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அரசு கணக்குகள் திணைக்களம்  
Department of State Accounts

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My No. }

SA/SD/08/01/04

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Date }

2014.02.07

State Account Circular No. 237/2014

To -

All Secretaries of the Ministries,  
Chief Secretaries of the  
Provincial Councils,  
Heads of the Departments and  
District Secretaries,

Dear Sir/Madam,

**Obtaining the Data related to Payroll Software for the Department of State Accounts**

A sum of Rs.411 Billion has been allocated by the Treasury to pay the salaries of the Public Servants for the year 2014. As the said expenditure reflects 31% of recurrent expenditure, it has been decided to obtain salary particulars of all the Government Institutions for the Department of State Accounts in order to review the data relating to number of posts, payments of salaries and emoluments as per each post of the employees.

02. In entering the data into existing Payroll DOS programme, it is mandatory to enter National Identity Card (NIC No), Designation, Service and Category of the respective officer into Payroll programme from January 2014. Payroll details inclusive of aforesaid data along with pyrempma.dbf (Employee Master File) and pymroll.dbf (Payment File) should be sent by each institution to the Department of State Accounts through the Chief Accountant in charge of the relevant Expenditure Head before 15<sup>th</sup> of the following month.

03. If your institution uses Payroll Windows programme, these two file will be saved in Email Folder of GPSWIN when you click "Email to Treasury" comes under utilities of the above programme. These two Zip Files (emp.rar and pay.rar) should be sent to the Department of State Accounts via email as mentioned in the second paragraph.

04. It is necessary to mention the Account Head of the relevant institution as the heading of the Email forwarded by you.

Email: [payroll@sad.treasury.gov.lk](mailto:payroll@sad.treasury.gov.lk)



05. The institutions which have sub-offices, should send the data of all sub- offices of the relevant month together with the data of the Head Office, and the institutions, if any, which are unable to add the data electronically, should obtain relevant files from the sub- offices as mentioned above and submit all the files obtained in terms of the above instructions.

06. State Account Circular No- 223/2012 issued on 31.05.2012 is hereby revoked.

07. For further clarification needed in this regard , if any, please contact Mr. B.A.T. Rodrigo, Director (Telephone No. 011 2484735) or Mr. S. Tharshan, Assistant Director (Telephone No. 0112484826) or Mr. R. Watagoda, Officer of Information and Communication Technology (Telephone No. 011 2484881) of the System Development and Training Division of this Department.

Yours sincerely,



N.G. Dayaratna  
Director General of State Accounts

Copy:-Director General, Department of Treasury Operations (for information)