මගේ අංකය எனது இல. My No.	SA/SD/04/02/01	ඔබේ අංකය உமது இல. Your No.		දිනය திகதி Date	13.02.2022

State Accounts Circular No. 01/2022

All Secretaries of Ministries
All Heads of Departments
All District Secretaries

Introducing New Method for Remitting Agrahara Monthly Premium to National Insurance Trust Fund (NITF) through the Sri Lanka Interbank Payment System (SLIPS)

Monthly Agrahara premium deductions for the public officers are currently sent to the National Insurance Trust Fund via cheques while Excel file of such deductions are monthly emailed to NITF. However, both the NITF and public institutions are confronted with various difficulties such as unnecessary delays in banking cheques on due dates.

A new method has been introduced for remittance the Agrahara monthly deduction to NITF through the Sri Lanka Interbank Payment System (SLIPS) method using the NEW CIGAS software. This method enables the crediting of Agrahara monthly deduction to the NITF bank account on salary date itself while eliminating the cheque printing cost as well as the saving the cost and time for exchanging of documents.

Further unnecessary delays in settling Agrahara claims can also be minimized through the online updating of monthly Agrahara contributions of Government staff which is also supported by this new method.

After updating the NEW CIGAS version 7.3.4.1, facility of contribution remittances to NITF using SLIPS method enable to all the District Secretariats, Divisional Secretariats and Samurdhi Development District Offices as per instructions given in Annex 01 from December 2022 onwards.

All other Ministries and Departments will be facilitated with the above method in enabling the remittances to the National Insurance Trust Fund from January 2023 onwards. Annex 02 refers to the common instructions issued by the NITF.

In order to facilitate the above method, the Payroll should be updated to version 7.1. as per the State Accounts guide line No. 04/2022 of 23.11.2022.

The NITF and the Department of State Accounts may be contacted on the following telephone numbers for further clarifications, if any, in this regard.

Telephone No -

S. Tharsan - Director – System Development and Training Division (NEW CIGAS) Department of State Accounts - 0777 304902 / 011 2484881

M.D.N.S. Jayaratne - Director - Payroll Division (Payroll) Department of State Accounts 011 244087 / 071 4484458

H.W.L Jayaratne - Insurance Officer (Agrahara Revenue) - National Insurance Trust Fund (NITF)
070 2762962

W.A. Samantha Upananda
Director General of State Accounts

NEW CIGAS UPDATE INFO

Remittance to SLIPS	Version 7.3.4.1	Date: 13/12/2022	Page 1 of 5

1> **Purpose of the Update**

According to the request made by the CEO- National Insurance Trust Fund (NITF), the new CIGAS system has been developed to enable transferring the contributors' remittance through the SLIPS transfer instead of cheque payment. Due to this process the cheque handling cost will be avoided and the time of the fund transfer will not get delay like cheque payment. Apart from that the contributors' details can be uploaded to the NITF system. The data on the contributors' details can be extracted from the payroll system through the New CIGAS and the file can be created for enabling for uploading those details to the NITF System by each and every spending units. Hence it is not required to prepare the contributors details manually.

2> **Enter the institution number provided by the NITF**

Once after updating the new CIGAS version 7.3.4.1, Click on salary menu in the dashboard and click on NITF to SLIP. The following window will pop up for you to enter the Agrahara file number provided by the NITF and Agrahara Agent code in GPS. And then Click on OK. This is the one time operation.

