

Guideline 01

P.F.C. 01/2020

07.1 Chapter

02.02.2021

Guideline for submission of the monthly summary of accounts to the Department of State Accounts 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 2021 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 are 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.

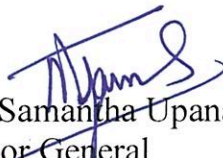
4. It is further informed that monthly Accounts summaries to be submitted to the Department of State Accounts on or before the dead line as per the schedule mentioned in the paragraph 05 and if there any technical issue in the New CIGAS, please contact one of the following officers to obtain required technical support.



Mr. S.W. Madanayake - ADG - 0112484737 - madanayake.sw@sad.treasury.gov.lk
Mr. S. Tharshan - Director - 0112484826 - darshans@sad.treasury.gov.lk
Ms. M.D.N.S. Jayaratne - Director - 0112440587 - jayaratne.mdns@sad.treasury.gov.lk

5. The scheduled dates for submission the monthly accounts summaries from January to December 2021 are given in the table below.

Accounting Month	Closing date for emailing the Accounts Summary to the Treasury			
	Schedule I		Schedule II	
January	February	03	February	05
February	March	03	March	05
March	April	05	April	06
April	May	05	May	06
May	June	03	June	04
June	July	05	July	06
July	August	04	August	06
August	September	03	September	06
September	October	04	October	06
October	November	03	November	05
November	December	03	December	06
December	As per the instructions in the Guideline issued by this Department related to Closing of Accounts for the year 2021.			


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

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