



**ප්‍රධාන ලේකම් කාර්යාලය - දකුණු පළාත**  
**பிரதான செயலாளர் அலுவலகம் - தென் மாகாணம்**  
**CHIEF SECRETARIAT - SOUTHERN PROVINCE**

මගේ අංකය எனது இல. My Ref. } CSS/03/01/පොදු	ඔබේ අංකය உமது இல. Your Ref. }	දිනය திகதி Date } 2021.10.18
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ආණ්ඩුකාර ලේකම්, ආණ්ඩුකාර ලේකම් කාර්යාලය,  
 සභා ලේකම්, සභා ලේකම් කාර්යාලය,  
 ලේකම්, රාජ්‍ය සේවා කොමිෂන් සභාව,  
 සියළුම අමාත්‍යාංශ ලේකම්වරුන්/ සියළුම නියෝජ්‍ය ප්‍රධාන ලේකම්වරුන්,  
 සියළුම දෙපාර්තමේන්තු ප්‍රධානීන්/ ව්‍යවස්ථාපිත ආයතන ප්‍රධානීන්,  
 දකුණු පළාත.

**රජයේ කටයුතු සඳහා ඉලෙක්ට්‍රොනික ගනුදෙනු පනත භාවිතා කිරීම.**

උක්ත කරුණ සම්බන්ධයෙන් ජනාධිපති ලේකම්ගේ අංක PS/CTF/01/01 හා 2021.09.29 දිනැති ලිපිය කෙරෙහි ඔබ අවධානය යොමු කරවමි. (පිටපතක් අමුණා ඇත.)

02. එමගින් ජනාධිපති ලේකම් විසින් නිකුත් කරන ලද අංක CTF/01/2021 හා 2021.09.23 දිනැති චක්‍රලේඛය කෙරෙහි අවධානය යොමුකර තිබෙන අතර, දකුණු පළාත් සභාවේ ආයතන තුළ තොරතුරු තාක්ෂණය මගින් ඉලෙක්ට්‍රොනික ක්‍රමවේදයන් ඔස්සේ සේවා සැපයීම සම්බන්ධව ක්‍රියා කළ යුතු ආකාරයත් ඒවායේ ප්‍රගතිය හා අනාගත සැලසුම් පිළිබඳව වාර්තාවක් 2021.12.31 දිනට පෙර ලබා ගැනීමේ අවශ්‍යතාවයත් දක්වා ඇත.

03. එබැවින් ඔබ ආයතනය මගින් තොරතුරු තාක්ෂණය භාවිතයෙන් මහජනතාව වෙත හෝ අභ්‍යන්තර කාර්යය මණ්ඩලය සඳහා කුමන හෝ මට්ටමක ඊ-සේවාවක් පවත්වාගෙන යාම පිළිබඳව මා විසින් ඔබ ඇමතු CSS/03/10 හා 2021.09.13 දිනැති “දකුණු පළාත් සභාවේ ඊ-සේවා පිළිබඳ තොරතුරු රැස් කිරීම” මෑයෙන් වූ ලිපියෙහි දක්වා ඇති ආකෘතියෙහි පරිදි තොරතුරු එවීමට අපොහොසත් වූ හෝ යම් තොරතුරක් යාවත්කාලීන කිරීමට අවශ්‍ය නම් හෝ ඒ පිළිබඳව 2021.10.25 දිනට ප්‍රථමව මාදු පිටපතක්(MSExcal හෝ MSWord) ලෙස [chiefsec03@gmail.com](mailto:chiefsec03@gmail.com) ඊ තැපෑල ඔස්සේ මා වෙත ලැබීමට සලස්වන ලෙස කාරුණිකව දන්වා සිටිමි.

ආර්. සී. ද සොයිසා,  
 ප්‍රධාන ලේකම්  
 දකුණු පළාත.





**ජනාධිපති කාර්යාලය**  
**சனாதிபதி அலுவலகம்**  
**PRESIDENTIAL SECRETARIAT**



**06 OCT 2021**  
**පාලන ආයතන**

මගේ අංකය : PS/CTF/01/01

2021 සැප්තැම්බර් මස 29 වන දින

**ලැබුණා**  
**06 OCT 2021**  
**ශ්.ප්‍ර.ලේ. (සාලය)**

සියලුම පළාත් ප්‍රධාන ලේකම්වරු

රජයේ කටයුතු සඳහා ඉලෙක්ට්‍රොනික ගනුදෙනු පනත භාවිතා කිරීම

උක්ත කරුණු හා සබැඳිව ජනාධිපති ලේකම් විසින් නිකුත් කරන ලද අංක CTF/01/2021 හා 2021.09.23 දිනැති වක්‍රලේඛයේ පිටපතක් මේ සමඟ ඔබ වෙත යොමු කරන අතර ඔබ පළාත් සභාව යටතේ ක්‍රියාත්මක පළාත් අමාත්‍යාංශ, දෙපාර්තමේන්තු හා අනෙකුත් සියලු රාජ්‍ය ආයතන ප්‍රධානීන් මේ පිළිබඳව දැනුවත් කරන ලෙසත් එහි විධිවිධාන ක්‍රියාත්මක කිරීමේ ප්‍රගතිය එහි සඳහන් පරිදි වාර්තා කිරීමට පියවර ගන්නා ලෙසත් කාරුණිකව දන්වා සිටිමි.

  
 එච්.එම්.බී.පී.හේරත්  
 ජනාධිපති අතිරේක ලේකම්  
 ජනාධිපති ලේකම් වෙනුවට

පිටපත් :

- 01. ලේකම් - කරු. දැ.ගැ.ස.  
 නාන්දිනි අමාත්‍යාංශය
- 02. සියලුම ආණ්ඩුකාර ලේකම්වරු - කරු. අ.ක.ස.