3> How to transfer the NITF payment through SLIPS

The Payroll file can be migrated to the CIGAS system as usual. Once after migrated the ZZ_TT files and before browse for saving the SLIPS file, you should click on NITF to SLIPS Button. Once after click on this button the NITF cheque payment will be converted to the SLIPS transfer to the Bank No'7135' – Branch NO '033' and Account No '100782467951' of the NITF. This bank Account details is hard coded within the system. You can check the total amount of the NITF payment and bank accounts details in the grid view shown as bellow.
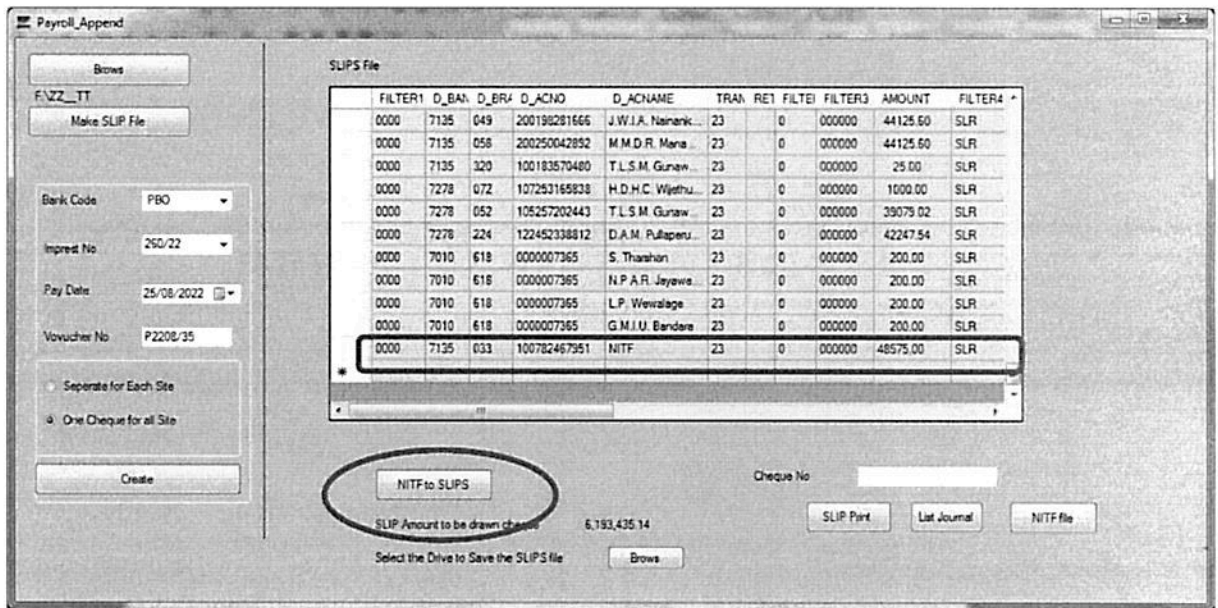
4> How to create the NITF file for the purpose of upload
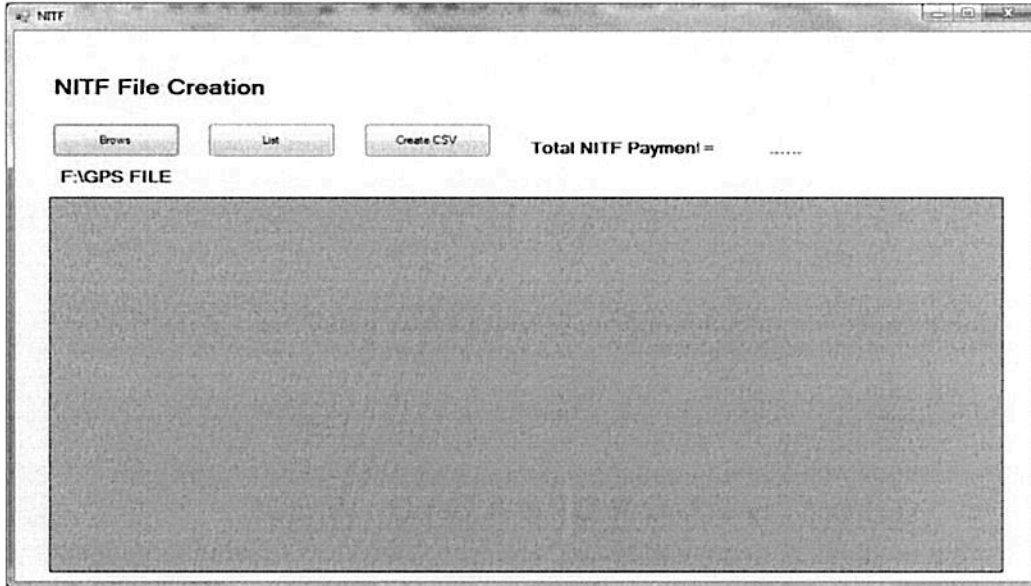Click on the NITF file button
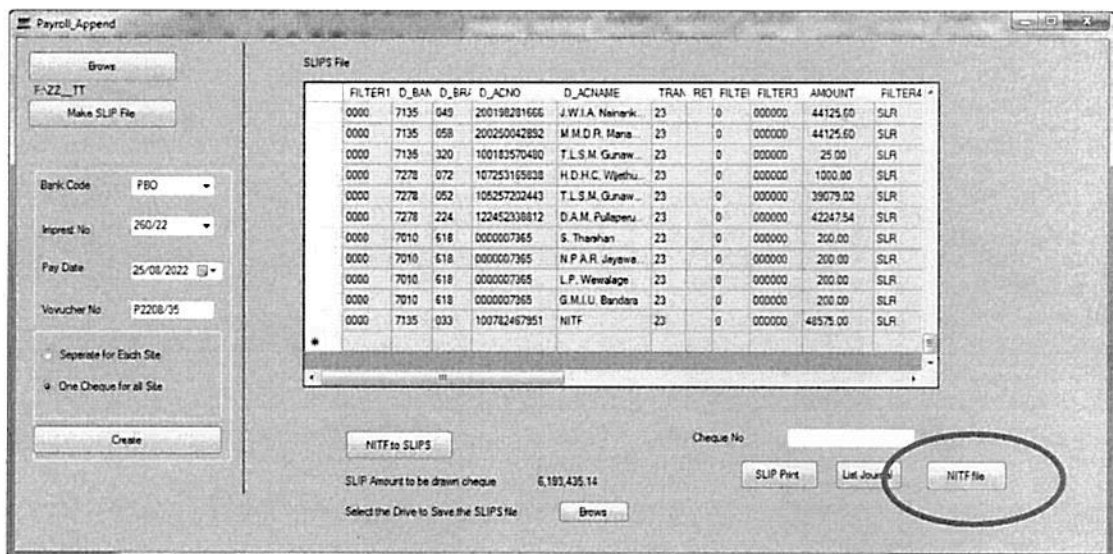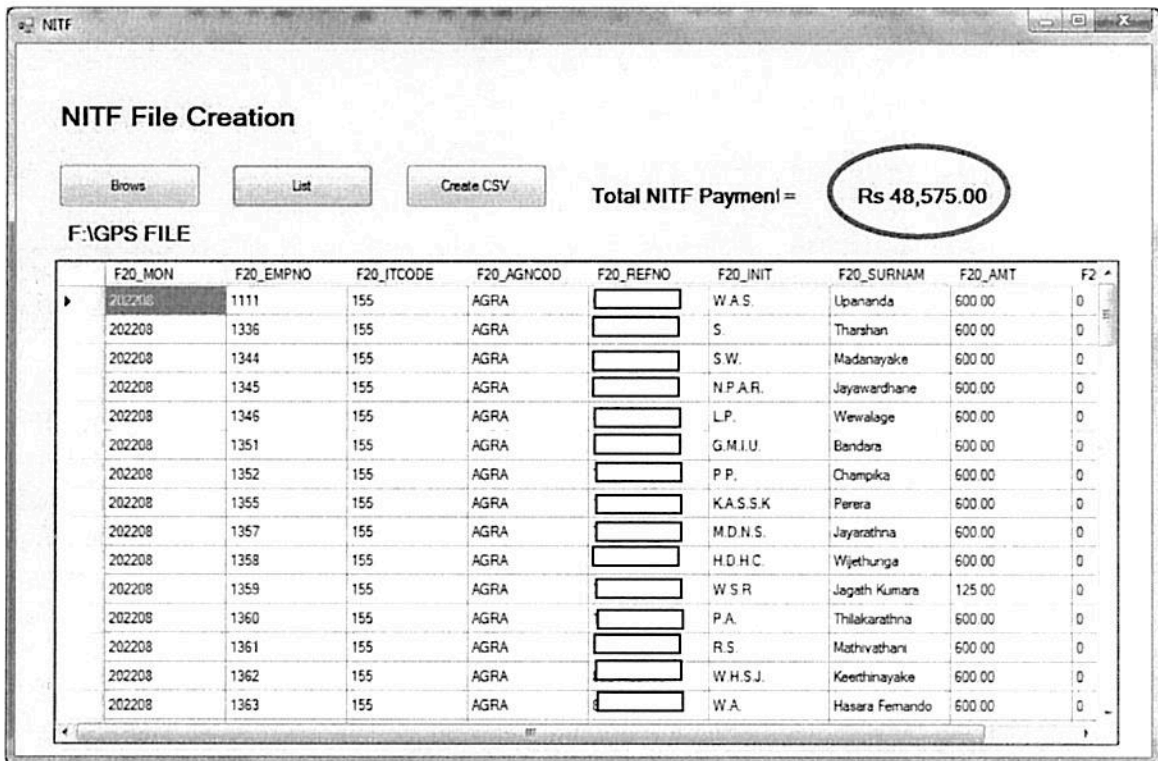
Once you click on NITF file button the following window will popup

