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அரசு கணக்குகள் திணைக்களம்
Department of State Accounts

මගේ අංකය
எனது இல.
My No.

SA/SD/08/01/04

ඔබේ අංකය
உமது இல.
Your No.

දිනය
திகதி
Date

2014.01.08

State Account Circular No- 234/2013

To -

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

Dear Sir/Madam,

Introduction of New Windows based Software for Preparation of Salary

It has been reported that there are issues in using DOS Base Computer Programme maintained for the preparation of salaries in the Government Institutions. Hence, Department of State Accounts has decided to launch a sophisticated Windows Based GPS Programme until a computer programme for the preparation of salaries corresponding to new technological method is designed. You are kindly requested to comply with following procedures.

1. A written request should be made to the Director General of State Accounts by the Chief Accountant or Accountant in charge of preparation of salaries to obtain new GPS Programme. Such request with regard to the Local Government Authorities where an Accountant is not available, should be made by Chief Accountant/Accountant of the Ministry of Local Governments and Provincial Councils or Deputy Chief Secretary (Finance) of the respective Provincial Council or Accountant of the Ministry/Department in charge of subject of Local Government of the respective Provincial Councils.

02. Some institutions use other computer programmes for the preparation of salaries in place of computer programmes which have been introduced by the Department of State Accounts. Such systems should only be operated in a particular occasion when it is difficult to use GPS computer programme introduced by the Department of State Accounts. If such programme is applied by your institution a report stating that salaries are prepared in compliance with instructions of the circulars referred to in Para 07 of this circular, should be submitted to this Department and the approval to be obtained in that respect.

03. DOS Based GPS Programme using old computers or new windows Based GPS Programme in new computers could be maintained by any Ministry/Department/District Secretariat or its affiliated institution. The responsibility in that regard should be held by the Accountant in charge of the institution which pays salaries.

04. The institution which prepares salaries by using new GPS programme, should also use DOS Based GPS Programme for the preparation of salaries subject to the maximum period of three months. Under this process, it is expected to make the payments without delay and to give a particular time period for Accountant to understand reliability and accuracy of new GPS Programme in case the use of GPS programme is complicated. Both programmes could be applied on preparation of salaries, but, it is emphasized that payment data of one programme should be applied to make the payments.

05. Access to the computers used for the preparation of salaries without approval should be blocked and the Accountant should keep the first password of the GPS Programme and the second and third password to be given to Chief Clerk and the Subject Clerk. It is appropriate to change this password once in three months.

06. The final payroll process should be carried out by the Accountant. Accuracy of the payment of salaries should be ensured by obtaining the printouts of payroll summary and comparing them with reports to be endorsed at the making of payments. Further, changes in personal emoluments and total amount debited to the ledger should be compared with data of last month in order to ensure the accuracy. The Accountant in charge of payment division is responsible for fraudulent payments made due to non compliance with procedure.

07. Please draw your kind attention to the following Circulars which contain instructions to be followed in preparation of salaries.

- State Account Circular No. 225/2012 - 22.10.2012
- State Account Circular No. 211/2010 - 11.10.2010
- State Account Circular No. 171/2004 - 11.05.2004
- Management Audit Circular No. DMA/2010(4) - 19.02.2010

08. For further clarification needed in this regard or proposals with regard to the sections to be upgraded, 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