

Home Affairs Circular- 01/2023

My Number: HA/02/26/05/03
Ministry of Public Administration, Home
Affairs, Provincial Councils and Local
Government,
“Nila Medura”
Elvitigala Mawatha,
Colombo 05.
10.01.2023

All Provincial Chief Secretaries,
All District Secretaries,
All Divisional Secretaries,

Digitalization of Resource Profile

The ‘Resource Profile’ is already being prepared at Provincial Council, District and Divisional Secretariat levels in order to facilitate the management by properly identified existing resources at the area. It is essential to operating an integrated information system for classified data by user friendly and scientific based and using relevant data of required persons only even though various kind of online information management systems have been updating by dedication respective officers.

2. It has been decided to update the "Resource Profile" compiled by the Ministry in charge of the subject of home affairs to centralized database and to release it on a digital platform. For that purpose, this digital data system can be accessed through the website: www.resourceprofile.gov.lk.

3. Here, it is necessary that the ministries, Provincial Councils, Districts, and Divisional Secretariats prepare the “Resource Profile” at the grassroots level in a standard manner and identify the officers who are responsible for that. In implementing this task in a formal manner, it is emphasized that the following instructions and provisions should be adhered to;

- 3.1 To assign responsibility to the Deputy/Assistant Director (Planning) as the specified staff officer.
- 3.2 Appointing an Economic Development Officer equipped with proper knowledge and experience in this task as the regular supportive officer and obtaining the assistance of Statistical Officers for this purpose.
- 3.3 All field officers serving in divisional secretariats to provide information expected to be managed under their respective scope of duties in such a way that it can be entered into ‘National Resource Profile’.
- 3.4 For that purpose, the officers may prepare their own accounts according to their scope of work. The preparation and administration of accounts of these officers should be done by the current information coordination officer or any other suitable officer nominated by the head of the organization.
- 3.5 According to the nature of data, identifying the time periods/intervals at which the data may be updated. (Weekly, monthly, quarterly, and annually, etc.)
- 3.6 According to the classification of the data, the head of institution who will bear responsibility for the data in each division should be identified in the future.

(Ex: Data related to schools: Zonal Director of Education, Health data: Regional Health Services Officer)

3.7 The active contribution of the Provincial Councils and Local Government are essential for this task.

4. User Data Entries

4.1 After completing the necessary training and raising awareness about the system, entering data into the system should be started before January 30, 2023.

4.2 System Access Accounts can be prepared for all ministries, departments and other government institutions. All users who get themselves registered under the system will be allowed to access data and information at national level, provincial level, district level and divisional level.

4.3 In providing access to collected data, attention should be paid to giving that rights only for the officers who bear responsibility in that regard and to take necessary action to exchange data under the legal provisions of personal data protection.

5. If there are any districts/ divisional secretariats that are presently covered by e-Grama Niladhari Project and other official data collecting projects of the government, action will be taken to develop more meaningful database in harmony with the said databases.

6. This online "National Resource Profile" has been jointly formulated by the Community Affairs Division of the Presidential Secretariat and the Information Technology Department of the Ministry of Finance, Economic Stabilization and National Policies. The coordination and facilitation of this programme at the national level is carried out by the State Ministry of Home Affairs, while the District Secretariats and the Divisional Secretariats bear the responsibility for implementation at the district and divisional level.

Sgd/ Neil Bandara Hapuhinna

Secretary

Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

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1. All Provincial Governors
2. Secretary to the President
3. Secretary to the Prime Minister
4. Secretary to the Cabinet
5. All Ministry Secretaries
6. All Heads of Departments
7. All Heads of Statutory Institutions
8. Auditor General