ජනාධිපති කාර්යාලය  
சனாதிபதி அலுவலகம்  
PRESIDENTIAL SECRETARIAT



My No.PS/CTF/01/01

23.09.2021

Circular No.CTF/01/2021

To: All Secretaries of Ministries  
All Secretaries of State Ministries  
All Chief Secretaries  
All Secretaries to Governors  
All Heads of Department and  
All Heads of Corporations, Statutory Bodies and Government owned companies

**USE OF ELECTRONIC TRANSACTIONS ACT FOR OFFICIAL GOVERNMENT PURPOSES**

In light of the global pandemic continuing to impact all nations, including Sri Lanka, there is an increased need for Government entities to modernize and transform its functions from manual to digital mode.

I draw your reference to Presidential Circular No: SP/SB/01/13 dated 09<sup>th</sup> October 2013 and wish to reiterate that all legal requirements for using electronic documents, electronic records and electronic communications (including e-mail) for official purposes, have been addressed by the Electronic Transactions Act No. 19 of 2006, as amended by Act No. 25 of 2017 (referred to as "ETA").

One of the main objectives of the ETA is "facilitate electronic filing of any form, application, or any other document with any ministry, department, provincial council, provincial ministry and department or local authority or, office, body or agency owned or controlled by the Government or a statutory body in a particular manner and to promote efficient delivery of public service by means of reliable forms of electronic communications". The ETA has also made provisions to achieve this objective through Section 8 of the ETA.



Although several Ministries, Government Departments and State Owned Enterprises (SOEs) have taken several positive steps in this regard in recent times, including the use of Electronic Signatures for internal use, the general adoption of digital methods for official government purposes is not yet satisfactory and there is room for improvement.

Therefore, Ministries, State Ministries, Departments and Government organizations are hereby directed to take immediate steps to start using electronic communications, electronic documents and electronic records for their official work. This will enhance efficiency and productivity whilst benefitting from the legal framework provided by the ETA.

I draw your specific attention to the following aspects which would ensure the efficient delivery of Government services to the public by digital means:-

**a. Use of Digital Processes and Electronic Signatures in Government Institutions**

Where any written law requires the filing of any form, application, or any other document with any Government Institution in a particular manner; or the issue of any license, certificate, permit or any other form of approval; or the receipt of payment, procurement or other transaction to be effected in a particular manner, such legal requirement is deemed to be satisfied if such filing, creation, retention, issue, grant, receipt, payment, procurement or transaction etc, is effected in the form of electronic records, electronic document or any electronic communication (Section 8 of ETA)<sup>1</sup>

**b. Legal Recognition of Electronic Communication:**

Information contained in data messages, electronic documents, electronic records and electronic communication should not be denied their legal recognition, effect, validity and enforceability and accepted legally similar paper-based documents. (Section 3 of ETA)

**c. Documents Required To Be In Written Form:**

Notwithstanding the fact that certain laws require particular documents to be in written form, such requirements can be satisfied by electronic means, provided information in the said electronic documents, electronic record and electronic communications are stored in a manner so as to be available for reference later. (Section 4 of ETA)

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<sup>1</sup> The term "electronic communication" as defined in Section 26 of the Electronic Transactions Act means any communication made by means of a data message

**d. Information Required To Be In Original Form:**

Where certain laws require that information be presented or retained in original form, such requirement can be met through electronic documents, electronic records and electronic communications if there is a process to ensure integrity to the information therein and the said electronic documents, electronic records or electronic communications are available for subsequent reference. (Section 5 of ETA)

**e. Electronic Signatures:**

Where certain laws make it mandatory to authenticate any information or communication by affixing a signature, such requirement is deemed to be met through an Electronic Signature. Please note the amended Section 7 of the ETA and technology neutral legal regime adopted through the "electronic signature" definition in Section 26. Digital Signatures also come within the ambit of electronic signatures. LankaClear, which was established by the Central Bank of Sri Lanka, together with ICTA under the overall supervision of the Ministry of Technology will provide the required guidance. Another circular on the use of digital signatures for official Government documents will be issued in due course, where more details would be available on this subject.

The benefit of adopting digital methods for official purposes, as provided under the ETA, are not limited to the above aspects, but specific attention is drawn to the above to ensure that all legal requirements for the use of such electronic methods for official purposes have been met through the ETA.

In the context of the adopting digital methods, Ministries, State Ministries, Departments and Government organizations are required to take note of the provisions of the National Archives Act No.48 of 1973, National Archives (Amendment) Act No.30 of 1981, the Public Administration Circular No. 25 / 2008 on the preservation of Government Records and the Right to Information Act. No 12 of 2016. The obligations to preserve information and Government Records under these statutory provisions can be done more effectively and efficiently through digital means under the ETA.

Therefore, you are instructed to immediately start using electronic communications, electronic documents and electronic records for all applicable official purposes, as per the provisions of the Electronic Transactions Act No.19 of 2006 (as amended). If clarifications are required regarding matters stated above, please send an email to [ceo@icta.lk](mailto:ceo@icta.lk) with copy to [legal@icta.lk](mailto:legal@icta.lk)

This circular shall be valid with effect from 1<sup>st</sup> October 2021 and the deadline for its implementation shall be 31<sup>st</sup> December 2021, during which period implementation progress report should be sent to the under-signed with a copy to Secretary, Ministry of Technology and Chairman, Information and Communication Technology Agency of Sri Lanka (ICTA)



P. B. Jayasundera  
Secretary to the President

Copy: Hon. Attorney General  
Secretary, Ministry of Technology  
Chairman, Information and Communication Technology Agency of Sri Lanka (ICTA).  
Director General, Treasury Operations, Treasury  
Chairman, LankaClear