



ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය
අති විශේෂ
The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

අංක 2311/40 - 2022 දෙසැම්බර් මස 22 වැනි බ්‍රහස්පතින්දා - 2022.12.22
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PART I : SECTION (I) — GENERAL

Government Notifications

L.D.B. 5/2007 (i)

ELECTRONIC TRANSACTIONS ACT, No. 19 OF 2006

REGULATIONS made by the Minister of Technology under Section 24 read with Subsection (2) of Section 8 of the Electronic Transactions Act, No. 19 of 2006 read with Article 44(3) of the Constitution of the Democratic Socialist Republic of Sri Lanka.

RANIL WICKREMESINGHE,
Minister of Technology.

Colombo,
20th December, 2022.

Regulations

1. These Regulations may be cited as the “ Electronic Transactions (e-Grama Niladhari Information System) Regulations No. 1 of 2022.”

2. (1) These Regulations shall authorize the Secretary to the Ministry of the Minister assigned the subject or function in relation to District Secretariats, Divisional Secretariats and Grama Niladharis of the Grama Niladhari Divisions in terms of Article 44 or 45 of the Constitution (hereinafter referred to as the “authorized Secretary”) to facilitate the use of electronic documents and electronic records for the efficient delivery of services through the relevant District and Divisional Secretariats and the Grama Niladharis.



(2) There shall be an e-Grama Niladhari Household and Citizens' Data Repository System (hereinafter referred to as the "e-Grama Niladhari System") which shall operate as a database for the purposes and activities specified in sub regulation (1). The authorized Secretary shall manage the database as an information system within the meaning of the Act.

3. (1) The Grama Niladhari shall derive its mandate from the provisions of -

- (a) the Headmen (Change of Designation) Ordinance No. 11 of 1941 ;
- (b) the Village Headmen (Change of Designation) Act, No. 6 of 1964 ;
- (c) the Grama Sevaka (Change of Designation) Law, No. 5 of 1977 ;
- (d) the Transfer of Powers (Divisional Secretaries) Act, No. 58 of 1992 by which a Divisional Secretary of a Divisional Secretary's Division of an Administrative District is assigned ; and
- (e) the Grama Seva Niladhari (Change of Designation) Act, No. 2 of 1993 by which the Grama Niladhari and Grama Niladhari Division have evolved.

(2) The e-Grama Niladhari System being an information system shall create, file, process, securely store and retain, share or issue a document or record of the residents and non-residents of each Grama Niladhari Division together with the associated resource profiles, where necessary. The information generated, issued or reproduced through the said system shall be supervised and verified by the respective Grama Niladhari of the Grama Niladhari Division.

4. A document or record generated, issued or reproduced under regulation 3 shall constitute an electronic document or electronic record within the meaning of the Act.

5. (1) The Grama Niladhari may, by himself or through the District Secretary or Divisional Secretary, use the Forms HR-R-01 and HR-R-02 set out in the Schedule I, to obtain information of the housing units and persons occupying the housing units, for the purposes of -

- (a) establishing an island wide register maintained by electronic means to facilitate relief and welfare services and other public services for the benefit of the citizens, as the need may be, in an efficient manner through the respective Grama Niladhari.
- (b) establishing an accurate and up to date community database, based on the location of each housing unit as provided by the said Form HR-R-01 and the persons occupying such housing unit as provided by the said Form HR-R-02, in respect of each Grama Niladhari Division.
- (c) providing an information system for the efficient and effective resource planning by the Grama Niladhari, who with the respective Government organization will co-ordinate in providing services and relief facilities to citizens of the housing units.

(2) Subject to receiving written instructions from the authorized Secretary, the Grama Niladhari shall provide the necessary assistance in terms of sub regulation (1), on been satisfied of the accuracy of the information received.

6. (1) When a Secretary to a Ministry, other than the authorized Secretary, requires information from the e-Grama Niladhari information system a request to that effect shall be made in writing by the Secretary of that Ministry to the authorized Secretary. The request shall clearly specify the official purpose for which the information is required and the action to be taken based on such information.

(2) The authorized Secretary, having being satisfied of the good faith in the use of the requested information under sub regulation (1), may accede to the request for information.

(3) The Grama Niladhari shall, after compiling the information under this Regulation, file, process, update, securely retain, share or issue a document or record using such information electronically and dispatch the said data or a portion thereof, to a nominated officer of a Government organization as authorized in writing by the authorized Secretary.

