



2026

Action

Plan



Department of State Accounts

Ministry of Finance, Planning and Economic Development

Table of Contents

Chapter No	Subject	Page No
01.	About the Department	
	1.1 Vision	02
	1.2 Mission	02
	1.3 Policy	02
	1.4 Strategies	02
	1.5 Organization Structure	03
	1.6 Cadre Details	04
02.	Action Plan 2026	05 - 16
03.	Annual Imprest Requirement Plan 2026	17 - 19
04.	Annual Procurement Plan 2026	20 - 22
05.	Annual Audit Plan 2026	23

01. About the Department

1.1 Our Vision

To be the “Center for Excellence in Government Financial Information.”

1.2 Our Mission

To Maintain a Centralized Computerized Financial Information System to provide financial information necessary for the decision-making process of all Government Ministries, Departments and other Government Institutions and to prepare the Annual Financial Statements of the Government and present them to all its stakeholders.

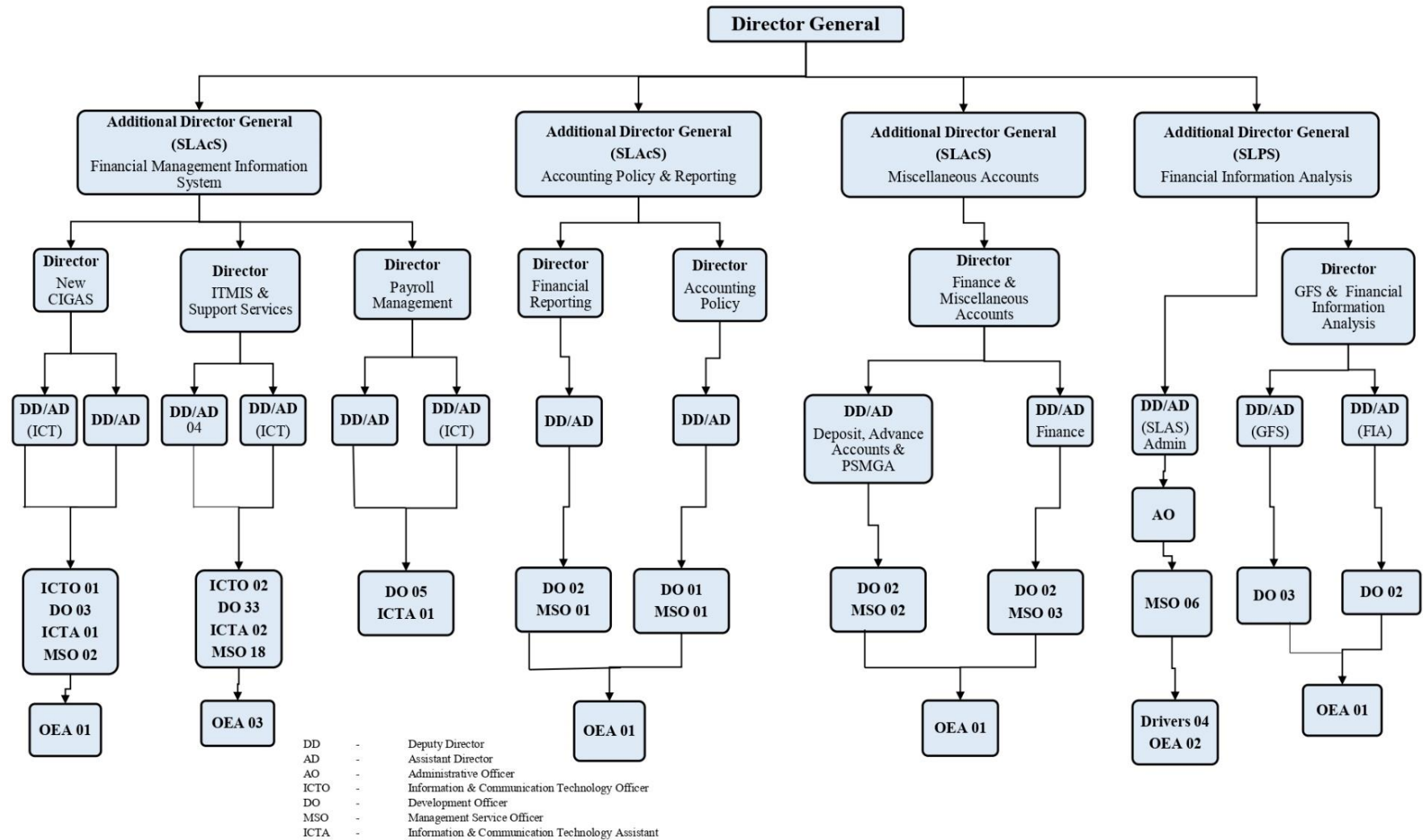
1.3 Policy

Timely provision of comparative, comprehensive and integrated public financial information based on National and International Standards and best practices.

1.4 Strategies

1. Developing and maintaining an integrated financial reporting framework for government ministries and departments in accordance with generally accepted accounting principles and practices.
2. Maintaining an accurate and transparent financial information reporting system for efficient and quality public financial management.
3. Systematically updating the existing financial reporting system through integration with other reporting systems and modernization.
4. Establishing relationships with recognized accounting institutions locally and internationally to develop the financial reporting framework using accepted accounting practices
5. Exchanging knowledge related to financial reporting locally and internationally through a participatory management approach.
6. Attracting and retaining quality human resources by using human resource management strategies.
7. Formulating, publishing and regulating policies, guidelines, and circulars related to government financial reporting.
8. Providing necessary facilities for Sri Lankans who have retired after serving in foreign governments to receive their foreign pension payments and reimbursement of payments from the respective foreign governments.
9. Managing the activities of the Public Service Mutual Guarantee Association.
10. Developing and maintaining a reliable payroll management system to facilitate the payment of salaries to public sector employees.