Browse the Payroll (GPS) folder and click on list and check the total NITF Payment amount. This amount should be exactly euql amount of the SLIPS transfer amount

F20_MON	F20_EMPNO	F20_ITCODE	F20_AGNCOD	F20_REFNO	F20_INIT	F20_SURNAM	F20_AMT	F2
202208	1111	155	AGRA		W.A.S.	Upananda	600.00	0
202208	1336	155	AGRA		S.	Tharshan	600.00	0
202208	1344	155	AGRA		S.W.	Madanayake	600.00	0
202208	1345	155	AGRA		N.P.A.R.	Jayawardhane	600.00	0
202208	1346	155	AGRA		L.P.	Wewalage	600.00	0
202208	1351	155	AGRA		G.M.I.U.	Bandara	600.00	0
202208	1352	155	AGRA		P.P.	Champika	600.00	0
202208	1355	155	AGRA		K.A.S.S.K	Perera	600.00	0
202208	1357	155	AGRA		M.D.N.S.	Jayarathna	600.00	0
202208	1358	155	AGRA		H.D.H.C.	Wijethunga	600.00	0
202208	1359	155	AGRA		W.S.R	Jagath Kumara	125.00	0
202208	1360	155	AGRA		P.A.	Thilakarathna	600.00	0
202208	1361	155	AGRA		R.S.	Mathivathani	600.00	0
202208	1362	155	AGRA		W.H.S.J.	Keerthinayake	600.00	0
202208	1363	155	AGRA		W.A.	Hasara Fernando	600.00	0

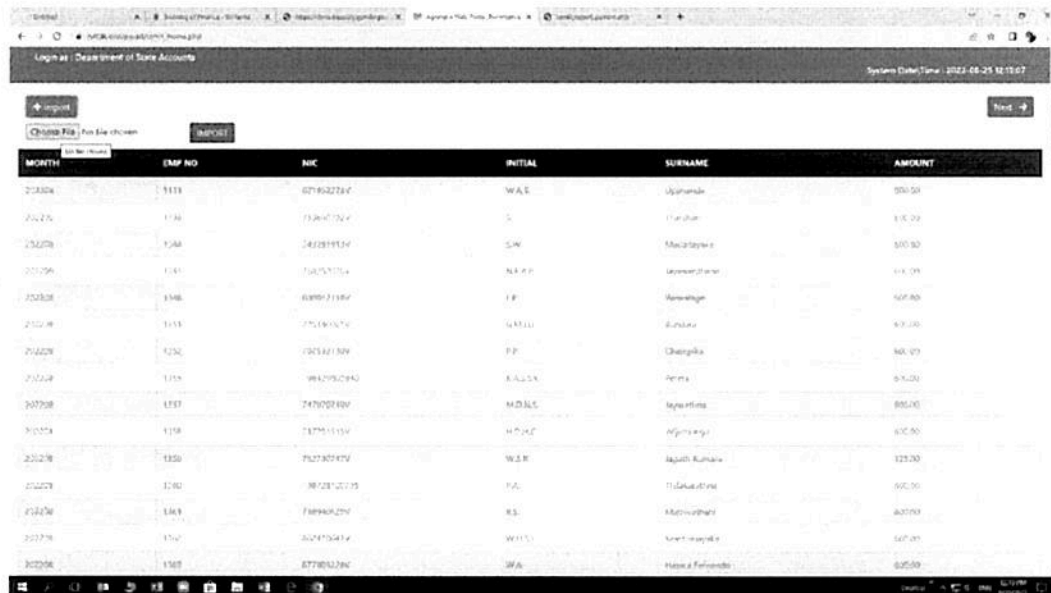Total NITF Payment = Rs 48,575.00

Click on create CSV button. Once after you click the button, the file will be created at C:\NITF\XX_XX_2022.csv. This file has to be uploaded to the NITF web portal

5> How to import the created file in NITF web portal
Log in the NITF portal

Once after login the following window will be navigated.

