



රාජ්‍ය ගිණුම් දෙපාර්තමේන්තුව
அரசு கணக்குகள் திணைக்களம்
Department of State Accounts

මගේ අංකය }
எனது இல. }
My No. }

SA/FIR/03/07/01

ඔබේ අංකය }
உமது இல. }
Your No. }

දිනය }
திகதி }
Date }

18.01.2024

State Accounts Guideline No: 01/2024 (P.F.C. 02/2020 - 07.1 Chapter)

All Secretaries of Ministries
All Heads of Departments
All District Secretaries

Guideline for submission of the monthly summary of accounts to the Department of State Accounts for the year 2024 as per the FR 426.

All the Ministries, Departments and District Secretariats should forward the respective Monthly Accounts Summaries on or before the date stipulated as per the schedule mentioned in the paragraph 05 throughout the year 2024 to the Department of State Accounts.

2. The consolidated monthly accounting statements of each month are prepared by the Department of State Accounts before the 10th day of the following month. To that effect, the Monthly Accounts Summary should be forwarded to email address of cigassummary@sad.treasury.gov.lk to be reached to this department on or before the date stated in the schedule. To avoid the inclusion of erroneous data into the Treasury Accounts, it is the responsibility of the respective officials that only the accurate information is sent after daily scrutinizing the day-to-day data entered in to CIGAS programme. Therefore, actions should be taken to forward these account summaries **only through the official e-mail** of the Chief Financial Officer/ Chief Accountant/ Accountant after examining by the respective officer.

3. In the event of any rejection of data by the Department of State Accounts, it will be informed immediately to the same e-mail address where the monthly account summaries rendered, hence the required rectifications should be forwarded before the scheduled date. It is also emphasized that actions will be taken as per FR 426 with regard to delayed monthly Accounts summaries.

4. If there is any technical issue please contact one of the following officers to obtain required technical support.

Mr. A.D.L.G.Kalansuriya - ADG - 0112151488 - kalansuriya.adlg@sad.treasury.gov.lk
Mr. S. Tharshan - Director - 0112484826 - tharshan.s@sad.treasury.gov.lk
Mr. L.P.Wewalage - DD - 0112034518 - wewalage.lp@sad.treasury.gov.lk

5. Monthly account summaries from January to December 2024 must be submitted to the Department of State Accounts on or before the date indicated in the table below.

Accounting Month	Closing date for emailing the Accounts Summary to the Treasury			
	Schedule I		Schedule II	
January	February	2	February	7
February	March	4	March	7
March	April	2	April	5
April	May	3	May	8
May	June	4	June	7
June	July	2	July	5
July	August	2	August	7
August	September	3	September	6
September	October	2	October	7
October	November	4	November	7
November	December	3	December	6
December	As per the instructions in the guideline issued by this Department related to Closing of Accounts for the Year 2024			


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