1.5 Organization Structure



1.6 Cadre Details

	<u>Position</u>	<u>Service</u>	<u>Salary Scale</u>	<u>Approved Cadre</u>	<u>Existing Cadre</u>	<u>Vacant</u>
1	Director General	SLAcS	SL-3	01	01	-
2	Additional Director General	SLAcS	SL-3	03	03	-
3	Additional Director General	SLPS	SL-3	01	-	01
4	Director	SLAcS	SL-1	07	07	-
5	Dy. / Asst. Director	SLAcS	SL-1	12	06	06
6	Dy. / Asst. Director	SLAS	SL-1	01	-	01
7	Dy. / Asst. Director	ICT	SL-1	03	01	02
8	Administrative Officer	MSO(Sp)	MN-7	01	01	-
9	Information & Comm. Tech. Officer	ICTO	MN-6	03	02	01
10	Development Officer	DO	MN-4	53	45	08
11	Management Services Officer	MSO	MN-2	33	19	14
12	Information & Comm. Tech. Assistant	ICTA	MT-1	04	04	-
13	Driver	Driver	PL-3	04	02	02
14	Office Employee Assistant	OEA	PL-1	09	06	03
	Total Cadre			135	97	38

Action Plan –Year 2026

Strategy No.	Proposed Activity	Allocation (Rs.'000)*	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Target (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer/s
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1,3	1. Providing Accounting information to the Central Government Institutions.													Financial Management Information System (New CIGAS Division)	ADG/ Director/ DD/AD
	1.1 Uploading Treasury Accounting Statements for the month of December 2025 and Supplementary summaries to NEW CIGAS Web application.		01.01.2026	03.02.2026					100	-	-	-	Number of Accounting summaries uploaded on due date.		
	1.2 Uploading the Budget file for 2026 to the NEW CIGAS web app enabling all accounting entities to download the same.		01.01.2026	01.02.2026					100	-	-	-	Upload budget file on due date.		
	1.3 Processing monthly Accounting summaries received from accounting entities.		01.01.2026	31.12.2026					25	50	75	100	Number of Accounting summaries processed.		
1,2,3,5	2. Providing monthly Accounting Statements.														
	2.1 Uploading processed monthly Accounting summaries to the New CIGAS web app.		01.01.2026	31.12.2026					25	50	75	100	Number of monthly accounting summaries uploaded on due date.		
	2.2 Providing monthly Accounting information to relevant organizations (eg: Central Bank of Sri Lanka , Department of Census and Statistics etc).		01.01.2026	31.12.2026					25	50	75	100	Number of reports provided.		
	2.3 Providing past Accounting information requested by organizations.		01.01.2026	31.12.2026					25	50	75	100	Number of reports issued.		

Strategy No.	Proposed Activity	Allocation (Rs.'000)*	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Target (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer/s
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1,2,3,5	3. Developing and implementing of NEW CIGAS program													Financial Management Information System (New CIGAS Division)	ADG/ Director/ DD/AD
	3.1 Developing NEW CIGAS accounting system according to the new requirements.		01.01.2026	31.12.2026					20	50	75	100	Number of new developments.		
	3.2 Providing technical support to system users to rectify the technical issues.		01.01.2026	31.12.2026					20	50	75	100	Number of technical issues resolved out of no of issues reported.		
	3.3 Providing guidance to the users to prepare monthly summaries accurately.		01.01.2026	31.12.2026					25	50	75	100	Number of guidance.		
	3.4 Conducting training programs.		01.01.2026	31.12.2026		150,000.00	150,000.00	100,000.00	-	50	75	100	Number of training programs conducted and No of Officers trained.		
10	4. Implementing e-Payroll software.													Financial Management Information System (Payroll Management Division)	ADG/ Director/ DD/AD
	4.1 Resolving the user issues.		01.01.2026	31.12.2026					25	50	75	100	Number of issues resolved.		
	4.2 Developing new features to the system with the help of software developer.		01.01.2026	31.12.2026					25	50	75	100	Number of developments.		
	5. Implementing Government Payroll System (GPS) and providing support services.														
	5.1 Issuing copies of GPS software to accounting entities.		01.01.2026	31.12.2026					25	50	75	100	Number of GPS software copies issued.		
	5.2 Providing technical support to users.		01.01.2026	31.12.2026					25	50	75	100	Number of technical supports provided.		
	5.3 Conducting training programs.		01.01.2026	31.12.2026					25	50	75	100	Number of Training program conducted and number of officers trained.		

Strategy No.	Proposed Activity	Allocation (Rs.'000)*	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Target (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer/s
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
10	6. Developing and Implementing New Payroll System.													Financial Management	ADG/ Director/ DD/AD
	6.1 Developing new Payroll system		01.01.2026	31.12.2026					25	50	75	100	Developed payroll system.	Information System (Payroll Management Division)	
	6.2 Conducting a test run of the new payroll system.		01.10.2026	31.12.2026					-	-	25	100	Numbers of Institutes tested.		
1,2,7	7. Updating, Rectifying and Reconciliation of Financial Information of accounting entities.													Financial Reporting & Accounting Policy Division	ADG/ Director/ DD/AD
	7.1 Updating FR 66 transfers and additional allocations in NEW CIGAS monthly.		01.01.2026	31.12.2026					25	50	75	100	Number of FR 66 transfers and additional allocations updated.		
	7.2 Monitoring the reconciliation of expenditure and revenue information of accounting entities with Treasury Accounting Statements.		01.01.2026	31.12.2026					25	50	75	100	Number of reconciliations monitored.		
	7.3 Rectifying errors in accounting reports and provide necessary guidance to correct them.		01.01.2026	31.12.2026					25	50	75	100	Number of guidance provided.		
	7.4 Opening and Maintaining Main Ledger Accounts.		01.01.2026	31.12.2026					25	50	75	100	Number of Main Ledger Accounts opened.		
	8. Preparing Government Annual Financial Statements and other financial reports.														
	8.1 Preparing and submitting Annual Government Financial Statements to the Auditor General according to the Audit Act. No. 19 of 2018 and the Public Financial Management Act No. 44 of 2024.		01.01.2026	31.03.2026					100	-	-	-	Preparation and Submission of Financial Statements on due date.		

