SLTSERVICES

PROJECT PROPOSAL

Department of Christian Religious Affairs

23/04/2026

SLTDS_2604_01_01_010

DIGITAL SERVICES

Sri Lanka Telecom (Services) Limited

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Digital Services - Sri Lanka Telecom (Services) Limited. Contacts for this Proposal

Danushka Gangoda
Manager – Digital Solutions
No: 17, H K Dharmadasa Mawatha, Colombo 02, Sri Lanka
Tel: + 94 11 2 399399
Mo: ++94 71 984 7787
Email: danushka@sltds.lk

SLTSERVICES

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IN WITNESS WHERE OF, the parties have executed this Agreement effective as of the Effective Date.

Signed on behalf of Digital Services - Sri Lanka Telecom (Services) Limited	
Signature	
Name	Danushka Gangoda
Title	Manager – Digital Solutions

Signed on behalf of Department of Christian Religious Affairs	
Signature	
Name	
Title	

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1. Introduction

1.1. About SLTDS

Digital Services – Sri Lanka Telecom (Services) Limited (SLTDS) is a wholly owned subsidiary of Sri Lanka Telecom PLC (SLT), a telecommunications service provider of Sri Lanka. SLTDS specializes in delivering comprehensive digital solutions, including web development and maintenance services, digital marketing services and business directory information dissemination through SLT Rainbow Pages.

Leveraging the technological expertise, infrastructure strength, and industry credibility of the SLT Group, SLTDS plays a key role in supporting businesses and public sector organizations in digital transformation journeys. The company focuses on developing scalable, secure, and user-centric digital platforms that enhance online visibility, operational efficiency, and user engagement. With a strong emphasis on quality, compliance, and service excellence, SLTDS ensures that all digital solutions adhere to industry best practices and regulatory requirements.

Through continuous innovation, customer-centric service delivery, and strategic alignment with national digital initiatives, Digital Services – Sri Lanka Telecom (Services) Limited contributes to strengthening Sri Lanka's digital ecosystem while enabling organizations to achieve sustainable growth through effective digital presence and technology-driven solutions.

1.2. Project Description

Digital Services - Sri Lanka Telecom (Services) Limited is pleased to submit this proposal for the development of a comprehensive website for the Department of Christian Religious Affairs . Digital Services – Sri Lanka Telecom (Services) Limited possesses the strategic capability, creative expertise, and technological resources required to address the unique website requirements of the Department of Christian Religious Affairs . The websites developed aim to support organizational objectives by presenting the brand in a clear, professional, and accessible manner to the target audience. Leveraging the expertise of web designers and graphic designers, the websites are designed to enhance user engagement, improve understanding of organizational offerings, and contribute to increased visibility.

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Department of Christian Religious Affairs requires a full website build to support digital growth strategy. This proposed website will allow Department of Christian Religious Affairs to expose brand to organic audiences via search engines, leverage digital advertising to boost lead generation, and deploy content marketing to build brand awareness and authority.

This proposal consists of information with regards to team capabilities, the solution that propose for Department of Christian Religious Affairs as well as why Digital Services - Sri Lanka Telecom (Services) Limited would be the best partner for Department of Christian Religious Affairs website development project.

1.3. Proposed Solution Overview

The users can access the site using various gadgets, including workstations, smartphones, and tablets. All the devices are connected to the internet, and this is the medium of communication between the user and the server. All this information is sent by all these devices via the internet to the server, after which the backend of the site handles the requests and sends the corresponding responses accordingly. This architecture provides the benefit of making the site accessible on various platforms, performing with uniform access, and offering a smooth user experience despite the platform.

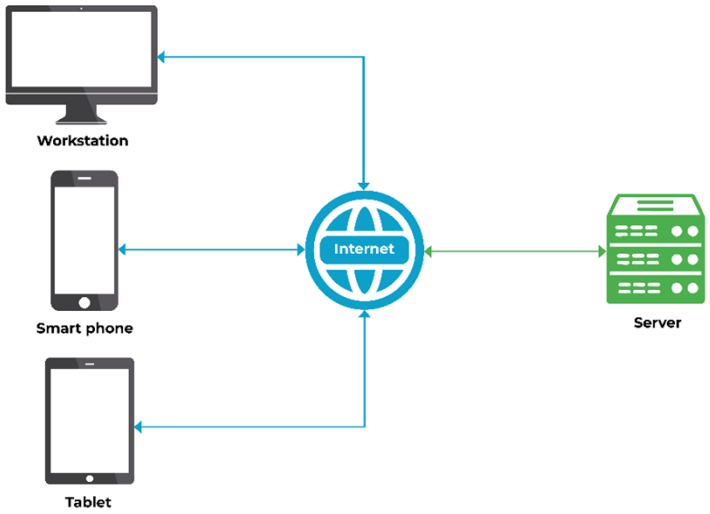

Figure 1.1: Proposed Solution Overview

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2. Project Objectives

2.1. Main Objective

The primary objective of this project is to design, develop, and deploy a secure, scalable, and user-centric website that effectively represents the Client's digital presence while supporting business objectives through improved accessibility, usability, and operational efficiency.

2.2. Sub Objective

- To enhance the Department of Christian Religious Affairs's online visibility and strengthen brand credibility by providing a modern, visually appealing, and fully responsive web interface that effectively represents the Department of Christian Religious Affairs identity.
- To deliver a seamless and intuitive user experience across all devices and web browsers, ensuring that visitors can access information and navigate the website efficiently and effortlessly.
- To enable efficient and streamlined content management through a centralized, user-friendly administrative interface that allows authorized personnel to update and maintain website content without technical assistance.
- To ensure the secure handling of sensitive data while maintaining compliance with applicable regulatory requirements and industry-standard best practices for information security.
- To improve the dissemination of information, encourage higher user engagement, and enhance service accessibility for a diverse range of audiences and stakeholders.
- To establish a scalable and flexible platform capable of accommodating future upgrades, enhancements, and integrations, ensuring long-term adaptability to evolving needs and technological advancements.

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3. Project Approach and Implementation Methodology

This project involves the design, development, and deployment of a fully customized website tailored to the Department of Christian Religious Affairs requirements. To start, team will have a comprehensive requirement-gathering and discovery stage where team will collaborate with the Department of Christian Religious Affairs to learn the brand identity, aims, audience profile, and design preferences of the Department of Christian Religious Affairs . Through close collaboration, the website's layout and content presentation will be designed to reflect the client's values and consistently communicate their message across all pages.

Based on the principles of modern UI/UX design and industry-based development frameworks, team will develop a visually appealing, intuitive, and user-friendly digital interface. The site will be designed in a very responsive manner, which would offer the optimum functionality and accessibility to a broader number of devices, including desktops, tablets, and smartphones. This will include optimization methods of performance like efficient loading, simplified navigation, and clean code structure that will enhance smooth flow and a constant user experience.

After the development process, team will be involved in the entire deployment and hosting infrastructure process so that the website is deployed successfully, configured appropriately, and the integration of all the necessary services. Team will conduct extensive testing, in terms of functional testing, performance testing, compatibility testing, and security testing, so as to ascertain that the platform performs under real-world scenarios.

The entire goal of the given project is to provide a high-quality, modern, and reliable website that is not only in line with the needs of Department of Christian Religious Affairs but also an addition to Department of Christian Religious Affairs long-term digital strategy. The last site will become the professional representation of the brand of the Department of Christian Religious Affairs and will offer a strong basis for improved user involvement, customer confidence, and development of organization.

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4. Functional Requirements

The proposed website will provide the following functional capabilities to support effective content delivery, administration, and user engagement:

- Display of structured, accurate, and updated organizational information.
- User-friendly navigation with clearly defined menus and page hierarchy.
- Content Management System (CMS) functionality to enable authorized users to create, update, and manage website content.
- Role-based administrative access to ensure controlled content and system management.
- Secure contact, inquiry, and feedback forms.
- Integration capability with third-party systems, tools, or external services where required.
- Support for multimedia content, including images, documents, and videos
- Generation of essential analytical and operational reports, including:
  - Monthly visitor traffic reports
  - Goal completion reports
  - Visitor trend analysis
  - Browser usage statistics

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5. Non - Functional Requirements

The non-functional requirements shall be fully implemented and supported throughout the website development lifecycle. These requirements will be thoroughly tested and quality assured during the QA planning and implementation stages to ensure optimal performance, reliability, scalability, and security.

- **Responsive Design -** The website shall feature a fully responsive design, ensuring seamless viewing and interaction across desktops, tablets, and mobile devices.

- **User Interface Quality and User Experience -** The system shall provide a modern, intuitive, and user-friendly interface designed in accordance with contemporary UI/UX principles to enhance usability and user engagement.

- **Availability and Support -** The website shall operate on a 24x7x365 basis, ensuring continuous availability. Continuous technical support shall be provided to address incidents, maintenance requirements, and operational issues.

- **Security Compliance -** The solution shall comply with industry-standard security practices, including but not limited to:
  - Secure encrypted communication using SSL/TLS protocols
  - Protection against common web vulnerabilities such as Cross-Site Scripting (XSS), Cross Site Request Forgery (XSRF), SQL Injection, and Denial-of-Service (DoS) attacks.
  - Enforcement of strong password policies to ensure user account security
  - Deployment of a robust firewall to safeguard server and application infrastructure.

- **Performance Requirements -** Visitor-facing operations shall perform within acceptable response time limits:
  - Static content (without images) shall load within 3 seconds
  - Pages with a single database connection shall load within 6 seconds
  - Pages containing external system integrations shall load within 12 seconds, even during peak usage

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- **Search Engine Optimization (SEO) -** The website shall incorporate on-page SEO best practices to improve search engine visibility and ranking.

- **Scalability -** The platform shall be scalable to accommodate future growth in user traffic through the addition of server resources or hardware nodes as required.

- **Logging and Monitoring -** The system shall maintain detailed server logs and user activity logs to support auditing, monitoring, and troubleshooting.

- **Backup and Disaster Recovery -** Automated daily backups shall be performed and securely transferred to the Disaster Recovery (DR) site provided by Digital Services – Sri Lanka Telecom (Services) Limited.

- **Standards Compliance -** All web pages shall comply with standard HTML coding practices to ensure consistency, accessibility, and cross-browser compatibility.

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5.1. Security Testing Approach

The Security Testing Approach, which is a continuous cycle that involves Analysis, Design, Development, Testing, and Maintenance. During the Analysis phase, threat modeling and architectural reviews are performed to detect potential risks at an early stage. The design phase is aimed at the review of the structure of the application so that security is incorporated into the system. In Development, the source code is subjected to reviews in an attempt to identify vulnerabilities in the source code base. The testing phase involves penetration testing and vulnerability testing to test the security strength of the application. Lastly, the Maintenance stage is a continuous support and guidance to overcome other emerging threats and make the system secure in the long run. This cyclic nature of the process guarantees the penetration of security across the entire application lifecycle.

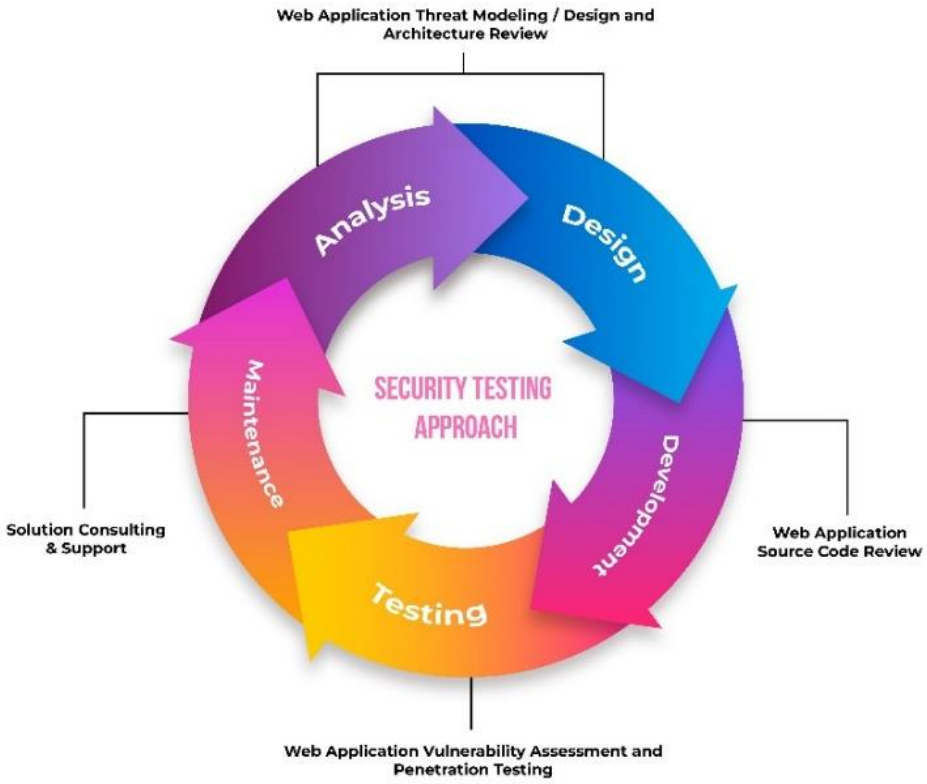

Figure 5.1:Security Testing Approach

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6. Application Technology

This section details the technologies that will be utilized in the development of the website to ensure a modern, responsive, and cross-platform compatible user experience.

Frontend Technologies:

1. Bootstrap 5: Front-end framework that enables developers to create responsive, mobile-friendly websites
2. HTML5: The latest version of Hypertext Markup Language, ensuring structured and semantic content.
3. CSS3: The latest styling language for web pages, providing enhanced design capabilities.
4. Tailwind CSS: A utility-first CSS framework that allows for rapid, customizable design using pre-defined classes directly in the HTML.
5. Fully Responsive Design: The website will be optimized for seamless viewing across a wide range of devices, including desktops, tablets, and mobile phones. Comprehensive testing will be performed across multiple devices to ensure a consistent user experience.

Compatible Browsers:

1. Supports major browsers including Internet Explorer 11 (IE11+), Firefox, Safari, Opera, Google Chrome, and Microsoft Edge.

Backend Technologies:

- PHP: A widely used server-side scripting language, ensuring dynamic content generation and server-side processing.
- WordPress: A robust content management system (CMS) for easy content editing and management.

Additional Technologies:

- AJAX: A technology that allows for asynchronous data loading, enhancing the website's user experience by enabling smooth interactions without page reloads.
- jQuery**:** JavaScript Library for enhanced interactivity and dynamic functionality.
- API Handling: Simple REST APIs are used to communicate with components.

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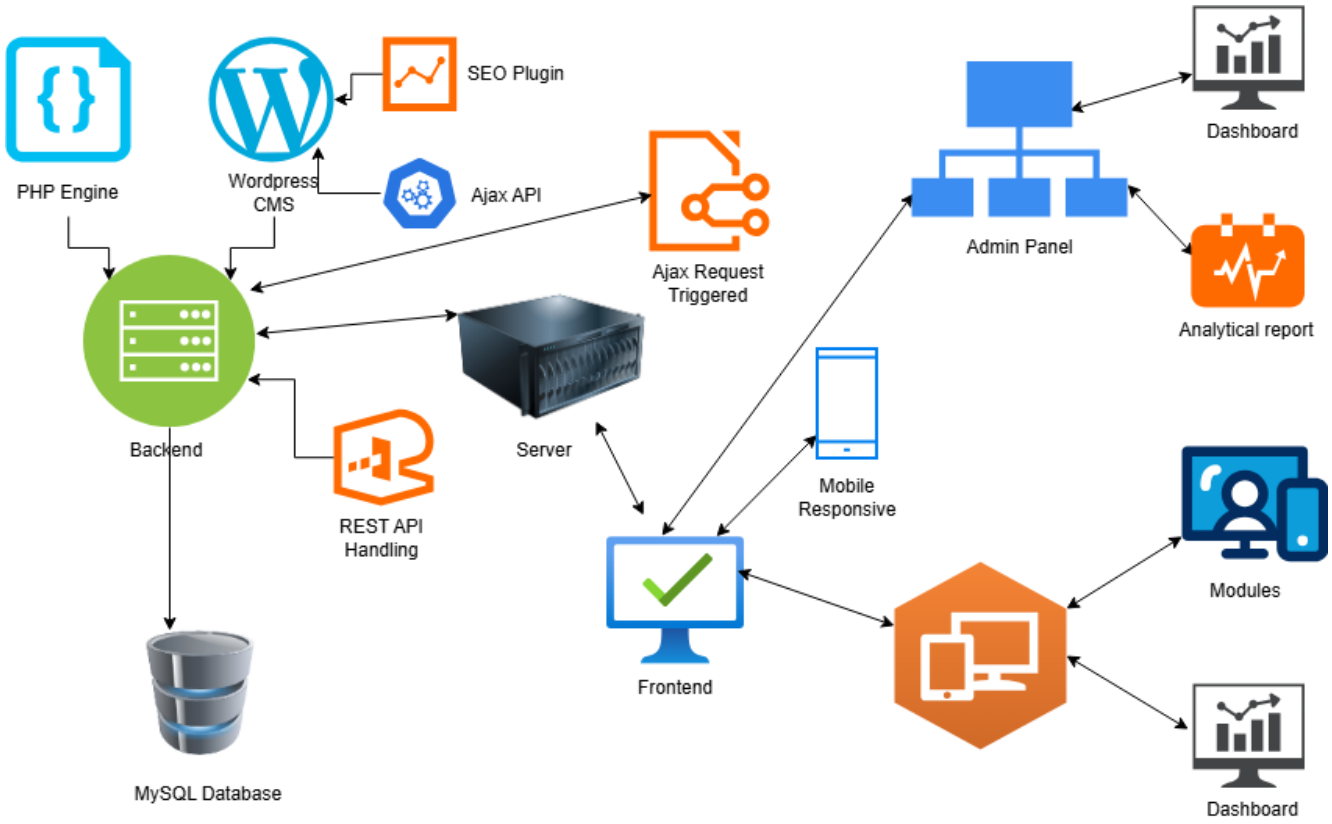

Figure 6.1: High Level Diagram

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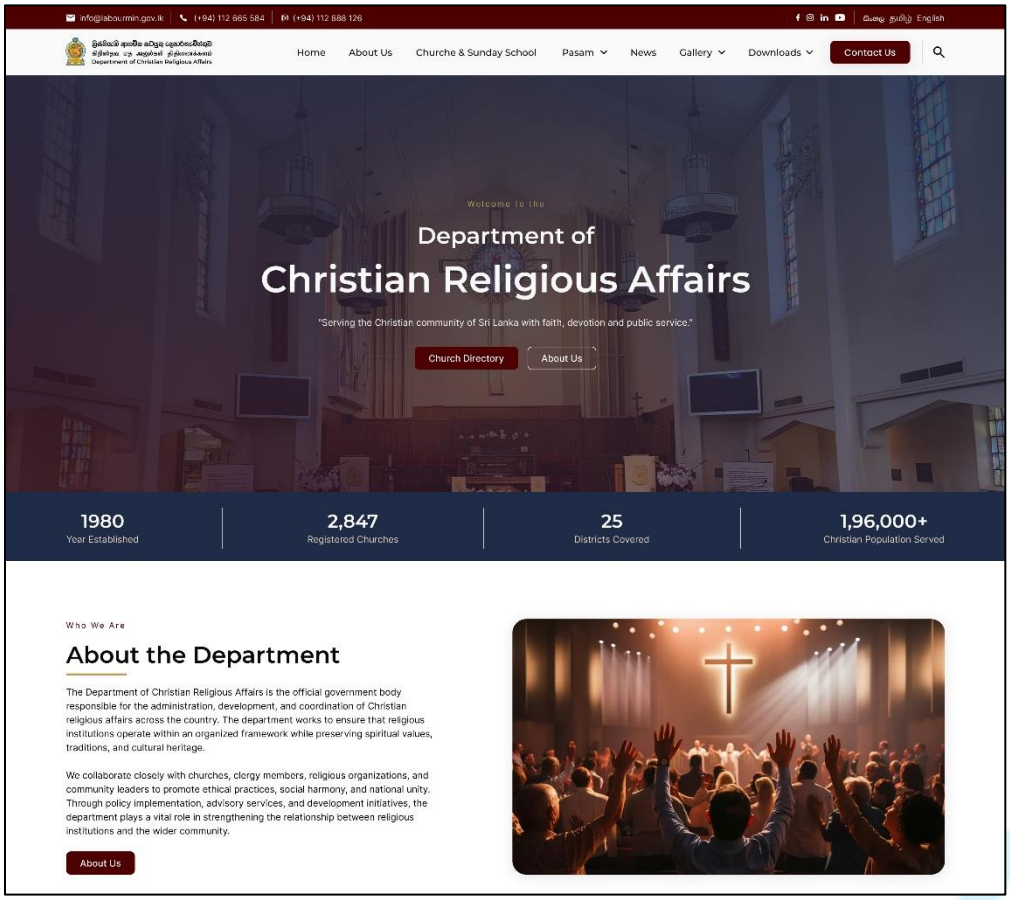
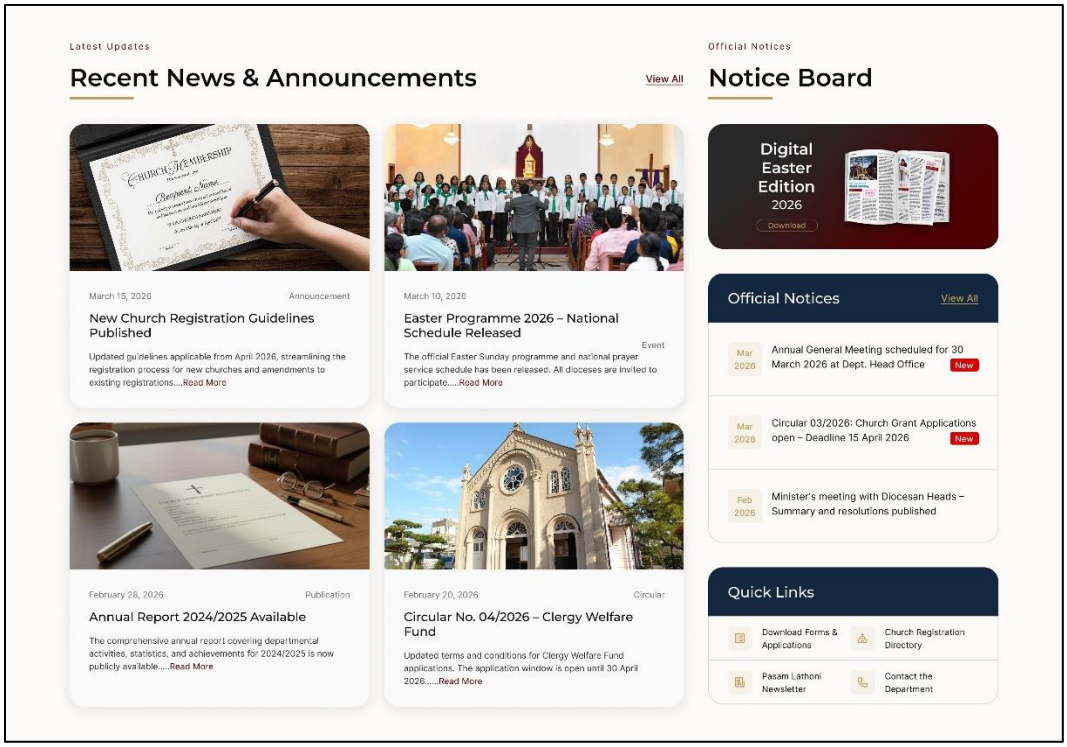
7. Proposed Website Structure

1. Home page

The Department of Christian Religious Affairs' web portal functions as a centralized digital platform designed to facilitate efficient engagement between the citizenry and the department's administrative infrastructure. By consolidating institutional data, the interface provides users with an immediate quantitative overview of the religious landscape, supported by a formal articulation of the department's mandate and objectives. This platform serves as a critical communication platform, utilizing a structured notice board and real-time news feed to disseminate official circulars and provide transparency regarding ongoing community developments.





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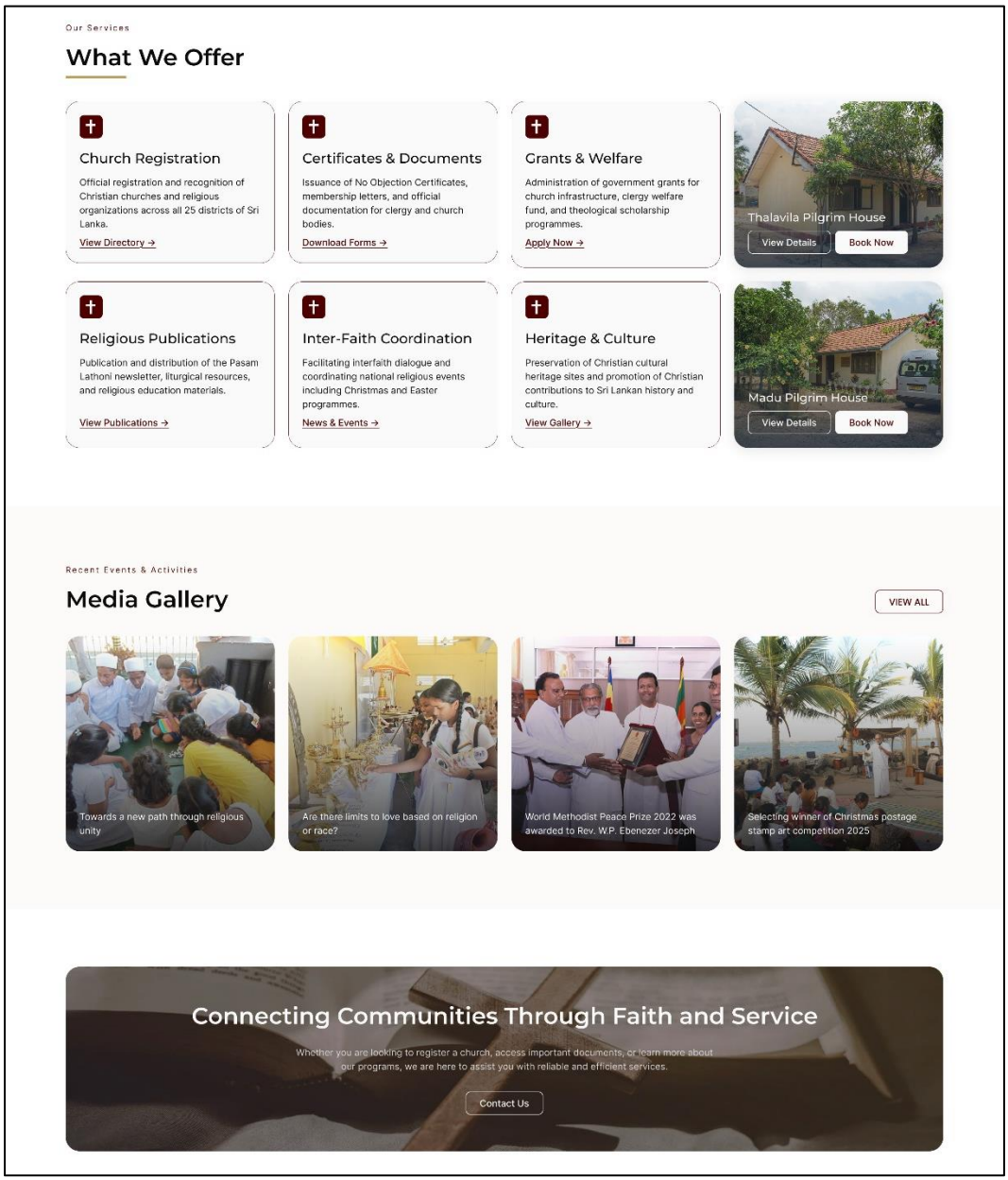

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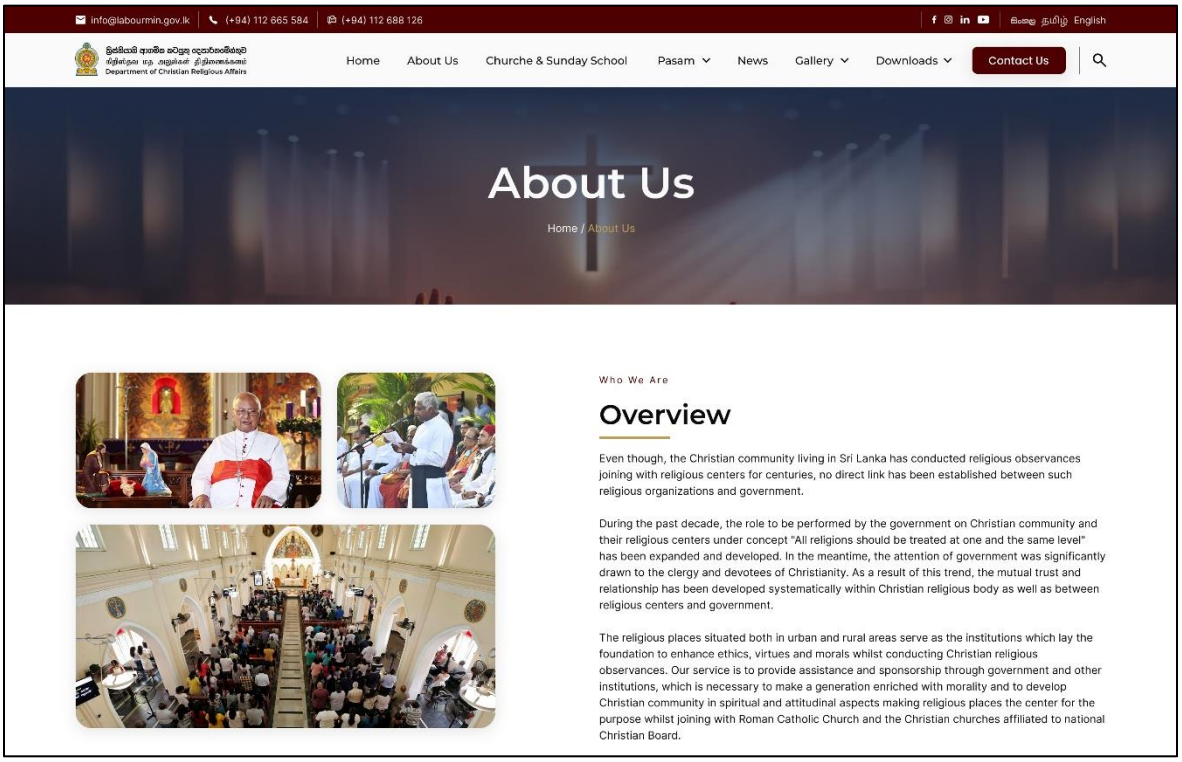
2. About Us page

The About Us interface functions as an authoritative transparency portal, meticulously designed to provide you with a comprehensive understanding of the department's governance, ideological foundations, and operational framework. By presenting a chronological and thematic overview of the department's evolution, the interface establishes a historical context for its current role in mediating between religious institutions and the state. The platform clarifies the organization's core identity through dedicated statements of vision, mission, and aspirations, while simultaneously offering a clear window into its internal hierarchy via a detailed organizational chart and a gallery of key officials. This structural clarity is further supported by an interactive operational section that allows you to toggle between administrative divisions, events, and programs, ensuring you can identify the specific departments responsible for various community services.



Our Vision

Work for the welfare of the Christians.

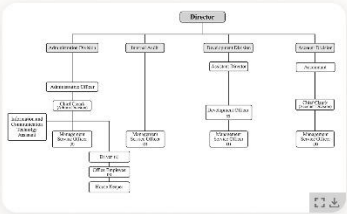
Our Mission

Provide secular support for sustenance of Christian Religion and Culture.

Our Aspirations

Promotion of Christian Values, Culture and Beliefs in a Socially acceptable manner.

