



ACTION PLAN

2025

Department of State Accounts



**Ministry of Finance, Planning and Economic
Development**

General Treasury

Colombo 01

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01. About the Department

1.1 Our Vision

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

1.2 Our Mission

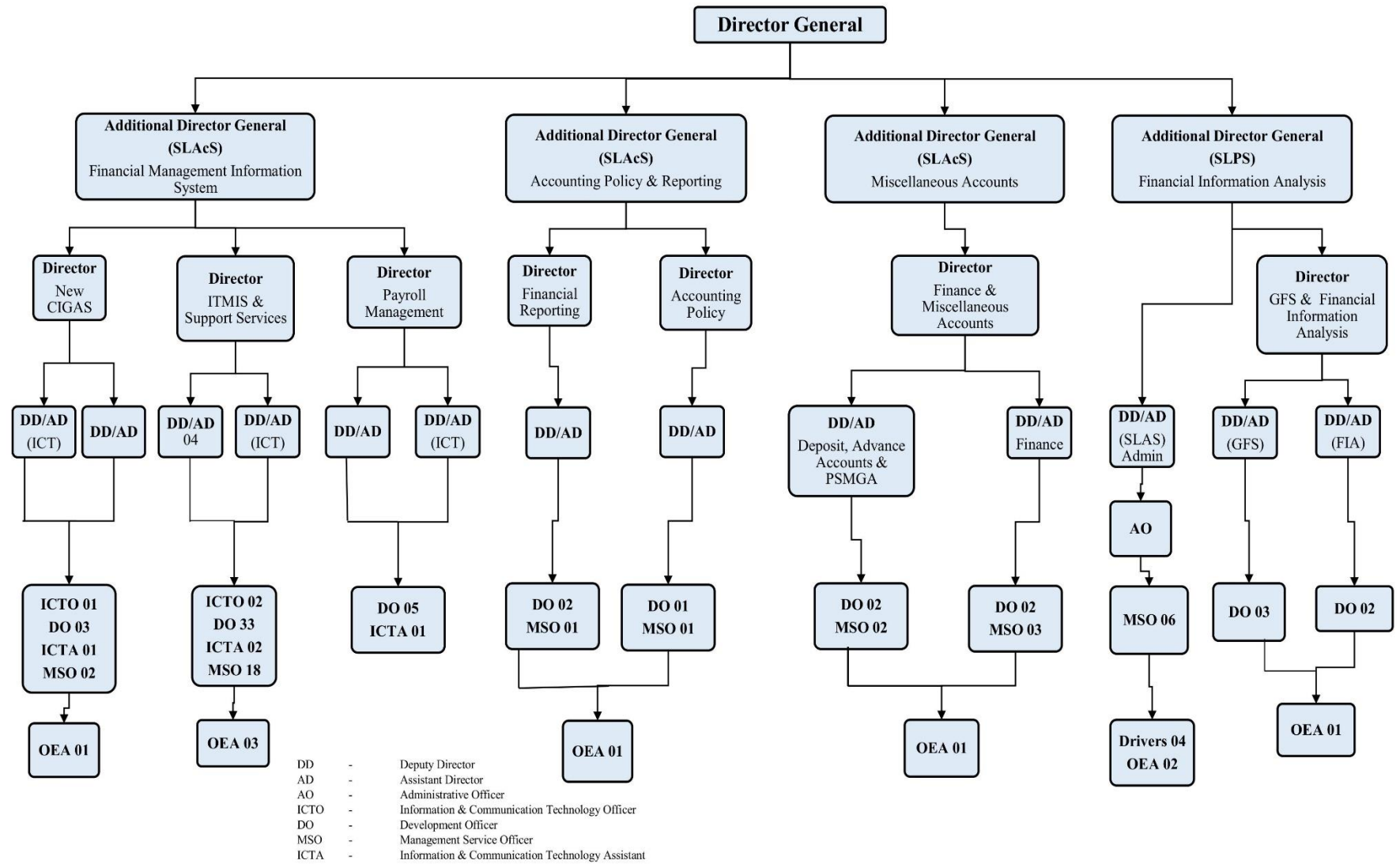
To Maintain a Centralized Computerized Financial Information System to provide financial information necessary for the decision-making process of all Government Ministries, Departments & other Government Institutions and to prepare the Annual Financial Statements of the Government and present them to 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. Develop and maintain an integrated financial information system for Government Ministries and Departments in accordance with generally accepted accounting principles and best practices.
2. Systematically updating the existing financial reporting system through integration with other reporting system and modernization.
3. Sharing knowledge related to Financial Reporting locally and internationally through participatory management approach.
4. Establish relationships with local and foreign recognized accounting bodies to develop best accounting practices.
5. Attract and retain quality human resources using optimal human resource management techniques.
6. Formulate, publicize and regulate policies, guidelines and circulars related to Government financial reporting.
7. Introduce an accurate and transparent Financial Reporting System for ensuring efficient and effective public financial control.
8. Provision of comparative Government financial information in a timely manner based on generally accepted accounting principles and best practices.
9. Facilitate the Procurement to the Government Organizations through Crown Agents, payment of pensions on behalf of other Governments and Management of Mutual Guarantee Association.
10. Develop and maintain a reliable salary management system to facilitate the timely and accurate payment of salaries to government employees.



