

Account Branch

Our Vision

Dedicating to utilize public resources and finance in order to achieve a good living standard for the people.

Our Mission

Our Mission is to provide for the needs of the people in an efficient impartial reasonable and friendly manner and maintaining a financial control with transparency and responsibility according to public financial rules and regulations.

Financial Assistant - Fr 115, Fr 135 Shroff Duties & Supervision of the Duties

Duties

- A/01 Imprest Cash Book & Salary (Manual)
- A/02 Main Accounts Summary & Public Officers Advance "B" Account
- A/04 Releasing Provision of other Department & ministries
- A/05 Salary (Payroll System), Request of land Compensation, Procurement Committee, Bank Reconciliation statement
- A/06 Audit Query's answer Preparation, District & Division Inventory Verification, Revenue Report Preparation, Revenue Refund, Loss Detail
- A/07 District Secretariat monthly Accounts Summery & printing cheques Bank reconciliation
- A/08 Releasing Provision of District Secretariat – Colombo
 - Preparation of Budget estimates
 - Preparation of Budget estimates
 - Reconciliation of Deposit account
- A/09 Vote Ledgers, D.S. Deposit Account Ledger
- A/10 Payment of Pension
 - Allocation & Imprest

Control Accounts & collecting the source document of monthly pension

Source Document all D.S. Office

A/12 Checking Vouchers

A/13 Stores/ Record Rooms

A/14 Procurement, Purchasing

Accounting section

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