Organizational Chart



Our Officials

Minister
Hon. (Dr.) Hiniduma Sunil Senevi

Secretary
Mr. Prince Senadeera

Director
Mrs. Chathuri Pinto

Accountant
Mrs. N. Jayasharmica

Administrative Officer
Mrs. S.K.C.Fernando

How We Operate

Our Divisions | Our Events | Our Programmes

- Administration Division
- Development Division
- Accounts Division
- Audit Division

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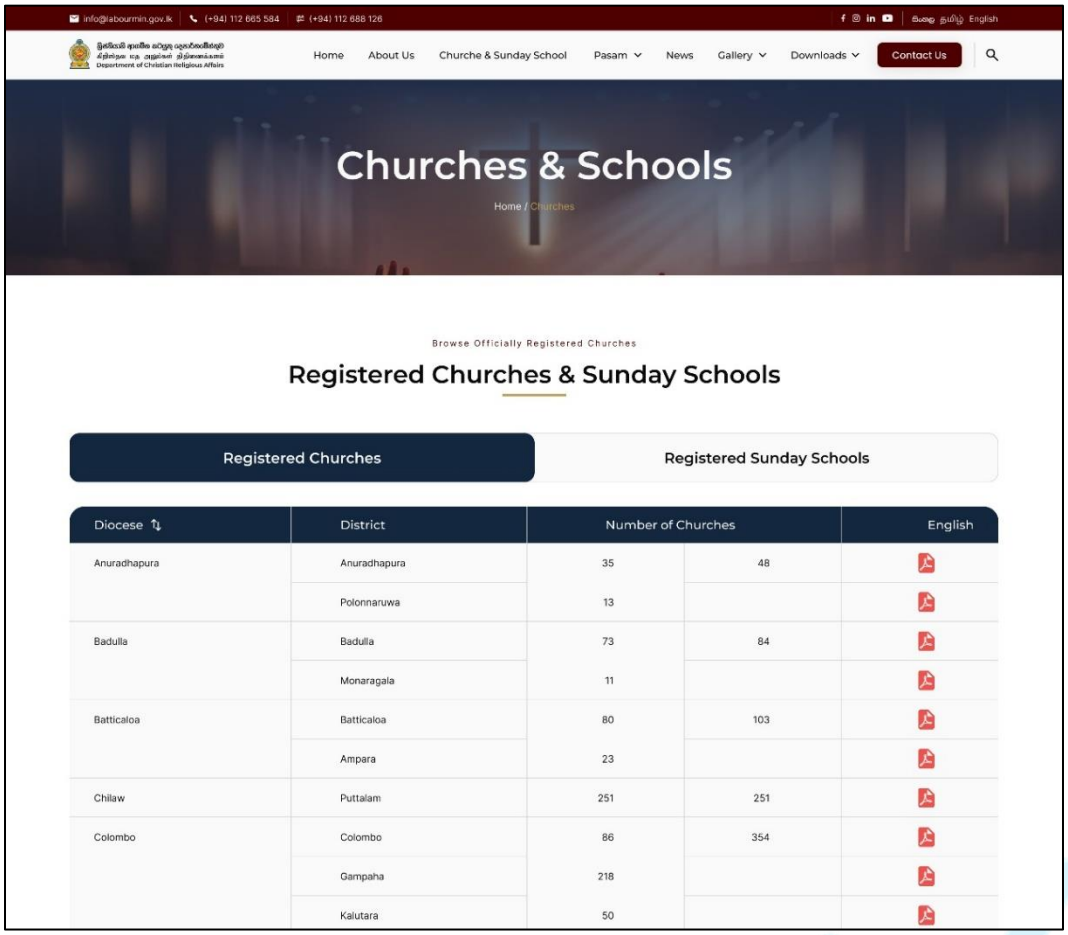
3. Churches & Sunday School page

The Churches & Schools interface operates as a high-utility data management and transparency tool, providing you with a structured, verifiable registry of officially recognized religious and educational institutions. Through a tabbed navigation system, the interface enables you to navigate effortlessly between the datasets of registered churches and Sunday schools, making information organized and context-specific. The main functionality revolves around an in-depth data table with institutions sorted by diocese and district, providing quantitative data on the distribution of religious centers in the region. The interface also has built-in document download options on every entry, which will give you access to the official PDF records or certifications without leaving the list. This simplified system removes the involvement of manual search, which is a critical resource to community members, administrators and researchers who need instant, validated data about the registered network in the department throughout the nation.



Galle	Galle	11	21	
	Matara	06		
	Hambantota	04		
Jaffna	Jaffna	205	366	
	Kilinochchi	103		
	Mulative	58		
Kandy	Kandy	50	245	
	Matale	23		
	Nuwara Eliya	172		
Kurunegala	Kurunegala	106	106	
Mannar	Mannar	279	367	
	Vavuniya	88		
Ratnapura	Kegalle	37	94	
	Ratnapura	57		
Trincomalee	Trincomalee	67	67	

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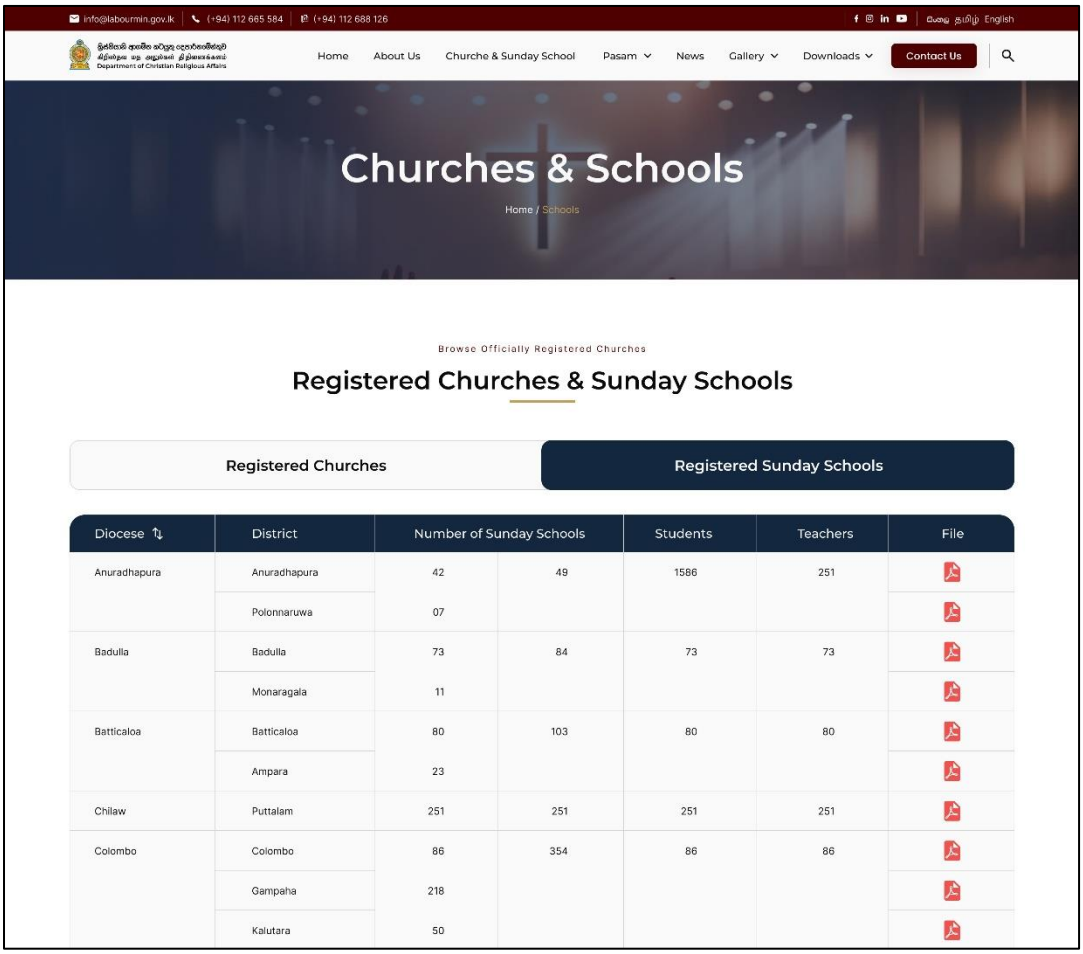
The Registered Sunday Schools interface serves as a specialized educational registry and data management portal, providing an empirical overview of the department's academic reach within the Christian community. By utilizing a structured tabular format, the interface enables you to analyze complex educational metrics, including the number of Sunday schools, student enrollment figures, and teacher counts categorized by specific dioceses and districts. This functionality is essential for assessing regional resource allocation and educational density, offering a transparent view of the department's commitment to religious instruction. Additionally, the interface incorporates a direct file-access system, allowing you to download official documentation or specific reports related to each district’s educational standing.



Diocese	District	Number of Sunday Schools		Students	Teachers	File
Anuradhapura	Anuradhapura	42	49	1586	251	
	Polonnaruwa	07				
Badulla	Badulla	73	84	73	73	
	Monaragala	11				
Batticaloa	Batticaloa	80	103	80	80	
	Ampara	23				
Chilaw	Puttalam	251	251	251	251	
Colombo	Colombo	86	354	86	86	
	Gampaha	218				
	Kalutara	50				

Galle	Galle	11	21	11	11	
	Matara	06				
	Hambantota	04				
Jaffna	Jaffna	205	366	205	205	
	Kilinochchi	103				
	Mulative	58				
Kandy	Kandy	50	245	50	50	
	Matale	23				
	Nuwara Eliya	172				
Kurunegala	Kurunegala	106	106	106	106	
Mannar	Mannar	279	367	279	279	
	Vavuniya	88				
Ratnapura	Kegalle	37	94	37	37	
	Ratnapura	57				
Trincomalee	Trincomalee	67	67	67	67	

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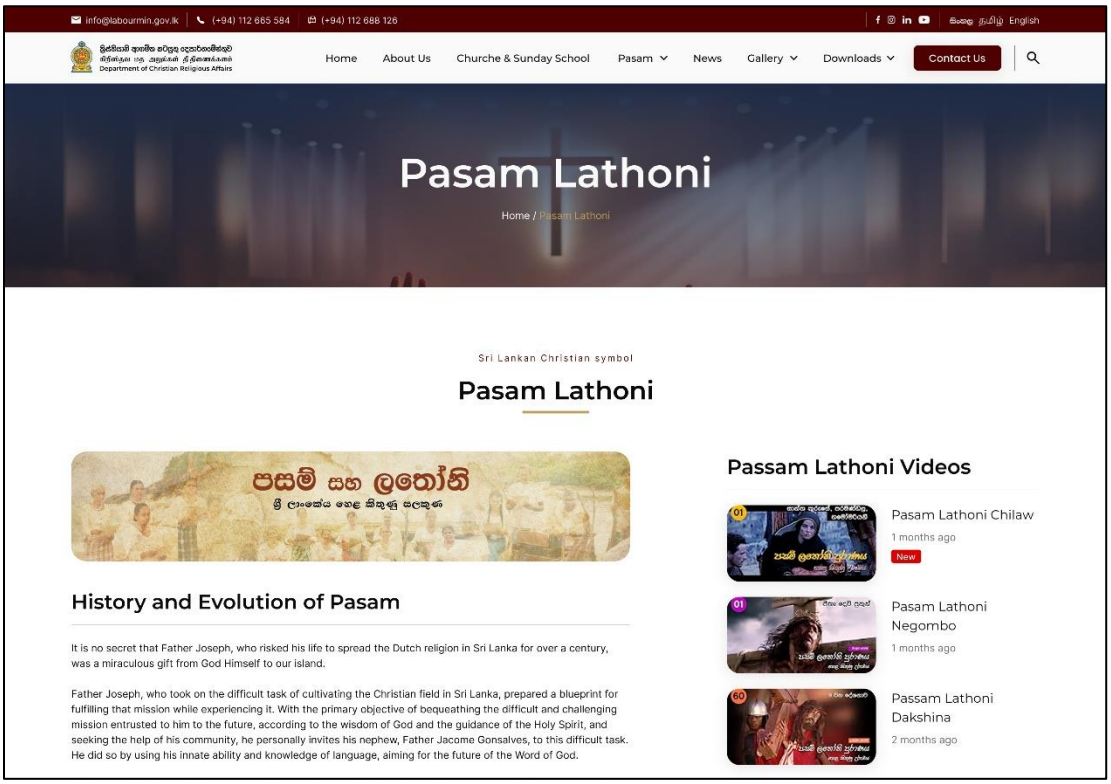
4. Pasam & Lathoni Page

The Pasam Lathoni interface functions as a specialized cultural and educational repository, meticulously designed to preserve and promote the unique heritage of Sri Lankan Christian devotional art. By integrating scholarly narratives with multimedia resources, the interface provides you with an immersive look into the history and evolution of *Pasam*, particularly highlighting the linguistic and literary contributions of historical figures. This platform serves as a multi-modal learning hub, offering direct access to video performances and digital publications of various regional versions.



Taking the original goal of his master as his own, the young Father Jacome Gonsalves never hesitated to use the divine gifts of literature, knowledge, various skills and talents that God had given him to spread his Dhamma in the country.

As well as being a linguist and possessing a deep knowledge of literature, he also had other unique abilities that were second to none. He creatively manipulated the language to make it accessible to literary enjoyment, and embellished it by applying a new musical universal language to the prose and poetry he composed. There are many books written in his own style. Among them. Even today, the book of nine sermons, Pasam, which is still in the possession of many elderly Christians, is considered a national heritage. Because of his expert knowledge of the language, he is known as the Venerable Pandiwara Jacome Gonsalves Pooja Prasad Thero.

Like Rabindranath Tagore, who was called the scholar of the Mahabharata, although he was not born in our country to leave a mark on the world map as a native Christian, it is not an exaggeration to call him the great Christian scholar of the country who contributed to our country and its culture. Among the many advances that he has given to local literature, the fast-dying Pasam and the Latin mournful folk singing style are universal literary heritages that no Christian should forget.

Among the greatest discoveries in the world and the creations of the universe itself, linguistics and creative language have always been number one. It is truly a universal creation. Recognizing its weighty essence, he not only made language his heartbeat, but also transformed very complex religious teachings and principles into very simple language for the people through the subtle waves of language, but also added qualities to its language and literature, created prose and poetry, delicately touched the subtle varieties of human emotions, and added the three divine teachings of Jesus' suffering, death on the cross and resurrection, and the flavor of sorrow to bring them to the people's use. His efforts are highly commendable. I see it as a miracle.

The way that prose and verse written on that seed of matter, in the subtlety of verse and verse, vary from verse to verse, from village to village, from house to house, from door to door, from mustache to mustache, from verse to verse, its shapes, its beauties, its rhythm, its tone variations, high and low, in those many unspoken decorations, I see the miracle of universal creation. Where did he get the wisdom to create by manipulating language so delicately???

Passam Lathoni Books

Pasam Lathoni Chilaw Version
1 months ago
New

Pasam Lathoni Negombo Version
1 months ago

Passam Lathoni Dakshina Version
2 months ago

Pasam Singing Groups

- Katukuranda Pasam Group
- Kalamulla Pasam Team
- Wadduwa Pasam team
- Small Payagala Pasam Group

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Pasam Lathoni Competition

The Pasam Lathoni Competition interface serves as a comprehensive administrative and informational portal designed to facilitate participation in the department's island-wide cultural initiatives. By centralizing all critical aspects of the competition—ranging from eligibility criteria and group composition requirements to specific song durations—the UI ensures that potential applicants have a clear, unambiguous roadmap for participation. The platform functions as a vital resource hub, providing direct links to mandated musical verses, regional melodies, and instructional video content to ensure performances remain authentic to the tradition.

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Chatanka season.

Competition Conditions

- Only Catholic school students and Catholic Dhamma school students can apply.
- The competition will be held in both Sinhala and Tamil medium.
- Each student can only perform in one language medium.
- It should be a group singing.
- A group should have a minimum of 08 members and a maximum of 12 including the musicians. (Including the musicians. If musical instruments are used, they should be provided by themselves. A maximum of two instruments can be used from the keyboard/serpina/violin. Accordingly, the maximum number of musicians in the group is 02. The use of musical instruments in singing is not mandatory. The playing is not relevant to the judging of the competition.)
- One song each from each of the two genres, Pasam and Lathoni, should be submitted. (The Pasam and Lathoni that you intend to sing should be submitted to the department along with the application and confirmed that it is correct)
  - Pasam - Songs written about the suffering of the children of Jesus.
  - Lathoni - Songs reflecting the lamentation of Mary.
- Each song should be limited to 3 minutes.
- You must submit an application prepared by you with the recommendation of the school principal/principal. (The application should state the name of the group, address, phone number and WhatsApp number of the group leader. All information about the competition will be made through that phone number)
- The Department's website (www.christian.gov.lk) allows you to download pasam and Latin verses and melodies.
  - Pasam and Latoni Purana-Volume One-Chilaw
  - Pasam and Latoni Purana - Volume Two - Negombo
  - Pasam and Latoni Purana-Volume Three-Dakshina
- 209 Pasam songs have been uploaded on the Department's YouTube channel. (www.youtube.com/@christianreligiousaffairs)
- It is not mandatory to sing the Pasam songs preserved by the Department as above and one can sing a Pasam and Lathoni of one's choice according to the words and tunes peculiar to one's area.
- The venues for the competitions will be decided based on the nature of the applications received.
- The decision of the judging panel is final.

Passam Lathoni Videos

Pasam Lathoni Chilaw
1 months ago
New

Pasam Lathoni Negombo
1 months ago

Passam Lathoni Dakshina
2 months ago

Passam Lathoni Books

Pasam Lathoni Chilaw Version
1 months ago
New

Pasam Lathoni Negombo Version
1 months ago

Passam Lathoni Dakshina Version
2 months ago

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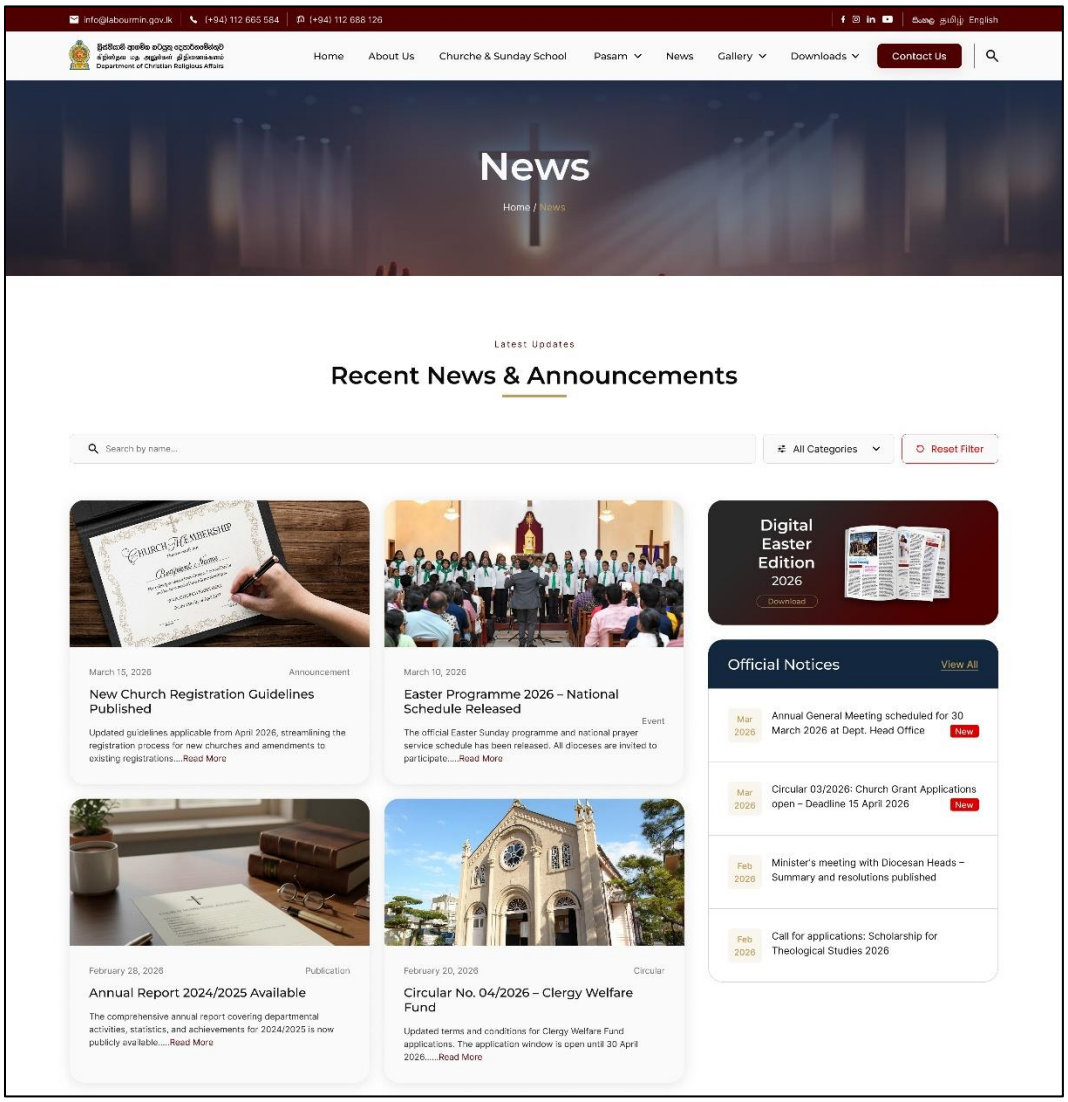
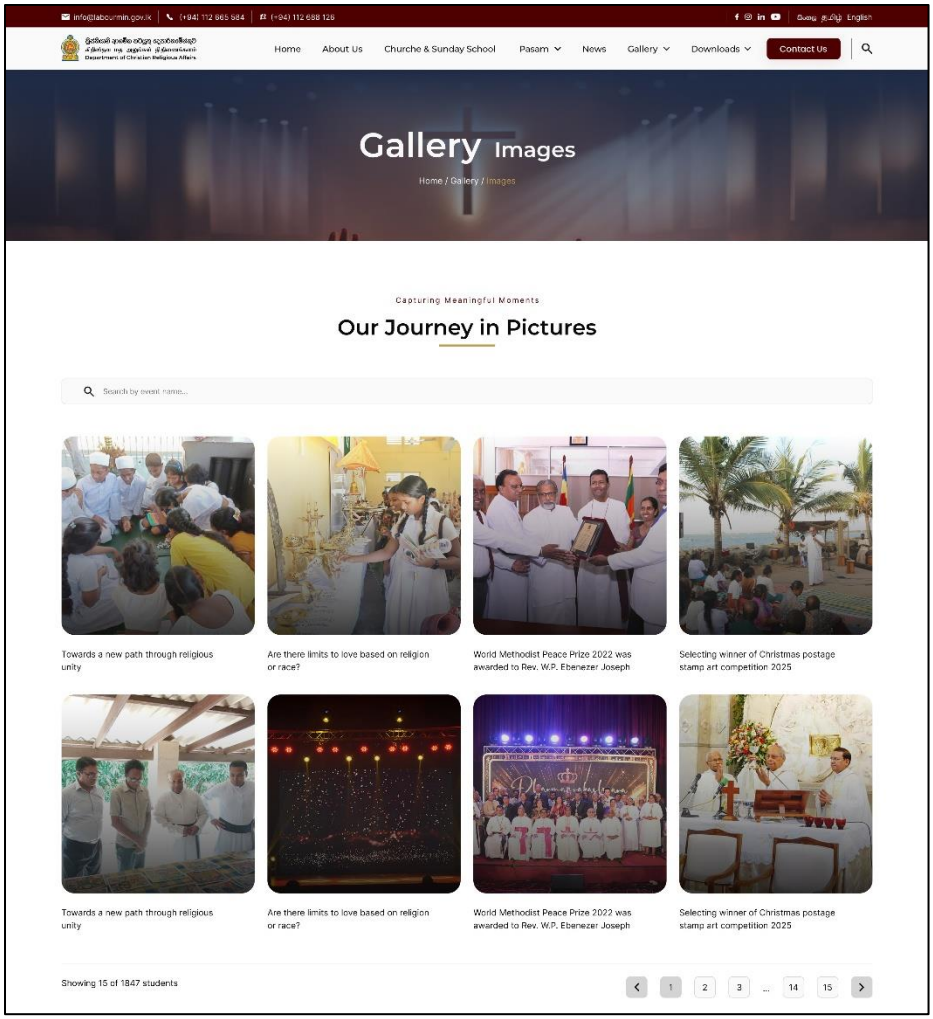
5. News page

The News & Announcements interface operates as a dynamic information clearinghouse, designed to ensure that you are promptly informed of the department's latest administrative updates, liturgical schedules, and official circulars. By utilizing a sophisticated filtering and search system, the UI allows you to navigate through various content categories—such as announcements, events, and publications—enabling you to pinpoint specific information relevant to your needs.



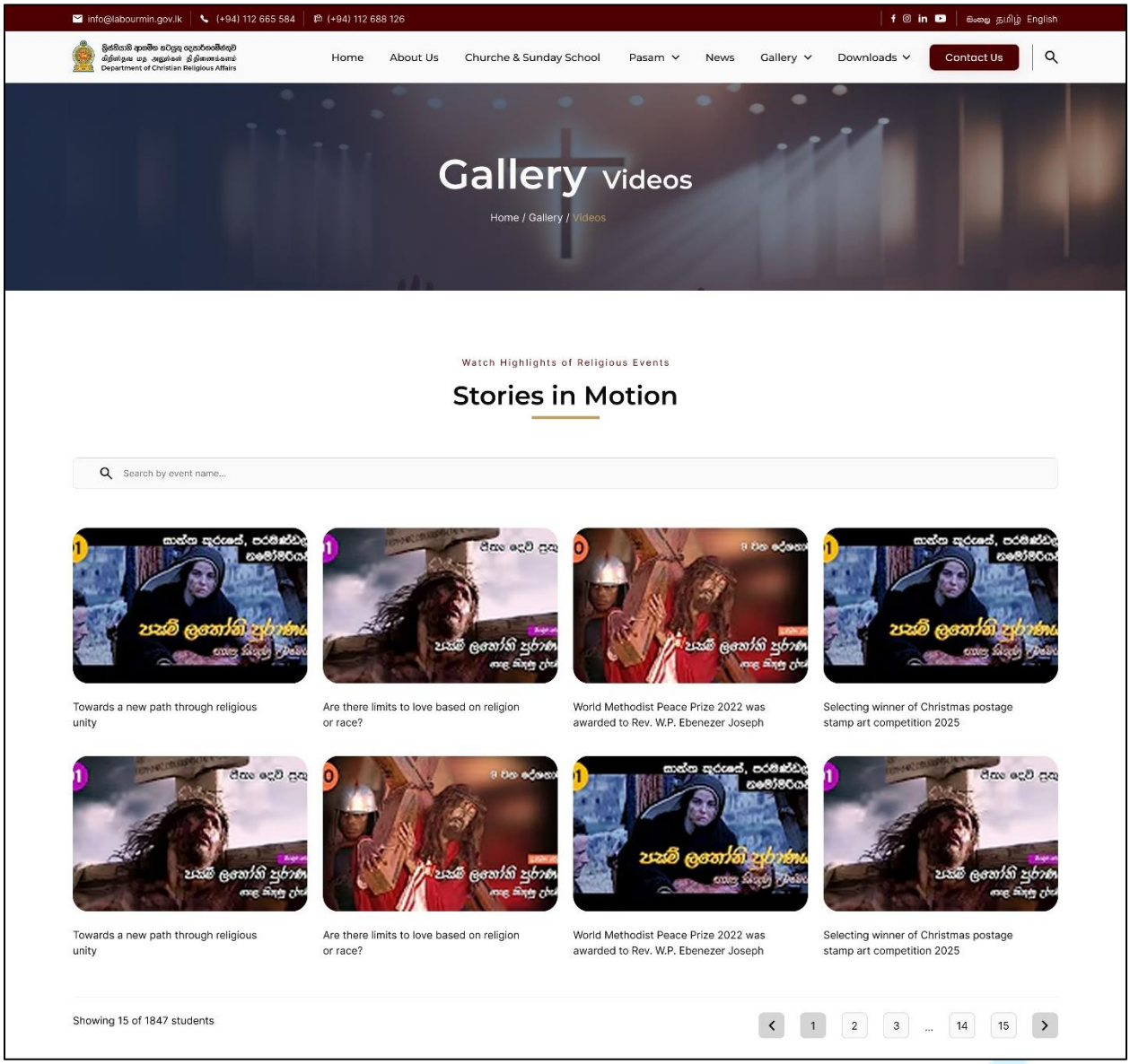
6. Gallery Images page

The Gallery Images interface functions as a visual archive and historical record, designed to provide you with a transparent and engaging look into the department's community-driven initiatives and significant events. By utilizing a clean, grid-based layout, the interface allows you to browse through high-resolution photographs that document religious gatherings, award ceremonies, and cultural competitions, effectively humanizing the department’s administrative work. The integration of a focused search bar enables you to filter the visual record by specific event names, while the pagination system at the bottom ensures smooth navigation through a substantial volume of historical data without overwhelming the page.



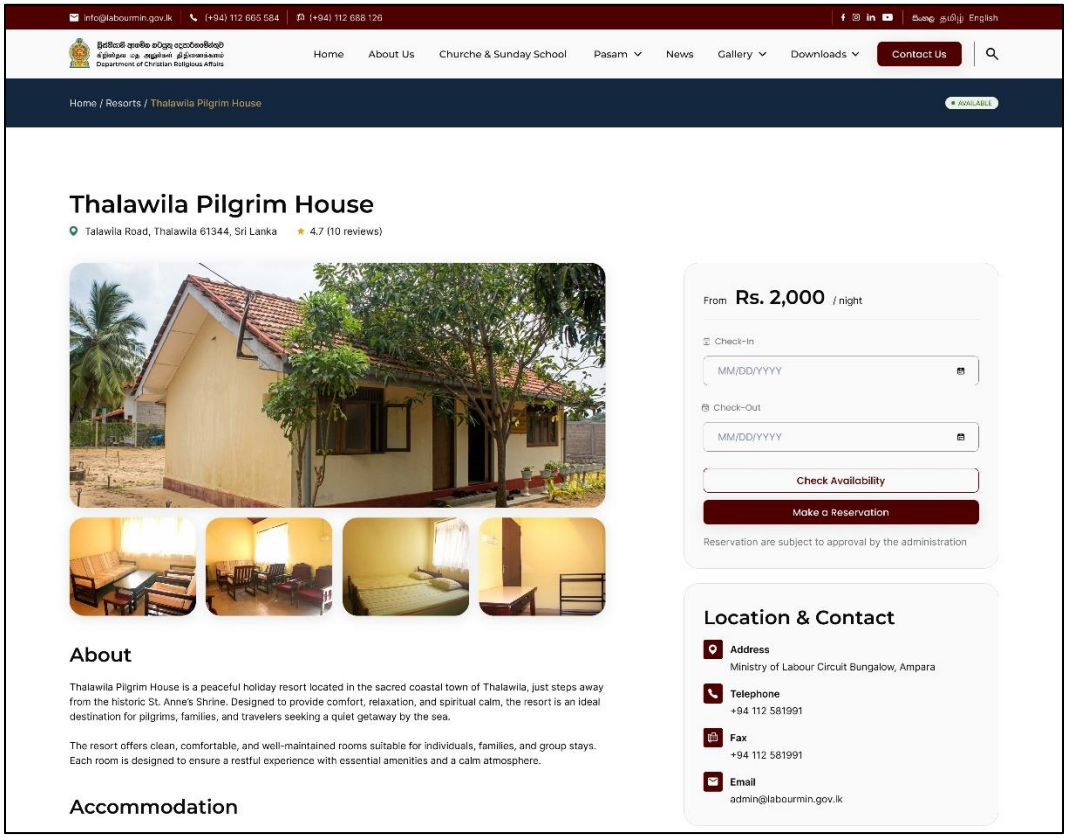
7. Gallery Videos page

The Gallery Videos interface serves as a dynamic multimedia archive, providing a cinematic record of the department's most significant cultural and religious milestones. By transitioning from static imagery to "Stories in Motion," the UI offers you a more immersive experience, allowing for the review of liturgical performances, keynote addresses, and event highlights in high-definition video format.



8. Resorts page

The Resort page functions as an integrated reservation and information management system, specifically engineered to simplify the logistics of religious travel and accommodation. By centralizing essential stay details, the interface provides you with a comprehensive suite of tools to evaluate and secure lodging, ranging from a dynamic availability calendar and pricing widget to a detailed breakdown of room types and their respective amenities. The platform emphasizes transparency by presenting structured tables of room rates alongside a dedicated section for payment protocols, supporting a variety of digital transaction methods



The resort offers clean, comfortable, and well-maintained rooms suitable for individuals, families, and group stays. Each room is designed to ensure a restful experience with essential amenities and a calm atmosphere.

Location Advantage

Strategically located near St. Anne's Shrine, the resort provides convenient access for religious visits while also offering a peaceful coastal environment. Guests can enjoy the beauty of the surrounding nature and the calmness of the nearby beach.

Facilities & Amenities

- Air Conditioning
- Parking
- Hot Water
- Kitchen
- Garden
- Security
- Outdoor Seating

Room Types & Pricing

Double A/C Room
Double Room

Rs. 2,000 per night

Up to 2 guests — Comfortable air conditioned double room ideal for couples or solo travellers.

AVAILABLE

Triple A/C Room
Triple Room

Rs. 2,500 per night

Up to 3 guests — Air conditioned triple room suitable for families or small groups.

AVAILABLE

Double A/C Room
Double Room

Rs. 2,000 per night

Up to 2 guests — Comfortable air conditioned double room ideal for couples or solo travellers.

AVAILABLE

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Accommodation & Room Rates

Room Type	Total Rooms	Max Occupancy	Rate per Room (Rs.)
VIP Room AC	02	3 Persons	4,000.00
A/C Triple Room AC	04	3 Persons	2,500.00
A/C Double Room AC	01	2 Persons	2,000.00
Driver Accommodation	01	4 Persons (4 Beds)	Free of Charge

VIP Room Policy

> VIP room facilities can only be reserved for Staff Grade Officers or Political Authorities.
> The person making the reservation must be present as a resident during the stay.
> An Auditorium facility is also available at the resort.

Payment Information

- (●) Direct bank transfer

Make your payment directly into our bank account. Please use your Order ID as the payment reference. Your order will not be shipped until the funds have cleared in our account.