Strategy No.	Proposed Activity	Allocation (Rs.'000)*	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Target (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer/s
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1,2,7	8.2 Preparing Quarterly reports on Financial Performance and submit to the Cabinet of Ministers and publish on Official web site of the Ministry in accordance with Public Financial Management Act No. 44 of 2024.		01.01.2026	31.12.2026					25	50	75	100	Submission of quarterly reports on due dates and publish the same in Ministry website.	Financial Reporting & Accounting Policy Division	ADG/ Director/ DD/AD
	8.3 Preparing Monthly Financial Statements.		01.01.2026	31.12.2026					25	50	75	100	Prepared Financial statements.		
	8.4 Submitting answers for the Audit Queries raised by Auditor General regarding Annual Financial Statements of the Government.		01.04.2026	31.05.2026					-	100	-	-	Number of Audit queries answered within the specified time period.		
	8.5 Providing Audited Financial Statements and Auditor General's report to be published in Annual Report of the Ministry of Finance.		01.04.2026	30.06.2026					-	100	-	-	Provide reports on due date.		
	8.6 Analyzing Audited Annual Financial Statements and Audit Reports of the accounting entities, and providing necessary guidance.		01.06.2026	31.12.2026					-	30	75	100	Number of Audited Financial Statements and Audit Reports analyzed and Number of guidance provided.		
	8.7 Formulating financial reporting policies and issuing guidelines and circulars.		01.01.2026	31.12.2026					25	50	75	100	Number of policies formulated and guidelines and circulars issued.		
	8.8 Providing guidance for accounting issues.		01.01.2026	31.12.2026					25	50	75	100	Number of guidance provided.		
1,2,4,7	9. Improving government financial reporting system from cash basis to accrual basis.	5 Mn													
	9.1 Initiating the process of elimination of Contra Accounts.		01.01.2026	31.12.2026					25	50	75	100	Eliminating contra accounts.		
	9.2 Developing the financial reporting framework.		01.01.2026	31.12.2026					25	50	75	100	Developed financial reporting framework.		
	9.3 Formulating policy for non-financial assets and depreciation.		01.01.2026	31.12.2026					25	50	75	100	Formulated policy for non-financial assets and depreciation.		

Strategy No.	Proposed Activity	Allocation (Rs.'000)*	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Target (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer/s
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1,2,4,7	10. Developing a New unified Chart of Account.		01.04.2026	31.12.2026					-	50	60	100	Number of segments completed.	Financial Reporting & Accountin g Policy Division	ADG/ Director/ DD/AD
	11. Issuing directives in accordance with the Public Financial Management Act No.44 of 2024.		01.01.2026	31.03.2026					100	-	-	-	Number of directives issued.		
1,2,3,8	12. Treasury Advance accounts activities.													Miscellan eous Account (Deposit, Advance Accounts & PSMGA Division)	ADG/ Director/ DD/AD
	12.1 Operating authorized miscellaneous advance accounts.														
	12.1.1 Issuance of advances.		01.01.2026	31.12.2026					25	50	75	100	Number of advances released within the prescribed period after receipt of formal request.		
	12.1.2 Settlement of advances given.		01.01.2026	31.12.2026					25	50	75	100	Settlement of advance.		
	12.1.3 Preparation of Annual Reconciliation Statements.		01.01.2026	28.02.2026					100	-	-	-	Preparation and Submission of Annual Reconciliation.		
	12.2. Operating advance account for payment on behalf of other governments.														
	12.2.1 Paying foreign pensions.		01.01.2026	31.12.2026					25	50	75	100	Payment of foreign pensions on due date.		
	12.2.2 Reimbursing pensions paid.		01.01.2026	31.12.2026					25	50	75	100	Reimbursement of pensions paid from the relevant government within the prescribed period.		
	12.2.3 Preparing annual reconciliation statements.		01.01.2026	28.02.2026					100	-	-	-	Preparation and Submission of Annual Reconciliation.		

Strategy No.	Proposed Activity	Allocation (Rs.'000)*	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Target (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer/s
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
7,9	13. Managing Public Service Mutual Guarantee Association.													Miscellaneous Account (Deposit, Advance Accounts & PSMGA Division)	ADG/ Director/ DD/AD
	13.1 Issuing surety certificates for newly joined members.		01.01.2026	31.12.2026					25	50	75	100	Number of Surety Certificates issued.		
	13.2 Canceling surety certificates and Releasing the Membership fees.		01.01.2026	31.12.2026					25	50	75	100	Number of surety certificates cancelled. Release of membership fees.		
	13.3 Preparing annual accounts.		01.01.2026	31.03.2026					100	-	-	-	Preparation of annual accounts.		
1,2,3,7	14. Monitoring deposit accounts in relation to accounting entities.														
	14.1 Collecting Deposit Account Reconciliation Statements and Age Analysis Reports from all accounting entities.		01.01.2026	28.02.2026					100	-	-	-	Number of Annual Reconciliation Statements and age analysis collected.		
	14.2 Reconciling Deposit Account balances with treasury accounting statements and take follow-up action to rectify the differences.		28.02.2026	31.12.2026					40	75	90	100	Number of accounting entities reconciled and rectified differences.		
	14.3 Opening new Deposit Accounts on the request of the Accounting entities.		01.01.2026	31.12.2026					25	50	75	100	Number of new Deposit Accounts opened.		
	14.4 Deactivating inactive deposit accounts at the request of the relevant institutions.		01.01.2026	31.12.2026					25	50	75	100	Number of deactivated deposit accounts.		