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	04	08
6	Dy. / Asst. Director	SLAS	SL-1	01	-	01
7	Dy. / Asst. Director	ICT	SL-1	02	01	01
8	Administrative Officer	MSO(Sp)	MN-7	01	01	-
9	Information & Comm. Tech. Officer	ICTO	MN-6	03	01	02
10	Development Officer	DO	MN-4	53	49	04
11	Management Services Officer	MSO	MN-2	33	16	17
12	Information & Comm. Tech. Assistant	ICTA	MT-1	04	03	01
13	Driver	Driver	PL-3	04	03	01
14	Office Employee Assistant	OEA	PL-1	09	07	02
	Total Cadre			134	96	38

02. Action Plan–Year 2025

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, 8	1. Providing financial information to the Central Government Institutions.													Accounting Information System Division	ADG/ Director / DD/AD	
	1.1 Uploading head wise Accounting Statements for the month of December 2024 in to New CIGAS & ITMIS System.		01.01.2025	12.02.2025					100	-	-	-	Number of Accounting statements uploaded on due date.			
	1.2 Uploading budget information for the year 2025 in to New CIGAS & ITMIS System.		01.01.2025	31.01.2025					100	-	-	-	Upload budget information to the system on due date.			
	1.3 Uploading head wise monthly financial information in to NEW CIGAS & ITMIS System for the year 2025.		01.01.2025	31.12.2025					25	50	75	100	Number of Accounting statements uploaded.			
1, 2, 3, 7, 8	2. Providing monthly Financial information.															
	2.1 Uploading and processing monthly financial information of the Ministries and Departments to the NEW CIGAS System.		01.01.2025	31.12.2025					25	50	75	100	Number of Reports generated from NEW CIGAS System on time.			
	2.2 Providing monthly financial information to the Central Bank of Sri Lanka (CBSL) and the Department of Census & Statistic etc.		01.01.2025	31.12.2025					25	50	75	100	Number of Reports provided on due date.			
	2.3 Providing historical financial information to the Organizations on requests.		01.01.2025	31.12.2025					25	50	75	100	Number of requests completed.			

