

CAO's Circular No: 05/2014

CAO's Office  
SLT Head Quarters  
Colombo 01  
13<sup>th</sup> March 2014

To All Staff

**Introducing Meeting Room Management System**

As you all are aware we are now moving forward with the **Change** and many employees have embraced the concept "**Living in Change**".

It has been noticed that some units/sections do not have a proper meeting room to conduct their meetings. Therefore we are pleased to inform that a new system is introduced to reserve meeting rooms in SLT Head Quarters premises. Any employee can make a reservation after checking the availability. Once a reservation is made the approving officer will approve/reject the request and the requester will be informed through a mail.

This will facilitate employees to have a hassle free meeting room reservation including SLT Auditorium.

You can log onto this system through,

**Insite homepage->IT Application->SLT Meeting room reservation**

The process of reservation is available under "Tutorials" in SLT meeting room reservation home page.



Priyantha Perera  
Chief Administrative Officer