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நிதி, பொருளாதார உறுதிப்பாடு மற்றும் தேசியக் கொள்கைகள் அமைச்சு  
MINISTRY OF FINANCE, ECONOMIC STABILIZATION AND NATIONAL POLICIES

මහලේකම් කාර්යාලය, කොළඹ 01,  
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සෙසලකම, කොழும்පු 01,  
இலங்கை.

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திகதி } 26.08.2024  
Date }

**Information Technology Management Circular No.: 01/2024**

**All Secretaries to Ministries**

**Chief Secretaries of Provincial Councils**

**Heads of Departments/ District Secretaries**

**Heads of State Corporations, Statutory Boards, State Banks, Universities and Higher Education Institutions and Chairpersons of State Owned Enterprises**

**Mandatory Inclusion of National Identity Card Number/ Passport Number/ Company Registration Number into the Government Information Technology Systems as applicable, in order to enhance the efficiency and quality of the Public Services**

The Cabinet of Ministers, at its meeting held on 05<sup>th</sup> August 2024, has granted approval to the Cabinet Memorandum No. 24/1488/604/161 dated 24.07.2024 submitted by the Minister of Finance to make it compulsory to include **National Identity Card Number/ Passport Number/ Company Registration Number** for the Government Information Technology Systems as applicable in order to enhance the efficiency and quality of the Public Services.

02. Accordingly, all Public Sector Institutions, including State Corporations and Statutory Boards, shall:

- **Develop the existing information systems and;**
- **Design and develop the proposed future information systems**

to ensure compliance with the mandatory inclusion of information related to Items I to III below for the identification of individuals and institutions.

- I. It is compulsory to enter the **National Identity Card Number\*** to recognize the identity of the Individuals who have the **Sri Lankan Citizenship/ Dual Citizenship** (Residing in Sri Lanka/ Residing outside Sri Lanka).
- II. It is compulsory to enter the **Passport Number** along with the **Nationality** to recognize the identity of Foreign Nationals.
- III. It is compulsory to enter **Company / Business Registration Number** along with **National Identity Card Numbers** of the individuals who belong to Category I and the **Passport Numbers with Nationality** of the individuals who belong to Category II with respect to the **owners/ the members of the Board of Directors** of the said institutions in order to recognize identity of institutions.

[\*The **National Identity Card Number** shall have the meaning that the National Identity Card Number currently being in use which has been issued by the Commissioner General of Registration of Persons or any National Identity Card Number proposed to be introduced in the future in this respect.]

03. All Heads of Institutions should ensure to take action during the year 2025 to develop the existing information technology systems as well as the information technology systems being at the developing / planning stages to a level that satisfy the conditions mentioned in paragraph 02 above and to include the requisite financial provisions in this respect into the Budget Estimates for the year 2025 and the Medium Term Budgetary Framework for the years 2026 and 2027 in terms of **Section 03.1(i) 1 of the National Budget Circular No. 02/2024 dated 12.08.2024.**

04. All Heads of Institutions should take action to comply with the provisions of the **Personal Data Protection Act, No. 09 of 2022** and the instructions provided under the **Circular No. MOT/2023/02 dated 21.09.2023 of the Ministry of Technology**, when entering data into the information technology systems and maintaining the same and ensure data standardization enabling to share the entered data with the other Public Sector Institutions.

05. Prior to make developments pertaining to the information technology systems of your institution as mentioned in paragraph 02 above, the officers listed below in the respective institutions should be contacted for coordination of work related to online information sharing.

S.No.	Institution	Designation	Telephone Number
1	Department for Registration of Persons	Commissioner (Research and Development)	011 522 6104
		Commissioner (Information Technology)	011 522 6127
2	Department of Immigration and Emigration	Controller (Information Technology)	011 210 1530
		Assistant Controller (Information Technology)	011 277 7531
3	Department of the Registrar of Companies	Deputy Registrar General of Companies	011 268 9206
		Director (Information Technology)	011 268 9870
4	Registrar General's Department	Senior Deputy Registrar General	011 288 9540
		Assistant Director (Information Technology)	011 288 9518

06. This Circular is issued with the concurrence of the Department for Registration of Persons, Department of Immigration and Emigration, Department of the Registrar of Companies and Registrar General's Department.

07. If any further clarification regarding this circular is required, please contact **Additional Director General (Policy and Development)** through **0112484763** or **Director (Policy and Development)** through **0112034531**.



**K. M. Mahinda Siriwardena**  
Secretary

**Ministry of Finance, Economic Stabilization and National Policies**

- Copies: 01. Secretary to the President**  
**02. Secretary to the Prime Minister**  
**03. Secretary to the Cabinet of Ministers**  
**04. Auditor General**  
**05. Secretary, Finance Commission**



Cabinet Decision



Data Protection  
Act, No. 9 of 2022



Budget Call 2025



MoT/2023/02  
Circular

Annexure

The list of officers, along with their mobile phone numbers, is provided below for your convenience to clarify any matters regarding Paragraph No. 05 of the Information Technology Management Circular No. 01/2024

S/ No	Department	Name	Designation	Phone Number
1	Department of Registration of Persons	Ms. S.A.E.W. Kularathne	Commissioner (Research and Development)	077 337 4712
		Ms. M.E. Weerasinghe	Commissioner (Information Technology)	071 254 1440
2	Department of Immigration and Emigration	Mr. H.M.I.K. Herath	Controller (IT)	071 670 0934
		Ms. J. M. N. N. Seneviratne	Assistant Controller (IT)	071 397 2510
3	Department of Registrar of Companies	Mr. Tharanga Panditha	Deputy Registrar General of Companies	077 372 8855
		Mr. Keerthi Siriwardhana	Director (IT)	071 482 4873
4	Registrar General's Department	Ms. Lakshika Ganepola	Senior Deputy Registrar General	077 753 7952
		Ms. G. Amarasinghe	Assistant Director (IT)	071 650 0184

If any further clarification regarding the Circular is required, please contact the following officials of the Department of Information Technology Management.

S/No	Name	Designation	Phone Number
1	Mr. Udesh I.W. Seneviratna	Additional Director General (Policy & Development)	071 489 9629
2	Ms. Chathuri Senavirathne	Director (Policy & Development)	076 608 3667