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	3. Taking steps to implement the ITMIS program in all central Government Ministries, Departments, District Secretariats and Special Spending Units.													ITMIS Div. of DSA in collaboration with FMEP	ADG / Director / Deputy Director / Asst. Director
	3.1 Implementation of ITMIS core modules in the remaining non-go-live institutions.		01.01.2025	31.05.2025					50	100	-	-	Number of Institutions taken on Go-live status during specified period.		
	3.2. Assigning user roles to the officials of the institutions based on the workflow information provided by the newly operational (go-live) institutions.		01.01.2025	31.05.2025					75	100	-	-	Number of Institutions and officials facilitated.		
	3.3. (a) Closely monitor the operation of the system in newly enrolled Institutions at the first month and take remedial measures.		01.01.2025	30.06.2025					50	100	-	-	(a) Number of issues resolved.		
	(b) Coordinating and providing guidance to resolve operational issues.		01.01.2025	31.12.2025					25	50	75	100	(b) Number of issues identified and resolved.		
	3.4. Providing necessary guidance and support to ensure the smooth running of ITMIS within the central government institutions.		01.01.2025	31.12.2025					25	50	75	100	Number of institutions that completed monthly accounts within the prescribed period.		
	3.5. Organizing, supervising and coordinating training sessions on core modules as and when necessary.		01.01.2025	31.12.2025					25	50	75	100	Number of training sessions conducted on core modules 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			
	3.6. Giving necessary guidance to reconcile monthly transactions.		01.01.2025	31.12.2025					25	50	75	100	Number of messages communicated to end users (via electronic means of communication and letters).	ITMIS Div. of DSA in collaboration with FMEP	ADG / Director / Deputy Director / Asst. Director
	3.7 Developing training videos on core modules to facilitate the end users.		01.01.2025	30.06.2025					50	100	-	-	Number of training videos developed for each scenario at the end of each quarter.		
	3.8 Training end users on Asset Management module and implementing the module (25% of budget heads).		01.07.2025	31.12.2025					-	-	-	100	(a) Number of training sessions conducted and no. of officers trained (b) Number of institutions implemented the module.		
	3.9 Uploading monthly CIGAS summaries of non-go-live institutions into the ITMIS System.		01.01.2025	30.06.2025					50	100	-	-	Number of account summaries uploaded at the end of each month.		
1, 2, 7, 8	4. Continuous development and implementation of NEW CIGAS program.													New CIGAS	ADG (Acting) / Director / DD/AD
	4.1 Continuous development of the CIGAS accounting system according to the new requirements.		01.01.2025	31.12.2025					20	50	75	100	Number of new developments to the system.		
	4.2 Facilitating to system users to rectifying the issues without delay.		01.01.2025	31.12.2025					20	50	75	100	Number of issues resolved.		
	4.3 Facilitating to Implement the NEW CIGAS in Foreign Missions on request of Ministry of Foreign Affairs.		01.01.2025	31.12.2025					20	50	75	100	Number of requests completed during the year.		

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
	4.4 Providing guidance to the users for generate monthly summaries accurately.		01.01.2025	31.12.2025					20	50	75	100	Number of summaries received without errors on time.	New CIGAS	ADG (Acting) / Director / DD/AD
	4.5 Conducting training programs according to the NEW CIGAS annual training plan.		01.01.2025	31.12.2025					20	50	75	100	Number of training programs conducted during the year.		
	4.6 Further development of the CIGAS interface/web application to generate new reports.		01.01.2025	31.12.2025					20	50	75	100	Number of new developments completed during the year.		
	4.7 Facilitating of NEW CIGAS web application to all provincial councils to consolidate their financial information.		01.01.2025	31.12.2025					20	50	75	100	Number of Provincial councils to adapt New CIGAS web application.		
1,2, 6,7, 8	5. Updating, Rectifying and Reconciling Financial Information.												.	Financial Reporting & Accounting Policy Division	ADG/ Director
	5.1 Monthly updating NEW CIGAS program based on FR 66 transfers and additional allocations.		01.01.2025	31.12.2025					25	50	75	100	Number of FR transfers and Additional allocations updated to New CIGAS program.		
	5.2 Monitoring the reconciliation of expenditure and revenue information of each Head with Treasury Accounting Statements.		01.01.2025	31.12.2025					25	50	75	100	Number of reconciliations monitored.		

Strategy No.	Proposed Activity	Allocation * (Rs.'000)	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer/s
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
	5.3 Rectifying errors in accounting reports or provide necessary guidance to correct them.		01.01.2025	31.12.2025					25	50	75	100	Number of accounting deficiencies rectified. Number of Guidance provided to correct deficiencies.	Financial Reporting & Accounting Policy Division	ADG/ Director
	5.4 Opening & Maintaining Main Ledger Accounts.		01.01.2025	31.12.2025					25	50	75	100	Number of Main Ledger Accounts opened on duly completed applications received.		
1,2	6. Preparation of financial statements.														
	6.1 Preparing & 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.		01.01.2025	31.03.2025					100	-	-	-	Submission of Financial Statements on due date.		
	6.2 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.		01.01.2025	31.12.2025					25	50	75	100	Submission of quarterly reports on due dates and publish the same in Ministry website.		
	6.3 Preparing and Submitting answers for the Audit Queries raised by Auditor General regarding Annual Financial Statements of the Government		01.04.2025	31.05.2025					-	100	-	-	Number of Audit queries answered within the specified time period by the Auditor General		

