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அரசு கணக்குகள் திணைக்களம்  
Department of State Accounts

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எனது இல. }  
My No. }

SA/SDA/04/02/01

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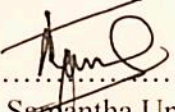
දිනය } 2024.03.22  
திகதி }  
Date }

All Ministry Secretaries  
All Heads of Departments  
All District Secretaries,

**Introducing a New Method for making direct deposits of the remittances payable to the National Insurance Trust Fund in accordance with the Sri Lanka Inter-bank Payment System (SLIPS)**

The National Insurance Trust Fund has already developed policies and strategies in order to generate efficiencies further in the receipt of remittances and reimbursement of Agrahara claim applications from January 2024 onwards. For that, the letter issued to me on March 19, 2024, by the chief executive officer of the National Insurance Trust Fund mentioned that they want the government institutions to update the remittance details under the remittance payments done via the CIGAS software in accordance with the SLIPS system correctly.

02. According to my number SA/SD/04/02/01 and the 01/2022 circular issued on 2023.12.13 by the Department of State Accounts, these facilities have already been provided to you via the NEW CIGAS software. Therefore, I kindly inform you to act and take the necessary steps according to the above-mentioned guidance and references. (The attachments point out the special facts and requirements of the National Insurance Trust Fund and have been attached in Sinhala, English, and Tamil separately for your awareness.). (There are three attachments)

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

**The General Instructions on Making Direct Deposits of the Remittances Payable to the Account of the National Insurance Trust Fund Via the New CIGAS Software in accordance with the Sri Lanka Inter-Bank Payment System (SLIPS)**

The National Insurance Trust Fund is pleased to announce that government institutions direct the remittance payments regarding the Agrahara insurance scheme, which is implemented for public government officers, to the National Insurance Trust Fund via the New CIGAS software of the Department of State Accounts in accordance with the Sri Lanka Inter-bank Payment System (SLIPS).

By implementing the above system, the National Insurance Trust Fund is in a position to update the monthly remittance payment details under the National Identity Card numbers of the public officers in the NITF computer system. Therefore, it is possible to minimize the delays in payments for the Agrahara claims.

The National Insurance Trust Fund has already developed policies and strategies in order to generate efficiencies further in the receipt of remittances and reimbursement of Agrahara claim applications from January 2024 onwards. For now, the National Insurance Trust Fund wants to correctly complete the details of the public officers that were remitted through the CIGAS software under this SLIPS system.

For this, the National Insurance Trust Fund expects your kind cooperation to pay attention to the following facts and take the necessary steps accordingly.

- National Identity Card numbers of the public officers have to be added to the **Reference Number Column** of the Government Payroll System (GPS) software if they have already not been added. Make sure that it is compulsory. Since the remittances of each government officer are not deposited separately when the National Identity Card numbers are not entered correctly, those have to be entered clearly and correctly. It is necessary for the government institutions to add those NIC numbers correctly to account for the monthly contribution of each employee separately under the correct NIC number when paying Agrahara claim applications.

NIC numbers available in the old format: when entering the old NIC numbers that are available with nine numbers (9 digits), enter the capital V or X letter without adding a space after the numbers of the NIC. Example: 999999999V

NIC numbers available in the new format: Enter the new NIC numbers that are available with twelve numbers (12 digits). Example: 191111111111

- When the NIC numbers are entered, other various symbols, such as employee numbers or English letters, should not be entered for the NIC numbers of the public officers. It is mandatory to enter the correct number of digits for each NIC that consists of an actual NIC when adding NIC numbers that are available in old format and new format as well. When

it comes to the process of entering the NIC numbers of the employees, it is necessary to pay attention to keeping the numbers even without a space.

- Make sure that SLIPS payments of the remittances via the New CIGAS software should be done within the salary dates. Your institution has a responsibility to upload the remittance lists that are available in CSV format regarding the relevant month, confirming the correction of the NIC numbers of all employees who include under the Agrahara insurance scheme in your institution. From the year 2024 onwards, entering the NIC numbers into the CIGAS software is a significant and considerable thing and must be done when reimbursement of the Agrahara claim applications in regard to that employee.
- Moreover, your institution has to upload the CSV files created from the New CIGAS software onto the NITF AWP system before the end of the relevant month. Do not send these CSV files via email. The National Insurance Trust Fund does not take responsibility for the details of the employees (the details of the CSV files) that are sent through emails. Therefore, please follow our terms and conditions mentioned above to carry out this procedure. It is compulsory for your institutions to update the details of the public officers by uploading the above CSV files for reimbursement of the Agrahara claim applications.
- Mention your institution file number that has been granted to you by the National Insurance Trust Fund in order to identify the details or information correctly when your institution makes the SLIPS payment of the Agrahara remittances through the New CIGAS. When you add this file number, make sure that you mention it clearly as a combination of the numbers with an English capital A or B letter that has been given to you by the National Insurance Trust Fund. The file number should not be mentioned only in English capital A or B letters separately.

Example: 01067A  
01067B

If the file number your institution has given is a file number consisting of only a five-digit number without a number that contains A or B, make sure to enter it clearly.

Example: 01001

- Agrahara remittances payable should be credited using only the New CIGAS software of the Department of State Accounts in accordance with the SLIPS system. In relation to that, the soft copies of the remittance list that include the details of the public officers available in the CSV format created from the New CIGAS software should only be uploaded to the NITF AWP (Agrahara Web Portal) system without directing those files using mail. It is important that the CSV file created from the New CIGAS software only be uploaded without opening. Please consider the deadline for uploading the CSV files at the end of the relevant salary month. Therefore, please be kind enough to upload these files onto the NITF AWP web portal before the end of the salary month. Please consider it a significant

responsibility. Your institution has to consider this procedure as a compulsory fact in reimbursing the Agrahara claim applications.

The National Insurance Trust Fund kindly requests that your institution take the necessary actions to succeed in the above program, paying further attention to the State Accounts Circular 01/2022 issued on December 13, 2022, by the Department of State Accounts on crediting the remittances payable to the National Insurance Trust Fund according to the Sri Lanka Inter-bank Payment System (SLIPS) using the New CIGAS software, considering this systematic procedure is a significant priority.

The National Insurance Trust has already updated a new, more formal, and amended Agrahara claim application. When reimbursing the Agrahara claim applications, it is enough for your institution to present the amount and the date that are mentioned in the SLIP instead of the details about the cheques that have been mentioned on the 10th section of the Agrahara reimbursement claim application of the last month.

If you have any further clarifications regarding the above procedure, you can contact 076 429 1312 - Insurance Officer (Agrahara Revenue Division), or 077 581 0572 to sort out your issues.



Gamani N. Liyanarachchi  
Chief Executive Officer  
National Insurance Trust Fund