මගේ අංකය எனது இல My No	CS/SLAS/Info.MS	ඔබේ අංකය உமது இல Your No		දිනය திகதி Date	07.10.2021

Secretaries of Ministries
Secretaries of State Ministries
Chief Secretaries of Provinces
Secretaries of Commissions
District Secretaries/ Government Agents
Heads of Departments

Introducing an online IT system for Administration work of the Officers in All Island Services

In the face of the current Covid 19 epidemic, there is a need to use a new online information technology system to make the administration work of the officers in All Island Services more accurate and efficient. As the first phase of this project, arrangements have been made to introduce an online IT system for the administrative activities of the officers of the Sri Lanka Administrative Service. The guide on how to use this system is given in Annexure 01.

02.   The new HR Management System can be accessed through hrms.pubad.gov.lk and the following applications can be submitted online through the system.

   i. Application for confirmation of service of the officers of Sri Lanka Administrative Service

   ii. Application for promotion to Grade II of Sri Lanka Administrative Service (The new methodology should only be used for officers who are eligible on or after 01.09.2021 and the existing method should be used for other officers.)

   iii. Applications for formal appointment to the post of Officers in Sri Lanka Administrative Service

   iv. Applications for Acting / Performing Duties in Sri Lanka Administrative Service

   v. Non-Annual Transfer Application Forms for Officers in Sri Lanka Administrative

03.   Applications should be forwarded through this system by the Cabinet Ministry, State Ministry, Chief Secretary to the Provincial Council or Special Expenditure Unit Offices (Presidential Secretariat, Prime Minister's Office, Commissions and other similar institutions) to which the officer belongs.

* NB

When an officer is working in a Central Government Department / Institution, application should be forwarded through the Cabinet or State Ministry to which that Department / Institution belongs, with the recommendation of the Secretary to the relevant Ministry, and when the officer is working in an institution belonging to a Provincial Council, the application should be submitted by the Chief Secretariat of the relevant Provincial Council

04.   With regard to the institutions mentioned in No. 03 above, facilities have been provided for the officers who are in charge of the personal files of the officers in All Island Services, to create separate usernames and related passwords in the system.

05.   When submitting applications using this human resource management system, it is not necessary to send hard copies to this Ministry by post and it is sufficient to scan and upload the documents related to each application. However, it is mandatory to file the originals of the relevant applications and related documents in the personal file of the officer.

06.   Applications mentioned in 02 above should be forwarded to this Ministry from now on only through the new Human Resource Management System. Applications received by post after 2021.11.30 will be returned.

07.   Further instructions on using this system and reporting can be obtained via T.P. 011 - 2698605.

08.   It is expected to use this information system for officers in all island services in the future, and I highly appreciate your support in making this project a success, which will enable us to enhance the efficiency and quality of our public service through the use of information technology.

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

Human Resource Management System

01. Accessing the Human Resource Management System

I. Access the Internet by clicking on the "google chrome" or other web browser icon installed on your computer.

II. Enter http://hrms.pubad.gov.lk in the address bar and access the Human Resource Management System. You will then see the Home Page where you need to enter the username and password to access the system. (Figure 01)
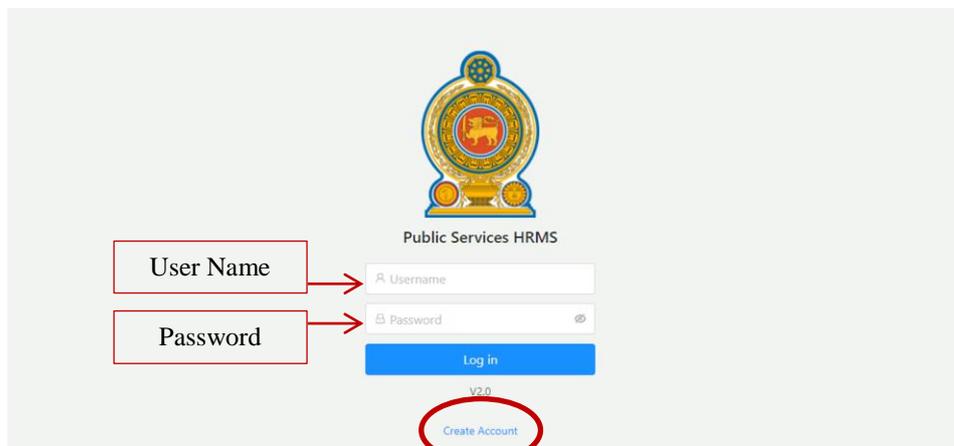
Figure 01 : Home Page

III. If you already have a verified username, you can enter the system by entering that username and the corresponding password.