7. Any amendment, correction, insertion or note to an entry of the e-Grama Niladhari System shall be made thereto and updated regularly by the Grama Niladhari of the respective Grama Niladhari Division.

8. (1) The authorized Secretary shall ensure that-

- (a) an electronic document and electronic record is, created, filed and securely stored or retained and maintained in accordance with the guidelines provided in Part A of the Schedule II;
- (b) the control process and procedures have been followed to secure the confidentiality, authenticity and integrity of an electronic document and electronic record is in accordance with Part B of the Schedule II; and
- (c) the manner or method for receipt of payment of any fees or charges for the filing, creation, retention or issue of any electronic record or electronic document shall be in accordance with Part C of the Schedule II.

(2) The authorized Secretary or a designated officer may file and retain the particulars in the form of an electronic record using the e-Grama Niladhari System, including the particulars specified in regulation 6.

(3) The authorized Secretary shall notify the public, of any variation or modification to the Forms referred to in the Schedule I, by giving sufficient publicity through the Grama Niladhari of the respective Grama Niladhari Division.

9. In these regulations-

“Act” means the Electronic Transactions Act, No. 19 of 2006;

“associated resource profiles” means immovable properties and geographical features associated with each housing unit and utilized or possessed by residents and non-residents who live permanently or temporarily in the particular housing unit located at the respective Grama Niladhari Division;

“designated officer” means a public official who shall be nominated by the authorized Secretary in writing to officially administer the e-Grama Niladhari System on his behalf, adhering to the Data and Service Classification Policy of the e-Grama Niladhari Project;

“District Secretary” in relation to an Administrative District means the District Secretary appointed for that Administrative District by the Government;

“Divisional Secretary” shall have the same meaning as in the Transfer of Powers (Divisional Secretaries) Act, No. 58 of 1992;

“electronic”, “electronic document”, “electronic record” and “information system” shall have the same meaning as in the Electronic Transactions Act, No. 19 of 2006;

[Regulation 5]

[illegible]

	
H-15:	අවසර ලබන ප්‍රදේශයේ පිහිටි ඉඩමක පිහිටීමේ සටහන Location where the Housing Unit is located (in Plan)
	
H-16:	භාණ්ඩාගාර භාණ්ඩාගාරය House Type (Mainly)
1	<input type="checkbox"/> තනි භාණ්ඩාගාරය / තනි භාණ්ඩාගාරය Single Unit / Single Storey
2	<input type="checkbox"/> තනි භාණ්ඩාගාරය / තනි භාණ්ඩාගාරය Single Unit / 2-Storey
3	<input type="checkbox"/> තනි භාණ්ඩාගාරය / තනි භාණ්ඩාගාරය හෝ වැඩි Single Unit / 3-Storey or more
4	<input type="checkbox"/> තනි භාණ්ඩාගාරය Part of a single house
5	<input type="checkbox"/> භාණ්ඩාගාරයේ භාණ්ඩාගාරයක් Apartment of a Multi-Storey Housing Complex
6	<input type="checkbox"/> භාණ්ඩාගාරයේ භාණ්ඩාගාරයක් Part of Apartment of a Multi-Storey Housing Complex
7	<input type="checkbox"/> භාණ්ඩාගාරය / භාණ්ඩාගාරය Apartment / Office
8	<input type="checkbox"/> භාණ්ඩාගාරය / භාණ්ඩාගාරය Estate / Estate
9	<input type="checkbox"/> භාණ්ඩාගාරය / භාණ්ඩාගාරය Estate / Estate
10	<input type="checkbox"/> භාණ්ඩාගාරය / භාණ්ඩාගාරය Estate / Estate
11	<input type="checkbox"/> භාණ්ඩාගාරය / භාණ්ඩාගාරය Estate / Estate
12	<input type="checkbox"/> භාණ්ඩාගාරය / භාණ්ඩාගාරය Estate / Estate
13	<input type="checkbox"/> භාණ්ඩාගාරය / භාණ්ඩාගාරය Estate / Estate
H-17:	භාණ්ඩාගාරයේ භාණ්ඩාගාරය Housing Unit Wall (Mainly)
1	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
2	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
3	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
4	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
5	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
6	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
7	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
8	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
9	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
10	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
H-18:	භාණ්ඩාගාරයේ භාණ්ඩාගාරය Surface of the Housing Unit wall (Mainly)
1	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
2	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
H-19:	භාණ්ඩාගාරයේ භාණ්ඩාගාරය Housing Unit Roof (Mainly)
1	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
2	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
3	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
4	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
5	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
6	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
7	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
8	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
9	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
10	<input type="checkbox"/> පිටත පසු / පිටත පසු / පිටත පසු Concrete / Concrete / Concrete
අවසර Date	
	
