should be sent monthly in terms of the State Accounts Circular No. 107/1998.



D.P.R. Senadhipathy  
Director General of State Accounts

Copy to : Auditor General

## Form 01

Ministry/ Department of .....

Source of expenditure - Vote 1001/Advance Account/ Funds

Staff which received the Salary for the month of July, 2010

Code of the salary scale in PA Circular No. 06/2006 (01)	Designation/ Service (02)	Cadre (03)	Gross salary without allowances (04)
<b>Total (Total of the above source)</b>			

(For instructions:- please see overleaf)

**Instructions for filling the Form 01.**

Source of expenditure

Strike off the other sources leaving source of expenditure.

Column 01

Give the Code Number of Salary Scale in Public Administration Circular No. 06/2006, staff which does not belong to the Department need not be included.

Example: SL-1-2006  
MN-2-2006

Having noted the Code Number, please take action to fill the columns 02,03 and 04.

Column 02

When it belongs to an All Island Service, please indicate the relevant class.

Designation / Service  
S.L.A.S. III  
S.L.Ac.S. II  
S.L.Sc.S. I

When it is not an All Island Service or a Combined Service, please indicate the Designation.

Column 03

Cadre relating to the Designation in column 02, should be indicated in column.03.

Column 04

Salary paid to the Cadre referred to in column 03 except allowances. Give the total of salary steps.

Finally, indicate total of salaries except allowances. This total should be equal to the total amount debited to the relevant source of expenditure during the month.

## Form 02

Ministry/ Department of .....

Source of expenditure - Vote 1001/Advance Account/ Funds

**Temporary / Casual/ On Contract Basis Staff which**  
**received Salary for the month of July, 2010**

Service Status Temporary / Casual/ On Contract (01)	Designation (02)	Cadre (03)	Salary without allowances (04)
<b>Total</b>			

## Form 03

Ministry/ Department of .....

Source of expenditure - Vote 1001

Ministry/ Ministry Staff which received the Salary  
for the month of July, 2010

Designation (01)	Number (02)	Salary without allowances (03)
<b>Total</b>		

Form 04

Ministry/ Department of ..... Vote : .....

Summary of Salaries paid

Final Total of the Form 01 used	=	.....
Final Total of the Form 02 used	=	.....
Final Total of the Form 03 used	=	.....
<b>Total 1</b>	=	=====

Classification according to source

(01) Debits to the Vote 1001 of Part 01 Of the Expenditure Estimate	=	.....
(02) "Salary" expenditure included in the Amount debited to the Advance Account of Part II	=	.....
(03) Public Officers Salary paid having debited Certain Fund	=	.....
<b>Total 2</b>	=	=====

Total 1 and total 2 should be equal.

.....  
Signature  
Chief Accountant/ Director/ Commissioner (Finance)  
for Secretary to the Ministry/ the  
Head of the Department