Strategy No.	Proposed Activity	Allocation (Rs.'000)*	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Target (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer/s
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1,2,3,7	15. Monitoring Public Officers' Advance "B" account relate to all accounting entities.													Miscellaneous Account (Deposit, Advance Accounts & PSMGA Division)	ADG/ Director/ DD/AD
	15.1 Collecting Annual Reconciliation Statements from all accounting entities.		01.01.2026	30.06.2026					75	100	-	-	Number of Annual Reconciliation Statements collected.		
	15.2 Comparing the Annual Reconciliation Statements with the treasury accounting statements and take follow-up action to rectify the differences.		28.02.2026	31.12.2026					25	50	75	100	Number of accounting entities reconciled and rectified differences.		
	15.3 Providing guidance for settlement of outstanding loan balances.		01.01.2026	31.12.2026					25	50	75	100	Number of guidance provided.		
7	16. Coordinating and Assisting for accounting of valued Land & Buildings of the Central Government.													Financial Information Analysis Division	ADG/ Director/ DD/AD
	16.1 Assisting for accounting of valued Land & Buildings.		01.01.2026	31.12.2026					25	50	75	100	Number of valuation reports submitted for accounting.		
	16.2 Coordinating among institutions for valuing Land & Buildings.		01.01.2026	31.12.2026					25	50	75	100	Number of institutions coordinated.		
2,5	17. Assisting in implementation of Government Finance Statistics Manual 2014													Financial Information Analysis Division	ADG/ Director/ DD/AD
	17.1 Preparing Budgetary Central Government (BCG) GFS for the year 2025.		01.02.2026	30.04.2026					50	50	-	-	Preparation of GFS for BCG.		
	17.2 Preparing annual GFS for Provincial Councils for the year 2025.		01.04.2026	31.12.2026					-	50	75	100	Preparation of GFS for Provincial Councils.		

Strategy No.	Proposed Activity	Allocation (Rs.'000)*	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Target (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer/s
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
2,5	17.3 Collecting financial information for the year 2024 from a sample of 58 government-owned enterprises identified as strategic institutions (extra budgetary units).		01.01.2026	31.12.2026					25	50	75	100	Number of financial reports collected.	Financial Information Analysis Division	ADG/ Director/ DD/AD
	18. Assisting Committee on Public Accounts (COPA).														
	18.1 Representing the Department in Committee on Public Accounts (COPA).		01.01.2026	31.12.2026					25	50	75	100	Number of COPA meetings attended.		
	19. Collecting monthly financial data of provincial councils and preparing consolidate report.		01.01.2026	31.12.2026					25	50	75	100	Preparation of consolidate report.		
1, 2, 3	20. Implementing the ITMIS program in all accounting entities.													Financial Management Information System (ITMIS & Support Services Division)	ADG/ Director/ DD/AD
	20.1 Coordinating and providing necessary guidance to resolve issues during the implementation of the ITMIS system.		01.01.2026	31.12.2026					25	50	75	100	Number of issues resolved.		
	20.2 Providing necessary guidance to reconcile monthly transactions with the NEW CIGAS system.		01.01.2026	31.12.2026					25	50	75	100	Number of accounting entities completed the reconciliations.		
	20.3 Conducting training programs on core modules.		01.01.2026	31.12.2026					25	50	75	100	Number of training programs conducted and number of officers trained.		
	20.4. Creating training videos on core modules to facilitate end users.		01.01.2026	30.06.2026					50	100	-	-	Number of training videos created.		

Strategy No.	Proposed Activity	Allocation (Rs.'000)*	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Target (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer/s
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1, 2, 3	20.5 Conducting the training programs on Asset Management Module and implementing the module in 30% of Accounting Entities.		01.01.2026	31.12.2026					25	50	75	100	(a) Number of training programs conducted and no. of officers trained. (b) Number of accounting entities implemented the Module.	Financial Management Information System (ITMIS & Support Services Division) collaborati on with TOD	ADG/ Director/ DD/AD
	20.6 Collaborating with the Department of Treasury Operation to implement the Cash Planning Module.		01.01.2026	31.12.2026					25	50	75	100	Number of accounting entities using the Cash Planning Module.		
	20.7 Collaborating with the Department of Management Services to implement the Cadre Management Module.		01.01.2026	31..12.2026					25	50	75	100	Number of accounting entities using the Cadre Management Module.		
	20.8 Conducting training programs to key officials who are implementing the Cadre Management Module and Cash Planning Module.		01.01.2026	31.12.2026					25	50	75	100	Number of training programs conducted and no. of officers trained.	Financial Management Information System (ITMIS & Support Services Division)	ADG/ Director/ DD/AD
2,6	21. Financial Management of the Department.													Finance Division	ADG/ Director/ DD/AD
	21.1 Closing of Accounts for the year 2025 as per State Accounts Guidelines.		01.01.2026	02.02.2026					100	-	-	-	Closing of Annual Accounts on due date.		
	21.2 Preparing and submitting annual financial reports – 2025.														
	21.2.1 Annual financial statements -2025.		01.01.2026	28.02.2026					100	-	-	-	Prepare and submit on due date.		
	21.2.2 Annual Reconciliation Statement of Public Officers’ Advance “B” Account -2025.		01.01.2026	28.02.2026					100	-	-	-	Prepare and submit on due date.		