භාණ්ඩාගාරයේ භාණ්ඩාගාරය For the Head of the Main Household	
භාණ්ඩාගාරයේ භාණ්ඩාගාරය I certify that the above information provided by me is true and correct.	
භාණ්ඩාගාරයේ භාණ්ඩාගාරය Signature	
EGN Form A	

[illegible]

C29		සඳහා සම්පූර්ණ වූ භාෂා කුසලතා		සඳහා ප්‍රශ්න විමසීම සඳහා ප්‍රකාශිත වූ භාෂා කුසලතා	
Language ability					
සඳහා භාෂා	භාෂා	භාෂා	භාෂා	භාෂා	භාෂා
Language		Mother tongue	Speaking	Reading	Writing
සිංහල / Sinhala	1	<input type="text"/>	1	<input type="text"/>	1
සිංහල / Tamil	2	<input type="text"/>	2	<input type="text"/>	2
ඉංග්‍රීසි / English	3	<input type="text"/>	3	<input type="text"/>	3

C30		ඔබ සඳහා ලැබුණු තාක්ෂණික සහ වෘත්තික පුහුණුව	
Have you received technical and vocational training?			
ඔව් / Yes	<input type="text"/>	ඔව් / Yes	<input type="text"/>
නැත / No	<input type="text"/>	නැත / No	<input type="text"/>

C31		ඔබ සඳහා ලැබුණු තාක්ෂණික සහ වෘත්තික පුහුණුව	
Technical and Vocational Training			
1	කෘෂිකර්ම, වැවිලි සහ සතු වැඩ	Agriculture, Poultry and Livestock	
2	මත්ස්‍ය සහ වනාන්තර	Fisheries and Aquaculture	
3	පිළිකා ප්‍රතිකර්මය සහ ප්‍රතිකර්ම	Food Technology / Culinary & Confectionery	
4	විද්‍යුත්, චුම්බක සහ තාක්ෂණික	Electrical, Electronic and Telecommunication	
5	සන්නිවේදන සහ සන්නිවේදන තාක්ෂණ	Information and Communications Technology	
6	විද්‍යා සාහිත්‍ය	Automotive / Vehicles	
7	වනාන්තර තාක්ෂණ	Forest Technology	
8	මෙහෙයුම් තාක්ෂණ	Mechanical Technology	
9	කැටුම්බරු සහ කැටුම්බරු	Textiles and Garments	
10	කැටුම්බරු	Wood Related	
11	කැටුම්බරු සහ කැටුම්බරු	Leather and Footwear	
12	මුද්‍රණ සහ මුද්‍රණ	Printing and Packaging	
13	කැටුම්බරු සහ කැටුම්බරු	Gem and Jewellery	
14	කැටුම්බරු	Ceramics	
15	කැටුම්බරු සහ කැටුම්බරු	Art and Design Skills	
16	සෞඛ්‍ය සහ සෞඛ්‍ය	Health and Social Care	
17	කැටුම්බරු සහ කැටුම්බරු	Mass Media Related	
18	මුද්‍රණ, මුද්‍රණ සහ මුද්‍රණ	Finance, Banking and Management	
19	මුද්‍රණ සහ මුද්‍රණ	Marketing and Sales Management	
20	කැටුම්බරු සහ කැටුම්බරු	Hotel and Tourism	
21	කැටුම්බරු සහ කැටුම්බරු	Building and Construction	
22	කැටුම්බරු	Other	

C32		ඔබ දැනටමත් භාවිත කරමින් සිටින ස්වයං-ප්‍රවේශන පුහුණුව	
Do you currently apply the self-directed learning to learn on your own?			
ඔව් / Yes	<input type="text"/>	ඔව් / Yes	<input type="text"/>
නැත / No	<input type="text"/>	නැත / No	<input type="text"/>

C33		ඔබ, වෘත්තික / වෘත්තික සංවිධානයක සාමාජිකයෙක් වන්නේද?	
Are you a member of an internationally / nationally recognized professional organization?			
ඔව් / Yes	<input type="text"/>	ඔව් / Yes	<input type="text"/>
නැත / No	<input type="text"/>	නැත / No	<input type="text"/>

