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அரசு கணக்குகள் திணைக்களம்
Department of State Accounts

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எனது இல. }
My No. }

SA/MAA/02/03/01

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Your No. }

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Date }

03.01.2025

To All Ministry Secretaries
All Department Heads
All District Secretaries

Transmitting Accounting Data through Monthly Account Summaries to the Department of State Accounts and Reconciliation of Departmental Account Books with Treasury Books

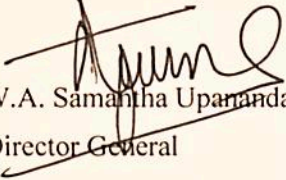
I wish to draw your attention to the provisions specified in Financial Regulations 426 and 427 regarding the above matter.

02. Accordingly, at the beginning of each year, the Department of State Accounts issues guidelines specifying the dates for submitting monthly account summaries. To prevent erroneous data from being included in Treasury accounts, relevant officers must ensure that they verify the data entered the New CIGAS programme and send only accurate information.

03. Furthermore, according to F.R. 427(3), when discrepancies between Treasury books and Departmental books occur due to Departmental error, the Department should take steps to correct the error. Only if the discrepancy is due to a Treasury error should the Director General of the Department of State Accounts be notified to correct the error in Treasury books.

04. However, it has been observed recently that some institutions, after identifying errors in their monthly account summaries, instead of correcting them through the next month's account summary, make corrections only in the institution's New CIGAS system and submit journal entries to the Department of State Accounts to correct differences in Treasury books.

05. Therefore, I kindly inform that Chief Accounting Officers and Accounting Officers should personally attend to this matter and refrain from submitting journal entries to the Department of State Accounts for corrections made by individual institutions in the future. Instead, they should proceed to make corrections through the relevant institutions' account summaries.


W.A. Samantha Upananda
Director General

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01. Auditor General