

Home Affairs Circular No:- 14/2022

My No: - HA/02/33-I
Home Affairs Division
"Nila Meura", Elvitigala
Mawatha, Colombo- 05.
15.11.2022

Additional Secretary (Admin), Public Administration,
Additional Secretary (Admin), Home Affairs,
Additional Secretary (Admin), Provincial Councils and Local Government,
All District Secretaries,
All Divisional Secretaries,

Implementation of SYSCGAA Online Office Management System into the Future

It has now been identified through the pilot project launched in the Home Affairs Division of the ministry and at district secretariat and divisional secretariat level that the SYSCGAA online office management system can be successfully implemented. Further, this project has been certified as a secure project by Sri Lanka Computer Emergency Readiness Team (SL-CERT).

02. Accordingly, from now on, you are hereby informed to implement the submission of leave applications, future programmes, and completed programmes for approval only via this system.

03. And, you are further informed to minimize public expenditure by taking action to reduce unnecessary printing costs when dealing with leave, future programmes and completed programmes. It will be sufficient to print only the essential monthly and annual summaries with respect to leave and keep them in relevant files. Since separate user accounts have been created and made available access facilities at divisional, district, and national level for the auditors to audit this SYSCGAA data base, the audit activities with regard to the above modules should be performed using an online methodology.

04. Action will be taken to identify the officers who utilize the database to the maximum level through the database itself and to prioritize the institutions that provide more efficient services in the future and thereby perform appraisals.

05. At the same time, in addition to these modules, new modules are being further developed as per the views and suggestions received from you, and accordingly, updated versions of said modules are expected to be introduced in the near future.

06. And, if there are any issues or suggestions regarding this system, you are further informed to forward them to the email address: syscgaasystem@gmail.com.

Sgd/ M.M.P.K. Mayadunne

Secretary

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