Strategy No.	Proposed Activity	Allocation (Rs.'000)*	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Target (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer/s
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
2,6	21.2.3 Reconciliation Statement of Deposit Accounts and Age analysis report – 2025.		01.01.2026	28.02.2026					100	-	-	-	Prepare and submit on due date.	Finance Division	ADG/ Director/ DD/AD
	21.3 Conducting Annual Board of Survey – 2025.		01.01.2026	31.03.2026					100	-	-	-	Completion of Annual Board of Survey and submit the report on due date.		
	21.4 Maintaining Department Accounts.														
	21.4.1 Maintaining accurate and up-to-date ledger accounts.		01.01.2026	31.12.2026					25	50	75	100	Accurate account balances.		
	21.4.2 Entering daily transactions into CIGAS and ITMIS systems.		01.01.2026	31.12.2026					25	50	75	100	Entering all transactions.		
	21.4.3 Reconciling of Departmental books with Treasury Accounting statements.		01.01.2026	31.12.2026					25	50	75	100	Nonexistence of differences between departmental books and treasury accounting statements.		
	21.5 Paying Monthly Salaries.		01.01.2026	31.12.2026					25	50	75	100	Paying Monthly Salaries on due date.		
	21.6 Preparing and submitting Monthly Accounts Summaries.		01.01.2026	31.12.2026					25	50	75	100	Prepare and Submission on due dates.		
	21.7 Preparing Annual Budget Estimates for the year 2027.		01.06.2026	30.06.2026					-	100	-	-	Preparation and Submission of Budget Estimate on due date.		
	21.8 Preparing and submitting the monthly bank reconciliation statement.		01.01.2026	31.12.2026					25	50	75	100	Preparation of bank reconciliations on due date		
	21.9 Replying to the Audit queries.		01.01.2026	31.12.2026					25	50	75	100	Number of audit queries answered.		
	21.10 Preparing and Submitting the Statement of Delegation of Authority according to F.R 135 for the year 2027.		01.09.2026	31.12.2026					-	-	-	100	Prepare and Submission of delegation of author.		

Strategy No.	Proposed Activity	Allocation (Rs.'000)*	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Target (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer/s	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
2,6	21.11 Preparing Procurement Plan for the year 2027.		01.11.2026	31.12.2026					-	-	-	100	Preparation and Submission of procurement plan.	Finance Division	ADG/ Director/ DD/AD	
	21.12 Preparing Annual Imprest Limit – 2027.		01.12.2026	31.12.2026					-	-	-	100	Preparation and Submission of Annual Imprest Limit.			
	21.13 Closing of Cash book for the year 2026.		31.12.2026	31.12.2026					-	-	-	100	Closing Cash book on due date.			
6	22. General Administration.														Administr ation Division	ADG/ Director/ Administr ative Officer
	22.1 Updating the personal files.															
	22.1.1 Approving salary increments on due date		01.01.2026	31.12.2026					25	50	75	100	Number of salary increments approved.			
	22.1.2 Preparing and approving salary conversions in accordance with circulars.		01.01.2026	31.12.2026					25	50	75	100	Number of salary conversions approved.			
	22.1.3 Forwarding the applications of Efficiency Bar (EB) and other examinations.		01.01.2026	31.12.2026					25	50	75	100	Number of Applications forwarded.			
	22.1.4 Updating cadre information to the PACIS & E-Payroll Systems and reporting to the relevant institutions.		01.01.2026	31.12.2026					25	50	75	100	Number of reports submitted.			
	22.2 Making necessary arrangements for transfers of staff.															
	22.2.1 Submitting applications for internal and external transfers.		01.01.2026	31.12.2025					25	50	75	100	Submission of the applications on due date.			
	22.2.2 Attaching the officers transferred to the Department to the relevant divisions.		01.01.2026	31.12.2026					25	50	75	100	Number of officers attached.			
	22.3 Organizing capacity building programs and knowledge sharing programs.		01.01.2026	31.12.2026					25	50	75	100	Number of capacity building programs conducted and Number of Officers participated.			
	22.4 Maintaining and updating the leave register.		01.01.2026	31.12.2026					25	50	75	100	Updated leave register.			

Strategy No.	Proposed Activity	Allocation (Rs.'000)*	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Target (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer/s
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
6	22.5 Issuing Railway warrants and forwarding season tickets applications.													Administration Division	ADG/ Director/ Administrative Officer
	22.5.1 Issuing railway warrants.		01.01.2026	31.12.2026					25	50	75	100	Number of railway warrants issued.		
	22.5.2 Forwarding the season tickets request to Department of Railway.		01.01.2026	31.12.2026					25	50	75	100	Number of requests submitted.		
	22.6 Submitting vouchers on loans, advances, overtime and other invoices for the payments.		01.01.2026	31.12.2026					25	50	75	100	Number of vouchers forwarded.		
	22.7 Delivering office mail.		01.01.2026	31.12.2026					25	50	75	100	Number of letters forwarded.		
	22.8 Managing and maintaining of vehicle fleet.														
	22.8.1 Servicing and repairing vehicles.		01.01.2026	31.12.2026					25	50	75	100	Number of services and repairs.		
	22.8.2 Renewing Insurance and revenue licenses.		01.01.2026	31.12.2026					25	50	75	100	Renewed of Insurance and license on due date.		
	22.8.3 Examining fuel consumption of vehicles.		01.01.2026	31.12.2026					25	50	75	100	Examine fuel consumption.		
	22.9 Preparing Performance Report for the year 2025.		01.01.2026	30.06.2026					60	100	-	-	Prepared and Submitted on due date.		
	22.10 Preparing Annual Action Plan for the year 2027.		01.11.2026	31.12.2026					-	-	-	100	Prepared and Submitted on due date.		