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
	6.4 Providing Audited Financial Statements and Auditor General's opinion to be included in Annual Report of the Ministry of Finance.		01.04.2025	30.06.2025					-	100	-	-	Provide reports on or before due date.	Financial Reporting & Accounting Policy Section	ADG/ Director
	6.5 Analyzing the Audited Annual Financial Statements and Audit Reports of the spending heads.		01.06.2025	31.12.2025					-	30	75	100	Number of Audited Financial Statements and Audit Reports analyzed.		
	6.6 Formulating policies & issuing guidelines and circulars on financial reporting.		01.01.2025	31.12.2025					25	50	75	100	Number of policies formulated and guidelines & circulars issued.		
	6.7 Providing guidance and clarifications for accounting issues.		01.01.2025	31.12.2025					25	50	75	100	Number of guidance / clarifications provided.		
1,2,3	7. Preparation and implementation of strategic plan related to improvement of the Government accounting system from cash basis to accrual basis as per the recommendations of the International Monetary Fund (IMF).	5 Mn	01.01.2025	31.12.2025					25	50	75	100	Number of activities completed as per the strategic plan.		
6,9	8. Management of Public Service Mutual Guarantee Association.													Payroll & Monitoring of Deposit & Advance Accounts	ADG/ Director / DD/AD
	8.1 Issuance of surety certificates for newly joined members.		01.01.2025	31.12.2025					25	50	75	100	Number of Surety Certificates issued.		
	8.2 Cancellation of surety certificates and Releasing the Membership fees.		01.01.2025	31.12.2025					25	50	75	100	Number of surety certificates cancelled.		

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
	8.3 Preparation of annual accounts		01.01.2025	30.06.2025					-	100	-	-	Preparation of annual account on due date.		
1,2,7	9. Advance accounts activities														
	9.1 Operating Treasury Miscellaneous Advance Accounts.		01.01.2025	31.12.2025					25	50	75	100	Number of advances released within the prescribed period after receipt of formal request.		
	9.2 Operating an Advance Account for payment on behalf of other governments.		01.01.2025	31.12.2025					25	50	75	100	Payment of foreign pensions on due dates. Reimbursement of the paid pension amount from relevant foreign government within the prescribed period.	Payroll & Monitoring of Deposit & Advance Accounts	ADG/ Director / DD/AD
	9.3 Preparation of Annual Reconciliation Statements of Miscellaneous Advance Accounts.		01.01.2025	28.02.2025					100	-	-	-	Submission of Annual Reconciliation Statements on due date as per the circular.		
1,2,6,7	10. Supervising, guiding and providing technical support to the activities on Public Officers' Advance "B" Account.														
	10.1 Collection of the Annual Reconciliation Statements from all Spending Heads.		01.01.2025	30.06.2025					75	100	-	-	Number of collected Annual Reconciliation 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	Implementin g Agency	Responsible Officer/s		
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
	10.2 Comparing the Annual Reconciliation Reports with the treasury books and take follow up action.		28.02.2025	31.12.2025					-	40	75	100	No. of Institutions followed up.	Payroll & Monitoring of Deposit & Advance Accounts	ADG/ Director / DD/AD		
	10.3 Providing necessary instructions and technical support to settle the loan balances as and when required.		01.01.2025	31.12.2025					25	50	75	100	No. of instructions provided.				
1,2, 6,7	11. Monitoring Deposit Accounts																
	11.1 Obtaining the Deposit Account Reconciliation Statements and Age Analysis Reports from all Spending Heads.		01.01.2025	30.06.2025					75	100	-	-	Number of Annual Reconciliation Statements collected on due date.				
	11.2 Reconciliation of Deposit Account balances with treasury books and take follow-up action.		28.02.2025	31.12.2025					40	75	90	100	Number of Institutions followed up.				
	11.3 Opening new Deposit Accounts on the request of the Institutions.		01.01.2025	31.12.2025					25	50	75	100	Number of new Deposit Accounts opened.				
	11.4 Inactivation of old Deposit Accounts on the request of relevant Institutions.		01.01.2025	31.12.2025					25	50	75	100	Number of completed requests.				
8	12. Coordinating the valuation activities of the Land & Buildings belonging to the Central Government																
	12.1 Co-ordinate relevant institutions to expedite the valuation of Land & Buildings	01.01.2025		31.12.2025	25	50	75	100					Number of Institutions coordinated				
	12.2 Provide assistance for accounting the valued Land & Buildings of the Central Government	01.01.2025		31.12.2025	25	50	75	100					Number of assistance provided				

