

INTERNAL OFFICE MEMORANDUM

FROM: - CEO/ EXECUTIVE DIRECTOR

TO: - ALL STAFF

SUBJECT:-LCB INTRANET

Copy:- CHIEF INTERNAL AUDITOR

Date:- 27th January 2025

Your attention is drawn to General Circular No 2024/ 21 dated 6th November 2024 in respect of the above stated subject, copy of which reproduced over leaf for your easy reference

As stated in the aforesaid circular, we have uploaded the following documents for easy reference of all staff members. Accordingly, staff members should ensure compliance with the requirements therein when conducting business operation of the Company, which is mandatory.

1. All circulars classified, under applicable Departments
2. Policy and procedure Manuals under relevant departments
3. Inter Office Memoranda Issued by CEO/ Executive Director

How to access of the “LCB Intranet” and its usefulness is described in detail in the General Circular referred to above



CEO / Executive Director

6th November 2024

LCB INTRANET

1. It is with pleasure we inform all staff members the launching of the LCBF Intranet environment for our employees to view circular, applications and Policy and procedural manuals
2. This environment also facilitates downloading of forms that need to be filled by users when requesting system access and other services from IT and other departments
3. **How to Access the Intranet**
 - Intranet can be accessed via the LCBC Finance System access main portal URL: <https://esvs.lcbfinance.lk>.
 - Thereafter select LCB Intranet → User login
 - Just click on user login and you will be taken into the intranet page.
4. All documents described under 1 & 2 above are arranged department wise and in Chronological order.
5. Only Application Forms and Circulars can be downloaded and printed whilst Policies, Procedures cannot be download or printed for security reasons .
6. It is the responsibility of all staff members to refer to this Intranet pages in accessing relevant requirements and information stipulated in on Circulars classified as “Staff Circulars” “Credit Circulars” and “General Circulars” , Policy procedures Manuals and Application Forms when conducting business operations of the company for guidance.
7. By introducing this environment company expect to improve the compliance culture of all employees to perform their duties adhering to rules and regulation of the company by providing them quick access to required information and reduce the costly paper usage.


Deputy General Manager
(Information Technology)


CEO/ Executive Director