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My No } G/NPC/A1/Memo



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ஜி ஜ சந்திரசிறி  
GA Chandrasiri

ආණ්ඩුකාරවර, උතුරු පළාත  
ஆளுநர், வட மாகாணம்  
Governor, Northern Province

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பழைய பூங்கா, கண்டி வீதி,  
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Old Park, Kandy Road,  
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දිනය  
திகதி  
Date } 2013/11/28

Distribution in Full:

**Governor's Memorandum - 2013/03**

**WEBSITE MAINTENANCE AND UPDATING**  
**NORTHERN PROVINCIAL COUNCIL**

**1. Introduction:**

Consequent to the establishment of Northern Provincial Council, it has been decided to maintain the website exclusively for the Northern Provincial Council. Hence upon my directives, the Office of the Deputy Chief Secretary - Planning has already developed the structure of the website. This website contains static pages and dynamic pages. Static pages will give basic information about Northern Provincial Council and of its operational area and dynamic pages will provide reports which are generated from Databases. The maintenance and administration of NPC website will involve many actors and functions which are shown in Annexure I.

The address of the NPC website is [www.np.gov.lk](http://www.np.gov.lk)

**2. Purpose**

Following are the main purpose of the website:

- 2.1 To provide reliable and update of information to public, academic, officials and other partners in development regarding Northern Provincial Council administration and its activities.
- 2.2 To provide a platform for e-administration in the NPC
- 2.3 To promote transparency and good governance in the Provincial Administration

**3. Responsibilities:**

**3.1 Website maintenance and administration**

The Deputy Chief Secretary - Planning will be responsible for the maintenance and administration of the website and will coordinate with all institution and carryout updating activities. He will maintain a checklist of routine and constantly monitor all related activities. A Chart elaborating further responsibilities for maintenance and administration of the NPC website is shown in Annexure II.

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உப அலுவலகம் :  
9/1, லிலி மாவத்தை, ஜெயந்திபுர, பத்தரமுல்லை.  
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9/1, Lily Avenue, Jayanthipura,  
Battaramulla.

### **3.2 Website Editorial Board (WEB) and its responsibilities.**

There will be a Website Editorial Board consisting Chief Secretary , Secretary to the Hon. Governor and Deputy Chief Secretary – Planning, Respective Secretaries and Deputy Chief Secretaries and HOD's will be responsible for the contents of all materials made available in the website. All the materials displayed in the website should be authorized by the Website Editorial Board. Deputy Chief Secretary, Planning will be the Secretary to the Website Editorial Board. Other responsibilities are:-

1. Authorize any improvement in the design or remove any non – relevant feature proposed by Website Administrator.
2. Edit, censor and authorize any Event news with images which are submitted by NPC Ministries and Departments.
3. Authorize publication materials submitted by NPC Ministries and Departments time to time.
4. Authorize Notifications (Tender, Vacancy, Recruitment, Appointment, etc.)
5. Authorize the Links list (National Ministries, Departments, Authorities, Donors, etc.) which could be displayed in NPC website.
6. Authorize improvements to the layout of the Site map of the NPC website.
7. Authorize Special Messages by the Hon. Governor, Hon. Chief Minister, Hon. Ministers on special occasions

### **3.3 Responsibilities of Secretaries and Deputy Chief Secretaries:**

1. Familiarize with the total concept of the website of the Northern Provincial Council and its contents.
2. Ensure the information which are appeared in the materials are reliable, correct and update.
3. Ensure the material to be published and should not violate the national policies & questioned the integrity.
4. Assign an Officer in the Ministry as Website cum Database Administrator who is responsible for matters related to the website. He / She should have a sound background in the ICT related activities especially in computer programming.
5. Prepare a duty list to Website cum Database Administrator. This Duty list should include directions on coordination responsibilities connected to collection, updation , uploading , removal and other information management task in respect of institutions coming under his / her purview.
6. Recommend the materials to be displayed in the website prior to submitting to the Website Editorial Board and ensure the materials are sent in time by the Website cum Database Administrator.
7. Assign responsibility to Officers in Charge for preparation or compilation of website related materials.

8. Establish a mechanism to scrutinize and approve the MIS circulars, contents of Databases and monitoring them.
9. Install a mechanism to ensure that prompt response is given to all feedbacks and requests given by the viewers.
10. Send feedback on the website as and when necessary to Website Editorial Board.
11. Personally responsible to ensure that the data or information inserted to the website are not prejudicial to the Northern Provincial Council or to the Government of Sri Lanka.