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					
3,8	13. Implementation of the Government Finance Statistics (GFS) Manual 2014													Financial Information Analysis Division	ADG/ Director / DD/AD		
	13.1 Compilation of Budgetary Central Government (BCG) GFS for the year 2024 as per the GFS format.		01.02.2025	31.03.2025					100	-	-	-	Preparation of Statement of Government Operations for the BCG for the year 2024 on due date.				
	13. 2 Compilation of GFS for Provincial councils for the year 2024 as per the GFS format.		01.04.2025	31.08.2025					-	50	100	-	Preparation of Statement of Government Operations for the Provincial Councils for the year 2024 on due date				
	13.3 Compilation of GFS of Extra Budgetary Units (EBUs) as per the GFS format. (selected sample of 58 EBUs).		01.01.2025	31.12.2025					25	50	75	100	Preparation of Statement of Government Operations for EBUs.				
9	14. Assisting Committee on Public Accounts (COPA)																
	14.1 Represent and assist committee on Public Accounts and coordinate COPA matters.		01.01.2025	31.12.2025					25	50	75	100	Number of COPA meetings attended.				
	15. Annually preparing a report by consolidating financial information collected monthly from Provincial Councils.		01.01.2025	31.12.2025					25	50	75	100	Submission of the report on due date				

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
5, 8	16. Financial Management.														
	16.1 Preparation of the Statement of Delegation of Authority under F.R 135.		01.01.2025	01.01.2025					100	-	-	-	Circulating the Statement by due date.		
	16.2 Preparation of Annual Financial Statements relating to the Department – 2024.		01.01.2025	28.02.2025					100	-	-	-	Submission of the Financial Statements by due date.		
	16.3 Preparation of Annual Reconciliation Statement of Public Officers' Advance "B" Account -2024.		01.01.2025	28.02.2025					100	-	-	-	Submission of the Reconciliation Statement by due date.		
	16.4 Preparation of Reconciliation Statement of Deposit Account and the Age Analysis Report-2024.		01.01.2025	28.02.2025					100	-	-	-	Submission of Reconciliation Statement by due date.		
	16.5 Conducting of Annual Board of Survey – 2024 as per the FR & PFD Circular.		01.01.2025	31.03.2025					100	-	-	-	Completion of Annual Board of Survey by due date.	Finance & Payroll Division	ADG/ Director / DD/AD
	16.6 Preparation of Annual Budget Estimate for the year 2026 as per the NBD Circular.		01.07.2025	30.09.2025					-	-	100	-	Submission of Budget Estimate-2026 before due date.		
	16.7 Preparation of Procurement Plan for the year 2026 as per the PFD Circular.		01.11.2025	31.12.2025					-	-	-	100	Submission the Procurement Plan before due date.		
	16.8 Maintenance of Ledgers and Recording daily transactions through both CIGAS and ITMIS systems.		01.01.2025	31.12.2025					25	50	75	100	Maintaining Zero differences between CIGAS and ITMIS systems.		
	16.9 Reconciling of Departmental books with Treasury Accounting Statements.		01.01.2025	31.12.2025					25	50	75	100	Maintaining Zero differences between Departmental books and Treasury Accounting statements.		

