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## Department of State Accounts

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Date

05.01.2026

State Accounts Circular No: 01/2026

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 2026 as per Financial Regulation 426

All Ministries, Provincial Councils, Departments, and District Secretariats are required to submit their Monthly Accounts on or before the stipulated dates throughout the year 2026 to the Department of State Accounts. Compliance with this Circular is essential for monitoring of treasury accounts accurately and timely manner.

#### 1. Submission of Monthly Accounts Summaries

Monthly accounting statement will be upload by the Department of State Accounts through the New CIGAS Web App by the **10th day** of the following month. All submissions must adhere to the following procedure

- Monthly account summaries for each month from January to November should be sent to the email address **cigassummary@sad.treasury.gov.lk** on or **before the 8th day** of the following month and the December monthly account summary should be sent to the same email address as per the instructions specified in the Accounts Closing Guidelines issued by this Department as per the Financial Regulation 429 for the financial year 2026.
- To restrict the incorporation of incorrect data into the Treasury accounts, 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.

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## **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. Corrected Summaries must be resubmitted **before the 9th day** of the respective 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.
- All the expending entities can generate their asset report ( SA 82 ) through the New CIGAS Web App on **20th 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 484 889 / 0112 484 881 / 0112 034519 / 0112 484826

Your cooperation in adhering to this Circular will ensure accurate and timely processing of Treasury Accounts for the year 2026.



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

Copy: 01.Auditor General