

To Secretaries of all Ministries;  
Chief Secretaries of Provincial Councils;  
Heads of Departments;  
District and Divisional Secretaries;  
Heads of Institutions.

**Computerizing the Functions of the Combined Services Division of the  
Ministry of Public Administration and Home Affairs  
(E-Human Resources Management Project)**

E - Human Resources Management Project, which is aimed to function all Human Resources matters of officers in the services under the Combined Services Division through a Computerized Information System has been commenced on 05.12.2005. With the implementation of this project, all Human Resources matters relating to Recruitments, Confirmations in service, Promotions, Efficiency Bar Examinations, Transfers, Retirement and Disciplinary actions can be performed without any delays. Further it will ensure the updated and accurate information and statistics facilitating the smooth functioning of both decision making and administration process.

02. First phase of this project is gathering the accurate data of the officers serving in respective services. Arrangements have now been made to computerize these data on priority basis, on the accuracy, completeness and prompt submission of relevant data. Such officers will enjoy priority in getting an expeditious service. Accordingly Heads of Departments are required to take actions in the following manner.

03. Data of the officers of the following services are entered to the computerized system .

- i. Sri Lanka Administrative Service
- ii. Translators' Service
- iii. Librarians' Service
- iv. Public Management Assistants' Service
- v. Office Employees' Service
- vi. Drivers' Service

Data of the SLAS officers serving in provincial councils and local government offices should be sent through the respective Chief Secretaries. Data of the officers belonging to the above mentioned services serving in Ministries, Department and other Institutions should be sent through the respective Heads of the institution. Further, data of the officers who are belonging to above services and released on secondment basis for the service of other government institutions and those who have been released on no pay, officers who are on leave out of Sri Lanka and who are serving in foreign mission, who have been interdicted and who are under compulsory leave should be submitted by relevant Heads of Department and Secretaries to Ministries.

04. A data gathering sheet is provided for each officer. Relevant data should be submitted considering the office where the officer is serving when the data sheet is completed and the post held by him at the same time. Necessary steps will be taken to enter all changes take place after such date.

05. Every officer who has been appointed for coordination will be provided with a set of instruction and a completed data sheet, to refer as a specimen. It is compulsory to fill data sheet **in English** in order to facilitate the computerizing. For further clarifications in this regard, please contact the following officers in the Combined Services Division .  
011-2684404 or 011-2694300 .

- 1.Mr. Nuwan Thusharika- Project Assistant
- 2.Mrs.Duleeka Jayawardena- Human Resources Assistant
- 3.Mrs. Priyanka Sudasinghe - Human Resources Assistant

06. It is appropriate to assign the completion of data sheet to the officers dealing with personal files since getting information from relevant officer and the confirmation of the accuracy of data comparing them with personal file is highly important. Action will be taken to pay an allowance of Rs.10.00 per each data sheet, which bears accurate and complete information. Their responsibility is to submit the data sheets with accurate data within due time.

07. Once the forms in Ministries/ Departments/ Institutions are sent, the voucher attached as **Annex 01** mentioning clearly the name of payees should be returned to the Director General, Combined Services along with the recommendation of the Head of the Institution. Data sheets and the summary of them (**Annex 02**) of the institutions in Western province should be sent to the Director General, Combined Services before **02.06.2006** and other institutions should be sent before **23.06.2006**. The data sheets should be enclosed in separate envelopes according to the grades and the top left corner of the envelope should bear the words; **E-HRM/(short title of the service)** (Eg: E-HRM / PMAS I) you are kindly requested to pay attention, personally, for the success of this project.

Sgd. D.Dissanayake  
Secretary  
Ministry of Public Administration  
and Home Affairs

**Annex 01**

**Ministry/Department/Institution :**.....  
.....

Name of the Officer	Allowance per each data sheet	Number of completed data sheet	Total Payment
Total			

It is hereby recommended to pay sum of Rs.....for completion of data sheets by the above officers.

Date : .....

.....  
Signature of Head of Department

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**For Office use :**

I recommend the above payment.

Date : .....

.....  
Director of Combined Services

**Annex 02 (Two copies should be sent)**

This form should be used separately for each grade of the services and sent also in separate envelopes along with the Data Gathering Sheets of officers.( Eg :PMAS I, PMAS II, KKS I )

**Summary of the forms completed**

Service and Grade : .....

Ministry/Department/Institution :  
.....  
.....

Serial No	Number of the letter of appointment	Number of the personal file	Name of the officer
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Particulars filled by the subject Clerk in relating to the above officers , serving in this Ministry / Department /Institution are certified as correct and they are sent herewith for further action.

Date:

Name of the Head of Department/Institution:

Designation:

Signature:

Official Stamp: