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சனாதிபதி அலுவலகம்
PRESIDENTIAL SECRETARIAT



Circular No: SP/SB/03/10

May 31, 2010

Secretaries of Ministries

Chief Secretaries of Provincial Councils

Heads of Departments

Heads of Corporations, Statutory Bodies and Government owned Companies

Policy and Procedures for ICT usage in Government (eGovernment Policy)

I am happy to inform you that the Cabinet of Ministers approved the "Policy and Procedures for ICT usage in Government (eGovernment Policy)" on 2009-12-16 as a major step marking the Year of English and ICT. A copy of the English version of the eGovernment policy is enclosed for your information and adoption. This policy is available in all three languages (Sinhala, Tamil and English) for downloading at the website of the Information & Communication Technology Agency of Sri Lanka (ICTA) www.icta.lk.

The Cabinet of Ministers has approved that all government agencies and institutions at national, provincial and local levels including companies fully owned by the government to adopt the use the ICT policies and procedures from January 2010.

Some of the salient features of this policy can be summarized as follows:

1. All Government organizations should establish an ICT unit and appoint a Chief Innovation Officer (CIO) to be in charge of ICT and eGovernment related work of the organization.
2. Each Government organization should draft and implement an annual ICT plan which enunciates the way in which ICT is to be used in realizing the vision and mission of the organization. The plan should include the annual plan for ICT procurements. The ICT plan could be a part of the main business plan of the organization.
3. Every Government organization should allocate adequate funds in its annual budget for ICT procurements and sufficient funds for the maintenance of existing equipment, systems and networks.
4. All Government organizations should take note that progressively the use of e-mail for most types of official communications will be made mandatory under the approved ICT policy. Therefore, they are advised to make early preparations for that eventuality.
5. All Government organizations should use trilingual websites registered under the "gov.lk" domain as the major communication tool to provide information and services. These websites should be compliant to "Web standards for Government" published by the Re-engineering Government Programme of ICTA.

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