- Payments can be made directly to the Chief Secretary's Office or via bank deposit.
- **Bank:** Bank of Ceylon
- **Account Number:** 01234567
- **Account Name:** Chief Secretary, Department of Christian Religious Affairs

- ( ) onepay
- ( ) Credit/Debit Cards (Stripe)
- ( ) PayPal

Guest Reviews

4.7 ★★★★★ 10 reviews

5 ★	6
4 ★	4
3 ★	0
2 ★	0
1 ★	0

KA — K. A. Perera — Department of Finance — ★★★★★ — Nov 15, 2025

Excellent facilities and very peaceful environment. The caretaker was extremely helpful and the rooms were spotlessly clean. Highly recommend for family holidays.

HM — H. M. Silva — Provincial Administration — ★★★★★ — Oct 3, 2025

Great location with beautiful gardens. The amenities were well maintained and the check-in process was smooth. Would definitely visit again.

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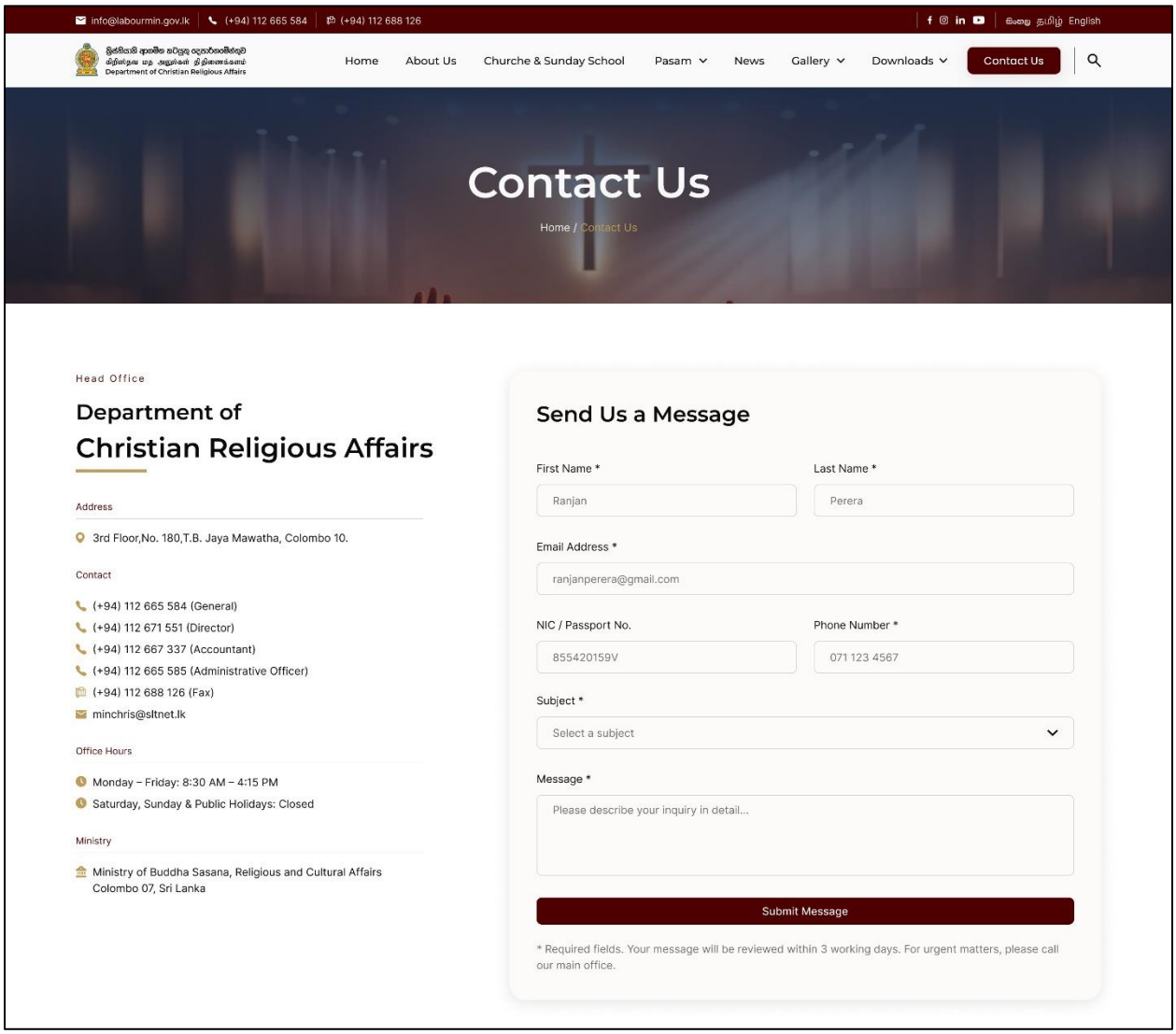
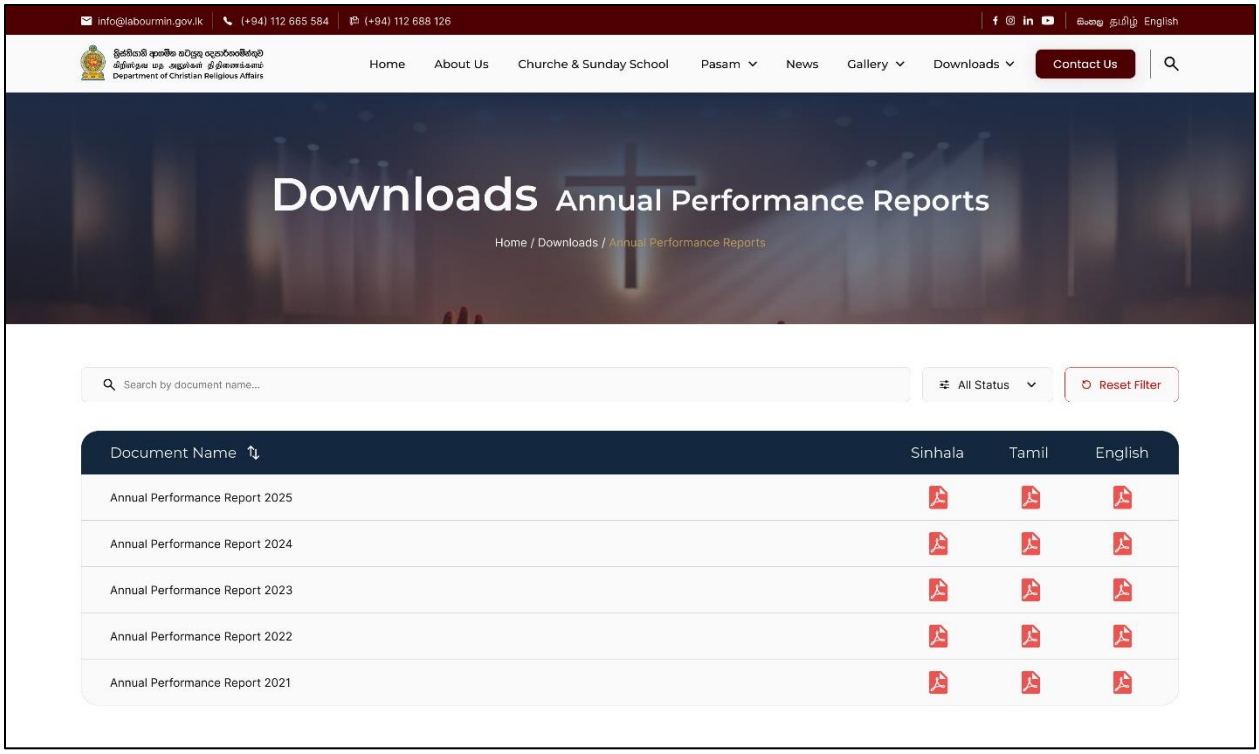
9. Contact Us page

The Contact Us interface functions as the primary communication bridge between the public and the Department of Christian Religious Affairs, designed to facilitate formal inquiries and provide immediate access to administrative support. The UI is structured into two distinct functional zones to accommodate different urgency levels and communication preferences. On one side, it provides a comprehensive directory.



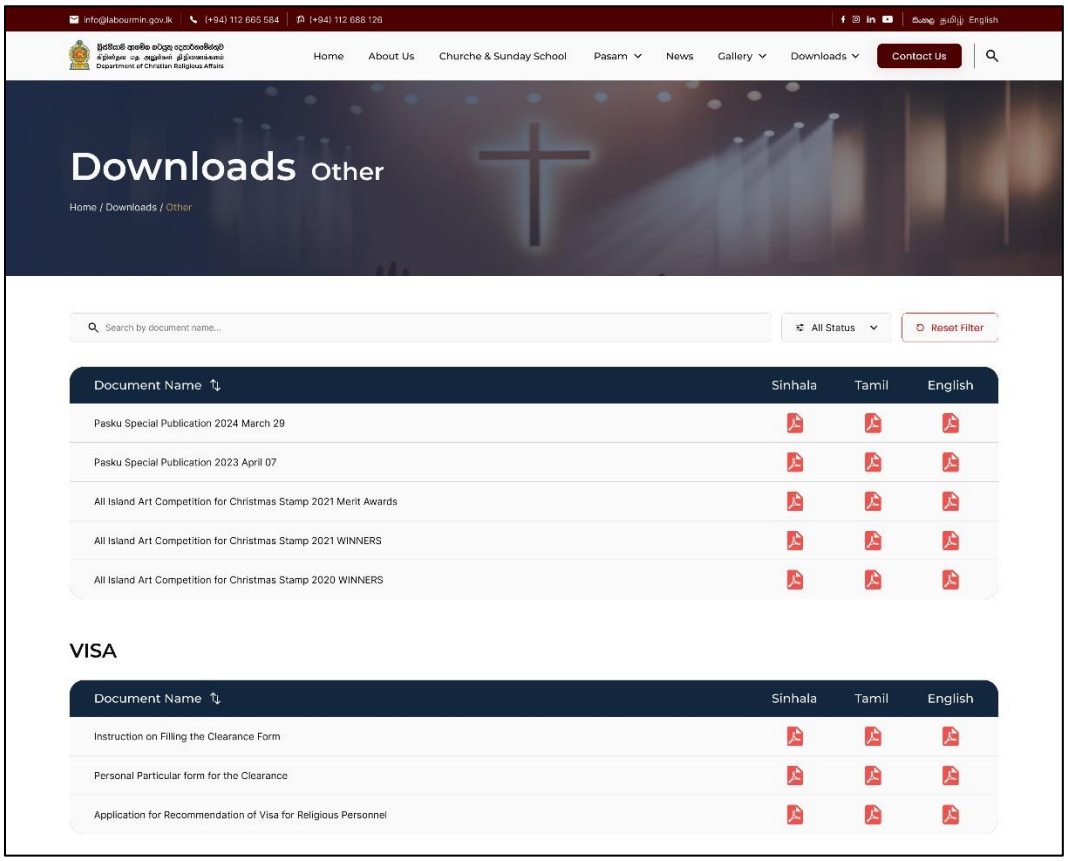
10. Downloads – Annual Performance Reports page

The Annual Performance Reports interface serves as a formal public record and accountability portal, providing users with transparent access to the department's operational and financial history. The UI is designed as a structured document repository where you can browse a chronological list of reports, ensuring that the department's year-on-year progress and resource management remain open for public scrutiny. A key functional feature of this interface is its commitment to linguistic inclusivity; the data table offers multi-language download options for each report—available in Sinhala, Tamil, and English—to accommodate the diverse national community.



11. Downloads – Other page

The Downloads – Other interface functions as a comprehensive administrative utility hub, designed to provide you with immediate access to all non-performance-related documentation required for religious and civic engagement. To optimize the user experience, the UI is organized into distinct thematic sections—including Visa assistance, Church registration, Pilgrim House applications, and general Publications—allowing you to quickly locate specific forms or guidelines based on your current administrative needs.



Catholic and Christian Churches

Document Name	Sinhala	Tamil	English
Christian churches information collecting application			
Clergy Registration Form			
Application for the construction of a new religious place and renovation of an existing religious place			
Catholic / NCC Institute Registration Form			
Catholic Church Registration Form			
NCC Church Registration Form			
Catholic / NCC / Other Christian Sunday School Registration Form			
Christian Dinomination Registration Form (Non NCC Member)			
Christian Institute Registration Form (Non NCC Member)			

Pilgrim House

Document Name	Sinhala	Tamil	English
Thalawila Pilgrim House Booking Application			
Madu Pilgrim House Booking Application			

Publications

Document Name	Sinhala	Tamil	English
Pasam-Ha-Lathoni-Puranaya-3rd-Edition-Sothern			
Pasam-Ha-Lathoni-Puranaya-2nd-Edition-Negombo			
Pasam-Ha-Lathoni-Puranaya-1st-Edition-Chilaw			
Citizen Charter			
Bible Quiz Competition Syllabus 2025 New			
Bible Quiz Syllabus Selected Chapters New			
Bible Quiz Competition Past Papers 2024			
Bible Competition Syllabus 2024			
Bible Competition Syllabus 2023			
Bible Competition Syllabus 2021			
Bible Competition Syllabus 2020			

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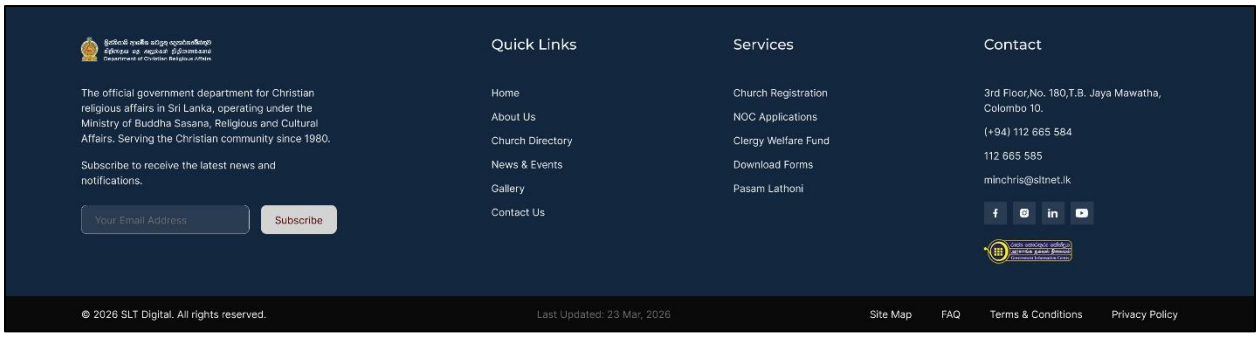
Footer

The Footer section will be consistently displayed across all pages and will serve as a centralized area for essential information and quick navigation. It will include company contact details, quick links to key pages, a search function, and corporate branding elements. The footer will enhance usability, improve information accessibility, and reinforce the professional identity of the Department of Christian Religious Affairs throughout the website.

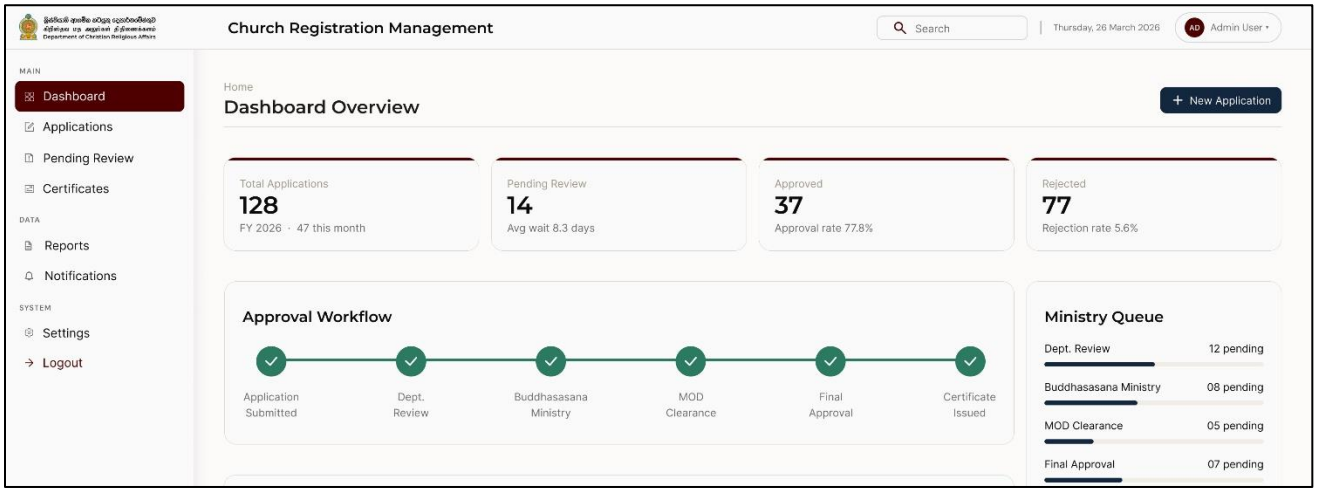


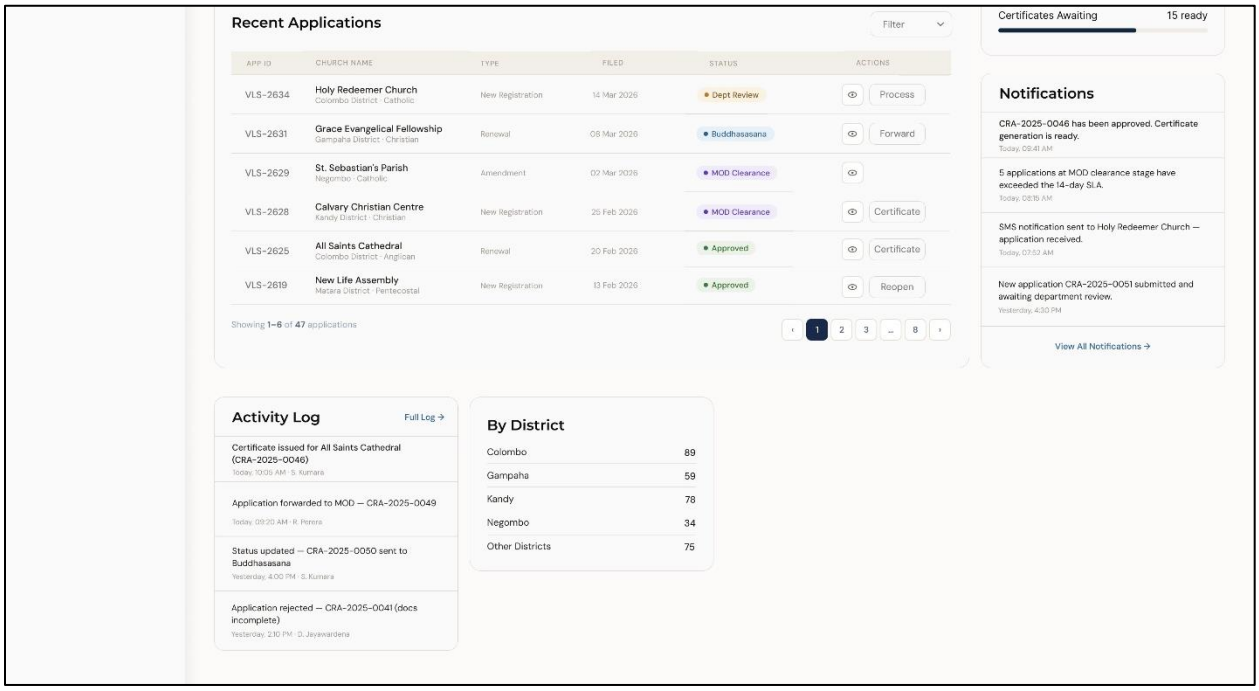
Admin Interfaces

1. Church Registration Management System

1. Home page

The Church Registration Management dashboard serves as a comprehensive central command for overseeing the entire lifecycle of religious institution applications. By consolidating critical performance metrics at the top of the interface, the system allows you to instantly track the volume of active requests, average review times, and overall approval success rates for the current fiscal year. The interactive workflow visualizer provides a real-time roadmap of the bureaucratic journey, showing exactly how an application moves from initial submission through various ministerial reviews and security clearances to the final certificate. This high-level visibility is paired with a granular ministry queue and a detailed recent applications table, enabling you to manage high-priority tasks and identify bottlenecks within specific government departments at a glance.





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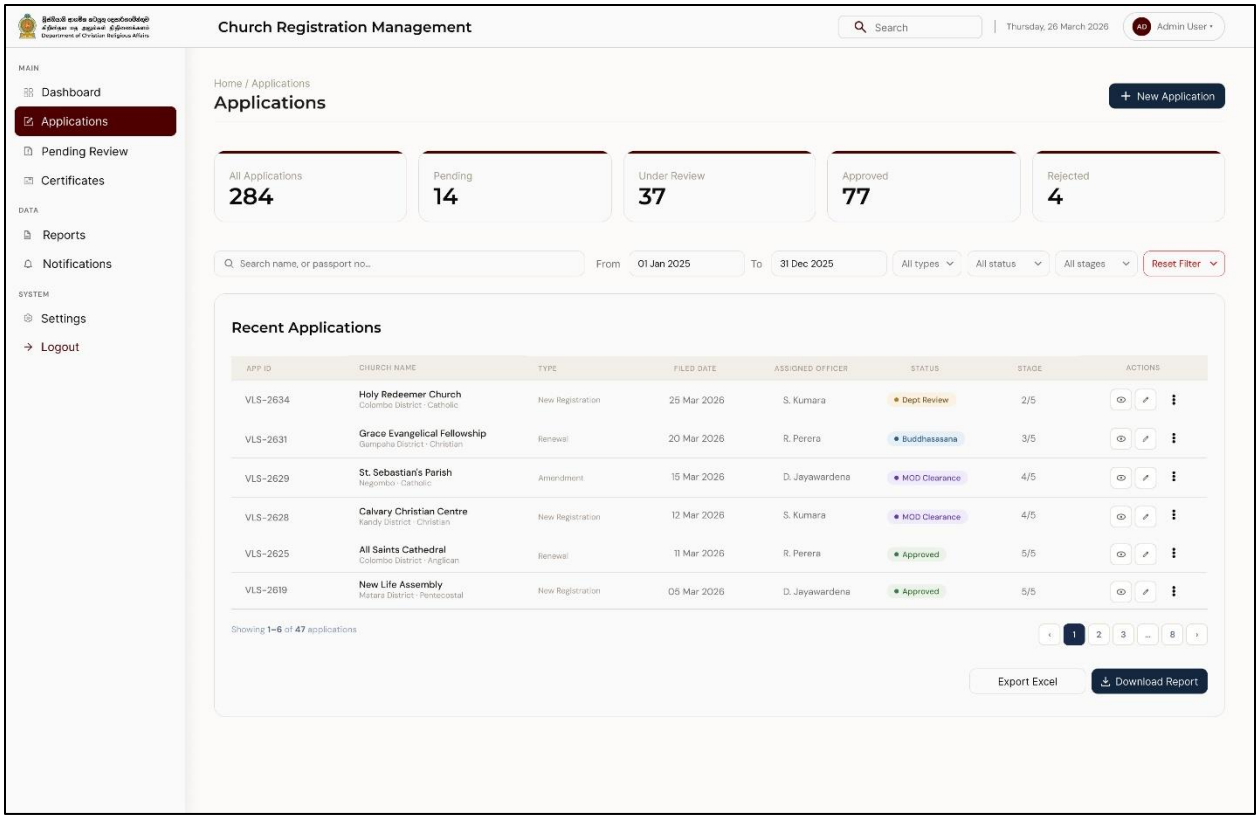
2. Applications page

The Applications management interface provides a centralized digital workspace for tracking and processing church registration records with precision. At the top of the interface, summary cards offer an immediate snapshot of the total workload, highlighting the number of files currently pending, under review, or finalized. To facilitate efficient data retrieval, the interface includes a robust filtering system that allows you to isolate specific records by name, date range, application type, or approval stage. The primary data table serves as an interactive ledger, displaying crucial details such as the assigned officer and the ministry currently handling each file, while action buttons on each row let you view, edit, or manage individual cases directly.



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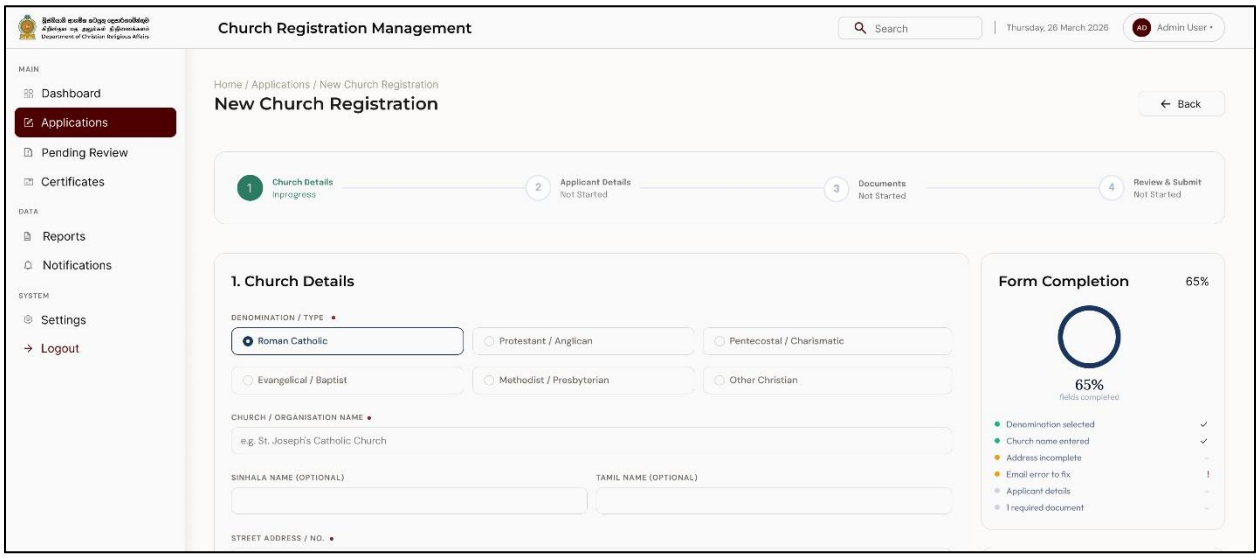
3. New Church Registration page

The New Church Registration interface functions as a structured, multi-step intake system designed to simplify the complex process of formalizing a religious organization. By using a progressive stepper at the top, the interface guides you through distinct phases—from basic church and applicant details to document uploads and final submission—ensuring data entry remains manageable and logically organized. A real-time form completion tracker provides immediate feedback on your progress, flagging missing information or errors like incomplete addresses to prevent submission delays. Integrated side panels keep the broader context visible by displaying the anticipated approval roadmap and offering quick actions to forward the file to relevant ministries.



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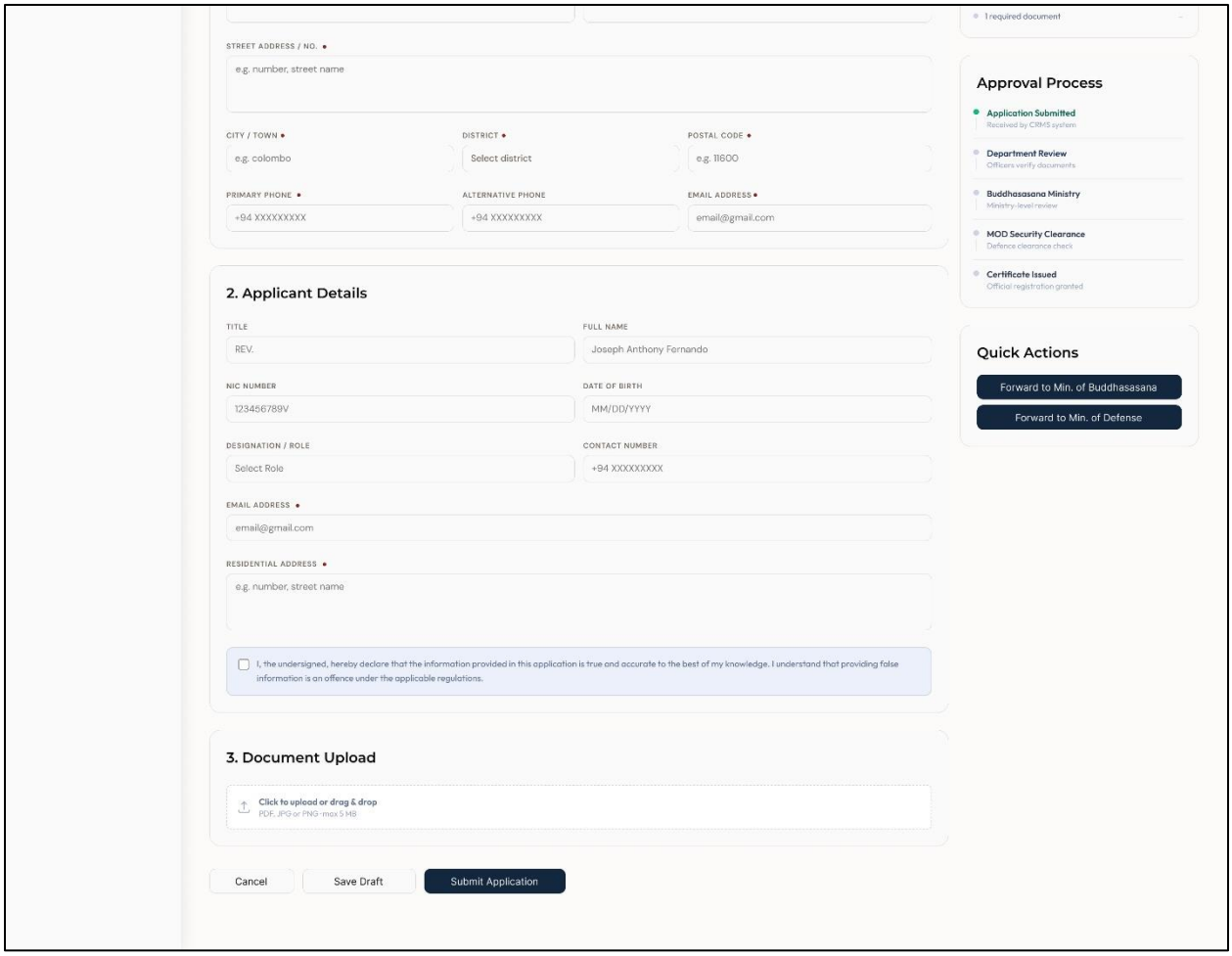
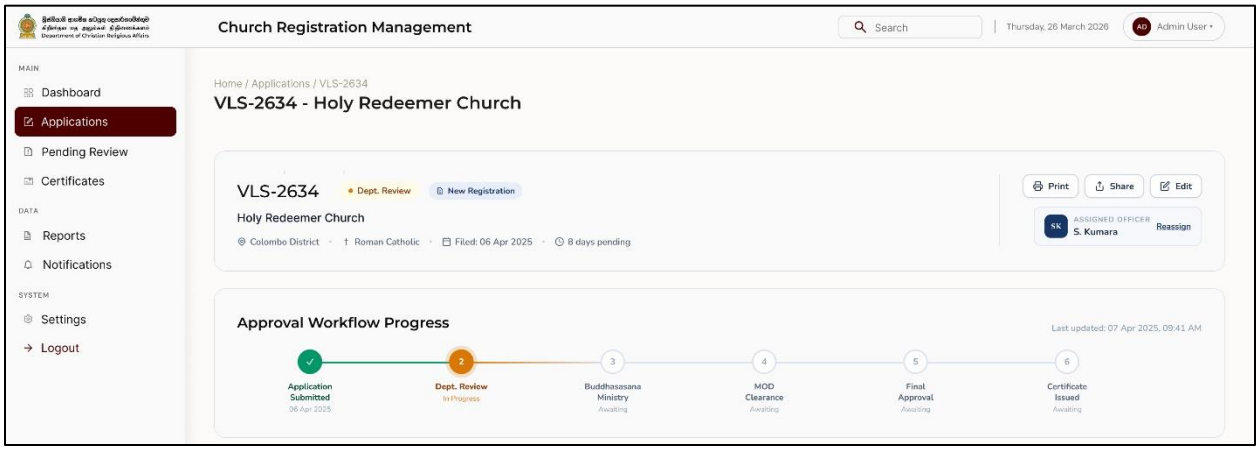

1 required document
STREET ADDRESS / NO.
e.g. number, street name
CITY / TOWN
e.g. colombo
DISTRICT
Select district
POSTAL CODE
e.g. 11600
PRIMARY PHONE
+94 XXXXXXXXX
ALTERNATIVE PHONE
+94 XXXXXXXXX
EMAIL ADDRESS
email@gmail.com
2. Applicant Details
TITLE
REV.
FULL NAME
Joseph Anthony Fernando
NIC NUMBER
123456789V
DATE OF BIRTH
MM/DD/YYYY
DESIGNATION / ROLE
Select Role
CONTACT NUMBER
+94 XXXXXXXXX
EMAIL ADDRESS
email@gmail.com
RESIDENTIAL ADDRESS
e.g. number, street name
I, the undersigned, hereby declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that providing false information is an offence under the applicable regulations.
3. Document Upload
Click to upload or drag & drop
PDF, JPG or PNG · max 5 MB
Cancel
Save Draft
Submit Application
Approval Process
Application Submitted
Received by CRMS system
Department Review
Officers verify documents
Buddhasasana Ministry
Ministry-level review
MOD Security Clearance
Defence clearance check
Certificate Issued
Official registration granted
Quick Actions
Forward to Min. of Buddhasasana
Forward to Min. of Defense

4 . View Church Registration page

The View Church Registration screen serves as a comprehensive administrative profile for a specific application, providing a high-level summary and detailed data in a single, read-only perspective. At the header, you can quickly identify the application ID, its current status, and the assigned officer, with options to edit, print, or share the file immediately. An interactive timeline tracks the approval workflow progress, highlighting exactly which department is currently reviewing the file and which steps remain.



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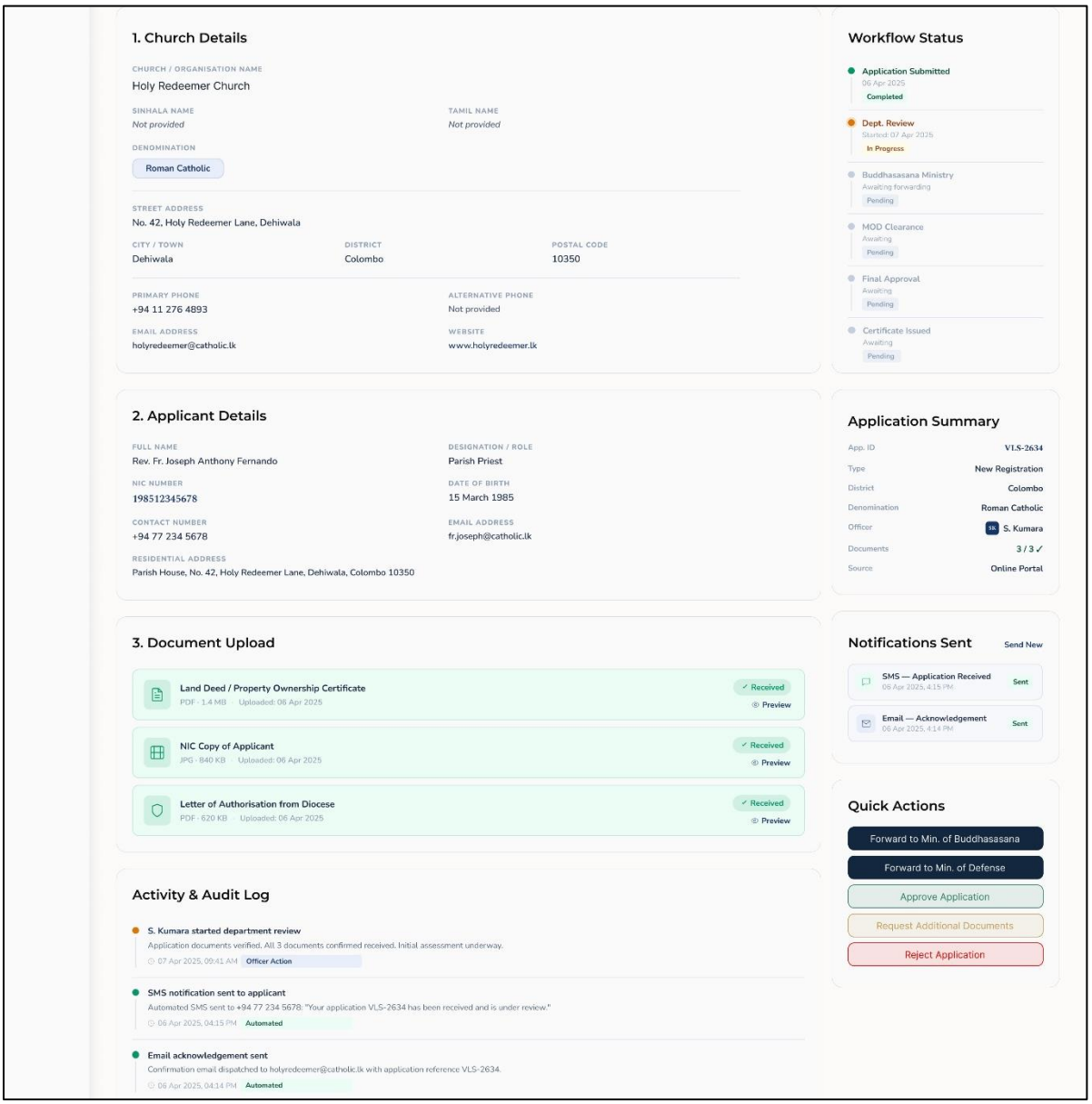

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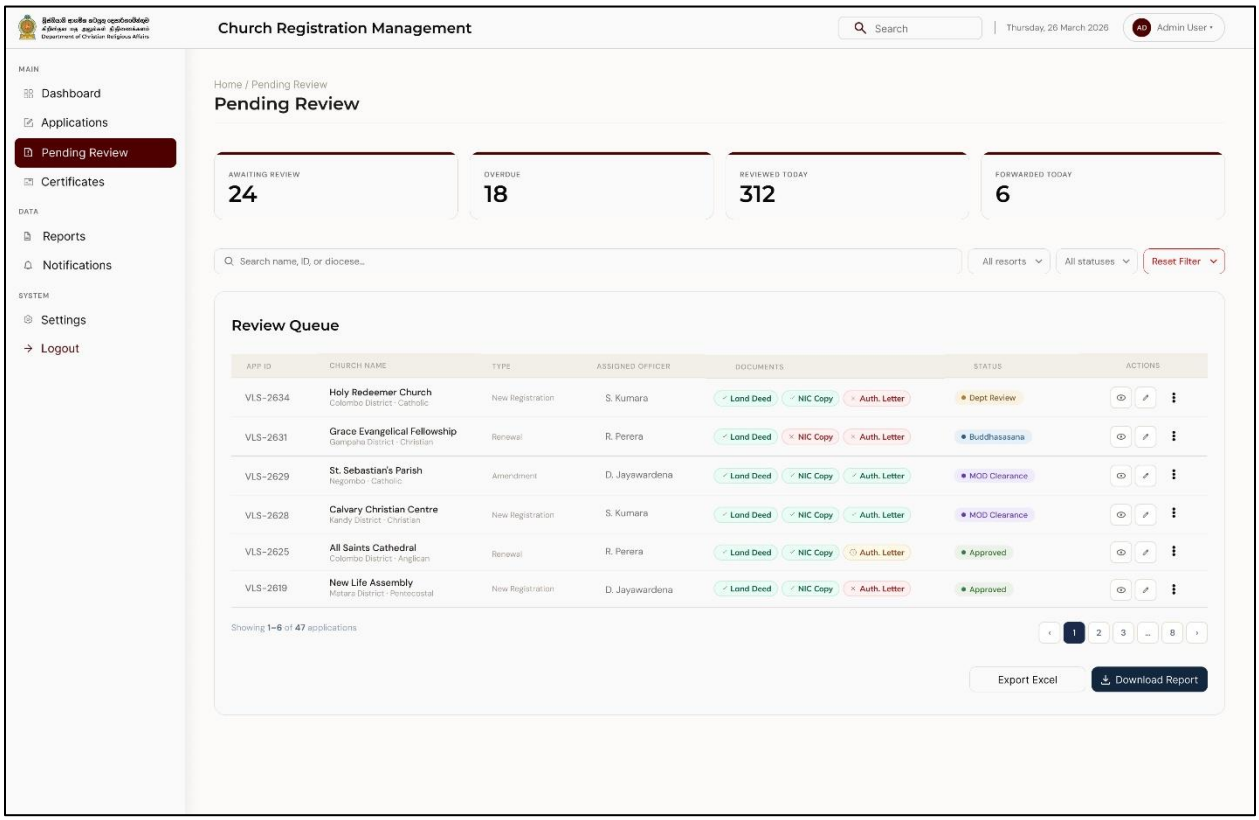
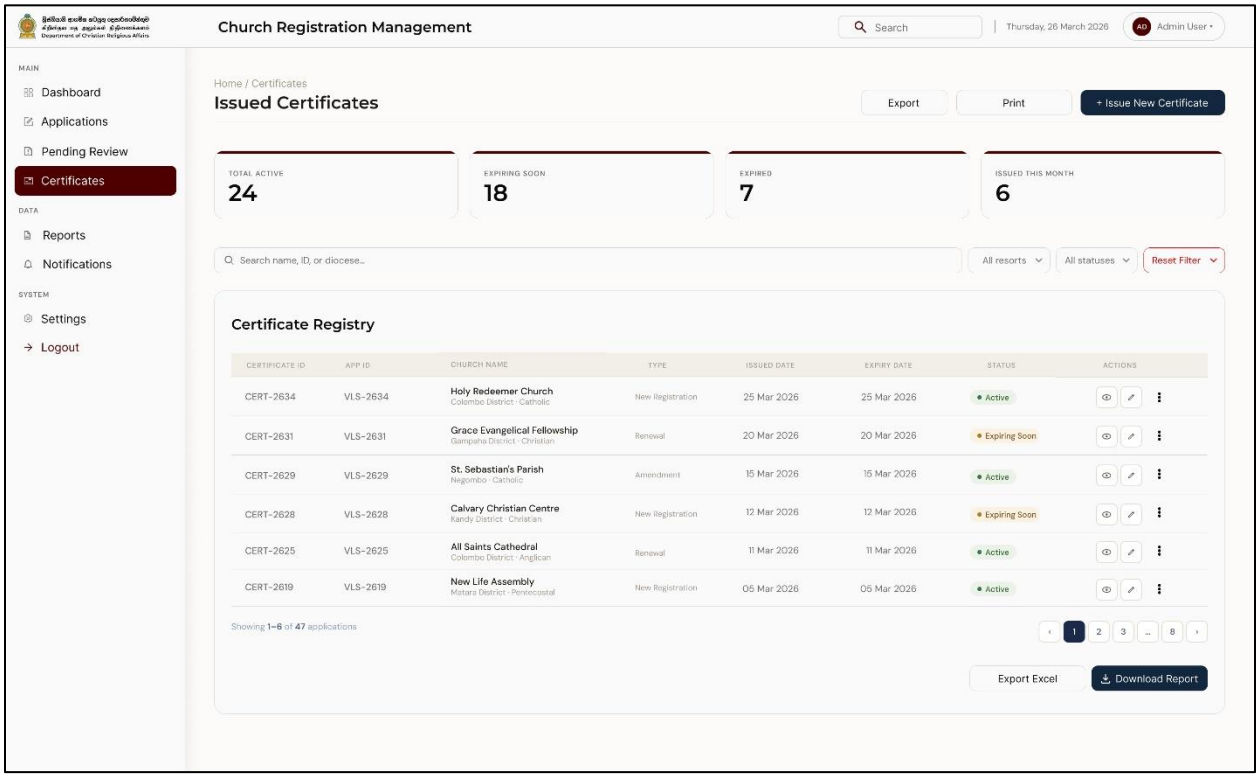
5 . Pending Review

The Pending Review screen operates as a high-priority task manager designed to streamline the verification of church registration applications. At the top of the interface, summary widgets provide an immediate update on operational throughput, displaying the number of files currently awaiting review, those that have become overdue, and daily performance metrics for reviewed and forwarded cases. The central Review Queue offers a specialized view of the workload, uniquely highlighting the status of essential documentation—such as land deeds, NIC copies, and authorization letters—directly within the list so you can spot missing requirements without opening each file. This table allows you to monitor which officers are handling specific cases and the current ministerial stage of each application.



6. Certificates

The Certificates interface functions as a digital registry and compliance tracker for all finalized church registrations. At the top of the screen, summary cards provide an immediate overview of the department's current standings, highlighting the total number of active certificates, those approaching expiration, and the volume of documents issued within the current month. The central Certificate Registry table allows you to monitor the specific validity periods for each institution, clearly marking status updates like "Active" or "Expiring Soon" to help prioritize renewal outreach.



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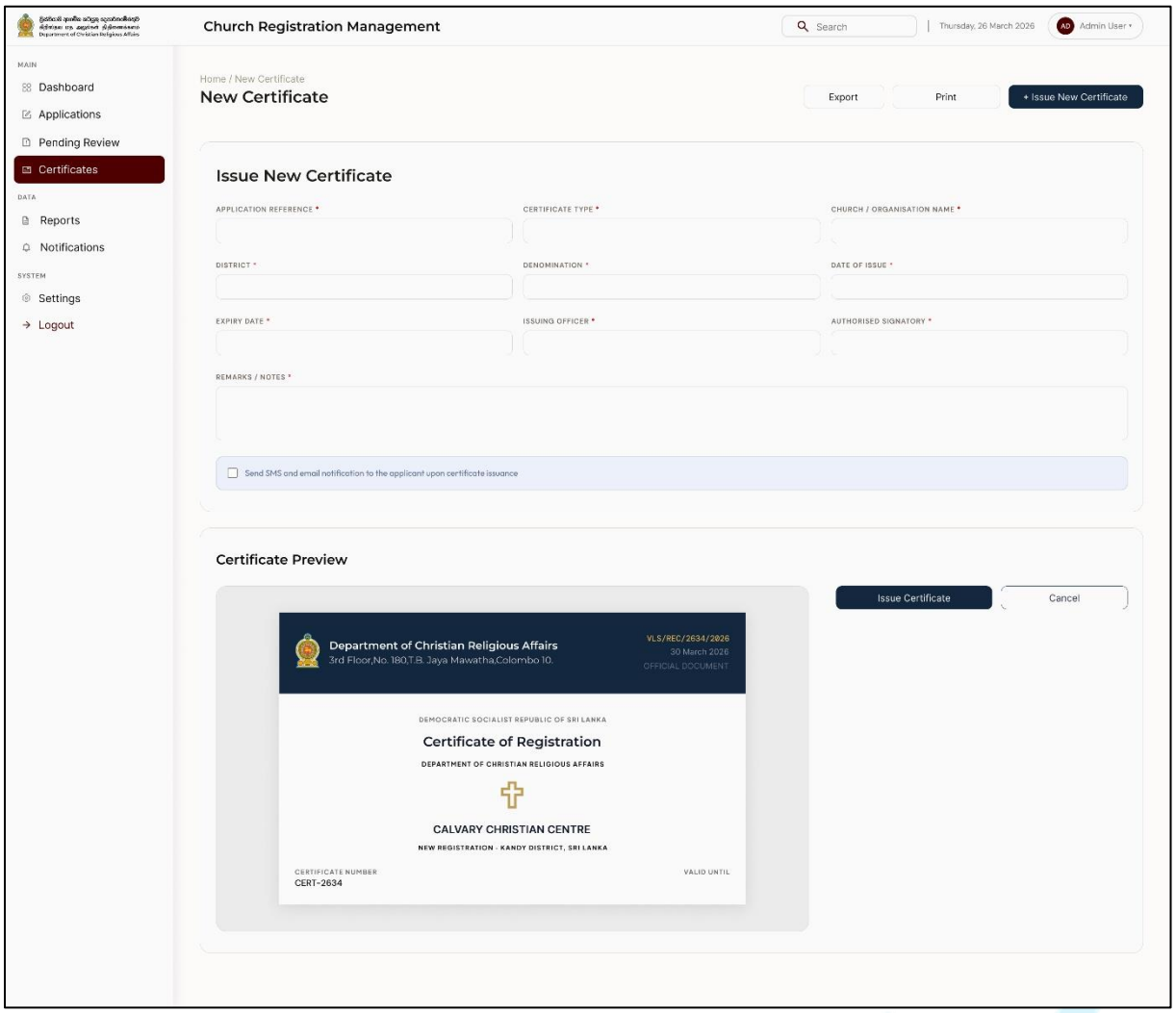
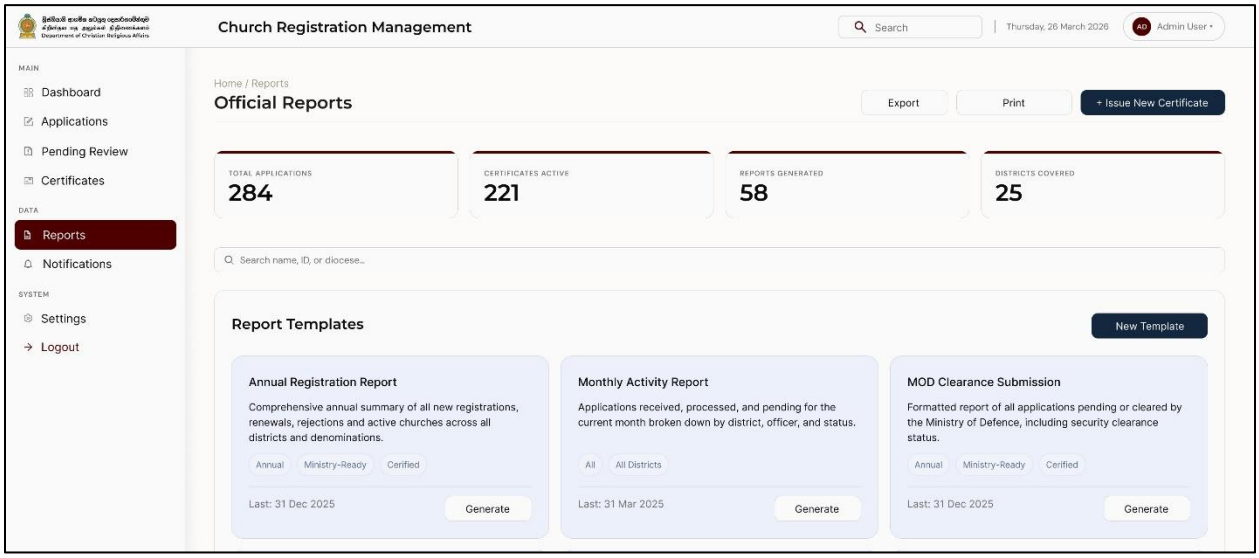
7. New Certificates

The New Certificate screen acts as the finalization portal for the registration process, enabling you to generate formal legal documentation for approved institutions. The interface is divided into a data entry section and a live preview, ensuring that all information—including application references, denominations, and validity dates—is perfectly accurate before official issuance. You can specify issuing officers and authorized signatories while adding internal remarks for administrative record-keeping. A particularly useful feature is the automated notification checkbox, which allows you to send an instant SMS or email to the applicant the moment the document is generated.



8. Reports

The Reports screen functions as a powerful data analytics hub designed to transform raw registration data into actionable insights for administrative decision-making. At the top of the interface, key performance indicators provide an instant summary of high-level metrics, such as total applications processed and the breadth of district coverage. The interface is the Report Templates section, which offers pre-configured modules for generating specialized documents, including annual registration summaries, monthly activity logs, and specific security clearance submissions. Each template is tagged with its relevant category—such as "Ministry-Ready" or "Certified"—to ensure you are using the correct format for official purposes.



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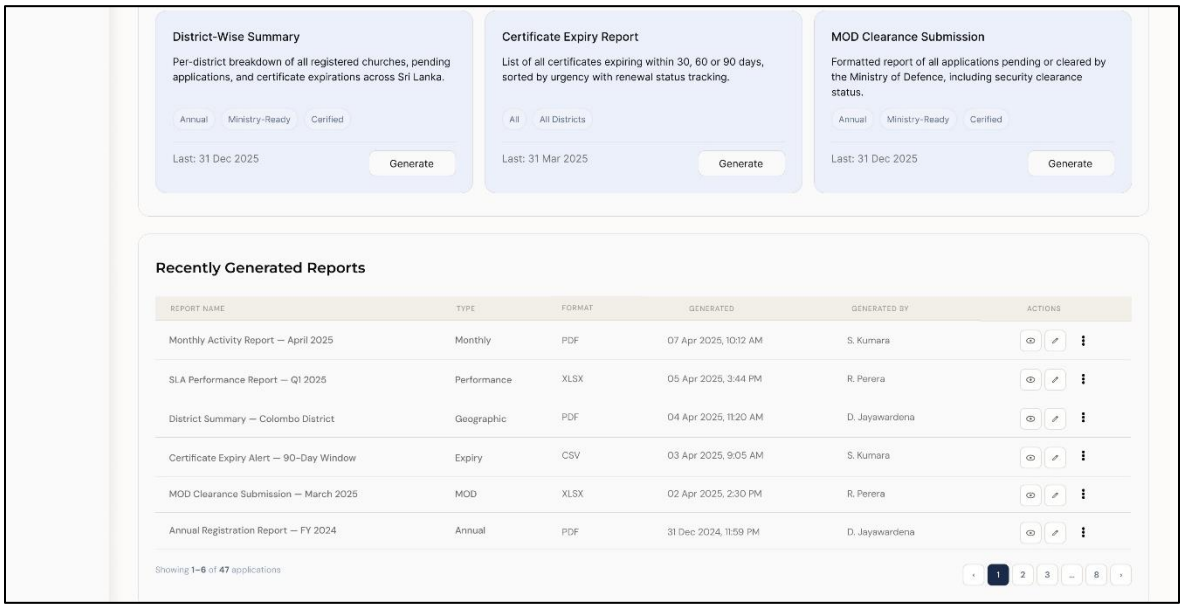

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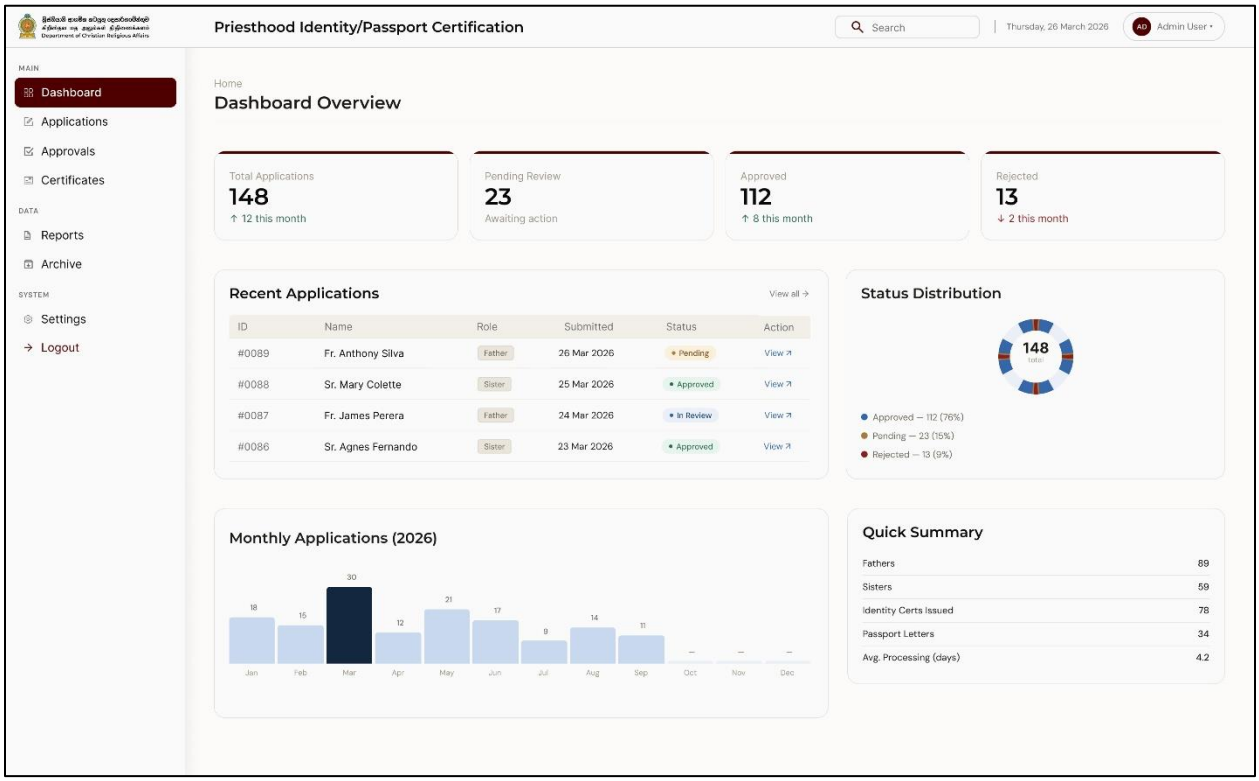
2. Priesthood Identity / Passport Certification System

1. Home

The Priesthood Identity and Passport Certification dashboard provides a high-level command center for managing the authentication and documentation of religious clergy members. By presenting a series of real-time data visualizations, the interface allows you to instantly assess the department's workload through summary cards that track total, pending, approved, and rejected applications for the current month. The central workspace features a list of recent submissions, enabling you to identify individual applicants and their clerical roles while providing direct pathways to process each file.



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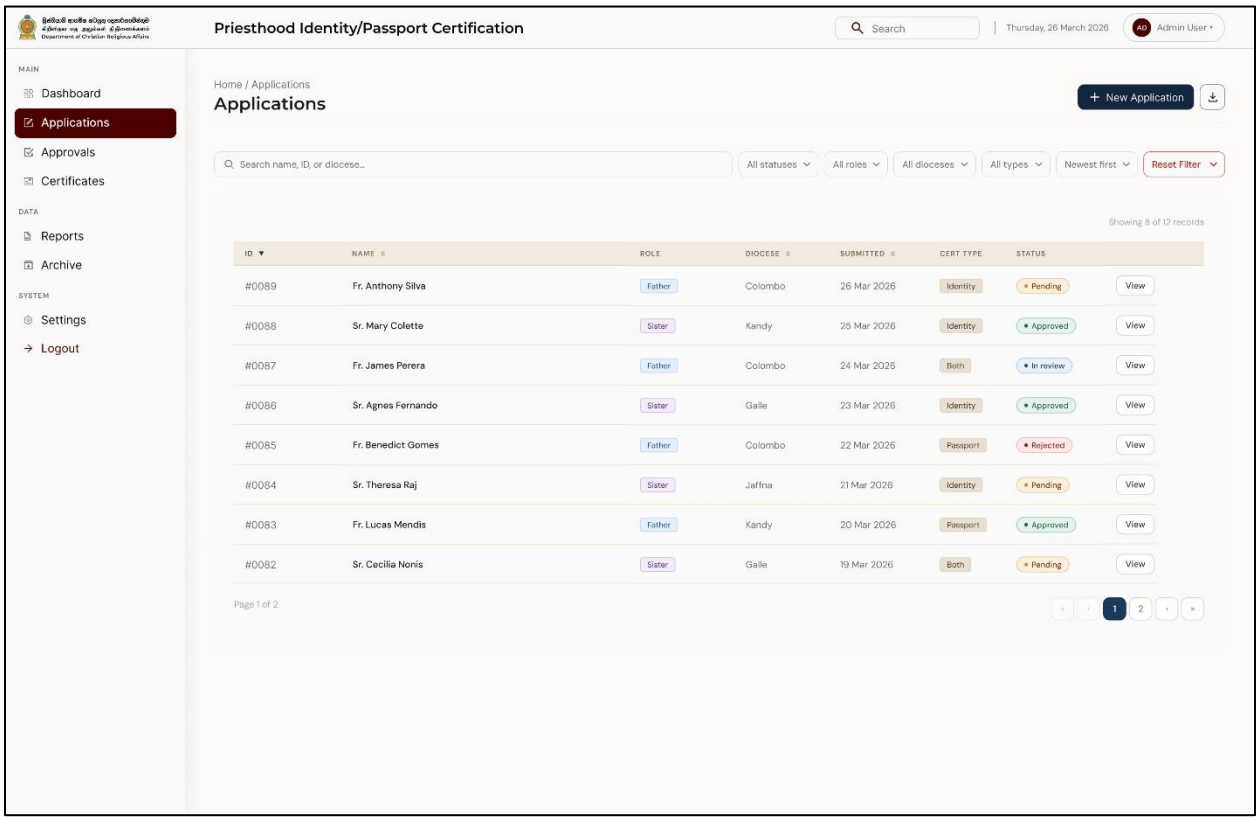
2. Applications

The Applications management screen serves as a dedicated digital ledger for organizing and overseeing the priesthood identity and passport certification pipeline. This interface provides a searchable, filtered environment where you can quickly locate specific records by name, ID, or diocese, ensuring that high volumes of requests remain easily navigable. The primary data table offers an immediate breakdown of each applicant's role, their geographic diocese, and the specific type of certification requested—whether for identity, passport purposes, or both. Status indicators such as "In Review," "Approved," or "Rejected" allow for instant visual tracking of each file's progress, while dedicated action buttons provide direct access to view the full details of any individual case.



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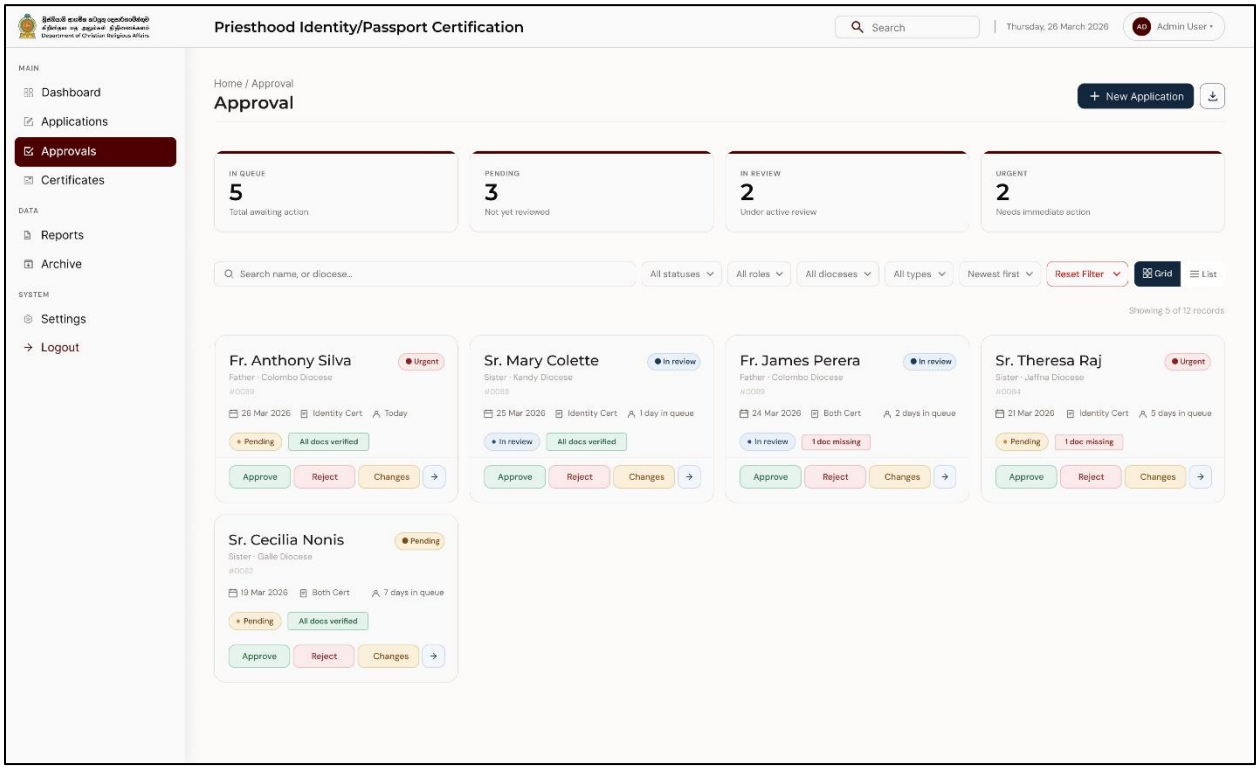
3. Approvals

The Approvals management screen functions as a high-intensity workspace designed to facilitate the rapid review and authorization of clergy documentation. At the top of the interface, summary widgets categorize the active queue by criticality, providing an immediate headcount of cases that are pending, currently under review, or flagged as urgent. This allows you to prioritize your workload effectively, ensuring that time-sensitive requests are addressed without delay. The interactive grid layout displays each applicant's profile in a card format, surfacing essential details like document verification status, specific certification needs, and the duration an item has remained in the queue.



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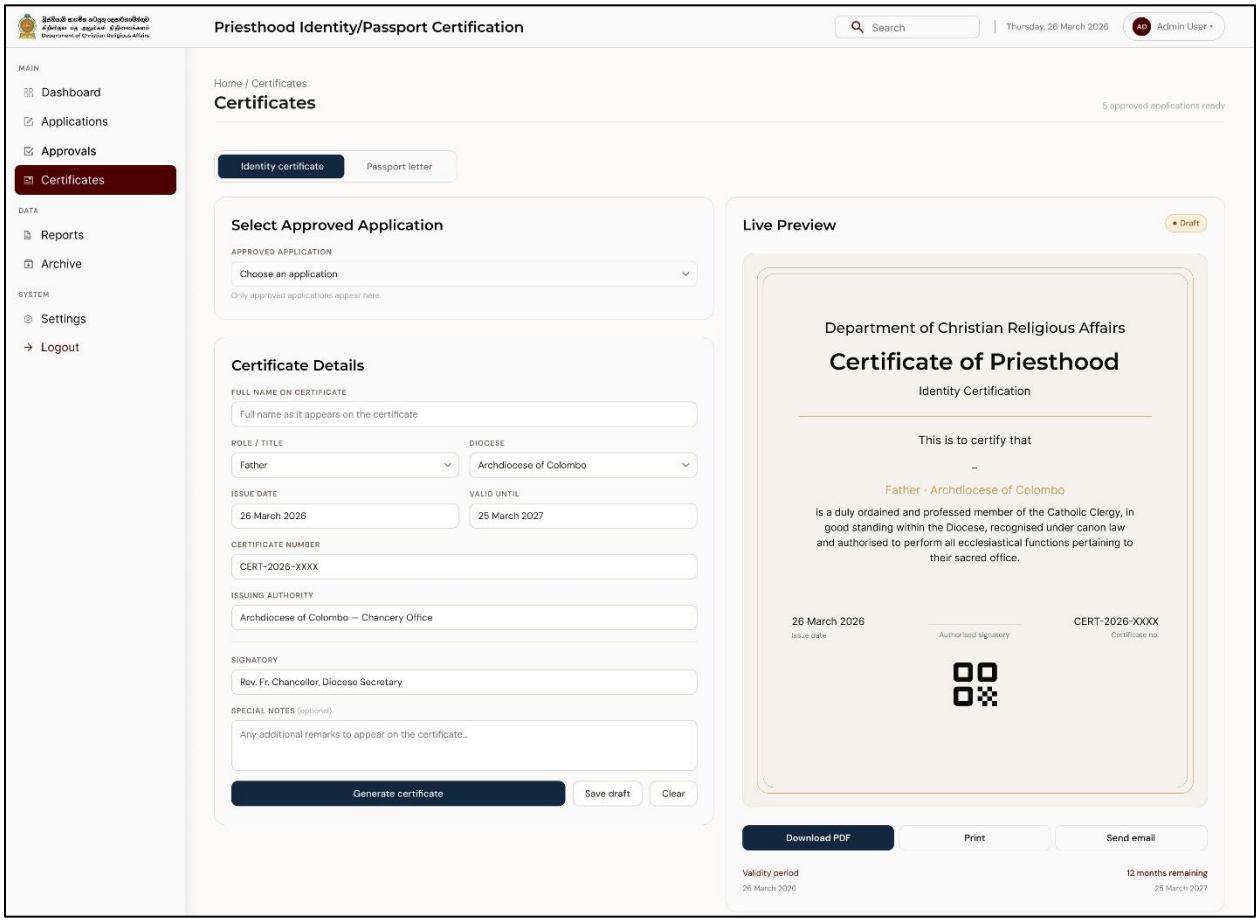
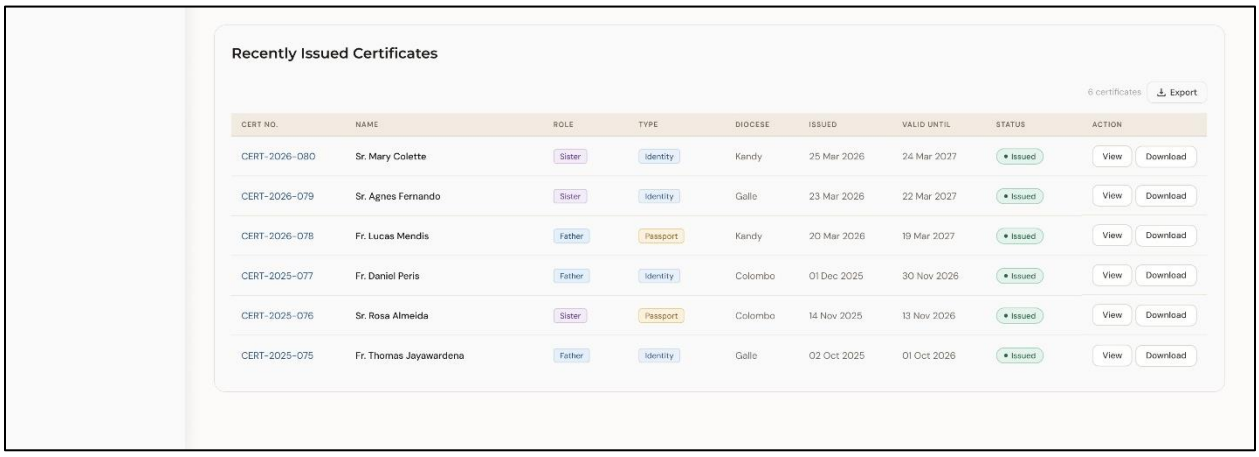
4. Certificates

The Certificates screen serves as a specialized drafting and issuance portal for generating official clergy credentials, such as Priesthood Identity Certificates and Passport Letters. The interface features a side-by-side workspace where you can select an approved application from a dropdown menu to automatically populate essential details like clerical roles, dioceses, and validity periods. As you refine the certificate information—including issuing authorities and authorized signatories—a live, interactive preview displays exactly how the final document will appear, complete with official formatting and security QR codes.





Recently Issued Certificates

6 certificates Export

CERT NO.	NAME	ROLE	TYPE	DIOCESE	ISSUED	VALID UNTIL	STATUS	ACTION
CERT-2026-080	Sr. Mary Colette	Sister	Identity	Kandy	25 Mar 2026	24 Mar 2027	Issued	View Download
CERT-2026-079	Sr. Agnes Fernando	Sister	Identity	Galle	23 Mar 2026	22 Mar 2027	Issued	View Download
CERT-2026-078	Fr. Lucas Mendis	Father	Passport	Kandy	20 Mar 2026	19 Mar 2027	Issued	View Download
CERT-2025-077	Fr. Daniel Peris	Father	Identity	Colombo	01 Dec 2025	30 Nov 2026	Issued	View Download
CERT-2025-076	Sr. Rosa Almeida	Sister	Passport	Colombo	14 Nov 2025	13 Nov 2026	Issued	View Download
CERT-2025-075	Fr. Thomas Jayawardena	Father	Identity	Galle	02 Oct 2025	01 Oct 2026	Issued	View Download

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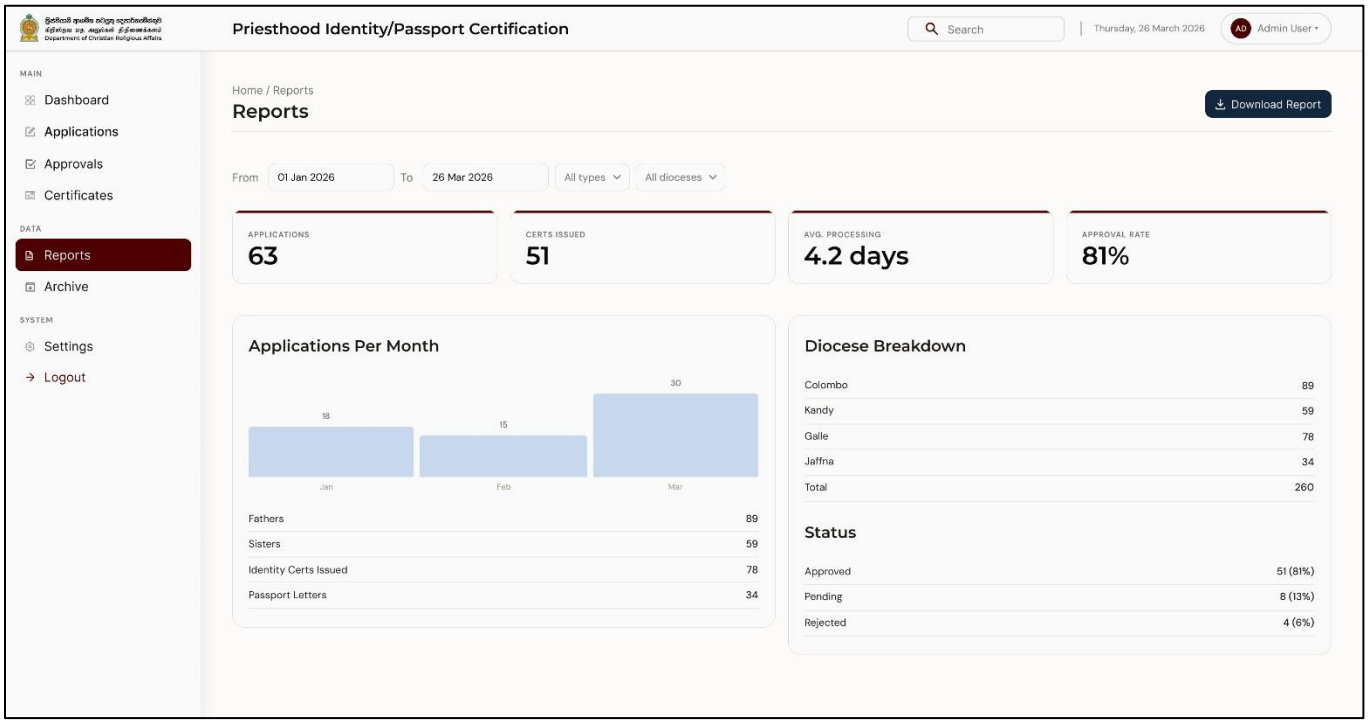
5. Reports

The Church Registration Management system is a centralized platform designed to streamline the lifecycle of religious institution applications. Through a cohesive dashboard, you can monitor the entire bureaucratic pipeline—from initial submission and departmental reviews to ministerial clearances and final certificate issuance. The interface provides granular control over individual applications, allowing you to track required documentation, manage officer assignments, and maintain an audit trail for every status change. By integrating real-time workflow visualizers, comprehensive reporting tools, and automated notifications, the system ensures that administrative processes remain transparent, efficient, and accountable, ultimately facilitating the orderly registration and certification of religious organizations.



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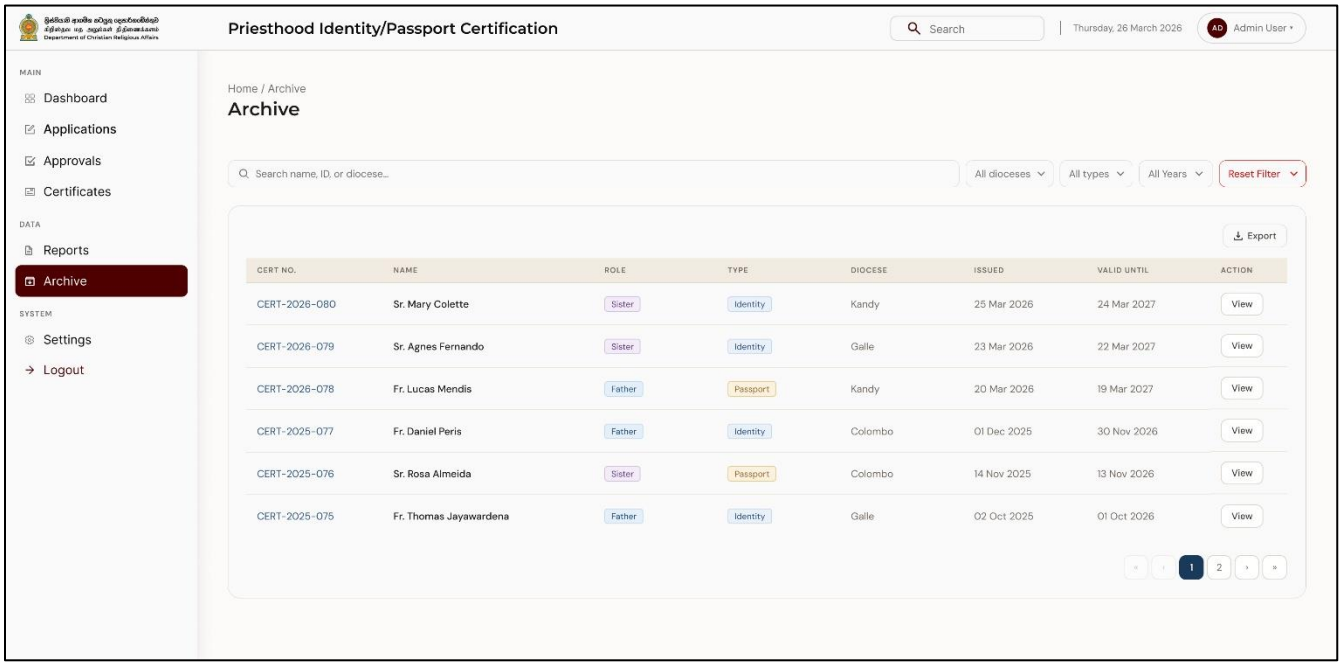
6. Archive

The Archive interface serves as a long-term historical record for the Priesthood Identity and Passport Certification system, providing a secure and organized environment for managing completed documentation from previous years. By offering a searchable and filterable repository, the UI allows you to quickly retrieve past certification records based on specific criteria such as the cleric's name, their diocese, the type of certificate issued, or the fiscal year of completion. The centralized data table acts as a permanent ledger, displaying essential information including unique certificate numbers, issue dates, and original validity periods, which ensures that you can verify the credentials of clergy members long after their initial application was processed



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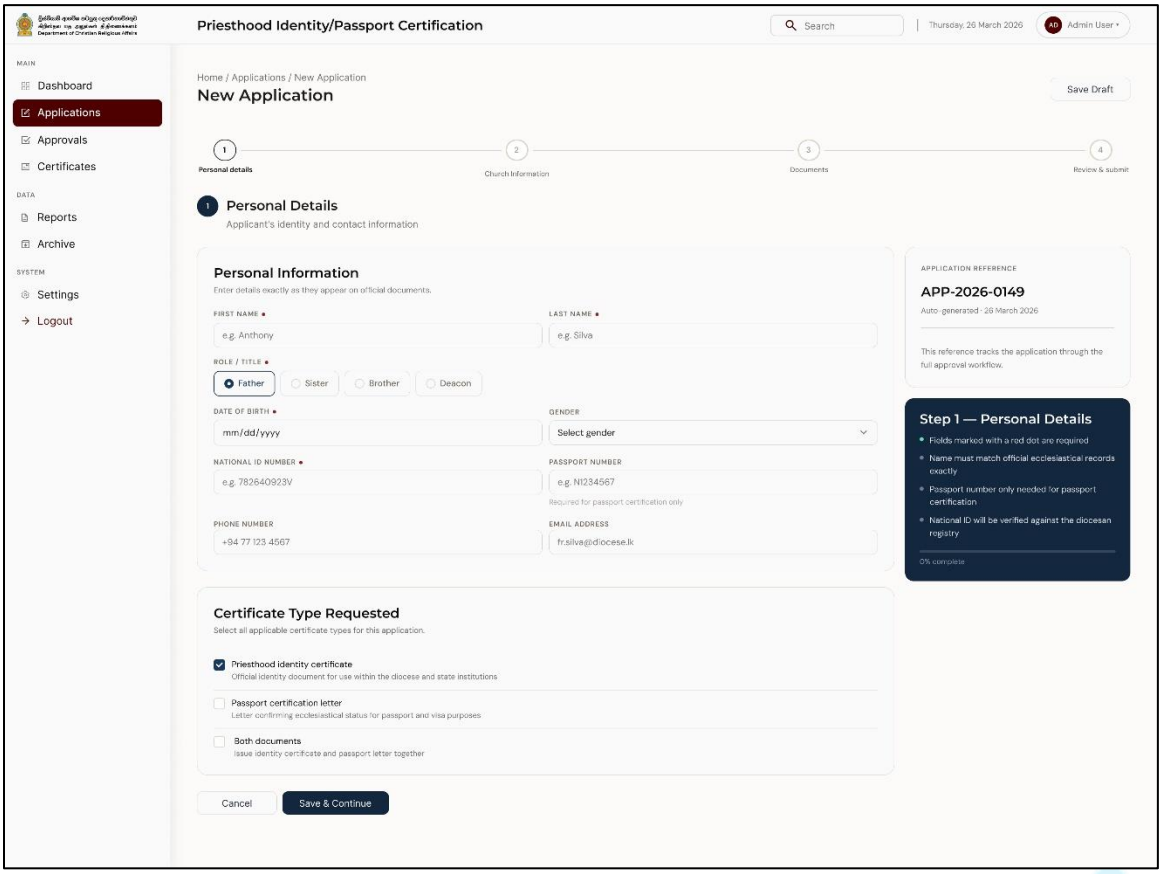
7. New Application

The new Application interface is a dedicated digital workflow designed to manage the end-to-end authentication of clergy credentials. From the central dashboard, you can oversee active application volumes, track approval statuses through real-time visualizations, and manage critical tasks like new submissions or pending reviews. The system enables you to intake applicant data—such as personal information and specific certification needs for identity or passport purposes—using a structured, multi-step process that ensures all required legal details are captured accurately. With integrated management tools for processing approvals, generating formal certificates, and archiving historical records, the interface provides comprehensive administrative oversight, allowing you to maintain compliance and deliver timely documentation for members of the religious clergy.



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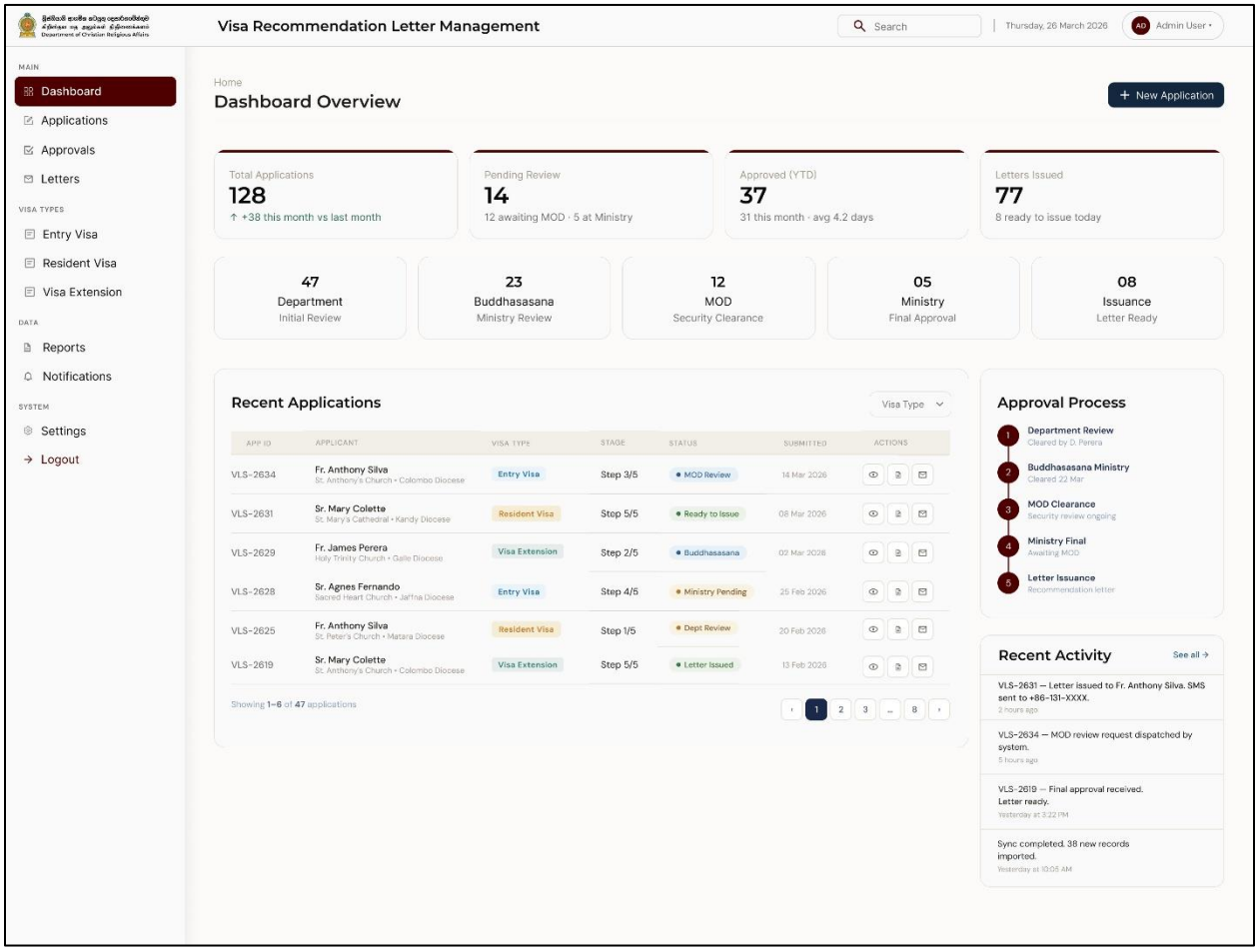
3. Visa Recommendation Letter Management System

1. Home

The Visa Recommendation Letter Management dashboard is a centralized command center for overseeing the processing of entry visas, resident visas, and visa extensions for religious personnel. The interface provides immediate transparency into the administrative pipeline through high-level summary cards that display total application volume, pending reviews, and the number of letters ready for issuance. A specialized breakdown categorizes the workload by current processing stage, ranging from initial departmental review.



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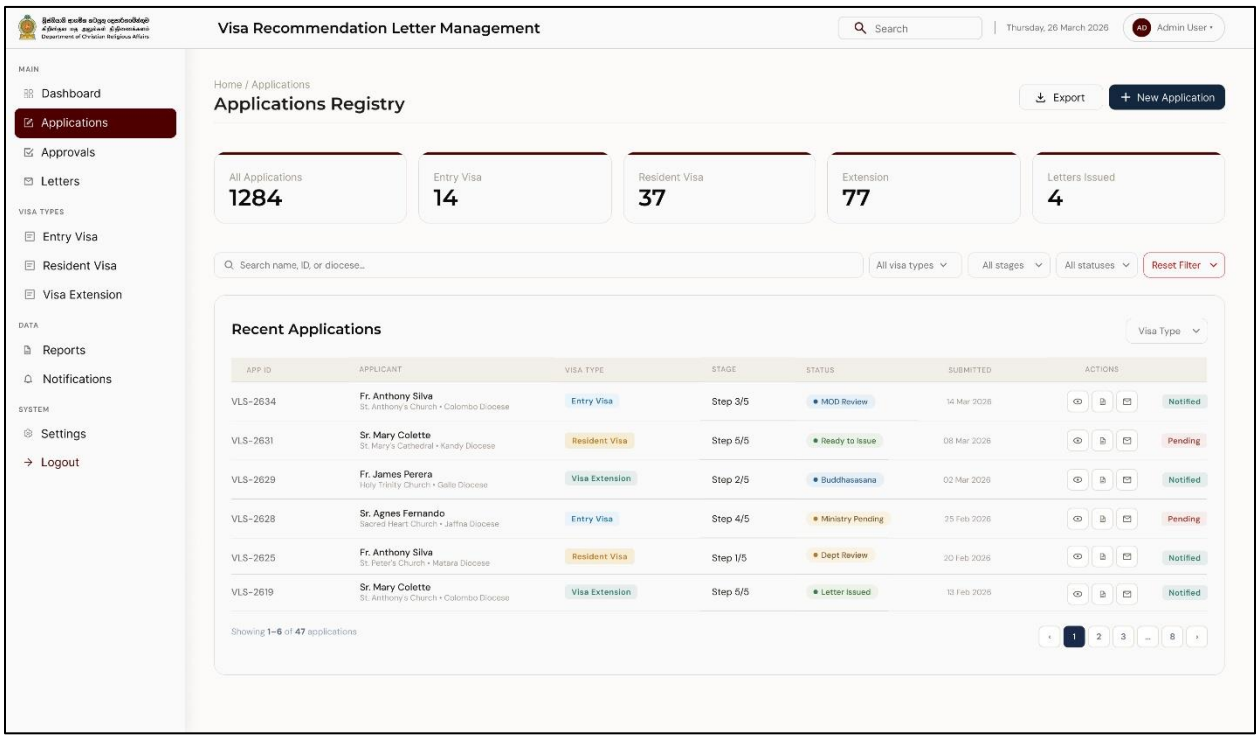
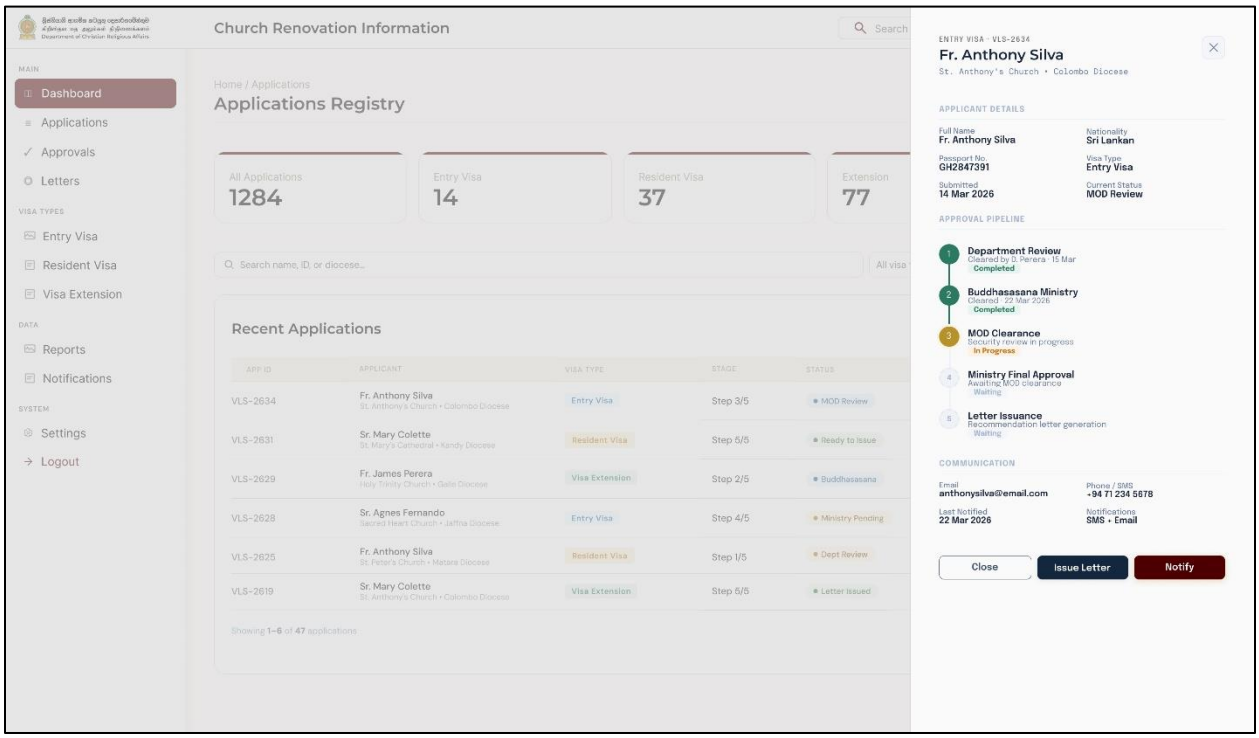
2. Applications

The Applications Registry interface functions as a specialized management hub for tracking the high-volume processing of visa recommendation letters. By organizing the workflow into distinct categories for Entry Visas, Resident Visas, and Extensions, the interface allows you to monitor over a thousand records simultaneously while maintaining clear visibility of specific active cases. The primary data table serves as an interactive ledger, surfacing critical information such as the applicant's name, their church affiliation, the current step in the approval journey, and a live status indicator that ranges from initial review to final notification.





The Entry Visa management view provides a focused environment for processing short-term international travel recommendations for religious personnel. This interface consolidates critical tracking data into a high-density table, allowing you to monitor the specific visa type, the applicant's associated church, and their current progression through the five-stage approval hierarchy. With built-in status indicators like "Dept Review" or "Ready to Issue," the UI ensures you can immediately distinguish between files requiring ministerial action and those ready for final documentation

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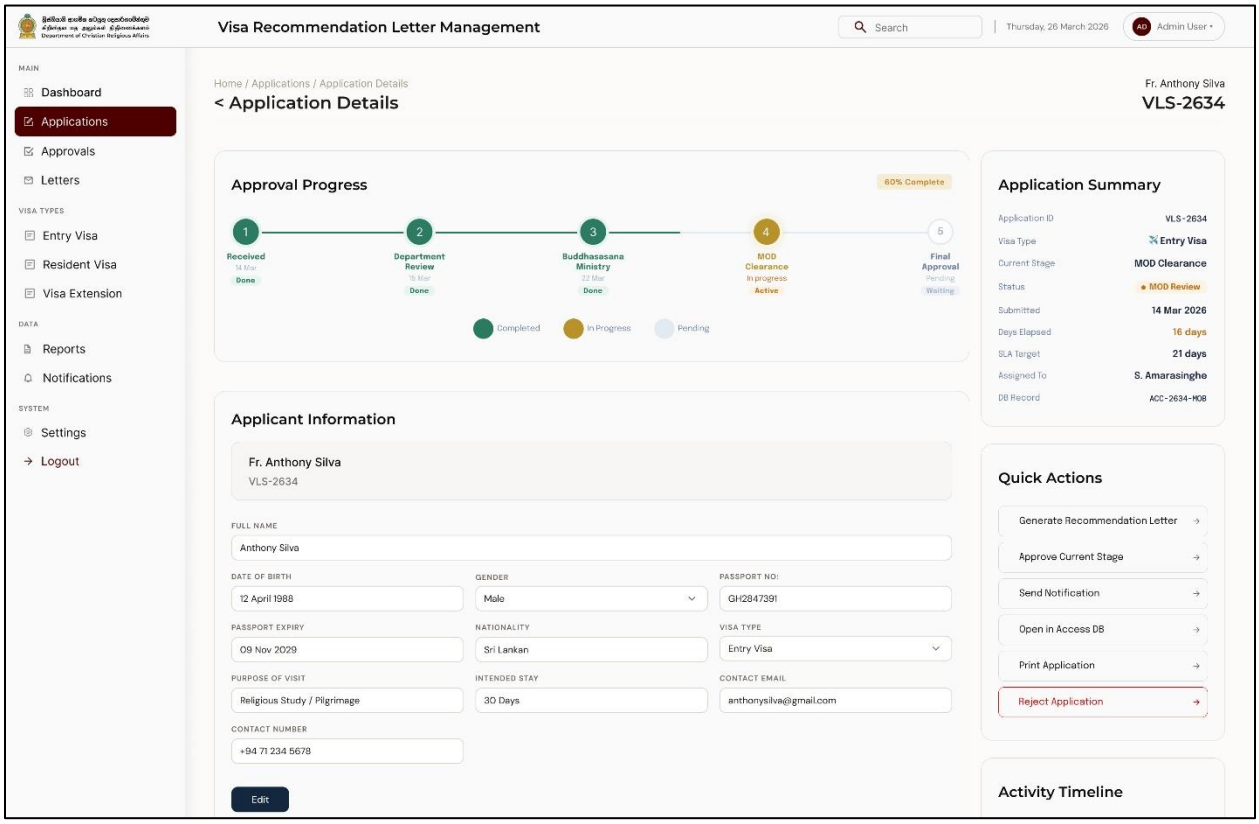
3. Application Details

The Application Details interface serves as a comprehensive dashboard for managing visa recommendation applications, providing users with a centralized hub to monitor and process requests efficiently. By consolidating essential data such as applicant details, real-time approval progress, and a chronological activity timeline, the system allows administrators to instantly assess the status of any case, such as the current "MOD Clearance" stage for the user.



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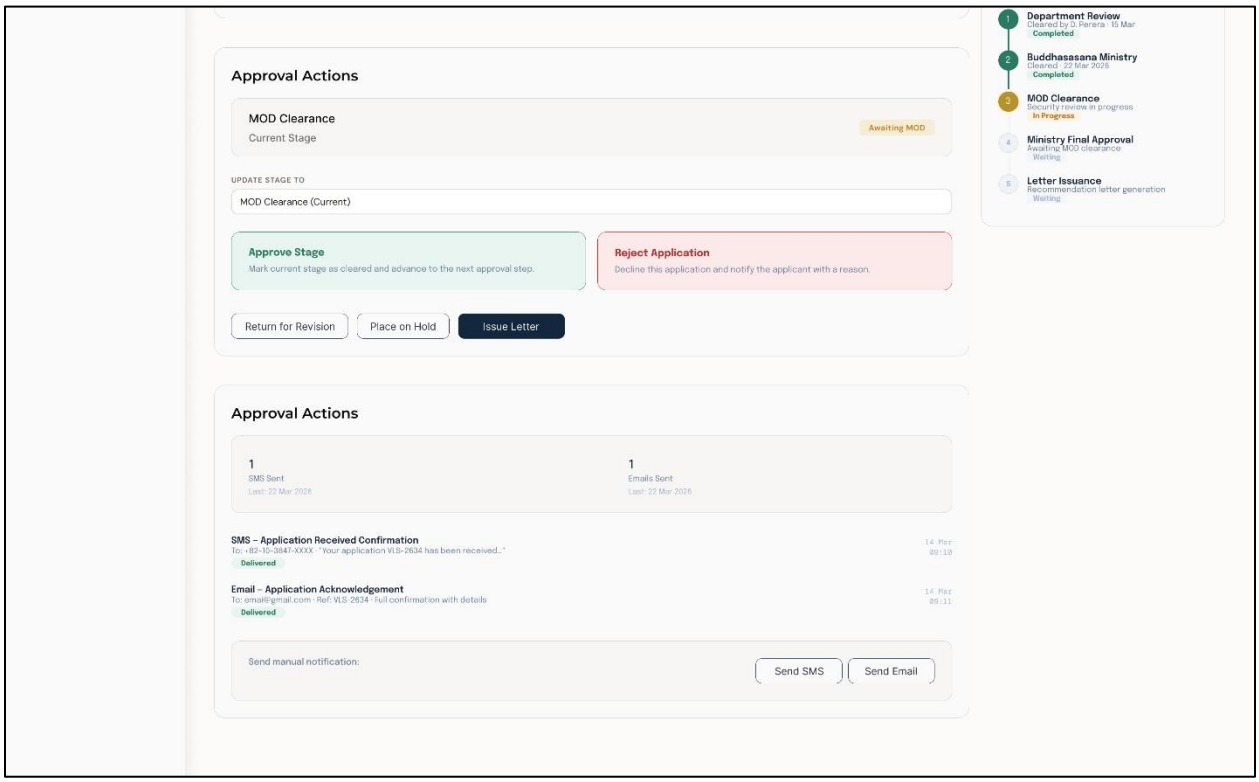

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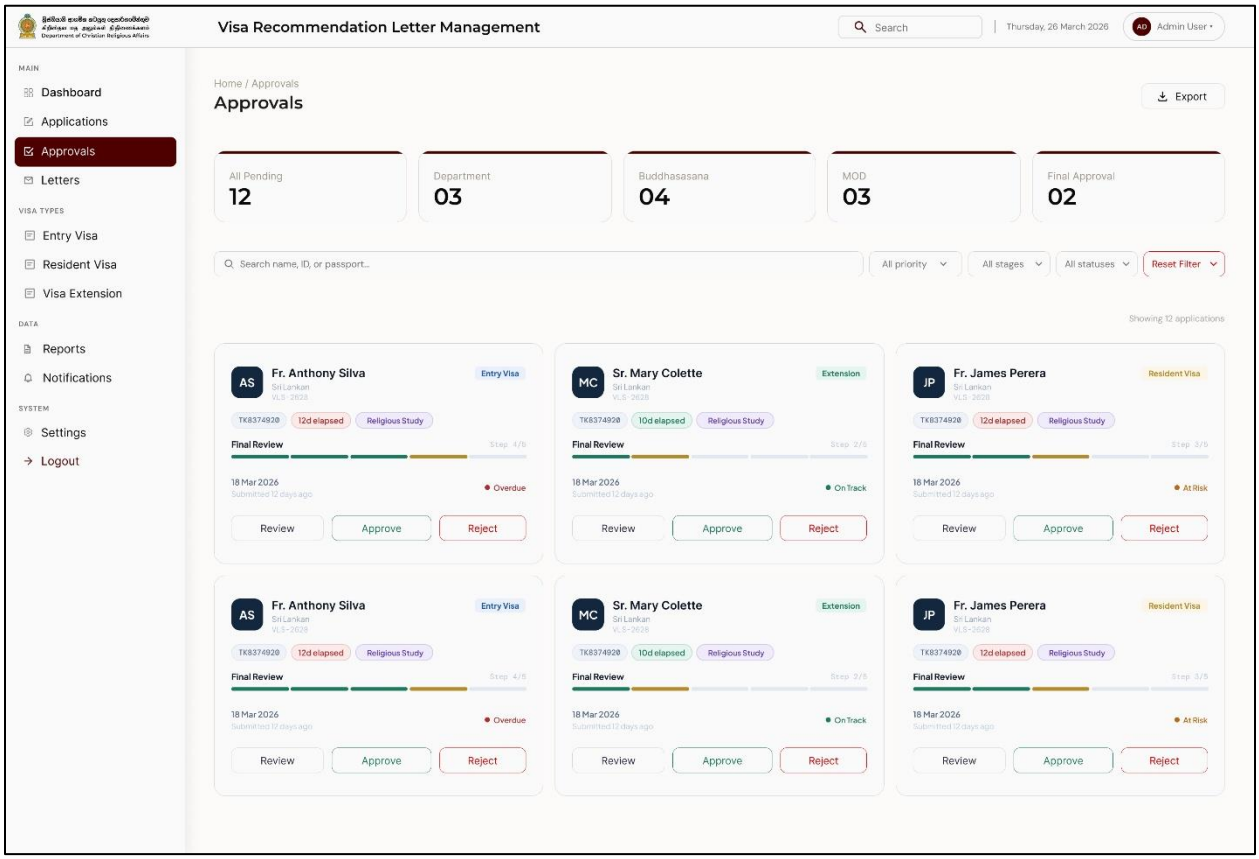
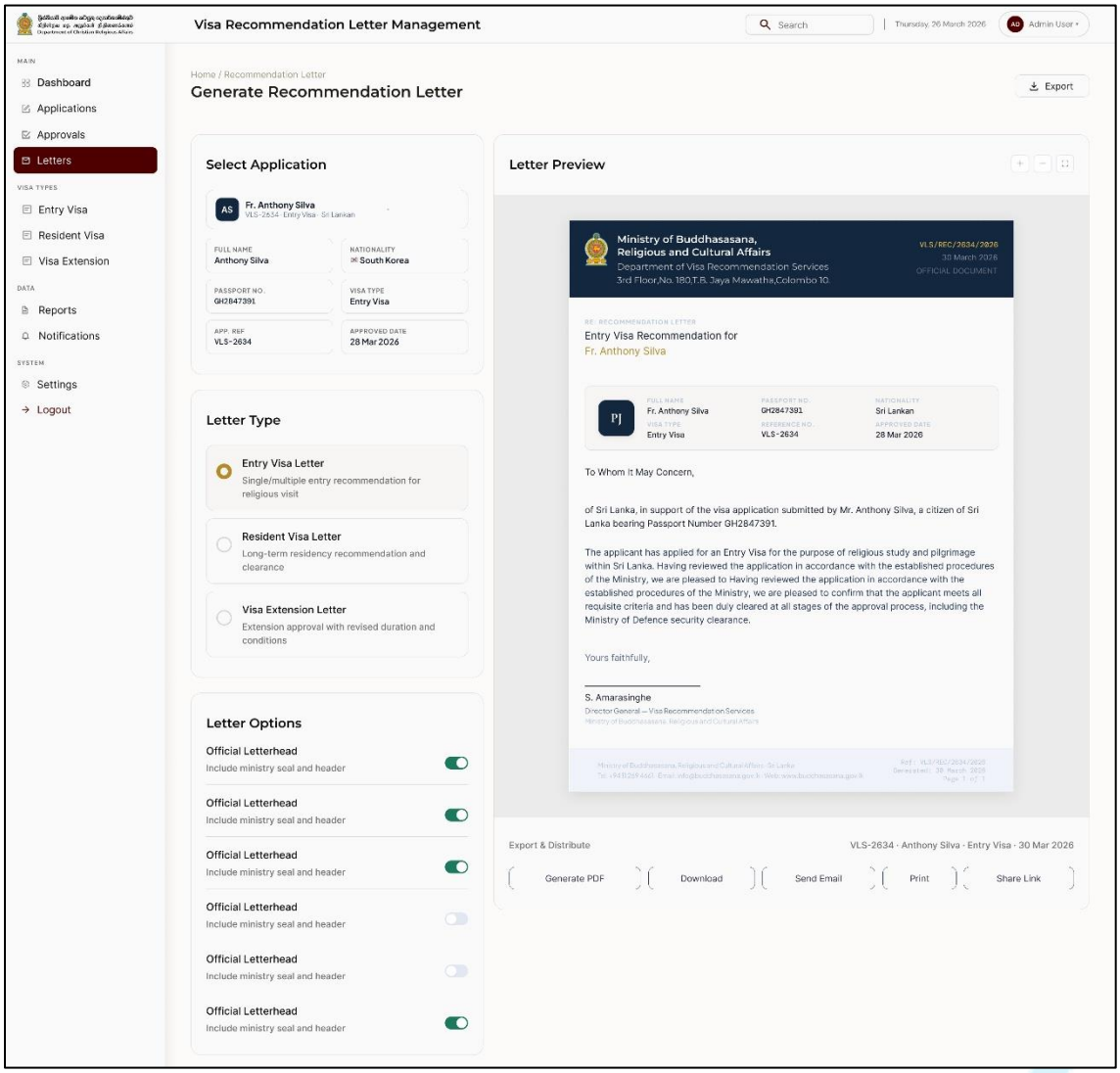
4. Approvals Page

The Approvals dashboard functions as a high-level command center designed to streamline the decision-making process by providing a clear, summarized view of all pending visa recommendation requests. It empowers users to manage high volumes of applications through executive summary tiles that categorize workload by departmental stages, while advanced filtering and search capabilities ensure specific cases are easily accessible.



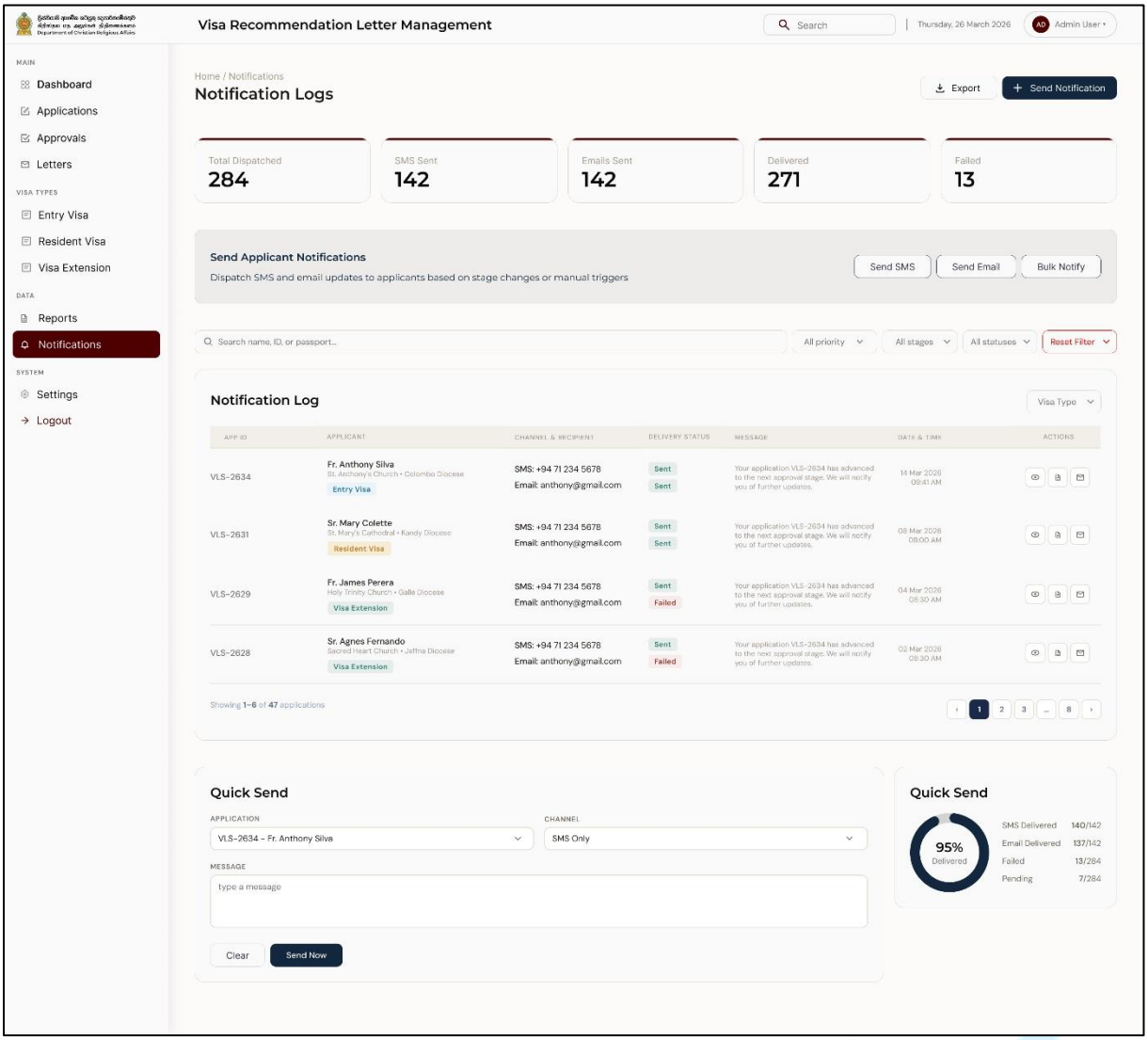
5. Letters Page

The Letter Generation interface provides a sophisticated, end-to-end workspace for finalized visa recommendation documents, bridging the gap between administrative approval and official correspondence. This UI allows users to select a verified applicant and instantly pair their data with specific letter templates—such as Entry, Resident, or Extension letters—ensuring that the content is both accurate and contextually appropriate. A dynamic, real-time preview pane offers a "what you see is what you get" experience, allowing administrators to toggle official letterhead elements and ministry seals on or off before finalizing the document.



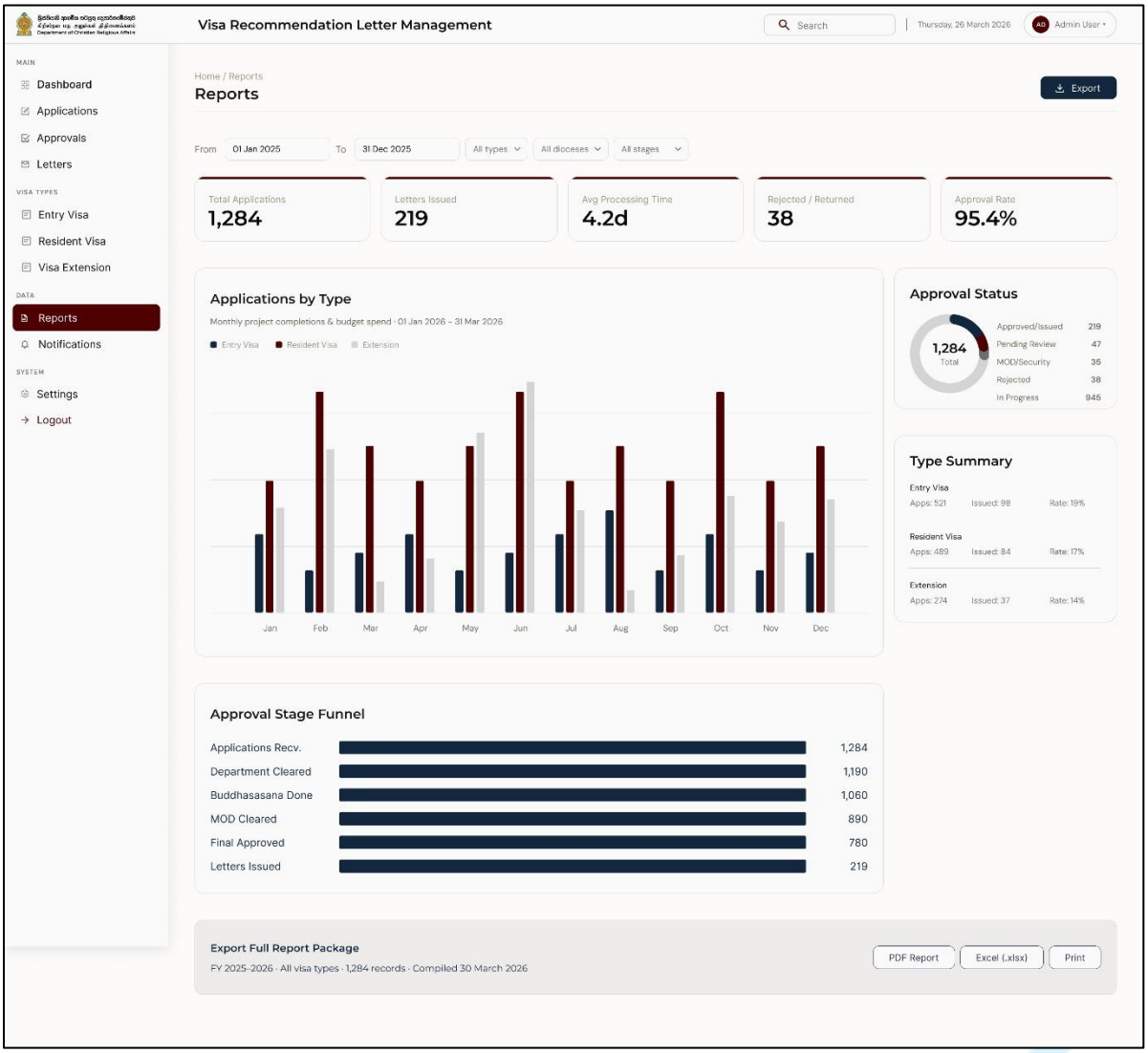
6. Notification Page

The Notification Logs interface serves as a centralized communications hub designed to ensure transparency and accountability throughout the visa application lifecycle. By providing a comprehensive overview of all sent correspondence—including both successful and failed SMS and email delivery statuses—the dashboard allows administrators to actively monitor system-wide reach and troubleshoot communication issues in real-time. The integration of high-level analytics alongside granular, per-application logs enables users to not only track the history of automated updates but also initiate manual, targeted notifications for specific applicants.



7. Reports Page

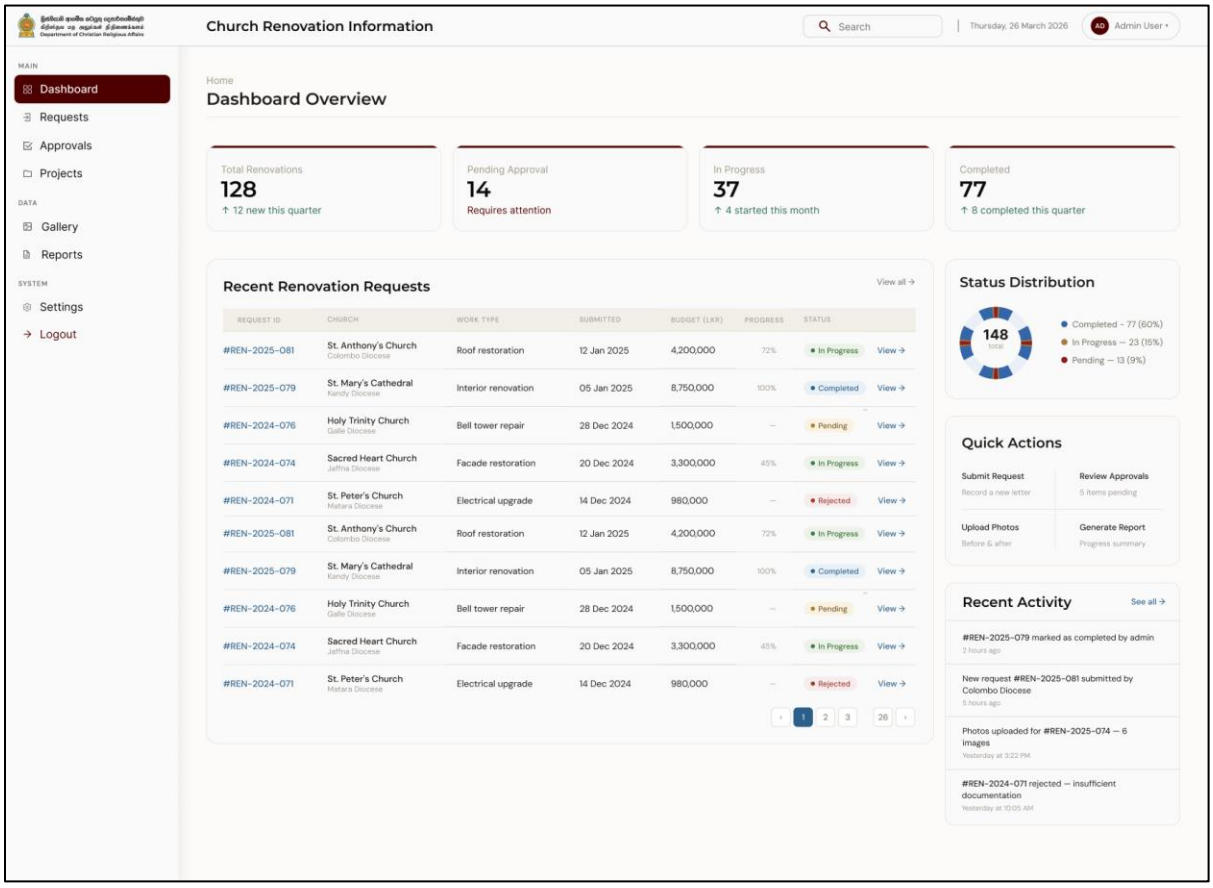
The Reports interface acts as a high-level strategic intelligence center, transforming raw application data into actionable insights for administrative oversight. By utilizing dynamic date ranges and category filters, users can evaluate organizational performance through key metrics such as average processing time, overall approval rates, and total volume of issued letters. The visual components—including monthly volume trends, approval status breakdowns, and a multi-stage process funnel—allow administrators to identify operational bottlenecks and seasonal peaks at a glance.



4. Church Renovation Information System

1. Church Renovation Information System Dashboard

The Dashboard serves as the central overview of the system, providing users with a real-time snapshot of renovation activities. It displays key metrics such as the total number of renovations, pending approvals, projects in progress, and completed renovations. Additionally, it highlights recent renovation requests along with details and current status. A visual status distribution chart helps users quickly understand the overall progress of projects. The dashboard also includes quick action options for common tasks and showcases recent system activities, enabling efficient monitoring and decision-making.



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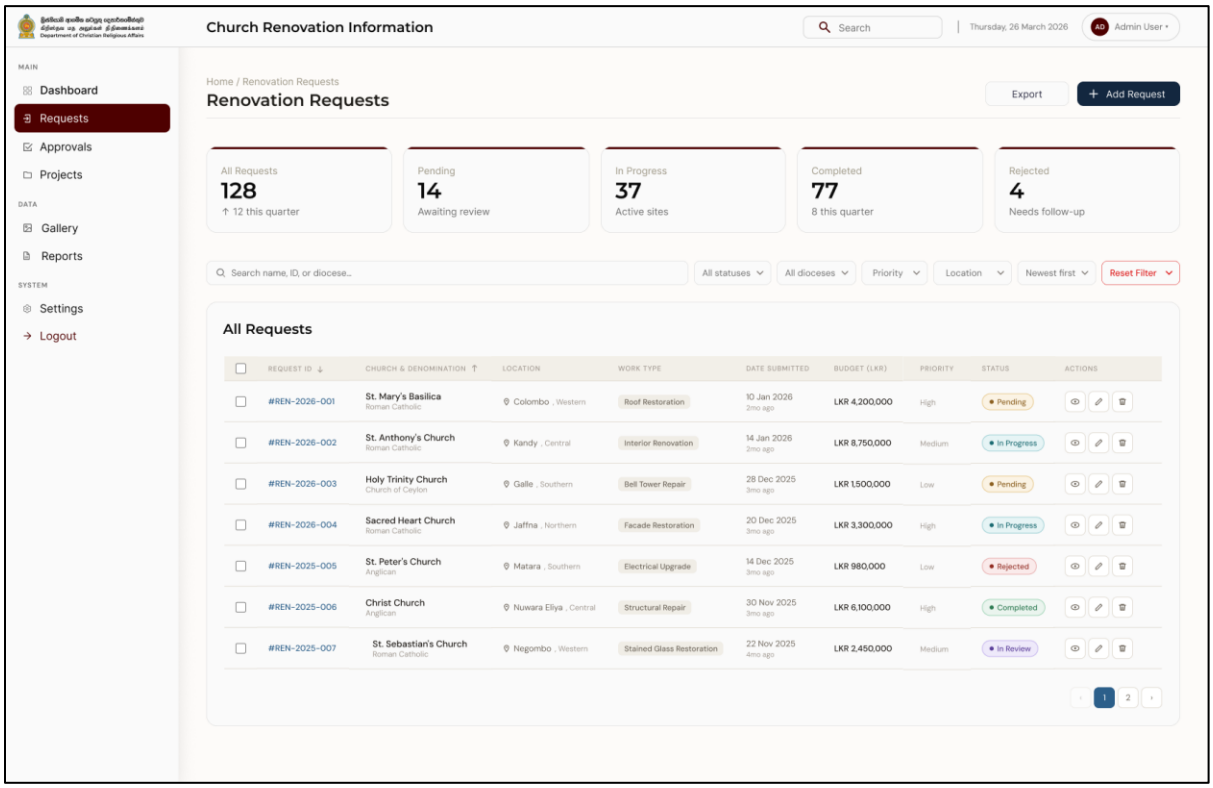
2.Renovation Requests

The Renovation Requests module manages all renovation submissions within the system. It displays a comprehensive list of requests with key details such as location, type of work, submitted date, proposed budget, and current status. Requests are categorized into cards such as All, Pending, In Progress, Completed, and Rejected for easy view. Users can add new requests, search and filter existing records, and export data when needed. The module also supports viewing detailed information, as well as editing and deleting requests, ensuring complete control over renovation data.



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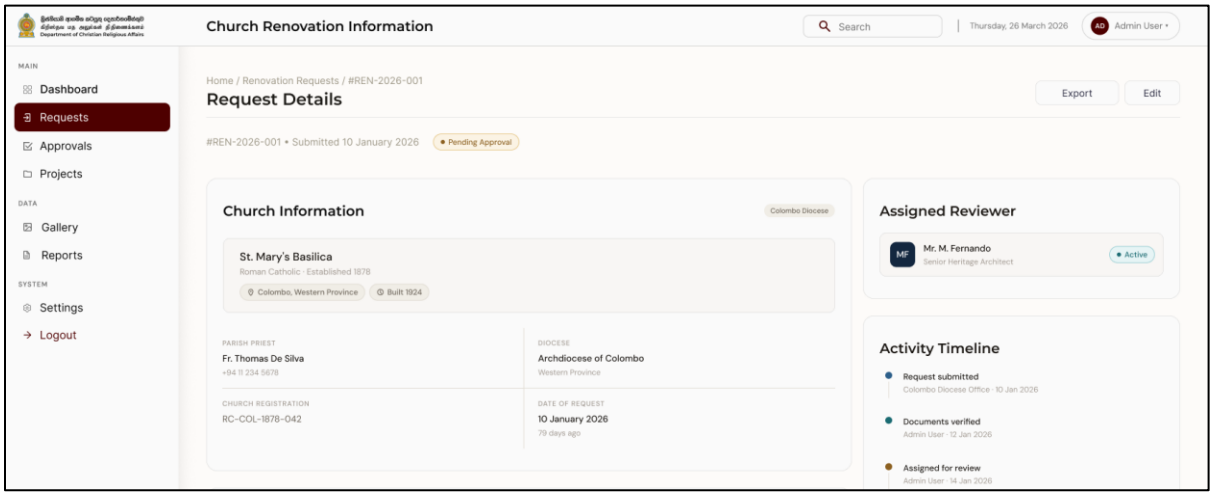
3. Renovation Request Detail Page

The Renovation Request Detail Page provides an in-depth view of a selected renovation request. It includes detailed church information, assigned reviewers, and an activity timeline showing the progress of the request. Users can view the current status, scope of work, and budget details. The module also supports uploading and managing renovation request letters, as well as before and after photographs of the renovation. This page acts as a centralized location for all information and documentation related to a specific renovation request.



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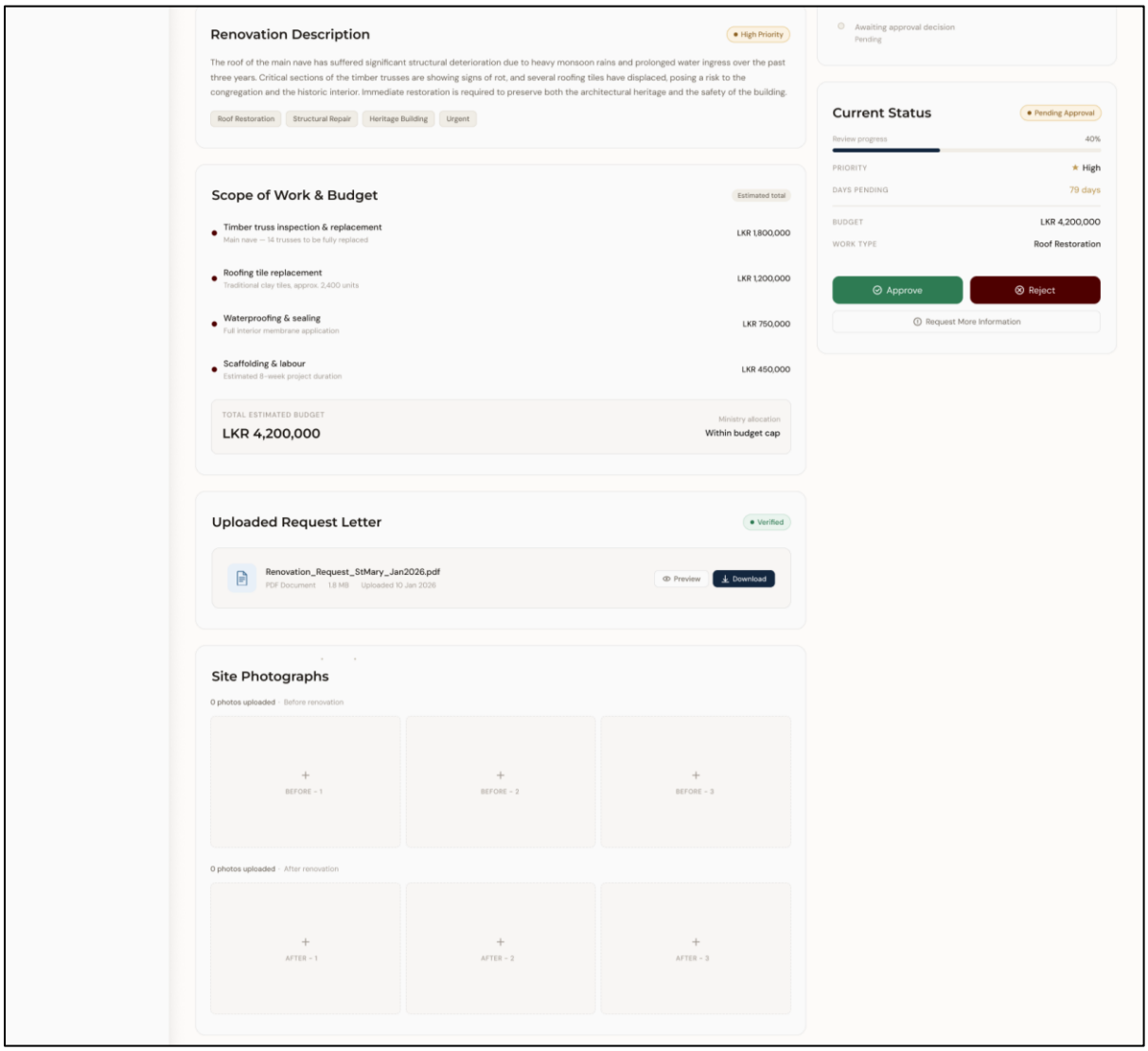

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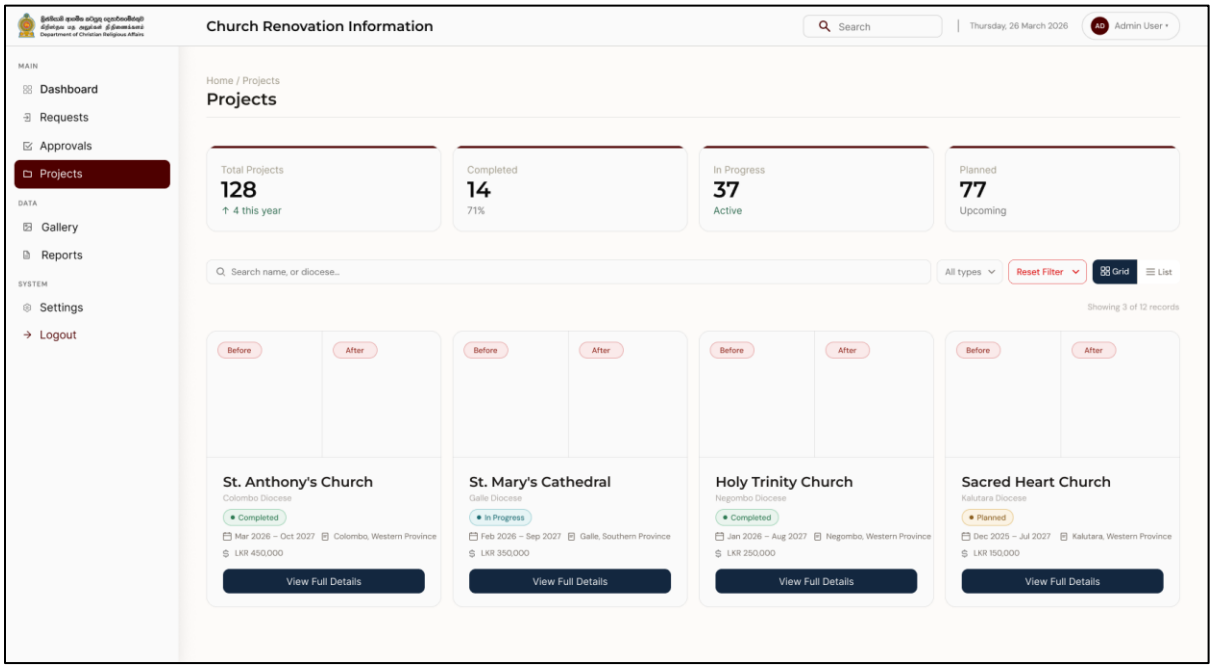
4.Projects

The Projects module focuses on managing and tracking approved renovation projects. It presents project data through summary cards such as total projects, completed projects, projects in progress, and planned projects. Users can search and filter projects based on various criteria. The module also provides visual comparisons of before and after renovation images and allows users to view detailed project information. This helps stakeholders effectively monitor the execution and outcomes of renovation activities.



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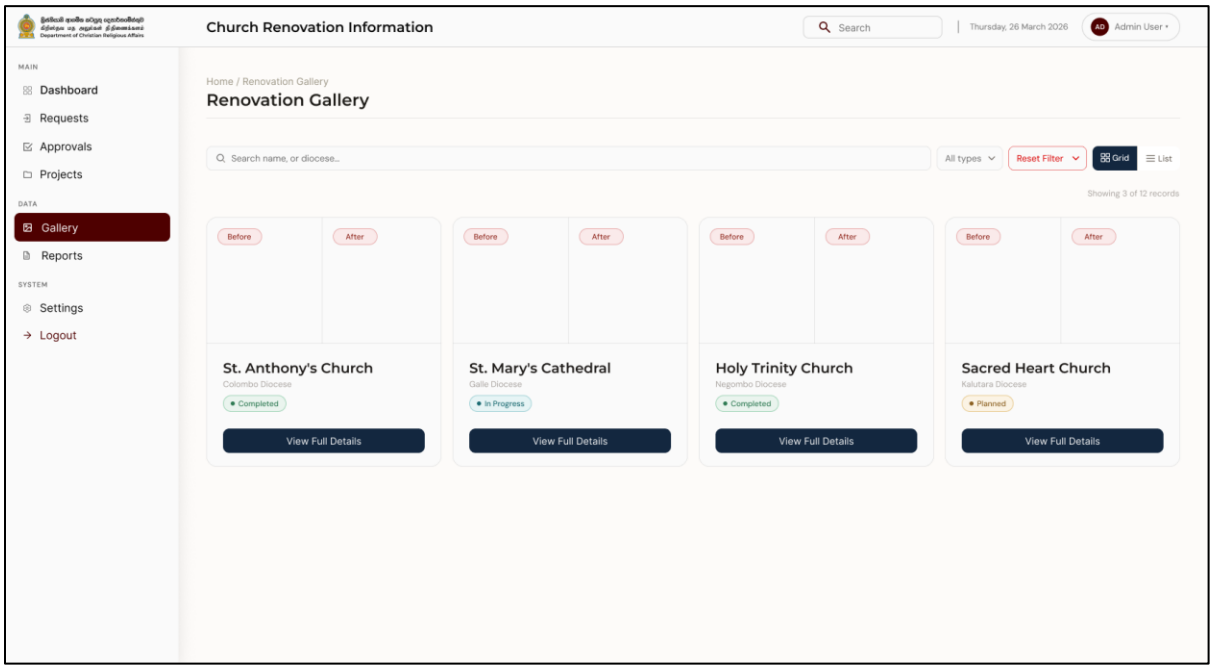
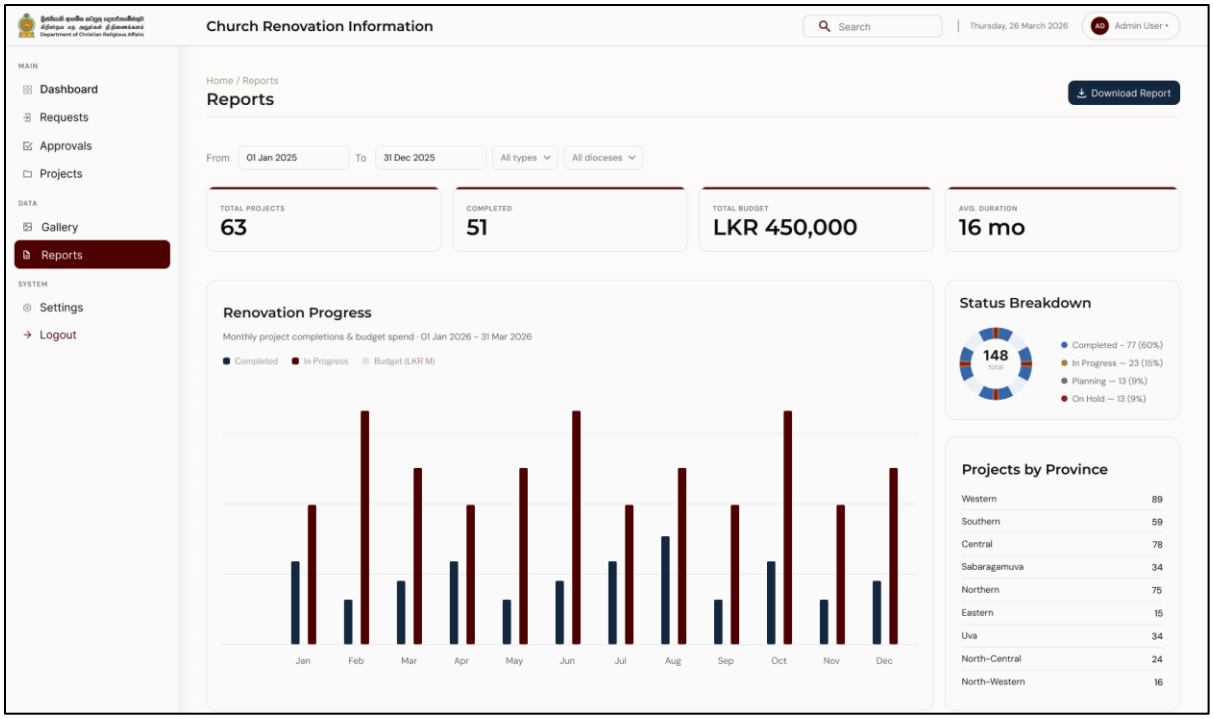
5.Gallery

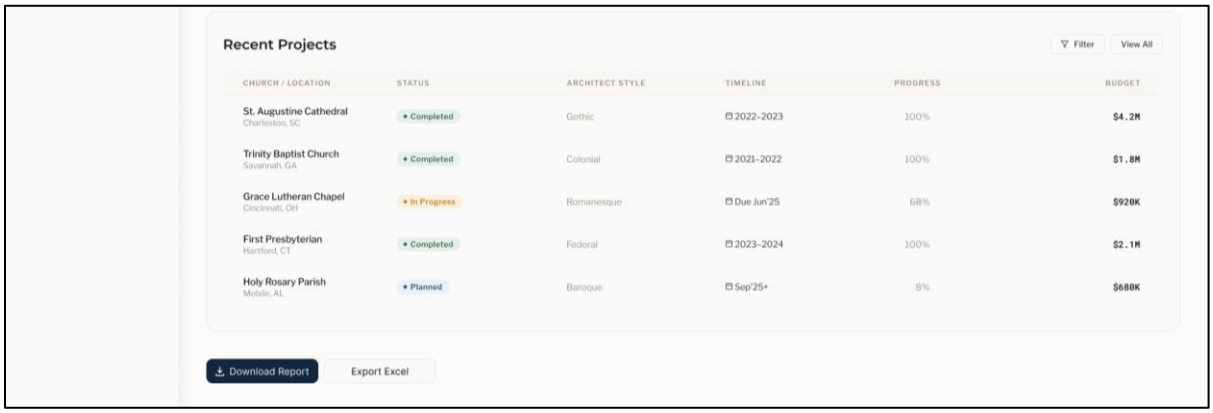
The Gallery module serves as a visual repository for all renovation related images. It stores and displays photographs of projects, including before and after renovation images. Users can search and filter images based on project details, making it easy to locate specific visual records. The module also allows users to view full image details, supporting transparency and documentation of renovation progress. The module also displays project statuses such as Completed, In Progress, and Planned, enabling users to easily track the progress of renovation activities.



6. Reports

The Reports module enables users to generate comprehensive monitoring and progress reports based on selected date ranges. Reports include summaries such as total number of projects, completed projects, total budget utilization, and average project duration. Visual elements like graphs illustrate the renovation process and status breakdown, while additional insights such as projects by province and recent project details are also included. Users can export these reports for sharing and analysis, supporting informed decision-making.





Recent Projects

Filter | View All

CHURCH / LOCATION	STATUS	ARCHITECT STYLE	TIMELINE	PROGRESS	BUDGET
St. Augustine Cathedral Charleston, SC	Completed	Gothic	2022–2023	100%	$4.2M
Trinity Baptist Church Savannah, GA	Completed	Colonial	2021–2022	100%	$1.8M
Grace Lutheran Chapel Cincinnati, OH	In Progress	Romanesque	Due Jun'25	68%	$920K
First Presbyterian Hartford, CT	Completed	Federal	2023–2024	100%	$2.1M
Holy Rosary Parish Mobile, AL	Planned	Baroque	Sep'25+	8%	$680K

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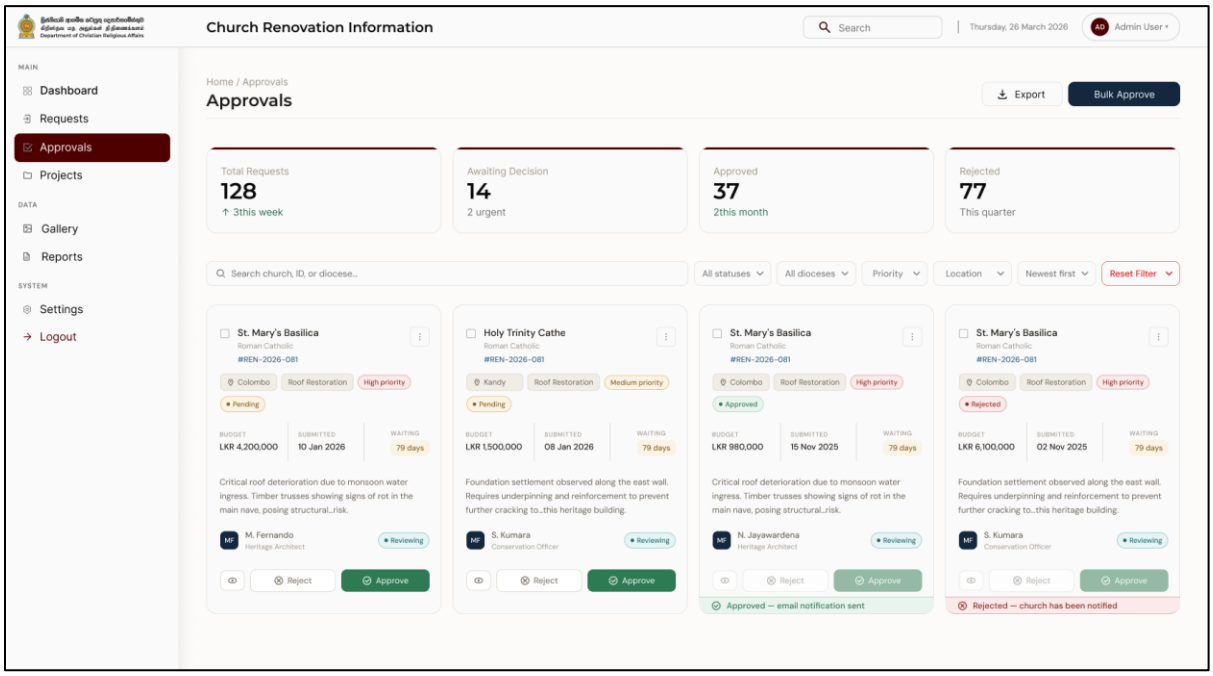
7. Approvals

The Approvals module manages the review and authorization process for renovation requests. Authorized users can approve or reject requests after carefully reviewing all relevant details. The module also supports bulk approval for efficiency when handling multiple requests. Once approved, selected renovation details can be published on the public portal for transparency and public awareness. This module ensures a structured and controlled approval workflow within the system.



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5. Free of Charge Medical Letter Issuing System

1.Free of Charge Medical Letter Issuing Dashboard

The Dashboard provides a centralized interface for quickly accessing and managing medical letter requests. By entering the applicant's passport number, the system automatically retrieves and displays relevant application details from the existing Visa Recommendation System. Users can review the associated visa letter and proceed to create the medical letter. Additionally, the dashboard displays recent visa applications along with visa types and available actions, enabling efficient tracking and quick processing of requests.

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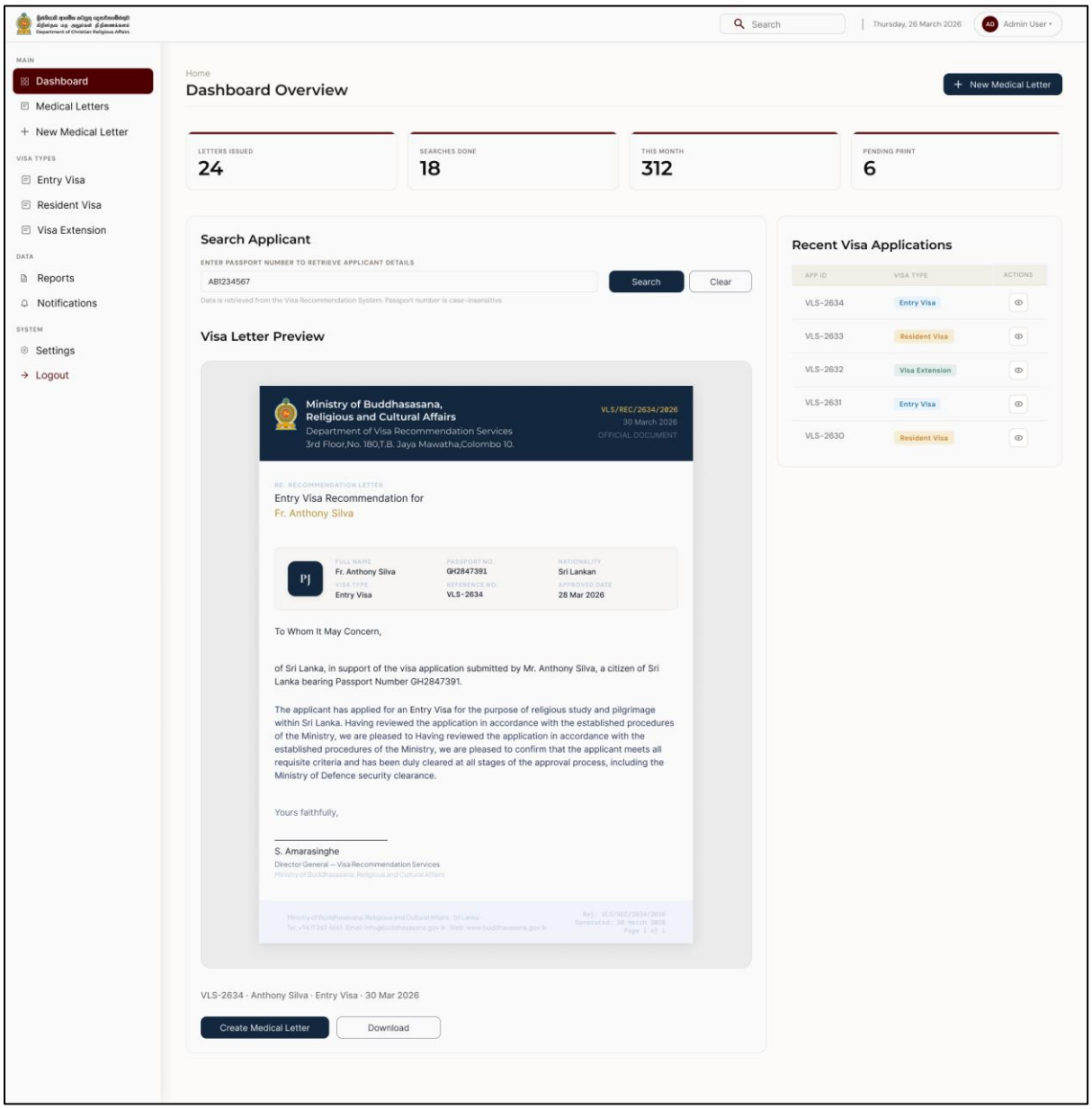

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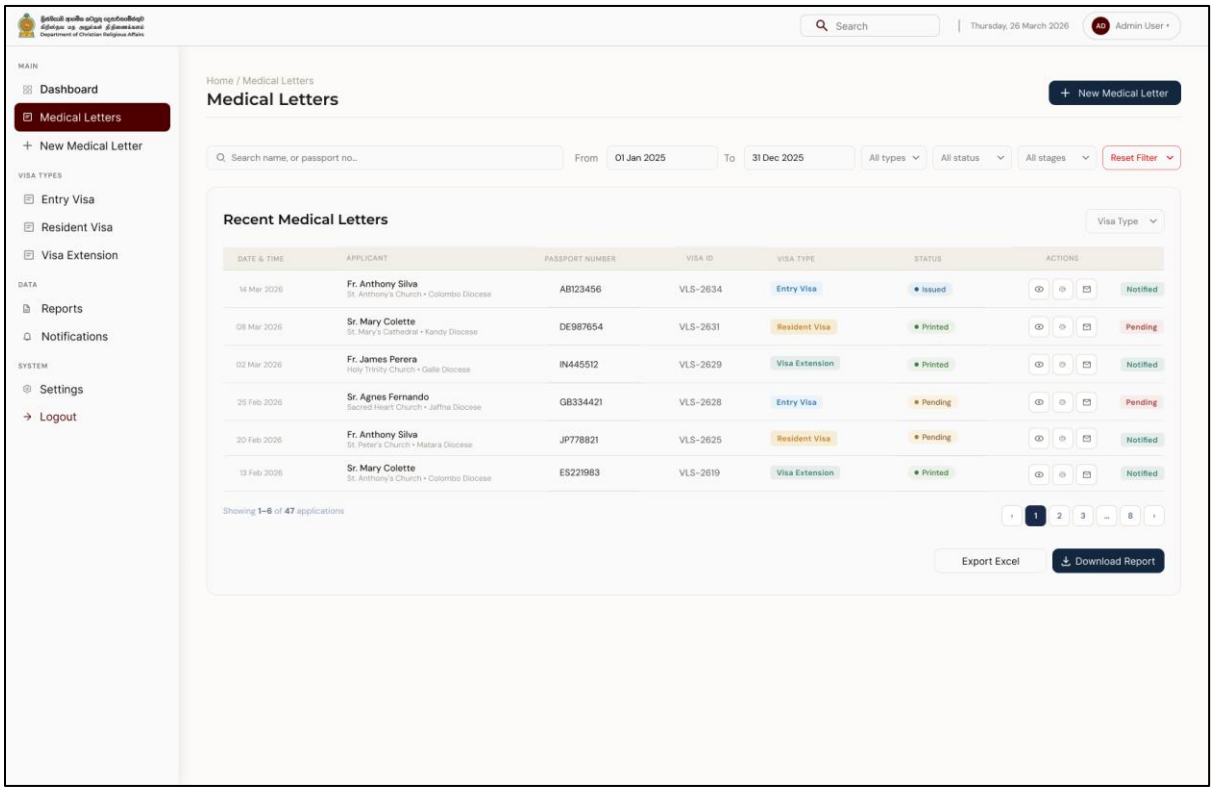
2.Medical Letters

The Medical Letters module displays a list of recently issued medical letters along with key details such as visa type, status, and available actions like view and print. It includes search and filter functionalities to help users quickly locate specific records. The module also supports generating administrative reports related to medical letters, which can be exported in formats such as Excel for further analysis and record keeping.



3.New Medical Letters

The New Medical Letters module facilitates the creation and issuance of free of charge medical letters. Users can enter the applicant's passport number to retrieve application details and review the corresponding visa letter. The system then allows users to generate and print system created medical letters. Additionally, users can download the letter, send it via email, or share it through a link, ensuring convenient and efficient distribution of documents.

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Sri Lanka Telecom (Services) Limited
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Colombo 02.

Search | Thursday, 26 March 2026 | AD Admin User

MAIN
- Dashboard
- Medical Letters
- New Medical Letter

VISA TYPES
- Entry Visa
- Resident Visa
- Visa Extension

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- Reports
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SYSTEM
- Settings
- Logout

Home / New Medical Letter

New Medical Letter

Search Applicant

ENTER PASSPORT NUMBER TO RETRIEVE APPLICANT DETAILS

AB1234567 | Search | Clear

Data is retrieved from the Visa Recommendation System. Passport number is case-insensitive.

Visa Letter Preview

Ministry of Buddhasasana, Religious and Cultural Affairs
Department of Visa Recommendation Services
3rd Floor,No. 180,T.B. Jaya Mawatha,Colombo 10.

VLS/REC/2634/2026
30 March 2026
OFFICIAL DOCUMENT

RE: RECOMMENDATION LETTER
Entry Visa Recommendation for
Fr. Anthony Silva

FULL NAME	PASSPORT NO.	NATIONALITY
Fr. Anthony Silva	GH2847391	Sri Lankan
VISA TYPE: Entry Visa	REFERENCE NO.: VLS-2634	APPROVED DATE: 28 Mar 2026

To Whom It May Concern,

of Sri Lanka, in support of the visa application submitted by Mr. Anthony Silva, a citizen of Sri Lanka bearing Passport Number GH2847391.

The applicant has applied for an Entry Visa for the purpose of religious study and pilgrimage within Sri Lanka. Having reviewed the application in accordance with the established procedures of the Ministry, we are pleased to Having reviewed the application in accordance with the established procedures of the Ministry, we are pleased to confirm that the applicant meets all requisite criteria and has been duly cleared at all stages of the approval process, including the Ministry of Defence security clearance.

Yours faithfully,

S. Amarasinghe
Director General — Visa Recommendation Services
Ministry of Buddhasasana, Religious and Cultural Affairs

Ministry of Buddhasasana, Religious and Cultural Affairs · Sri Lanka
Tel: +94 11 269 4661 · Email: info@buddhasasana.gov.lk · Web: www.buddhasasana.gov.lk
Ref: VLS/REC/2634/2026
Generated: 30 March 2026
Page 1 of 1

VLS-2634 · Anthony Silva · Entry Visa · 30 Mar 2026

Create Medical Letter | Download

Select Application

AS **Fr. Anthony Silva**
VLS-2634 · Entry Visa · Sri Lankan

FULL NAME: Anthony Silva	NATIONALITY: Sri Lankan
PASSPORT NO.: GH2847391	VISA TYPE: Entry Visa
APP. REF: VLS-2634	APPROVED DATE: 28 Mar 2026

Visa Letter Type

- **Entry Visa Letter** — Single/multiple entry recommendation for religious visit
- **Resident Visa Letter** — Long-term residency recommendation and clearance
- **Visa Extension Letter** — Extension approval with revised duration and conditions

Medical Letter Preview

Ready to Issue

Ministry of Health
Democratic Socialist Republic of Sri Lanka
Medical Letter Issuing Unit · Health Services Division · Colombo 10

REF NO: ML-2024-0043
Date: 06 April 2026
Tel: +94 11 2 685 112
Email: mlu@health.gov.lk

RE: MEDICAL STATEMENT
Medical Letter for
Fr. Anthony Silva

FULL NAME	PASSPORT NO.	NATIONALITY
Fr. Anthony Silva	GH2847391	Sri Lankan
VISA TYPE: Entry Visa	REFERENCE NO.: VLS-2634	APPROVED DATE: 28 Mar 2026

To Whom It May Concern,

This is to certify that John Doe, holder of Passport No. AB123456 (Nationality: British, Date of Birth: 14 March 1985), is a duly registered applicant under the Visa Recommendation System of the Democratic Socialist Republic of Sri Lanka and is fully entitled to free-of-charge medical services as stipulated under the applicable bilateral health regulations.

The applicant holds a Resident Visa with reference number VR-2024-08842, which has been verified and confirmed as valid by this office. This letter is issued for the express purpose of facilitating unrestricted access to medical treatment at all designated government health institutions throughout Sri Lanka, without any charge levied against the bearer.

This letter is valid for a period of: three (3) months
From the date of issue — until: 06 July 2026

Yours faithfully,

S. Amarasinghe
Director General — Visa Recommendation Services
Ministry of Buddhasasana, Religious and Cultural Affairs

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Select Application

AS **Fr. Anthony Silva**
VLS-2634 · Entry Visa · Sri Lankan

FULL NAME: Anthony Silva	NATIONALITY: Sri Lankan
DATE OF BIRTH: 14 Mar 1985	PASSPORT NO.: GH2847391
VISA TYPE: Entry Visa	VISA REF: VR-2024-08842
VALID UNTIL: 06 Jul 2026	

Document Checklist

1. **Passport Verified** — Matched with Visa DB — Completed
2. **Visa Status Active** — Resident – VR-2024-08842 — Completed
3. **Reference Generated** — ML-2024-0043 — Completed
4. **Letter Drafted** — System auto-generated — Completed
5. **Print / Download** — Pending action — In Progress

Activity Log

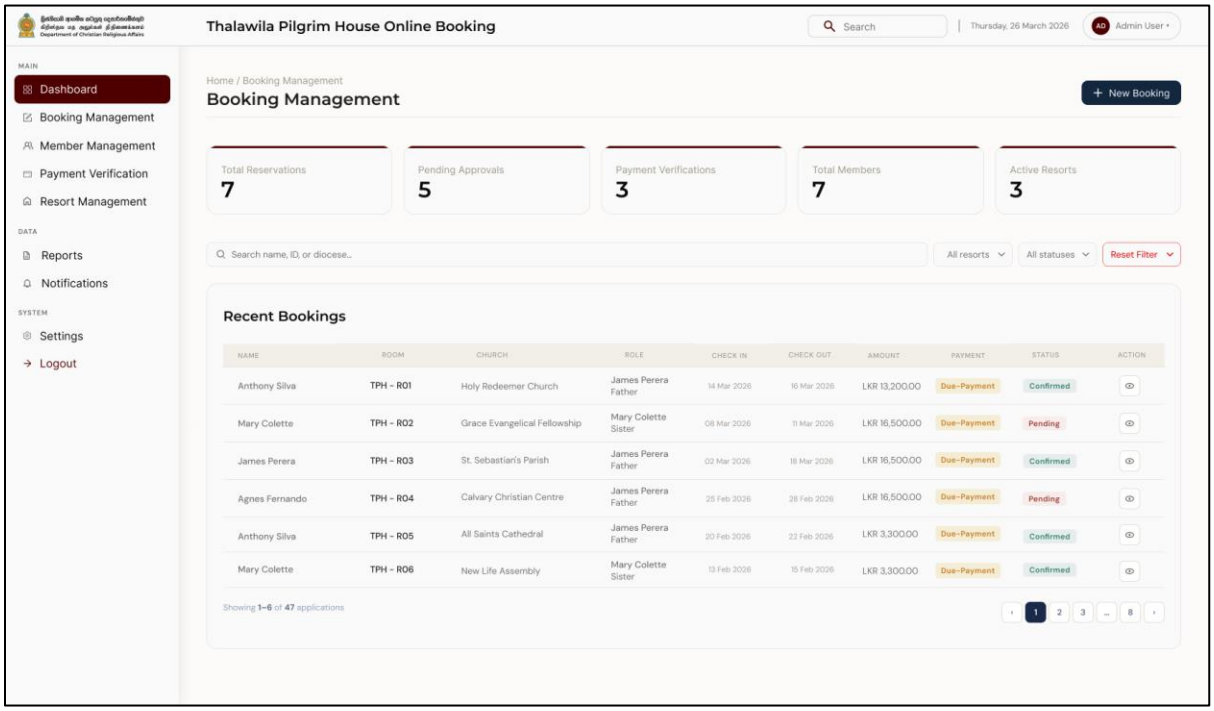
- Letter preview opened — Today — 14:32:08
- Letter generated — ML-2024-0043 — Today — 14:31:55
- Applicant record retrieved — Today — 14:31:40
- Passport search — AB123456 — Today — 14:31:33

N(PB)914

6. Thalawila Pilgrim House Online Booking System

1. Thalawila Pilgrim House Online Booking Dashboard

The Dashboard provides a comprehensive overview of the reservation system, displaying key metrics such as total reservations, pending approvals, payment verifications, total members, and active resorts. It allows users to search and filter information for quick access. Additionally, the dashboard highlights recent bookings with details such as room code, guest roles, check in and check out dates, amount, and payment status. This enables staff to efficiently monitor booking activities and make timely decisions.



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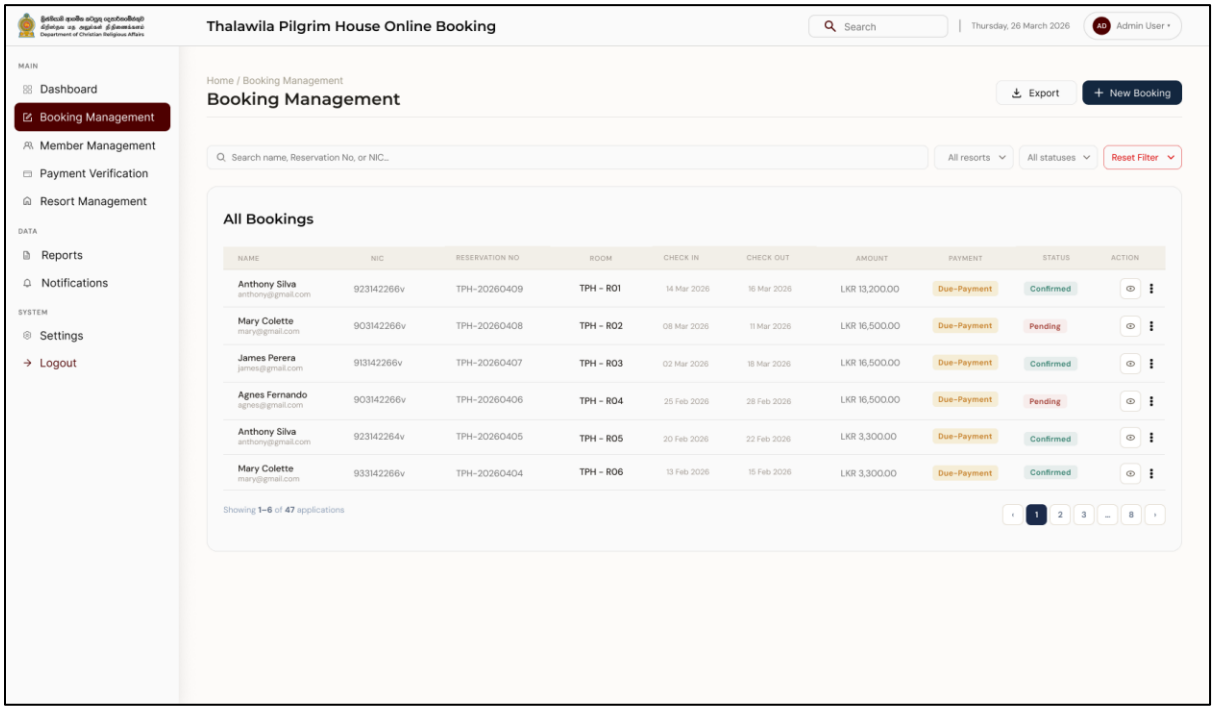
2.Booking Management

The Booking Management module is responsible for handling all reservation related activities in a structured and organized manner. It provides a comprehensive view of all bookings, including detailed information about guests, rooms, dates, and payment status. Users can add new bookings and export booking data for reporting or administrative purposes. Under the action section, users are able to approve, modify, or cancel reservations based on availability and administrative decisions, ensuring efficient control over the booking process.



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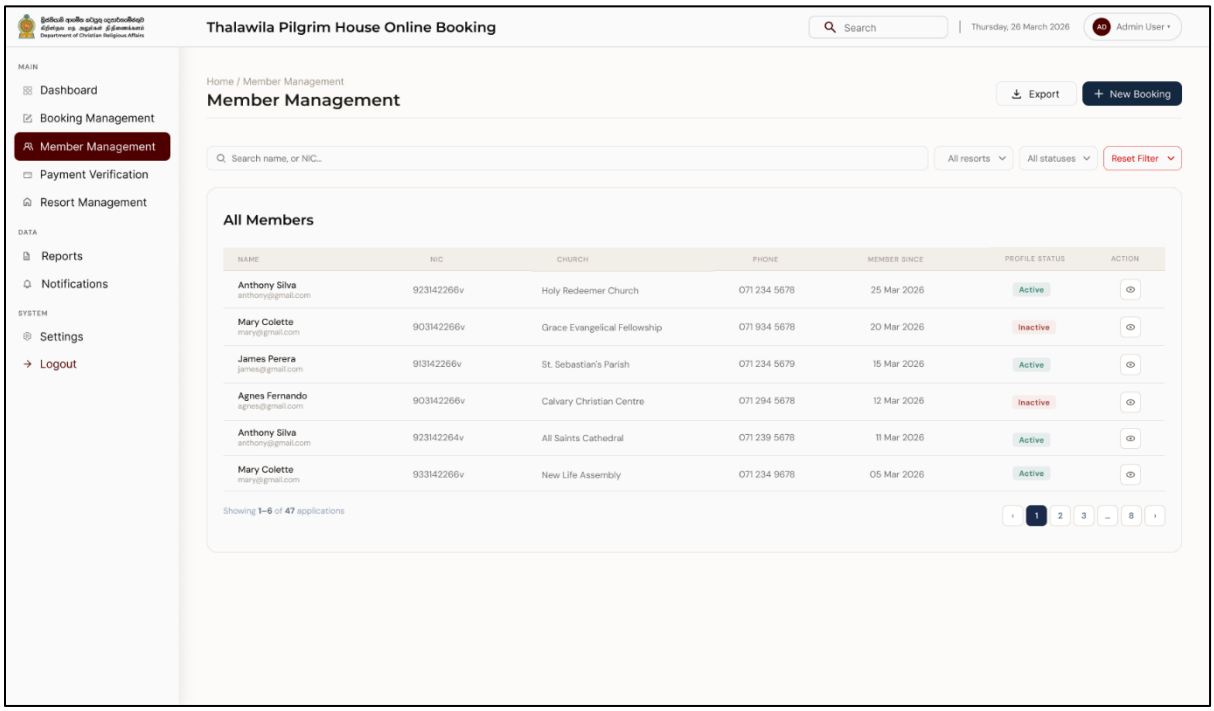
3.Member Management

The Member Management module displays all registered users who have created accounts but have not yet made any reservations. It provides a clear view of member details, allowing administrators to monitor inactive or new users effectively. The module includes a search function that enables users to quickly locate members using name or NIC number. Additionally, filtering options are available to refine results based on different criteria, helping administrators manage and analyze member data more efficiently.



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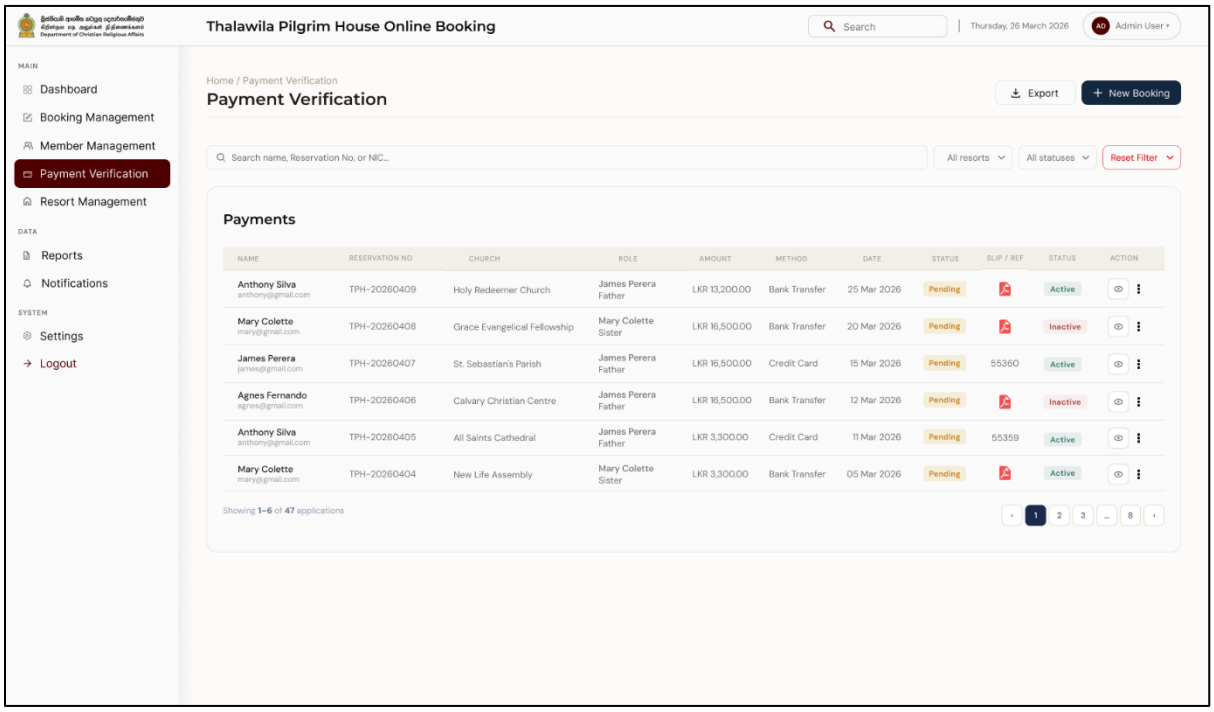
4.Payment Verification

The Payment Verification module ensures secure and accurate handling of all booking payments. It displays payment details including transaction status, payment amount, and uploaded payment slips submitted by users. Staff can review these details and verify payments. The module also allows administrators to take actions such as approving or rejecting payments, ensuring transparency and reducing the risk of errors or fraudulent transactions.



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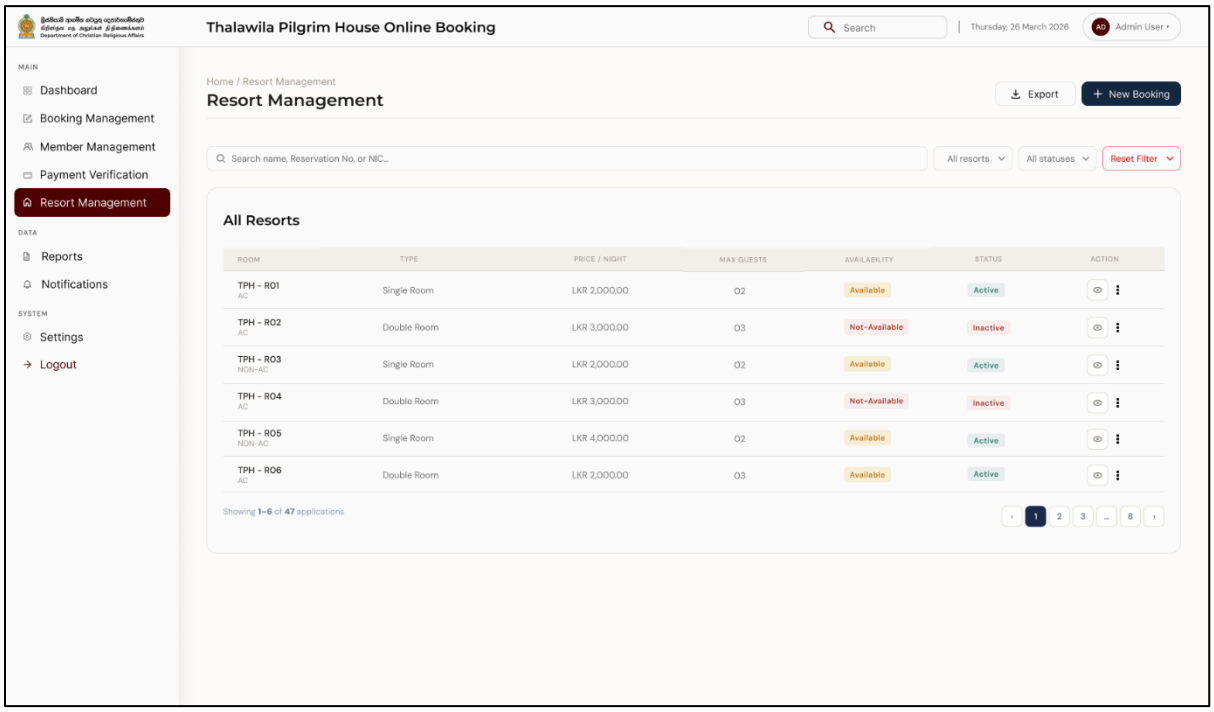
5.Resort Management

The Resort Management module manages all room and facility related information within the system. It provides detailed data such as room codes, room types, pricing, maximum occupancy, availability status, and current booking status. This module helps maintain real-time availability of rooms, ensuring that users can view accurate information when making reservations. It also supports efficient resource allocation and helps administrators manage resort operations effectively.



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Analytic Report

An analytic report will be provided to have a detailed analysis of data collected through various channels to help inform decision-making and support objectives. When using Google Analytics for this purpose, the report typically includes key metrics and insights related to Website traffic, user behavior, and audience demographics.

The following are some elements that are included in the analytics report,

- **Website Traffic Overview**: Provides data on visitors, page views, sessions, and bounce rates, helping understand engagement levels.
- **Audience Demographics**: Offers insights on visitor location, interests, and other details which useful for targeting audiences.
- **Acquisition Data**: Shows how visitors find the site (e.g., organic search, ads, social media), helping to identify effective marketing channels.

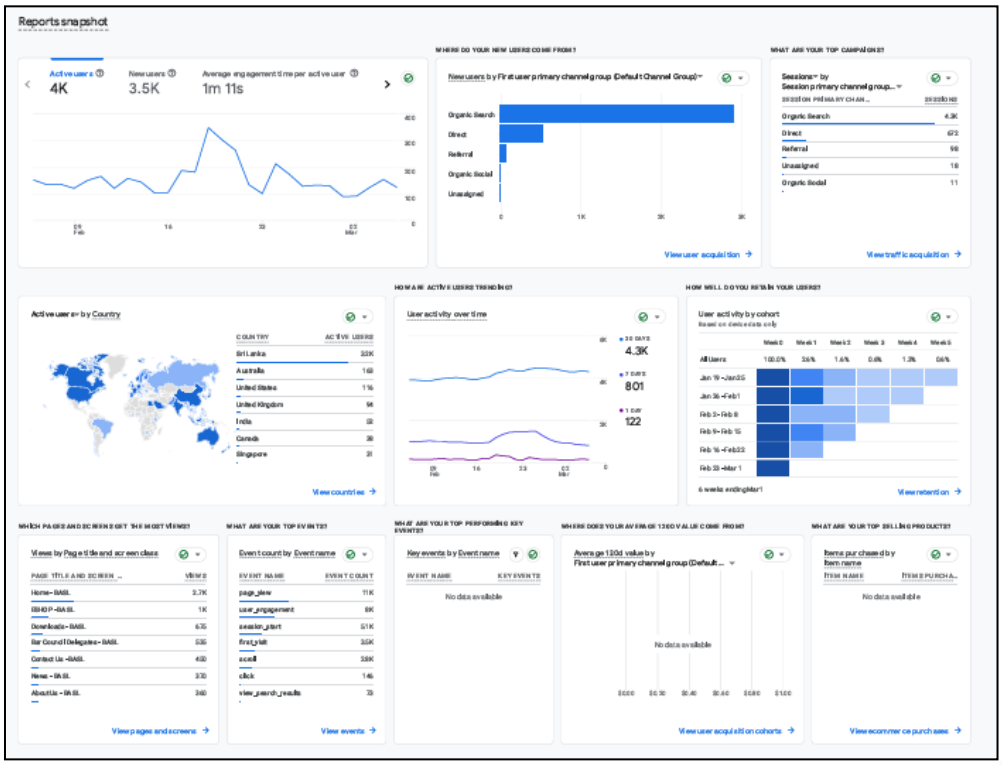

Figure 7.1: Analytic Report Snapsho

9. Project Plan with Gantt Chart

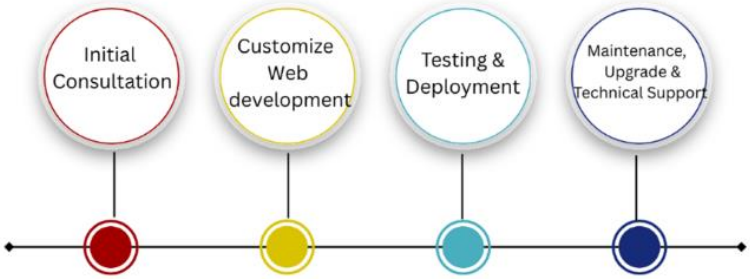

Table 1: Project Plan

Phase	Activities	Completion
Initial Consultation	Collaboration between the Department of Christian Religious Affairs and Digital Services - Sri Lanka Telecom (Services) Limited to discuss Department of Christian Religious Affairs unique functionality requirements preliminary conception of proposed design.	07/05/2026
Customized Web Development	Hand-coding of a lightweight solution tailored to meet Department of Christian Religious Affairs functionality requirements integration of solution into Department of Christian Religious Affairs .	30/07/2026
Maintenance, Upgrades, and Technical Support	Digital Services - Sri Lanka Telecom (Services) Limited will assist Department of Christian Religious Affairs as needed.	

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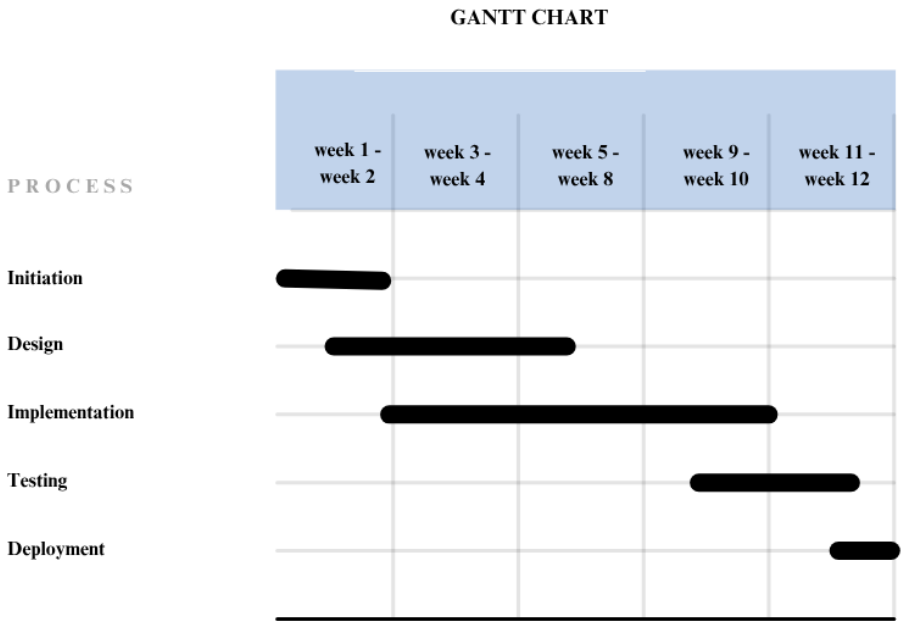

Figure 9.1:Gantt Chart

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9.1. Payment Schedule

Invoicing shall be carried out in accordance with the payment schedule outlined below. All invoices shall be settled within thirty (30) days from the date of invoice issuance.

- **40%** upon formal acceptance of the project commencement
- **50%** upon delivery of the completed website.
- **10%** upon final acceptance of the website by the Client

9.2. Annual Maintenance Contract

Upon successful acceptance of the website, the Client may enter into an Annual Maintenance Contract (AMC) with Digital Services – Sri Lanka Telecom (Services) Limited on a renewable, year-by-year basis.

- The AMC fee shall be 20% of the total development cost, covering system maintenance and technical support.
- In the event of introducing new features or modules beyond the original scope, the AMC value shall be revised accordingly based on the additional development cost incurred due to such value additions.

9.3. General Terms and Conditions

- This proposal is valid until 23rd June 2026.
- Software/customer/Website/company data or any other data/information leakage is prohibited, and Digital Services - Sri Lanka Telecom (Services) Limited is liable for damages in a breach.
- Client is responsible for responding to required clarifications within a reasonable time frame.

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10.Customer Support Service

Digital Services – Sri Lanka Telecom (Services) Limited provides 24x7x365 real-time customer support via telephone to ensure uninterrupted service delivery and continuous operational availability for all clients.

The customer support service covers incident reporting, issue resolution, technical guidance, and service-related inquiries throughout the lifecycle of the website. All reported issues will be addressed in accordance to minimize downtime and ensure system reliability.

Support services include assistance during system operation, troubleshooting of website related issues, performance monitoring, and coordination of corrective actions where necessary. Preventive support measures may also be applied to reduce the likelihood of recurring issues and to maintain optimal performance.

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11.Deliverables

The following deliverables shall be provided upon completion:

- **Fully Functional Website** – A fully developed, responsive, and user-friendly website that incorporates all agreed features, functionalities, and design elements, ensuring seamless operation across desktops, tablets, and mobile devices.

- **Content Management System (CMS)** – A robust and intuitive admin interface that allows authorized users to efficiently create, edit, and manage website content without technical assistance.

- **Documentation** – Technical guides, user manuals, and configuration instructions to enable proper understanding.

- **Deployment & Support** – Complete deployment of the website to the production environment, along with configuration and initial user training to ensure a smooth launch.

- **Analytics and Reporting Setup** – Integration of website analytics tools to monitor visitor trends, traffic statistics, and user engagement, providing the client with actionable insights for ongoing improvement.

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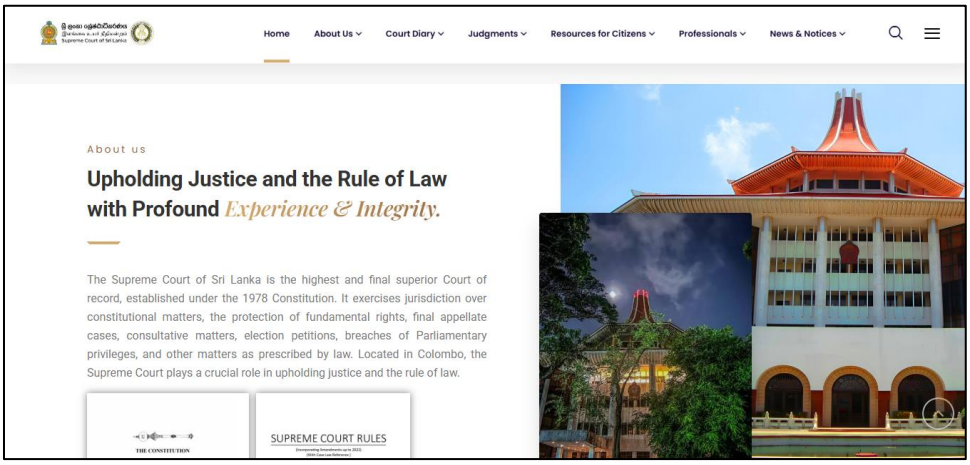
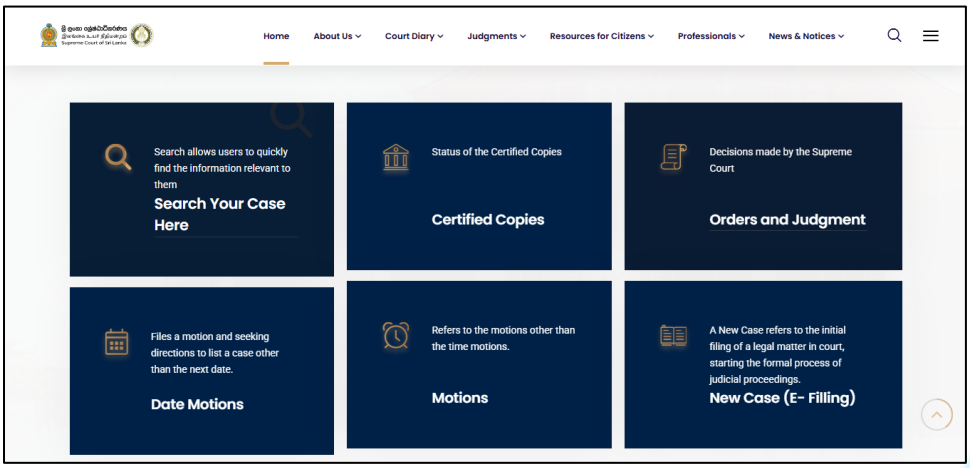
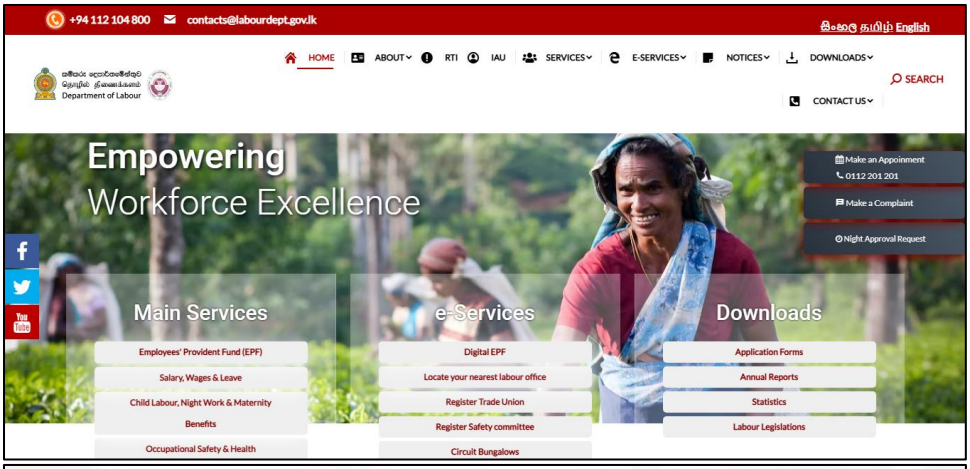
12. Past Projects

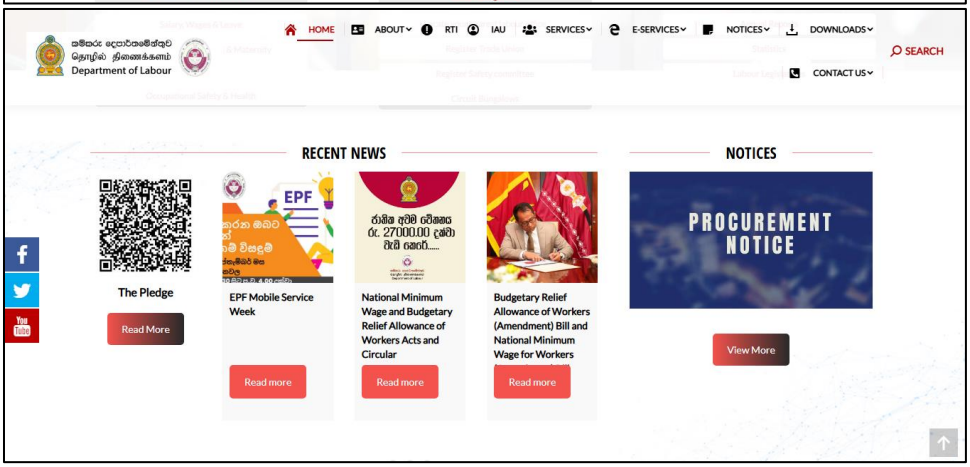
Superior Courts - **https://supremecourt.lk/**

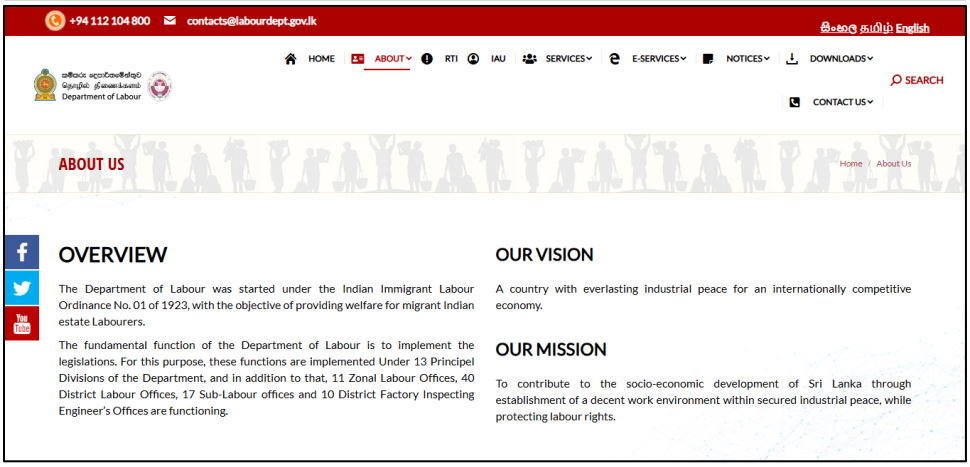




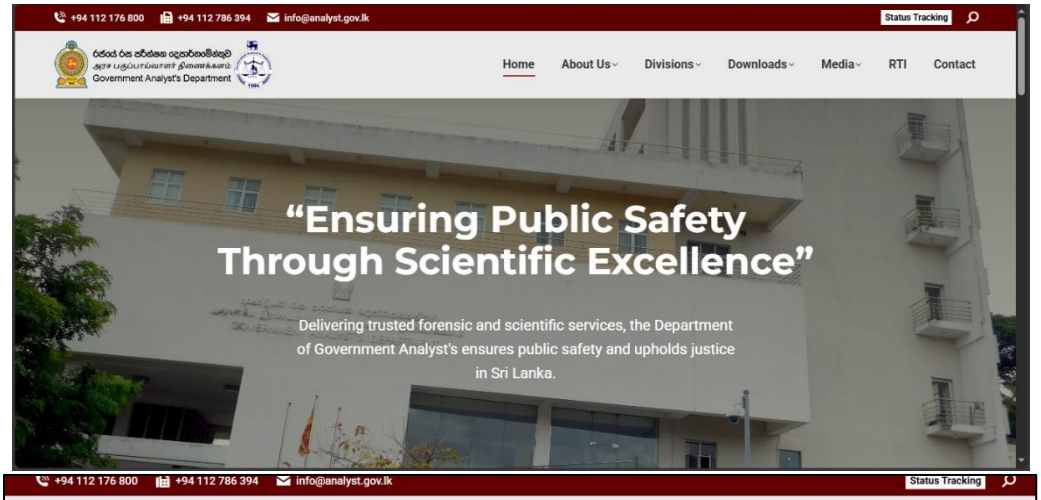
Department of Labour - **https://labourdept.gov.lk/**

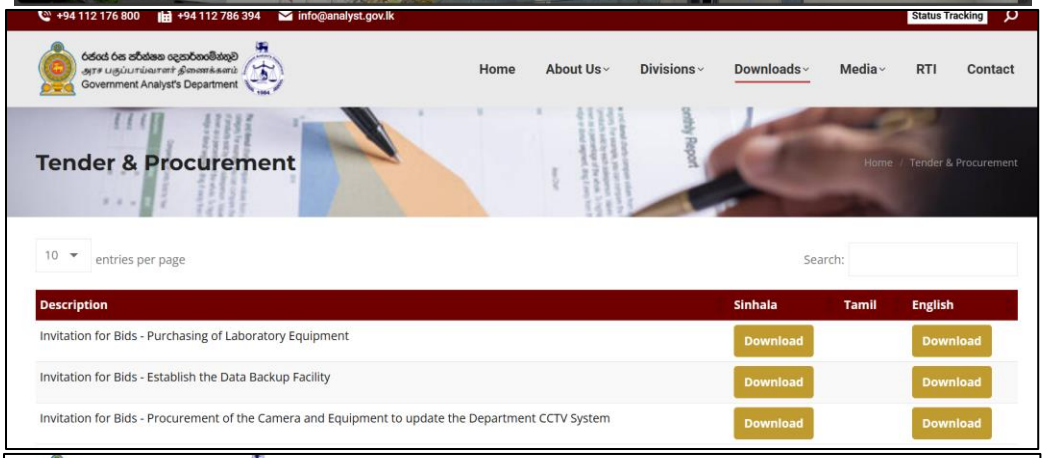






Government Analyst Department - **https://analyst.gov.lk/**





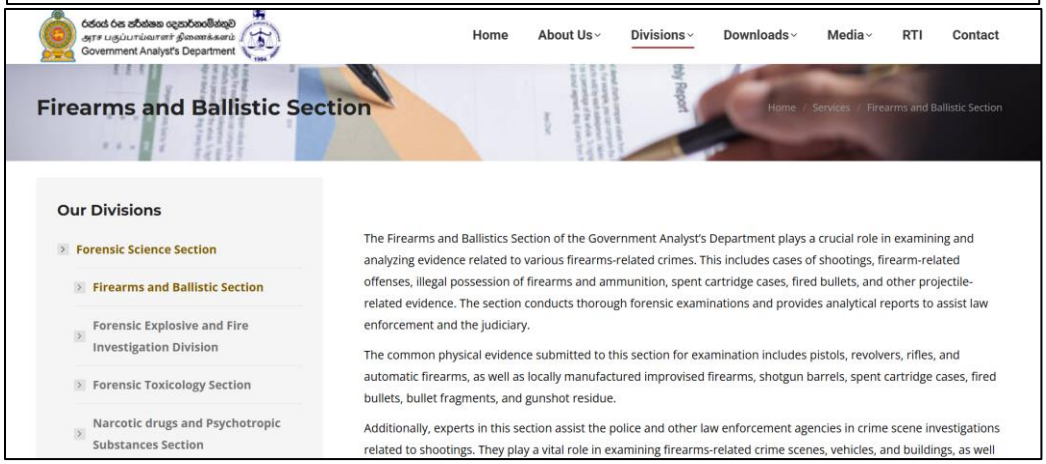


Table 2: Past Project

Website Name	Website link
Superior Courts	**https://supremecourt.lk/**
Bar Association of Sri Lanka (BASL)	**https://basl.lk/**
Government Analyst's Department	**https://analyst.gov.lk/**
Quarantine Unit	**https://quarantine.health.gov.lk/**
Department of Labour	**https://labourdept.gov.lk/**
CSIAP - Agriculture	**https://csiap.lk/**
National Authority for the Protection of Victims of Crime and Witnesses	**https://napvcw.gov.lk/**
Employees' Trust Fund Board	**https://etfb.lk/**
Western Province Tourist Board	**https://touristboard.wp.gov.lk/**
Ancient Technology Museum – Department of National Museums	**http://ancienttechnologymuseum.gov.lk/**
Anti Filariasis Campaign - Ministry of Health – Sri Lanka	**https://afc.health.gov.lk/**
Matara Pradeshiya Sabha	http://matara.ps.gov.lk/
Ceynor Foundation Limited	**https://www.ceynor.gov.lk/**
National Design Centre Sri Lanka	**https://slndc.gov.lk/**
National Film Corporation	**https://nfc.gov.lk/**
Pannala Pradeshiya Sabha	**https://pannalaps.lk/**
Yakkalamulla Pradeshiya Sabha	**https://yakkalamulla.ps.gov.lk/**

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13.Terms of Agreement

i. Authorization

Department of Christian Religious Affairs is engaging Digital Services - Sri Lanka Telecom (Services) Limited, as an independent contractor for the Department of Christian Religious Affairs website development, deployment, hosting, & support.

ii. Payment

Fees to Digital Services - Sri Lanka Telecom (Services) Limited are due in accordance with the above listed pricing table. Invoicing shall be done according to below schedule and payment shall be done within thirty days of Invoicing.

On Acceptance	- 40%
On Delivery	- 50%
At the Acceptance of the Website	- 10%

iii. Completion

Digital Services - Sri Lanka Telecom (Services) Limited, and the Department of Christian Religious Affairs must work together to complete the project in a timely manner. Digital Services - Sri Lanka Telecom (Services) Limited agrees to work expeditiously to complete the project in timely manner. (Depending on date of acceptance of agreement).

iv. Assignment of Project

Digital Services - Sri Lanka Telecom (Services) limited reserves the right to assign to this project to ensure the right fit for the job as well as on-time completion.

v. Legal & License

Digital Services - Sri Lanka Telecom (Services) Limited warrants that the functionality contained in this project will meet Department of Christian Religious Affairs requirements and that the operation will be reasonably error-free. If any provision of this agreement shall be unlawful, void, or for any reason

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unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

vi. Revision during Execution

Department of Christian Religious Affairs may be charged additional fees if it decides to make changes to the agreed upon project scope and objectives.

vii. Copyrights & Trademarks

Department of Christian Religious Affairs presents to Digital Services - Sri Lanka Telecom (Services) Limited and unconditionally guarantees that any elements furnished to Digital Services - Sri Lanka Telecom (Services) Limited for inclusion in the project are owned Department of Christian Religious Affairs or that Department of Christian Religious Affairs has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend Digital Services - Sri Lanka Telecom (Services) Limited and its subcontractors from any claim or suit arising from the use of such elements furnished by Department of Christian Religious Affairs.

viii. Copyright to Project

Digital Services - Sri Lanka Telecom (Services) Limited. guarantees that all aspects of design and construction of the project will be disclosed to the Department of Christian Religious Affairs upon completion, and full code, copyrights and ownership will be the sole property of Digital Services - Sri Lanka Telecom (Services) Limited retains the right to display graphics and other design elements as examples of its work in its portfolio.

ix. Sole Agreement

The agreement contained in this Contract constitutes the sole agreement between Digital Services - Sri Lanka Telecom (Services) Limited and the Department of Christian Religious Affairs regarding this project. Any additional work not specified in this contract must be authorized by a written change order. All prices specified in this the contract will be honored for 1 month after both parties sign this contract. Continued services after that time will require a new agreement.

x. Initial Payment & Refund Policy

If the Department of Christian Religious Affairs halts work and applies for a refund within 4 days, work completed shall be billed at the hourly rate and deducted from the initial payment, the balance of which shall be returned to the Department of Christian Religious Affairs. If, at the time of the request for refund, work has been completed beyond the amount covered by the initial payment, Department of Christian Religious Affairs shall be liable to pay for all work completed at the hourly rate stated above.

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