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
	16.10 Payment of Monthly Salaries.		01.01.2025	31.12.2025					25	50	75	100	Paying Monthly Salaries on due date.	Finance & Payroll Division	ADG/ Director / DD/AD
	16.11 Preparation and submission of Monthly Accounts Summary.		01.01.2025	31.12.2025					25	50	75	100	Submission of Monthly Accounts Summaries by due date.		
	16.12 Preparation of Monthly Bank Reconciliation Statement.		01.01.2025	31.12.2025					25	50	75	100	Submission of Monthly Bank Reconciliation Statement before 15 th of the following month.		
	16.13 Replying to the Audit queries.		01.01.2025	31.12.2025					25	50	75	100	Number of replies provided by due date		
	16.14 Closing of Accounts – 2025 as per the State Accounts & Treasury Operation Guidelines.		31.12.2025	31.12.2025					-	-	-	100	Closing of Accounts on due date.		
	16.15 Preparation of Annual Imprest Limit – 2026 based on approved budgetary provisions.		01.12.2025	31.12.2025					-	-	-	100	Submission of Approved Imprest Limit – 2026 before due date.		
	17. Establishment of New e-Payroll software.														
10	17.1 Work with the developer and other service providers to resolve the issues raised by e-Payroll users.		01.01.2025	31.12.2025					25	50	75	100	Number of issues resolved out of the issues raised.		
	17.2 Coordinate with relevant agency and ICTA regarding the further development of e-Payroll software.		01.01.2025	31.12.2025					25	50	75	100	Number of Development Completed out of the requirement.		
	17.3 Implementation of new e-payroll software at national level.		01.01.2025	31.12.2025					25	50	75	100	Number of Organizations Implemented.		

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			
	18. Maintaining the GPS payroll software and provide supportive services.													Finance & Payroll Division	ADG/ Director / DD/AD
	18.1 Issuance of GPS software to Government Institutions as requested.		01.01.2025	31.12.2025					25	50	75	100	Number of GPS soft copies issued.		
	18.2 Providing the technical support to resolve the problems arising in the use of GPS.		01.01.2025	31.12.2025					25	50	75	100	Number of issues resolved out of the total number of issues.		
	18.3 Conduct training programs in the use of GPS program.		01.01.2025	31.12.2025					25	50	75	100	Number of Training programs and Number of officers trained.		
5	19. General Administration.													Administ ration Division	ADG/ Admini strative Officer
	19.1 Updating the personal files.														
	19.1.1 Approving salary increments on due date		01.01.2025	31.12.2025					25	50	75	100	Number of salary increments approved on due date.		
	19.1.2 Preparation and Approving salary conversions as and when necessary		01.01.2025	31.12.2025					25	50	75	100	Number of salary conversions approved.		
	19.1.3 Forwarding the applications of Efficiency Bar (EB) and other examinations.		01.01.2025	31.12.2025					25	50	75	100	Number of Applications forwarded.		
	19.1.4 Updating cadre information to the PACIS & E-Payroll Systems and reporting to the relevant institutions.		01.01.2025	31.12.2025					25	50	75	100	Updated PACIS and E-Payroll Systems. Submission of reports to the relevant institutions 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			
	19.2 Making necessary arrangements for transfers of staff.													Administ ration Division	ADG/ Admini strative Officer
	19.2.1 Submitting applications for internal and external transfers.		01.01.2025	31.12.2025					25	50	75	100	Submission of the applications on due date		
	19.2.2 As per the order given by the Head of the Department, attaching the officers transferred to the Department to the relevant divisions.		2025.01.01	2025.12.31					25	50	75	100	Time taken to the attachment		
	19.3 Organizing training/ capacity building programs and knowledge sharing programs.		01.01.2025	31.12.2025					25	50	75	100	Number of training programs conducted and Number of Officers participated.		
	19.4 Maintaining and the updating the leave register.		01.01.2025	31.12.2025					25	50	75	100	Updated leave register on time.		
	19.5 Railway warrants and season tickets.														
	19.5.1 Issuing railway warrants		01.01.2025	31.12.2025					25	50	75	100	Number of railway warrants issued by on time.		
	19.5.2 Forwarding the season tickets request to Department of Railway.		01.01.2025	31.12.2025					25	50	75	100	Forwarding the requests on due date.		
	19.6 loans, advances, overtime and other bills submit for the payments		01.01.2025	31.12.2025					25	50	75	100	Number of vouchers forwarded.		
	19.7 Delivering office mail.		01.01.2025	31.12.2025					25	50	75	100	Delivered mail on time.		

