

My No : MPA/HRD/IT/26/33/e-GN Project
Ministry of Public Services,
Provincial Councils and Local Government
Independence Square
Colombo 07.

2021.11.05

Secretaries to Ministries
Secretaries to State Ministries
Chief Secretaries of Provinces
Heads of Departments
District Secretaries/ Government Agents
Divisional Secretaries
Heads of State Corporations, Statutory Boards

**Entering Data of the Officers in Public Institutions and their families to the
'e-Grama Niladhari' System**

A database and a software for collecting and accessing information related to the day to day activities associated with the services provided to the public through Grama Niladharis have been implemented under the 'e-Grama Niladhari' (eGN) project. This project, which has been endorsed by the Cabinet of Ministers as a project of national importance, is currently being implemented by the State Ministry of Home Affairs under the technical and project management consultancy assistance of the Information and Communication Technology Agency of Sri Lanka (ICTA).

02. At the same time, as per the recommendations of the Presidential Task Force in charge of Economic Revival and Poverty Eradication on making the public service friendlier and more efficient, the Cabinet Appointed Committee to Evaluate Changes to Ongoing Projects has given its concurrence to expedite the proposed data collection process of the e-Grama Niladhari project covering the whole island.

03. The Ministry of Technology is in the process of enacting relevant regulations under the provisions of the Electronic Transactions Act No. 19 of 2006 to enable the storage of data collected as such, electronically and their use in the relevant official applications. The privacy and confidentiality of the data collected in this manner and of the information with respect to each individual, updated by the Grama Niladhari of the relevant Grama Niladhari Division, is ensured under standard data protection / sharing and privacy protection policies. To this end, relevant government officials and agencies are allowed to access and use this data only in accordance with the citizen service requirements and official government data requirements.

04. Instructions and guidance have already been given to the District and Divisional Secretaries and Grama Niladhari by the State Ministry of Home Affairs to be prepared in using the e-Grama Niladhari Data System and the Software with regard to the duties performed when providing citizen services and in compilation of household data for various government institutions.

05. The approval of the Cabinet of Ministers has been granted to implement a joint programme by the State Ministry of Home Affairs and the Ministry of Public Services, Provincial Councils and Local Government to enter the data of all public officers into the eGN database using an electronic method prior to the collection of the data at household level with the use of a printed data collection form, with the aim of expediting the use of this system and to provide the benefits of the project to the public employees sooner according to the decision taken by Cabinet meetings held on 20.03.2019 and 29.03.2021 dated.

06. As per these approvals, the following steps will be taken to collect the data and basic household data of public officers and their family members through the special e-Sewa portal (www.esewa.gov.lk) of the e-Grama Niladhari system.

- (i) A senior official in charge of establishment or human resource development must first be nominated by the respective Head of organization to plan and to oversee the process of entering data related to all public officers in the organization (including of branches or regional offices) and their family members.
- (ii) Thereafter, a Staff Officer in charge of the subject of Information Technology should be also nominated to provide technical assistance in the process of entering data into the system.
- (iii) The projected duration for this data entry process should be planned after assessing at least the approximate number of public officials of each organization as of present (A period not exceeding six (06) weeks is recommended for this task). Reports certified by the Heads of organizations, including detailed of the nominated coordinating officers as above and other key details, should be completed as per **Annex-01** only in English medium and make arrangement to send them to the email address: egn@moha.gov.lk before 22.11.2021.
- (iv) This data collection will be done covering the fields given in **Annex-02**. Accordingly, the officers nominated above should take measures to create awareness in advance among each staff member of the importance of providing accurate information respective to them and their families.
- (v) A unique User Name and a Password, provided by the State Ministry of Home Affairs, will be sent to the official email address of the nominated senior officials of each public organization for the purpose of enrolling each staff member of the above portal of e-Grama Niladhari data system as a citizen user. [The email

addresses provided in connection with these officers must be only an official email address of the government/organization. In the form of (<designation>@<domain name of the organization>.gov.lk) or (<designation>@<domain name of the organization>.lk)].

Example : xyz@abc.gov.lk

xyz@abc.lk

You are instructed to refrain from requesting access to this data entry process through personal or other forms of email addresses.

07. The State Ministry of Home Affairs has made arrangements to conduct training sessions on the future steps of this process for the two key officers nominated by each organization.