Annual Imprest Requirement Plan 2026

Format No: TOD

Name of the Ministry/Department/District Secretariat: Department of State Accounts
Expenditure Head : 250

Application for Annual Imprest Limits for the Year - 2026

Group	Description of Budgetary Provision				Total Provision	Deductions					Total Deductions	Allocation from Other Depts.	Imprest Limit	Revenue Estimate/ Deposits/ Other Collections	Imprest Req. from the Treasury
						Cross Entries	Allocation to Other Depts (TOD/IMP/03)	Allocation to D/Sec (TOD/IMP/03)	Grants to Gov. Institutions	Foreign Aid loan-12					
(1)	Programme Services (Recurrent Expenditure)				(1)	(2)	(3)	(4)	(5)	(6)	2+3+4+5+6=(7)	(8)	1-7+8=(9)	(10)	9-10=(11)
	Programme	Salaries(1001-1003)	Other Allowances paid with the salary	Others											
	1	107,000	13,650	37,350	158,000	14,132	-	-	-	-	14,132	-	143,868	-	143,868
	2														
	3														
	Sub Total -1	107,000	13,650	37,350	158,000	14,132	-	-	-	-	14,132	-	143,868	-	143,868
(2)	Programme Services (Capital Expenditure)														
	Programme	Consolidated Fund (11)	F.A.Loan (12)	F.A (13/16)	R.F.A (14/15)										
		D.F (17)	F.A. Loan (12)	D.F (17)	F.A. 13/16	D.F (17)	R.F (14/15)								
	1	342,600	-	-	-	-	-	-	-	-	-	-	342,600	-	342,600
	2														
	3														
	Sub Total -2	342,600	-	-	-	-	-	-	-	-	-	-	342,600	-	342,600
(3)	Deposit Account														
(4)	Public officers Advance Account				12,000	-	-	-	-	-	-	-	12,000	-	12,000
(5)	Other Advance Accounts				600	-	-	400	-	-	400	-	200	75	125
(6)	Public Servants Mutual Guarantee Association (8013)				3,500	-	-	-	-	-	-	-	3,500	-	3,500
	Sub Total - 3				16,100	-	-	400	-	-	400	-	15,700	75	15,625
	Grand Total (1+2+3)				516,700	14,132	-	400	-	-	14,532	-	502,168	75	502,093

All the information given in the above table are certified as correct.

* Limit is allocated to DS- Jaffna for Foreign Pension Payment.

** Limit is required to pay the income tax on Public Servants Mutual Guarantee Associations' Income.

Prepared By: *Publajan*

Checked By: *12*

2025/12/18

Chief Financial Officer/Chief Accountant/Director (Finance) - Signature

- Name : K.K.D.C. Ishara

- Official Stamp

E-mail : ishara.kkdc@sad.treasury.gov.lk
Telephone No : 0112484737
Date : 2025.12.

K.K.D.C. Ishara
Director

Department of State Accounts
General Treasury
Colombo 01.

Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2026

Name of the Ministry/Department/District Secretariat: Department of State Accounts
Expenditure Head : 250

To pay expenditure (with expenditure subject code number)	Cash Requirement for the approved expenditure plans																Rs.' 000
	January	February	March	1st Qtr Total	April	May	June	2nd Qtr Total	July	August	September	3rd Qtr Total	October	November	December	4th Qtr Total	Grand Total
I Salaries and allowance (1001 and 1003)	7,739	7,739	7,739	23,217	7,739	7,739	7,739	23,217	7,739	7,739	7,739	23,217	7,739	7,739	7,739	23,217	92,868
Other Allowances paid with salary (Except object code 1003)	1,138	1,138	1,138	3,413	1,138	1,138	1,138	3,413	1,138	1,138	1,138	3,413	1,138	1,138	1,138	3,413	13,650
II Overtime and Holiday pay (1002)	1,667	1,667	1,667	5,000	1,667	1,667	1,667	5,000	1,667	1,667	1,667	5,000	1,667	1,667	1,667	5,000	20,000
III All other Recurrent Expenditure	1,446	1,446	1,446	4,338	1,446	1,446	1,446	4,338	1,446	1,446	1,446	4,338	1,446	1,446	1,446	4,338	17,350
Total Recurrent	11,989	11,989	11,989	35,967	11,989	11,989	11,989	35,967	11,989	11,989	11,989	35,967	11,989	11,989	11,989	35,967	143,868
IV Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
V Other all Capital Expenses	28,550	28,550	28,550	85,650	28,550	28,550	28,550	85,650	28,550	28,550	28,550	85,650	28,550	28,550	28,550	85,650	342,600
VI Public Officers Advance Account	500	1,000	1,000	2,500	1,500	1,000	1,000	3,500	1,000	1,000	1,000	3,000	1,000	500	1,500	3,000	12,000
VII Deposit Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VIII Other Advance Accounts	15	15	15	45	15	15	15	45	10	5	5	20	5	5	5	15	125
IX Public Servants Mutual Guarantee Association (8013)	-	-	-	-	-	-	3,500	3,500	-	-	-	-	-	-	-	-	3,500
Grand Total	41,054	41,554	41,554	124,162	42,054	41,554	45,054	128,662	41,549	41,544	41,544	124,637	41,544	41,044	42,044	124,632	502,093

All the information given in the above table are certified as correct.

Prepared By: *R. L. L. L.*

Chief Financial Officer/Chief Accountant/Director (Finance) - Signature

- Name

K.K.D.C. Ishara

Checked By: *2025/12/18*

Date - 2025.12.

- Official Stamp

K.K.D.C. Ishara

Director

Department of State Accounts

General Treasury

Colombo 01.

Name of the Ministry/Department/District Secretariat: Department of State Accounts
Expenditure Head : 250

Estimates for Allowance paid with Salary (Except object code 1003) for 2026

Type of Allowance	January	February	March	April	May	June	July	August	September	October	November	December	Rs.' 000 Grand Total
Fuel	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Transport	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Telephone	75	75	75	75	75	75	75	75	75	75	75	75	900
Housing	-	-	-	-	-	-	-	-	-	-	-	-	-
Property loan Interest	63	63	63	63	63	63	63	63	63	63	63	63	750
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	1,138	1,138	1,138	1,138	1,138	1,138	1,138	1,138	1,138	1,138	1,138	1,138	13,650

All the information given in the above table is certified as correct.

Prepared By :- *R. Subhakar*

-Chief Financial Officer/Chief Accountant/Director (Finance) - Signature

- Name : K.K.D.C. Ishara

Checked By :- *K.K.D.C. Ishara*

2025/12/18

Date -2025.12.

- Official Stamp

20/12/2025
K.K.D.C. Ishara
Director
Department of State Accounts
General Treasury
Colombo 01.

Annual Procurement Plan 2026

Annexure I of Chapter 04																	
Master Procurement Plan																	
(Relevant Reference to the Procurement Guidelines - 4.1.1)																	
Master Procurement Plan for (Year 2026 to Year 2028)																	
Name of the Procuring Entity : Department of State Accounts																	
Serial No.	Department/Line Agency/Ministry	Description	Procurement Category (Goods, Works, Services, etc.)	Estimated Cost (LKR. Mn)	Source of Financing / Name of the Donor	Procurement Method (ICB, LIB, LNB, NCB, National Shopping, etc.)	Level of Authority (HLPC, SHLPC, MPC, DPC, PPC, RPC)	Priority status P=Priority N=Normal U=Urgent	Current Status of Procurement Preparedness Activities*	Scheduled Date of Commencement			Scheduled Date of Completion			Contract Period	Remarks
										Yr 1	Yr 2	Yr 3	Yr 1	Yr 2	Yr 3		
	Department of State Accounts		Services														
1			Development & Implementation of New Payroll System	700	GOSL	NCB	MPC/DPC	P	10% (Scheduling Requirements)	31-Jan-26	-	-	26-Jun-26	-	-	-	-
2			New CIGAS Source Code Verification	20	GOSL	NCB	MPC/DPC	P	10% (Scheduling Requirements)	31-Mar-26	-	-	30-Aug-26	-	-	-	-

Prepared By
K.A.D.Kumari
Management Service Officer

Checked By
I.P.N.A.Pathmasekara
Deputy Director (Finance)

Recommended By
K.K.D.C. Ishara
Director
Department of State Accounts
General Treasury
Colombo 01.

Approved By
W.A.Samantha Upananda
Director General
Department of State Accounts
General Treasury
Colombo 01.
Date 31/12/26

* Indicates the percentage of completion including detailed information in the Preparatory Plan.

Annual Proposed Procurement Plan (Relevant Reference to the Procurement Guidelines - 4.1.2)												
Annual Proposed Procurement Plan for year 2026 Name of the Procuring Entity : Department of State Accounts												
Serial No.	Description 1	Quantity/Scope of Procurement	Vote Particulars 2	Procurement Category	Estimated Cost (LKR. Mn.)	Procurement Method	Priority Status U= Urgent P= Normal Priority N= Normal	Tentative Date of Specific Procurement Notice 3	Date of Contract Award 4	Reference to Action Plan 5	Reference to MPP 6	Remarks
1	Stationery & Office Requisites	—	250-1-1-1201	Goods	5	National Shopping / Direct contracting	N	20-Apr-26	15-Sep-26	21.11	Goods 1	—
2	Furniture & Office Equipments	—	250-1-1-2102	Goods	14	National Shopping / Direct contracting	N	31-Mar-26	15-Jun-26	21.11	Goods 2	—
3	Water Bottles	—	250-1-1-1409 (140)	Goods	0.15	National Shopping	P	11-Feb-26	24-Mar-26	21.11	Goods 3	—
4	Hiring of Motor Vehicle	1	250-1-1-1408	Services	4.3	National Shopping	P	20-Mar-26	1-May-26	21.11	Service 1	—
5	Cleaning & Janitorial Services	—	250-1-1-1405	Services	1.3	National Shopping	P	15-Sep-26	1-Dec-26	21.11	Service 2	—
6	Development & Implementation of New Payroll System	—	250-1-1-2106	Services	300	NCB	P	8-Feb-26	26-Jun-26	6	Service 3	—
7	New CIGAS Source Code Verification	—	250-1-1-2106	Services	20	NCB	P	8-Apr-26	30-Aug-26	3	Service 4	—
8	Repairs to Buildings & Structures	—	250-1-1-2001	Works	0.1	National Shopping / Direct contracting	N	12-Mar-26	20-Apr-26	21.11	Works 1	—

K.A.D. Kumari

Prepared By
K.A.D. Kumari
Management Service Officer

I.P.N.A. Pathmasekara

Checked By
I.P.N.A. Pathmasekara
Deputy Director (Finance)
Department of State Accounts
General Treasury
Colombo 01

K.K.D.C. Ishara

Recommended By
K.K.D.C. Ishara
Director
Department of State Accounts
General Treasury
Colombo 01.

W.A. Samantha Upananda

Approved By
W.A. Samantha Upananda
Director General
Date 31/12/25
Department of State Accounts
General Treasury
Colombo 01

1. Indicate each procurement separately.
2. Indicate the Vote Particulars (Head-Program-Project-Sub Project-Object Item-Finance Code) pertaining to each procurement.
3. Indicate proposed date of IFB, PQ Invitation, EOI etc.
4. Indicate proposed date of Contract Award.
5. Indicate the serial number of the corresponding activity in the Action Plan.
6. Indicate the serial number of the corresponding activity in the Master Procurement Plan.

Note: Procuring Entity is responsible to include all procurements proposed to get the budgetary allocations for the particular year.