Part II Additional Information	
C-43	Economic activity expected to commence: <input type="checkbox"/> Self / Government <input type="checkbox"/> Self / Foreign <input type="checkbox"/> Self / Private <input type="checkbox"/> Self / Other <input type="checkbox"/> Director / Government / Business / Entrepreneur <input type="checkbox"/> Other (describe) / Part Employment
C-44 Details of house and land properties in your possession	
C-45	Total area of land (in hectares) (1 hectare = 2.47 acres)
Type of land	1. <input type="checkbox"/> Cultivated 2. <input type="checkbox"/> Uncultivated 3. <input type="checkbox"/> Other
Extent of land area	(in hectares) <input type="text"/> <input type="text"/> <input type="text"/>
Extent of land currently cultivated	(in hectares) <input type="text"/> <input type="text"/> <input type="text"/>
Other crops cultivated	1. <input type="text"/> <input type="text"/> <input type="text"/> 2. <input type="text"/> <input type="text"/> <input type="text"/>
Ownership	1. <input type="checkbox"/> Self 2. <input type="checkbox"/> Other
Nature of possession	1. <input type="checkbox"/> Freehold 2. <input type="checkbox"/> Leasehold
C-46 Have you received or are currently receiving benefits from any Government welfare programs?	
1. <input type="checkbox"/> Yes	2. <input type="checkbox"/> No
C-47	
Details of your current income (if you receive monthly cash benefits from government welfare programs, including that amount)	
1. <input type="checkbox"/> Yes	2. <input type="checkbox"/> No
3. <input type="checkbox"/> Other	4. <input type="checkbox"/> No

[illegible]

SCHEDULE II

[Regulation 8 (1) (a)]

PART A

1. An electronic document and electronic record shall be created, filed, securely retained and maintained in the following manner:-
 - (a) in both text data and image data;
 - (b) by scanning document images and data entry procedures;
2. In relation to housing units and persons within the housing units in the information system-
 - (a) all data shall be stored in a relational database;
 - (b) all images shall be encrypted and stored in the information system;
 - (c) access shall be provided to designated officers, in writing by the authorized Secretary, under the “Data Classification and Interoperability Framework for e-Grama Niladhari Project;

[Regulation 8 (1) (b)]

PART B

The control process and procedures to secure the confidentiality, authenticity and integrity of an electronic document and electronic record, shall be as follows:-

- (1) All data stored in servers, server systems and network of the information system associated with the e-Grama Niladhari project, including the physical security of servers, shall be securely maintained under the supervision of a system administrator with secure access rights to be determined from time to time;
- (2) The electronic documents and electronic records shall be created, edited, viewed and shared only by the designated officer authorized by the authorized Secretary in writing;
- (3) Access shall be granted to the designated officers through passwords and codes;
- (4) The designated officers shall be assigned different job roles in the information system for the purpose of control and supervision;
- (5) Data related to the housing units and persons within the housing units shall be validated, verified and corrected at several points to minimize data entry errors. The scanned images of source documents shall be made available to the designated officers of the information system for verifying the data at any given time;
- (6) If any designated officer of the information system makes any change to any data in the said system it shall be recorded in the information system with edited fields, user identity, date, time and such information required to be recorded by the authorized Secretary or the said designated officer;
- (7) The authorized Secretary shall inform the designated officer the purpose for which reports may be generated from the e-Grama Niladhari information system;
- (8) The authorized Secretary shall designate the officers who shall take daily and weekly backups of the data as well as electronic records and electronic documents in the information system and specify the location and manner in which such backup information may be stored.

PART C

The manner or method for receipt of payment of any fees or charges for the filing, creation, retention or issue of any electronic record or electronic document shall be as follows:-

- (1) The authorized Secretary shall levy fees or charges for the services provided, including charges for the filing, creation, retention or issue of any electronic record or electronic document using the e-Grama Niladhari information system;
- (2) The fees and charges to be levied for the services facilitated using the information system shall be determined and notified by the authorized Secretary from time to time;
- (3) All payments received in respect of the services provided, including payments for the filing, creation, retention or issue of any electronic record or electronic document shall be updated through the e-Grama Niladhari information system and three receipts shall be generated; with one receipt each being provided to the applicant of the service, one for the file and the other kept as a physical record;
- (4) Reports in relation to any payment received for the services provided, including payments for the filing, creation, retention or issue of any electronic record or electronic document shall be issued and generated from the e-Grama Niladhari information system.

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