08. You are informed that for further clarifications or inquiries in this regard, only the officers proposed in paragraph 06 above (Senior Staff Officers or Staff Officers in charge of IT) should contact the following officers.

Name	Mr. W.M.D.S. Gunarathna	Ms. M.N.N. Sufna
Post	Senior Assistant Secretary (Regional Administration Reforms) State Ministry of Home Affairs	Senior Assistant Secretary (Information Technology) Ministry of Public Services, Provincial Councils and Local Government
Email Address	sasrar@moha.gov.lk	egn-help@pubad.gov.lk
Telephone	0112050432 (Office) / 0714520545 (Mobile)	0112689414 (Office)
Fax	0112369231	0112698461

Sgd/ J.J. Rathnasiri
Secretary
Ministry of Public Services,
Provincial Councils and Local Government

<i>For office use only</i>			

**Entering Data of the Officers in Public Institutions and their families to the
“e-Grama Nialdhari” Data System / e-Sewa Portal**

(Please email the filled form to egn@moha.gov.lk or Fax to 0112369231)

(A) Details of the Ministry/ Provincial Council/ Department/ Organization

- i.) Name of the Ministry/Provincial Council:
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- ii.) Name of the Department/Organization
.....
- iii.) Status: (a) Government
- (b) Semi Government (Statutory)
- (c) Government owned Business
- iv.) Address:
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- v.) Phone (Office): vi.) Fax:
- vii) Official E-mail Address :

(B) Contact Details of the Senior Officer in charge of Establishment / Human Resource Development matters:

- i.) Name: (Mr./Mrs./Ms.):
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- ii.) Designation:
- iii.) Phone (Office): Mobile:
- iv.) Fax:
- v.) Official E-mail Address :

(C) Contact Details of the assigned Staff Officer in charge of Information & Communication Technology

- i.) Name: (Mr./Mrs./Ms.):
- ii.) Designation:
- iii.) Phone (Office): Mobile:
- iv.) Fax:
- v.) Official E-mail Address :

(D) Details of Employees

As of (Date):/...../..... (DD/MM/YYYY)

No. of Regional Offices/Branches (if available):

	Head Office					Regional Offices/Branches				
(i) Appx. No. of full-time and pensionable staff										
(ii) Appx. No. of full-time and staff eligible for EPF/ETF										
(iii) Contract based employees										
(iv) Other										
Total										

(a) Planned date of commencing employees' data entry (DD/MM/YYYY):

(b) Planned date of completing employees' data entry (DD/MM/YYYY):

----- **To be signed by the Head of Department/Organization** -----

Signature :

Name :

Designation :

Date :

Entering the data of the Public Officers and their family members to the data base of e-Grama Niladhari project - Data fields covered

1) Details on the location of the housing unit and its land

- 1.1 Province, District, Divisional Secretary's Division, Local Government Institution and Electorate etc. related to the location of the housing unit
- 1.2 Information with regard to housing unit and land
 - Nature of the housing unit, address, registration in the Voters' Register and Rate No etc.
 - Ownership of the land/ period of residence
 - Nature of the house (type, extent, nature of the walls/roof/floor)
 - Facilities of the house (Electricity/ water/ power/ sanitation and waste management)
 - Information on disasters and crop damages during the last 10 years

2) Details of the persons considered under the housing unit

- 2.1 Basic information about each member of the household, including the head of the household
 - Full Name, Date of Birth, National Identity Card Number, Driving License Number, Passport Number
 - Mobile phone number, personal email address (if any)
 - Relationship to the head of the household, religion, ethnicity, civil status
 - Basic information on the household members who are abroad
- 2.2 Level of education and other related information of the member
 - i. Current educational status, highest educational qualifications obtained
 - ii. Language proficiency, technical and vocational training obtained (NVQ, formal and others)
- 2.3 Details of economic activities
 - Nature of the main employment/economic activity (Agri, Services, Industries)
 - The nature of the job expected if not currently engaged in economic activity
 - W & O.P. Number of the Public Employees
 - Pension No if a Pensioner/ W & O.P Number and the Divisional Secretariat by which the pension is paid

- 2.4 Information on houses / lands in or outside the existing Grama Niladhari Division (location, size, extent cultivated and agro / economic crops, nature of property ownership)
- 2.5 Details of current monthly income (range), whether income tax is paid
- 2.6 Information on current / previous material and financial assistance and subsidies received from the Government, details of bank accounts receiving / expecting to receive such subsidies