The Format for Detailed Annual Procurement Plan (for General Procurements)
(Relevant Reference to the Procurement Guidelines - 4.1.3)

Annexure III of Chapter 04

Detailed Annual Procurement Plan for Year 2026
Name of the Procuring Entity : Department of State Accounts

S/No.	Ref. No.	Ref. to Action	Description	Estimated Cost (Mn.)	Procurement Method		Appointment of PC/BEC	Prep. Bidding Documents/PQ	Approval of Bidding Documents/PQ by PC/BEC	Concurrence of Funding Agency	Invitation for Bid/Proposal/PQ	Clarification/Pre-Bid Meeting	Bid/Proposal Opening	Bid/Proposal Evaluation	Determination of Contract of Award	Approval for Contract Award	Contract Awarding	Signing of Contract	Completion of Contract	Contract Number, Amount and Name of the Contractor	Remarks **
							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
GOODS																					
1			Stationery & Office Requisites	5	National Shopping / Direct contracting	Schedule	3-Mar-26	18-Mar-26	2-Apr-26	GOSL	20-Apr-26	-	28-Apr-26	1-Jun-26	10-Jul-26	3-Aug-26	15-Sep-26	-	-	-	-
						Revised															
						Actual															
2			Furniture & Office Equipments	14	National Shopping / Direct contracting	Schedule	1-Mar-26	10-Mar-26	25-Mar-26	GOSL	31-Mar-26	-	30-Apr-26	2-May-26	15-May-26	31-May-26	15-Jun-26	-	-	-	-
						Revised															
						Actual															
3			Water Bottles	0.15	National Shopping	Schedule	3-Feb-26	5-Feb-26	10-Feb-26	GOSL	11-Feb-26	-	24-Feb-26	3-Mar-26	10-Mar-26	17-Mar-26	24-Mar-26	-	-	-	-
						Revised															
						Actual															
WORKS																					
1			Repairs to Buildings & Structures	0.1	National Shopping / Direct contracting	Schedule	3-Mar-26	5-Mar-26	10-Mar-26	GOSL	12-Mar-26	-	26-Mar-26	6-Apr-26	10-Apr-26	17-Apr-26	20-Apr-26	-	-	-	-
						Revised															
						Actual															
SERVICES																					
1			Hiring of Motor Vehicle	4.3	National Shopping	Schedule	5-Mar-26	10-Mar-26	15-Mar-26	GOSL	20-Mar-26	-	30-Mar-26	1-Apr-26	25-Apr-26	28-Apr-26	1-May-26				
						Revised															
						Actual															
2			Cleaning & Janitorial Services	1.3	National Shopping	Schedule	1-Aug-26	15-Aug-26	1-Sep-26	GOSL	15-Sep-26	-	15-Oct-26	1-Nov-26	27-Nov-26	28-Nov-26	1-Dec-26				
						Revised															
						Actual															
3			Development & Implementation of New Payroll System	300	National Competitive Bidding	Schedule	-	-	31-Jan-26	GOSL	8-Feb-26	18-Feb-26	2-Mar-26	29-May-26	5-Jun-26	25-Jun-26	26-Jun-26		-	-	-
						Revised															
						Actual															
4			New CIGAS Source Code Verification	20	National Competitive Bidding	Schedule	-	-	31-Mar-26	GOSL	8-Apr-26	15-Apr-26	30-Apr-26	30-May-26	10-Jun-26	30-Jun-26	30-Aug-26		-	-	-
						Revised															
						Actual															

Prepared By
K.A.D.Kumari
Management Service Officer

Checked By
I.P.N.A.Pathmasekara
Deputy Director (Finance)
I.P.N.A. Pathmasekara
Deputy Director (Finance)
Department of State Accounts
General Treasury
Colombo 01

Recommended By
K.K.D.C. Ishara
Director
K.K.D.C. Ishara
Director
Department of State Accounts
General Treasury
Colombo 01.

Approved By
W.A.Samantha Upananda
Director General
Department of State Accounts
General Treasury
Colombo 01
Date 31/12/25

Annual Audit Plan 2026

Internal Audit Plan - 2026

Name of the Institute		Department of State Accounts						
Mission of the Institute		To Maintain a Centralized Financial Information System to provide financial information necessary for the decision- making process of all Government Ministries, Departments and other Government Institutions & to prepare the Annual Financial Statements of the Government and present them to all its stakeholders.						
Objective		<ul style="list-style-type: none">Development and maintain an integrated financial information system for Government Ministries and Department in accordance with generally accepted accounting principal and best practices.Systematically updating the existing financial reporting system through integration with other reporting system and modernization.Sharing Knowledge related to financial Reporting locally and internationally through participatory management approach.Establish relationships with local and foreign recognized accounting bodies to develop best accounting practices.Attract and retain quality human resources using optimal human resources management techniques.Formulate, publicize and regulate policies, guidelines and circulars related to Government financial reporting.Introduce an accurate and transparent Financial Reporting System for ensuring efficient and effective public financial control.Provision of comparative Government financial information in timely manner based on generally accepted accounting principles and best practices.Facilitate the Procurement to the Government Organizations though Crown Agents , payment of pensions on behalf of other Government and Management of Mutual Guarantee Association.Develop and maintain a reliable salary management system to facilitate the timely and accurate payment of salaries to government employees						
1	2	3	4				5	6
Serial Number	Activities for Audit Identified by internal Audit on Risk evaluation	Risk Assessment (Reference number)	Period for perform internal audit work				Number of Audit Reports expected to be submitted	Manpower that can be used for internal audit (Number of days)
			1 Quarter	2 Quarter	3 Quarter	4 Quarter		
1	Preparation of Internal Audit Plan					✓	1	1
2	Preparation of Preliminary Report		✓				1	2
3	Chief Internal Auditors Quarterly Assessment Report & progress report		✓	✓	✓	✓	4	2
4	Conduct the Audit Management Committee (AMC) meeting		✓	✓	✓	✓	4	8
5	Supervising, guiding and providing technical support to the activities on Public Officers' Advance "B" Account.	16	✓	✓			1	20
6	General Administration & Financial Management	22.8 & 12.4		✓	✓		1	20
7	Special Assessments		on demand					

12.12.2025


 Jayasekara Pathirana Sunil
 Chief Financial Officer
 Internal Audit Division