#### **3.4 Responsibilities of Head of Departments:**

1. Ensure all the information and materials presented are reliable and update.
2. Ensure submission and periodic updating of materials and information.
3. Assign responsibility to Officers in Charge for preparation and compilation of website related materials.
4. Assign Departmental level Committee to approve the MIS circulars, contents of Databases and monitoring them.

#### **3.5 Responsibilities of Website Administrator:**

1. Improvements to the design of the website.
2. Maintenance of the website under the direction of Deputy Chief Secretary –Planning.
3. Maintain a journal regarding the date and time of the uploaded materials.
4. Maintain a constant contact with server / Host service providers.
5. Take necessary and early action if there are any faults in the server.
6. Update Links list regularly as authorized by the Website Editorial Board.
7. Update sitemap as authorized by the Website Editorial Board.
8. Maintain a checklist for system inspection.
9. Follow an Archive system to record all the lapsed materials for future references.
10. Take backups in regular intervals.
11. Maintain the system (hardware & software) properly.
12. Take precautionary preventive measures to protect all components of the website against any damage.
13. Ensure any immediate rectification of any faults in the system.

There will be assigned officers at Ministry and Department to coordinate the activities connected to website. Assigned officer at Ministry level will be the Website cum Database Administrator and assigned officer at Department level will be the Database Administrator.

#### **3.6 Responsibilities of Ministry level Website cum Database Administrator:**

1. Obtain data, images and other materials from relevant subject officers within the Ministry to be inserted to the website. a prominence should be given to the National policies and programmes which are implemented by the provincial Ministries and Departments.

2. Compiling and preparation in respect of Ministry contents of materials for the website.
3. Obtain recommendation from respective secretary / with DCS and send the materials to website Editorial Board.
4. Maintain a checklist of website materials with dates of sending them to Secretary and website Editorial Board.
5. After authorized by the Web Editorial Board, prepare the materials according to NPC standards and design it as web pages.
6. Keep softcopies of all prepared website materials safely.
7. Ensure systematic transfer of lapsed materials for archives.
8. Maintain a classified register of materials displayed in the website on chronological order.
9. Maintain a register regarding materials which are collected from the Ministry.

### **3.7 Responsibilities of Department level Database Administrator:**

1. Obtain data, images and other materials from relevant subject officers within the Department to be inserted to the website.
2. Compiling and preparation in respect of Department contents of materials for the website.
3. Obtain recommendation from head of the Department and sent the materials to Website Editorial Board.
4. Maintain a checklist of website materials with dates of sending them to Head of the Department and Website materials safely.
5. Keep softcopies of all prepared website materials safely.
6. Maintain a register regarding materials which are collected from the Department

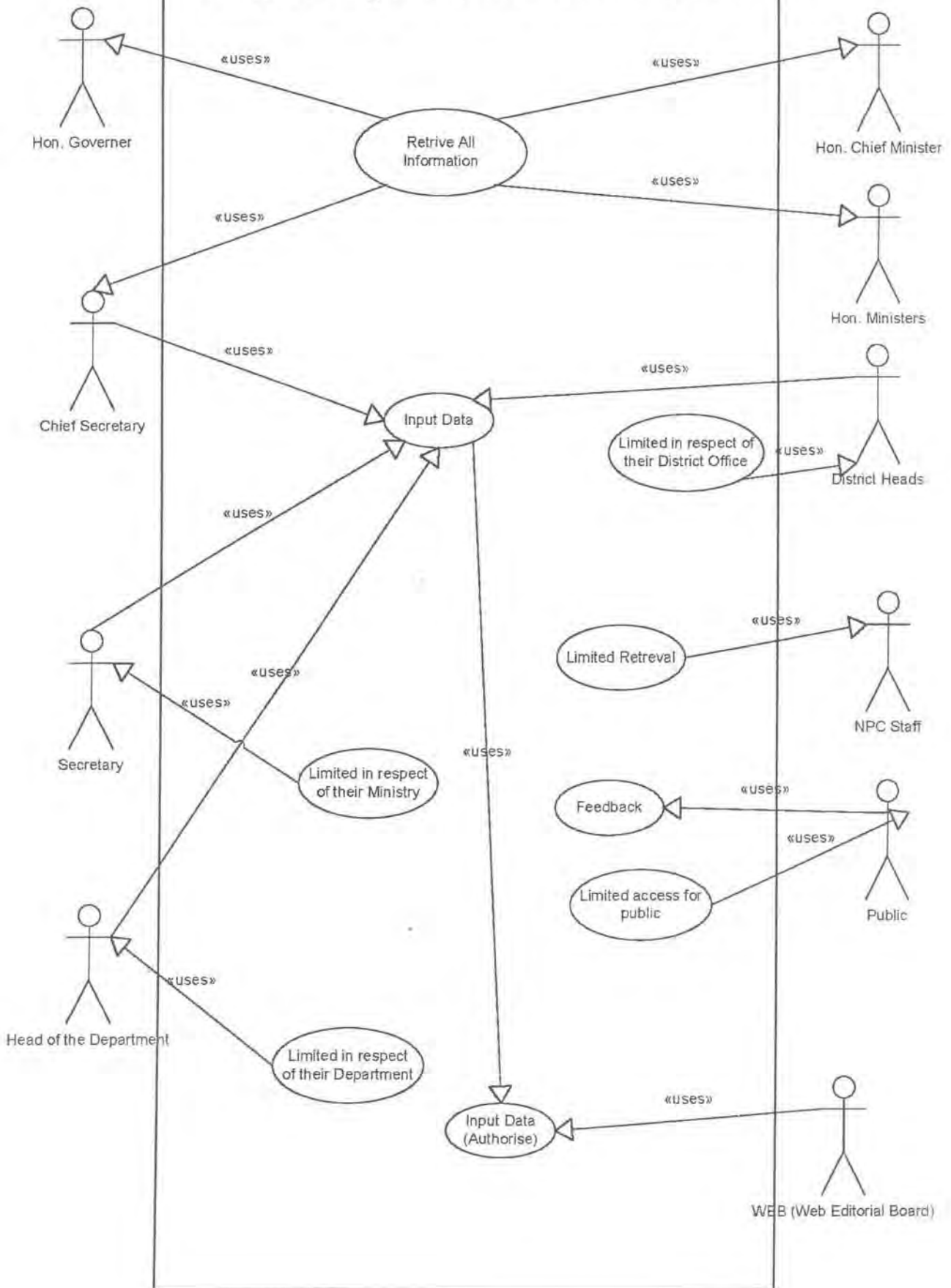
Earlier Governor's Memorandum - 2008/01 dated 30th January 2013 which is repealed and replaced with this Memorandum.