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			
	19.8 Manage and maintenance of vehicle fleet.														
	19.8.1 Referral to vehicle services and repairs.		01.01.2025	31.12.2025					25	50	75	100	Referral for vehicle services on schedule date and repairs as required.		
	19.8.2 Update of Insurance and license.												Update of Insurance and license on due date.		
	19.8.3 Conduct fuel inspections.												Conduct fuel inspection on scheduled dates.		
	19.9 Preparation of Performance Report for the year 2024.		01.01.2025	31.05.2025					60	100	-	-	Submitted on due date.		
	19.10 Preparation of Annual Action Plan for the year 2026.		01.11.2025	31.12.2025					-	-	-	100	Submitted on due date.		

Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2025 (Including the first 4 months)

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)	6,503	6,350	6,529	19,382	6,864	6,377	6,377	19,618	6,377	6,377	6,377	19,131	6,377	6,378	6,377	19,132	77,263	
	Other Allowances paid with salary(Except object code 1003)	1,114	1,110	1,110	3,334	1,095	1,367	1,367	3,829	1,367	1,367	1,366	4,100	1,365	1,364	1,364	4,093	15,356	
II	Overtime and Holiday pay (1002)	1,083.33	1,083.33	1,083.33	3,250	1,083.33	1,083.33	1,083.33	3,250	1,083.33	1,083.33	1,083.33	3,250	1,083.33	1,083.33	1,083.33	3,250	13,000	
II	All other Recurrent Expenditure	1,308	1,258	1,258	3,824	1,258	1,258	1,258	3,774	1,258	1,258	1,258	3,774	1,258	1,258	1,258	3,774	15,144	
	Total Recurrent	10,008	9,801	9,980	29,790	10,300	10,085	10,085	30,471	10,085	10,085	10,084	30,254	10,083	10,083	10,082	30,248	120,763	
V	Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
✓	Other all Capital Expenses	-	381	95	476	-	179	5,780	5,959	7,300	11,210	26,340	44,850	26,000	26,450	27,765	80,215	131,500	
VI	Public Officers Advance Account	122	500	60	682	898	678	678	2,254	678	678	678	2,034	678	678	674	2,030	7,000	
II	Deposit Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
III	Other Advance Accounts	35	35	35	106	35	35	35	106	35	35	35	106	35	35	35	106	425	
X	Public Servants Mutual Guarantee Association (8013)	338	-	-	338	-	-	-	-	-	-	-	-	-	-	462	462	800	
	Grand Total	10,504	10,718	10,171	31,392	11,234	10,978	16,579	38,790	18,099	22,009	37,138	77,245	36,797	37,247	39,019	113,062	260,488	

If the information given in the above table are certified as correct:

Prepared By: *Rullayen*

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

- Official Stamp

Checked By: *g*

This amount should be tallied with grand total in column no 11 of the Form No: TDI/IMP-01

Date: 2025.04.09

2025/04/09

U. K. D. C. Ishara
Director (Finance)

Application for Annual Imprest Limits for the Year - 2025 (Including the first 4 months)

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

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)	(2)	(3)	(4)	(5)	(6)	2+3+4+5+6=(7)	(8)	1-7+8=(9)	(10)	9-10=(11)
Programme Services (Recurrent Expenditure)														
Programme	Salaries(1001-1003)	Other Allowances paid with the salary	Others											
1	100,000	15,356	15,144	130,500	9,737	-	-	-	-	9,737	-	120,763	-	120,763
2														
3														
Sub Total -1	100,000	15,356	15,144	130,500	9,737	-	-	-	-	9,737	-	120,763	-	120,763
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	131,500	-	-	-	-	-	-	-	-	-	-	131,500	-	131,500
2														
3														
Sub Total -2	131,500	-	-	-	-	-	-	-	-	-	-	131,500	-	131,500
Deposit Account														
Public officers Advance Account				7,000								-	-	-
Other Advance Accounts				1,125			**400			400		7,000		7,000
Public Servants Mutual Guarantee Association (8013)				-								725	300	425
Sub Total - 3				8,125	-	-	400	-	-	400	-	**800		800
Grand Total (1+2+3)				270,125	9,737	-	400	-	-	10,137	-	260,788	300	260,488

Information given in the above table are certified as correct

is allocated to DS- Jaffna for Foreign Pension Payment.

is allocated to pay the Income tax on Public Servants Mutual Guarantee Association's Income.