Click on import button (Green) and choose the file created by the new CIGAS and then click on import button (Blue). Once you click on the button. Then you can see the benificiaries details which is extracted from the payroll system. Then click on next button

You can see the above details. You should check the total amount which should be exactly same as the amount shown in the New CIGAS file creation window and SLIPS amount.

You can click on print button and save the benificaries or memebers remiteence details as pdf.

If you have any quarries with regard to New CIGAS you could send whatsapp message to 0777 304 902 or call to the CIGAS helpdesk 0112 484 826/ 881 or sent us email to newcigas2022@gmail.com

If you have any quarries about NIIT system you could call to 0112 026662 / 0750131478 / 0702762962 / 0775810572 or email to awp@nitf.lk

Annex 02

General instructions regarding Introducing New System for Remitting Agrahara Monthly Premium to National Insurance Trust Fund (NITF) through the Sri Lanka Interbank Payment System (SLIPS)

01.   According to the instructions of the Department of State Accounts, it has now been enable to directly credit the monthly Agrahara deductions remit to the People's Bank Account of the National Insurance Trust Fund bearing the No. 0331001782467951, using the Computerized Integrated Government Accounting System (CIGAS software) through the SLIPS method. Accordingly, the cheques concerned are not required to be forwarded to us by post or deposited in our bank account.

02.   The following information may be used to credit the respective deductions in favour of our Account through SLIPS using the new CIGAS software.

* Bank into which the dues to be credited   :- People's Bank - 7135

* Bank Branch and the Branch No.   :- Queen Street Branch - 033

* Account No.   :- 033100782467951 – National Insurance Trust Fund

* Identification No.   :- The File Number assigned to your institution is reckoned to be the Identification Number. Apply it by clicking on the NITF to SLIP on the Dashboard displayed on the Salary Menu and then click on the screen shown as NITF Institution Number after updating the new CIGAS version 7.3.4.1 in the first instance at the time of setting up of the Agrahara SLIPS in CIGAS software.

At the time of entering the File Number in the manner described above, the Letter, A or B is given at the end of the File Number assigned to your institution by the NITF. When entering the File Number for the first time following the updating of the CIGAS version, action should be taken to apply the Letter A with the File Number at the time of processing the SLIPS concerning the officers of the central government and the Letter B with the File Number concerning the officers of the provincial councils belonging to your institution. If the Letter A or B is not assigned, you should enter only the file number concerned.

Please note that the above File Number is very important for the purpose of getting the deductions sent by your institution into the accounts as well as keeping the relevant monthly deductions of the officers up-to-date as prescribed.

03.   Facilities to upload the Agrahara CSV file obtained from the CIGAS software through the link, www.nitf.lk/Awp after gaining access to the relevant website using the username (login Id)

and the Password made available by the National Insurance Trust Fund without any modifications thereto have been provided.

As described above, action should be taken to enter the Letter A with the File Number as the username (login Id) and the password in the case of deductions of the officers of the central government and the Letter B with the File Number as the username (login Id) and the password in the case of deductions of the officers of the provincial councils belonging to your institution when uploading such deductions. If the Letter A or B is not assigned, you should apply only the file number concerned.

In this regard, the Zonal Education Offices will be able to upload the deductions concerned from the 15th to the 25th of the month in which the salary is paid, while other institutions will be able to upload from the 26th to the last day of the relevant month (30-31) and the salary of the respective month should be uploaded only during the same month itself.

04.   If the National ID (NIC) number of the officers has not been entered in the Reference Number Column of the Government Payroll software, make sure that it has been entered in as described below.

> * Old NIC Numbers :- Insert letter, V or X without space along with the old NIC number comprising 9 digits. E.g. :- 999999999V
>
> * New NIC Numbers :- Insert only the new NIC number comprising 12 digits. E.g. :- 191111111111

As it is not possible to account for the deductions of the officers separately due to failure in indicating their national identity card numbers, they should be entered therein correctly. Please note that it is mandatory in the future when making reimbursements on Agrahara applications seeking claims thereof.

05.   When Agrahara claim applications are forwarded, it is quite sufficient to state the name of the insured in the section asking for the information on the cheques of the insured having relation to the section where the head of the institution gives his certificate, the name of the insured, the respective insurance premium of the month immediately before the month during which the insured was discharged from the hospital and the total amount of dues credited by you to the Queen Street Branch of the People's Bank through the SLIP system together with the date applicable thereto.