IV. If you are not registered with the system, you will need to create a username using the "Create Account" link.

02. Creating user accounts using the system

I. When you click on the Create Account button, you will see a new web page. (Figure 02)

Figure 02 : Creating a User Account

II. Currently, the facility to set up user accounts in the system is provided only for officers who are maintaining personal files of S.L.A.S officers. (Ex: - Management Service Officers, Development Officers)

III. When preparing your account, if you are an officer working in the office of the Public Service Commission, you should select the user category "PSC User" and if you are an officer working in the Ministry of Public Service, Provincial Councils and Local Government, you should select the officer category "PubAd User", and if you work in another institution, you should select "Institute User"

IV. You can set up your user account by completing the requested information correctly on that page and clicking the submit button.

V. However, action will be taken to activate the relevant user account only after forwarding a letter signed by the Head of the Institution to the Ministry of Public Services, Provincial Councils and Local Government via fax number 011-2683651 confirming that the officer relevant to the activation of the account is a government official. You will be notified on the same via SMS.

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03.   Submitting applications through the application system

I.   The dashboard is first displayed to an officer who enters the system by entering the username and password (Figure 03). It provides information on the applications submitted by the institution.
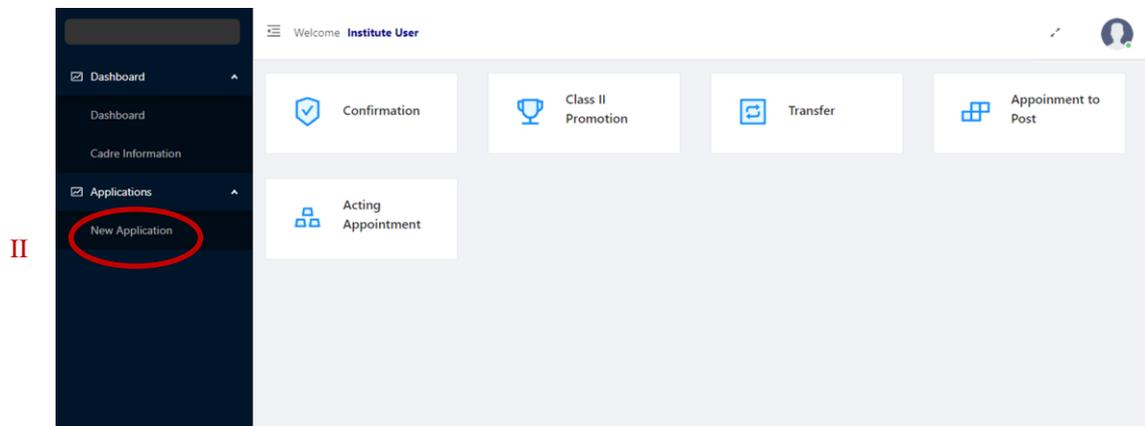

Figure 03 : Dash board

II.   Select the New Application sub-menu under Application in the main menu (Application → New Application) to submit the following applications to the Ministry of Public Services, Provincial Councils and Local Government.

01.   Application for confirmation of service of the officers of Sri Lanka Administrative Service
02.   Application for promotion to Grade II of Sri Lanka Administrative Service
03.   Applications for formal appointment to the post of Officers in Sri Lanka Administrative Service
04.   Applications for Acting / Performing Duties in Sri Lanka Administrative Service
05.   Non-Annual Transfer Application Forms for Officers in Sri Lanka Administrative Service

III.   When these applications are submitted, the officer should be searched using the National Identity Card number (Figure 04) and then the basic information of the officer concerned to submit the application will be displayed automatically.

Figure 04: Searching the officer using the National Identity Card number

IV.   After submitting additional information and uploading documents, the application form can be sent to the Ministry of Public Services, Provincial Councils and Local Government by clicking the Submit button.

V.   After submitting such applications, the applications will be forwarded to the Ministry of Public Service, Provincial Councils and Local Government and the Public Service Commission upon completion of various work steps and its progress can be obtained through the Dashboard.

VI.   It is further informed to contact S.L.A.S. Division on 011-2698605 in case of any query.