



මුදල් හා ජනමාධ්‍ය අමාත්‍යාංශය

நிதி மற்றும் வெகுசன ஊடக அமைச்சு

MINISTRY OF FINANCE AND MASS MEDIA

මහලේකම් කාර්යාලය, කොළඹ 01.
ශ්‍රී ලංකාව

செயலகம், கொழும்பு 01.
இலங்கை

The Secretariat, Colombo 01.
Sri Lanka

කාර්යාලය - මුදල් } (+94)-11-2484500
 அலுவலகம் - நிதி } (+94)-11-2484600
 Office - Finance } (+94)-11-2484700
 කාර්යාලය - ජනමාධ්‍ය } (+94)-11-2513459
 அலுவலகம் - வெகுசன ஊடக } (+94)-11-2513498
 Office - Mass Media } (+94)-11-2512324

ෆැක්ස් - මුදල් }
 பெக்ஸ் - நிதி } (+94)-11-2449823
 Fax - Finance }
 ෆැක්ස් - ජනමාධ්‍ය }
 பெக்ஸ் - வெகுசன ஊடக } (+94)-11-2513458
 Fax - Mass Media }

වෙබ් අඩවි }
 வெப் சைட்கள் } www.treasury.gov.lk
 Websites } www.media.gov.lk

මගේ අංකය }
 எனது இல. }
 My No. }

ඔබේ අංකය }
 உமது இல. }
 Your No. }

දිනය }
 திகதி } 12 .12.2017
 Date }

State Accounts Circular No: 263/2017

To All the Secretaries to the Ministries
 Chief Secretaries of the Provincial Councils
 Heads of the Departments

Planning and Implementing the Annual Budgetary Allocation on a Quarterly Basis

With a view to ensuring systematic utilization of the annual budgetary provisions, it is required to prepare quarterly expenditure plan for all expenditure agencies, to be implemented in line with the provisions allocated from the financial year 2018, under the Appropriation Act No. 30 of 2017.

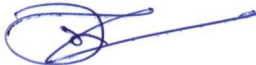
02. Accordingly, all Ministries and Departments must prepare their annual budget on a quarterly basis, in line with their annual action plan and procurement plan, enabling the General Treasury to release quarterly imprest for the Ministries and Departments.

03. Department of State Accounts has already introduced required modification to CIGAS programme enabling to record commitments, liabilities and expenditure of 2018 and onwards. Hence, following procedure shall be adopted by all expenditure agencies.

- (a) Annual allocations approved for the year 2018 under the Appropriation Act have to be sub divided into four (04) quarter based on their action plans giving due consideration to the sub units of the expenditure head if any. The quarterly estimates prepared by the respective agencies should be forwarded for the approval of the Department of National Budget through CIGAS programme before commencement of year 2018. The quarterly expenditure estimate should be uploaded to the Website www.newcigas.treasury.gov.lk which is being maintained under the Department of State Accounts. The Department of National Budget will approve the quarterly estimates of each expenditure head, based on the information uploaded through CIGAS, and propose revisions, if any.

- (b) The Department of State Accounts will update the limit approved by the Department of National Budget on to the CIGAS programme.
- (c) Based on the quarterly estimates approved by the Department of National Budget and enter into the CIGAS programme by the Department of State Accounts, expenditure agencies must forecast their imprest requirement for each expenditure head and forward them to the Department of Treasury Operations through the above Website.
- (d) Department of Treasury Operations will decide maximum cash ceiling for each quarter taking into consideration the forecast imprest requirements and annual imprest limit of the expenditure head and the Department of State Accounts will update CIGAS programme accordingly.
- (e) The Ministries and Departments may have a freedom of performing within the approved budget and imprest ceiling. If any ceiling adjustment is required, the approval of the Department of National Budget and the Department of Treasury Operations has to be obtained. All such subsequent approval will be updated to the CIGAS by the Department of State Accounts.
- (f) From year 2018 onwards, commitments and liabilities have to be entered into on a quarterly basis within the approved provisions and imprest limit, as guided by the State Accounts Circular No. 255/2017.

04. Further clarification on this procedure can be obtained from (Mr. A.P. Kurumabalapitiya) Director of the Department of State Accounts, on Tele. No. (0112484753)



A.R. Desapriya

Deputy Secretary to the Treasury

Copies to:

- | | |
|--|--|
| 01. Auditor General | |
| 02. Director General - Department of National Budget | } For approval through the
CIGAS programme with
coordinating the Department
of State Accounts |
| 03. Director General - Department of Treasury Operations | |