R. K. D. C. Ishara

Calculations should be given in a separate sheet

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

- Official Stamp

E-mail

Telephone No

Date

2025-04-09

K.K.D.C. Ishara

Director (Finance)

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 2025

Type of Allowance	Rs.' 000												Grand Total
	January	February	March	April	May	June	July	August	September	October	November	December	
Fuel	496	496	496	480	667	667	667	667	666	666	666	666	7,300
Transport	500	500	500	500	575	575	575	575	575	575	575	575	6,600
Telephone	66	63	63	63	63	63	63	63	63	62	62	62	756
Housing	-	-	-	-	-	-	-	-	-	-	-	-	-
Property loan interest	52	51	51	52	62	62	62	62	62	62	61	61	700
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	1,114	1,110	1,110	1,095	1,367	1,367	1,367	1,367	1,366	1,365	1,364	1,364	15,356

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

Prepared By :- [Signature]
Checked By :- [Signature]

Chief Financial Officer/Chief Accountant/Director (Finance) - Signature : [Signature]
- Name : _____

Date - 20.02.2025

- Official Stamp

2025/4/10

Procurement Plan for the Year 2025
Department of State Accounts.

Department/ Line Agency/Ministry	Procurement Category	Estimated Cost Rs Mn	Source of Funding	Vote Particulars	Procurement Method (ICB,LIB,LNB NCB,NS,DC)	Level of Authority	Priority status U=Urgent P=Priority N=Normal	Current status of Procurement Preparedness activities	Scheduled Date of Commence ment	Scheduled Date of Completion	Remarks
GOODS											
Department of State Accounts	Stationery and Office Requisites	2.25	GOSL	250-1-01-1201	NS/DC	DG/DPC	N	Scheduling Requirements	01.01.2025	31.12.2025	
	Furniture & Office Equipments	3.00	GOSL	250-1-01-2102	NS/DC	DG/DPC	N	Scheduling Requirements	01.01.2025	31.12.2025	
SERVICES											
Department of State Accounts	Hiring of Motor Vehicle	4.25	GOSL	250-1-01-1408	NS	DPC	P	Scheduling Requirements	01.02.2025	30.04.2025	
WORKS											
Department of State Accounts	Repairs to Buildings & Structures	0.10	GOSL	250-1-01-2001	NS/DC	DG	P	Scheduling Requirement	01.01.2024	15.02.2024	

GOSL	Government of Sri Lanka
NS	National Shopping
DC	Direct Contracting
DG	Director General
DPC	Department Procurement Committee

Prepared by
I.A.S.S. Kumara
Development Officer

Checked by
W.A.H. Fernando
Deputy Director (Finance)

Recommended by
N. Wijeweera
Additional Director General
23/12/2024

Approved by
W.A. Samantha Upananda
Director General
Department of State Accounts
General Treasury
C/O No. 01
Date: 23/12/2024

Name of the Institute :- Department of State Accounts

Mission :- 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 :-

- Development and maintain an integrated financial information system for Government Ministries and Department in accordance with generally accepted accounting principles 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 through Crown Agents , payment of pensions on behalf of other Government and Management of Mutual Guarantee Association.

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 Preliminary Report		√				1	2
2	Chief Internal Auditors Quarterly Assessment Report & progress report		√	√	√	√	4	10
3	Conduct the Audit Management Committee (AMC) meeting		√	√	√	√	4	8
4	Implement the ITMIS program in all Central Government Ministries, Departments, District Secretariats and Special spending units (3)	2			√	√		20
5	Financial Management (16)	19	√	√				20
6	Advance accounts (9)	10	√					20
7	Special Assessments							