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Ministry of Public Administration,
Provincial Councils and Local
Government
Independence Square
Colombo 07.

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Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Utilization of Information Technology Tools for Daily Duties

The use of Information Technology tools is an optimal solution for most of the issues faced by the general public as service recipients in obtaining government services and by government officers as service providers in delivering the said services.

02. The Ministry of Digital Economy has published a set of instructions including a simple explanation on the Information Technology tools that can be utilized to maintain an effective public service with proper time management and the manner in which such tools should be used.

03. The set of instructions containing simple guidelines on Information Technology tools and their usage has been published under 'Downloads' of the official website of the Ministry of Digital Economy at <https://mode.gov.lk> and the relevant guidelines can be downloaded through the following links.

Sinhala - <https://mode.gov.lk/si/guidelines/Docs/modeigsin.pdf>

Tamil - <https://mode.gov.lk/ta/guidelines/Docs/modeigtam.pdf>

English - <https://mode.gov.lk/guidelines/Docs/modeigeng.pdf>

04. You are informed to apprise all Heads of Institutions under your purview on the above set of instructions on Information Technology tools and their usage and to take action to encourage the utilization of these Information Technology tools for their daily duties as applicable.

Sgd./ S. Alokabandara
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