Instructions in this Memorandum are for strict compliance by Chief Secretary, Deputy Chief Secretaries, Secretaries and Heads of the Departments with effect from 01st December 2013.



**GA Chandrasiri**  
**Governor**  
**Northern Province**

### Use Case Diagram: Official Website of NPC



**Responsibility Chart in Respect of Key Components of NPC Website Administration**

S.No.	Activity	Responsibility	Authorisation	Periodicity
<b>01.</b>	<b>Connected to designing and Administration</b>			
01.01.	Any material uploading	Web Administrator		Continuation work
01.02.	Improvement to design	Web Administrator	Web Editorial Board	Continuation work
01.03.	Maintenance related obligations	Web Administrator		As and when occurs
01.04.	Server management	Web Administrator		As and when occurs
<b>02.</b>	<b>Related to material preparation and Presentation</b>			
02.01.	Preparation of updated Contact list	Assigned subject Officer of the relevant Ministry	Secretary	When changes occurred
02.02.	Addition of any maps and updates	Assigned subject Officer of the relevant Ministry	Secretary	Quarterly
02.03.	Updates of Events (censoring and editing)	Member of the Website Editorial Board representing the Ministry	Website Editorial Board	When event takes place
02.04.	Updating Links	Web Administrator	Website Editorial Board	Quarterly
02.05.	Updating Site map	Web Administrator	Website Editorial Board	When ever changes occur
02.06.	Updating content of Attractive places	Secretary, Infrastructure Dev. & Reconstruction	Website Editorial Board	Quarterly
02.07.	Updating the Latest updates	Web Administrator	Website Editorial Board	Continuation work
02.08.	Updating the History of NPC	Secretary to the Hon. Governor	Website Editorial Board	

**Responsibility Chart in Respect of Key Components of NPC Website Administration**

S.No.	Activity	Responsibility	Authorisation	Periodicity
02.09	Publications	Respective Publishing executives	Website Editorial Board	Monthly / Quarterly / Annually
02.10	Display Tender / Procurement Notices	Secretary, Infrastructure Dev. & Reconstruction	Website Editorial Board	On the date of Tender / Procurement notices
02.11	Display Vacancy Notices	Respective Authorised Officer calling for applications	Website Editorial Board	On the date of vacancy notice
02.12	Display Appointments	Respective appointing authorities	Website Editorial Board	on the date of Appointment given

**Note :-**

- 1) Ministry Website cum Database Administrator will maintain a check list of monthly update and ensure that these materials are regularly despatched to the website Administrator
- 2) Information coming under the purview of Operational Information System (OIS) will be controlled and guided by the instruction pertaining to the respective Management Information System