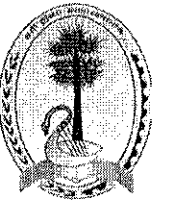




பிரதம செயலாளர் செயலகம், வடக்கு மாகாணம்  
**ප්‍රධාන ලේකම් කාර්යාලය, උතුරු පළාත**  
**CHIEF SECRETARY'S SECRETARIAT, NORTHERN PROVINCE**



A9,வீதி,கைதடி  
A9,பாட,கைதடி  
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File No : NP/02/08/HRMIS/2020

Date : 16.12.2021

Deputy Chief Secretary – Administration Circular No: HRMIS/ 01/2021

Secretary to the Governor,  
Secretary, Provincial Public Service Commission,  
Secretary, Council Secretariat,  
Secretaries to the Ministries,  
Deputy Chief Secretaries, and  
Heads of the Departments,  
Head of Institutions,  
Northern Provincial Council.

**Launching the Web-Based Human Resource Management Information System (HRMIS) of the Northern Provincial Council**

This circular is published to declare the official database of the Northern Provincial Council named as Web based Human Resource Management Information System (<https://cadremis.firebaseio.com/login>) that is designed to assist in view establishment and cadre management activities of all the institutions in the council with the approval of the Honourable Governor of the Northern Province.

The following advantages will be assured by adopting the HRMIS at the ministries, departments and institutions.

- To able to get a chance to approach the activities with regard to cadre and human resource management in a uniform manner
- To obtain the matters in relation to human resources or establishment and abilities in the Northern Province Public Service instantly when it is needed.
- To facilitate policy decisions regarding filling of cadre vacancies
- simplify to policy decisions regarding personnel to fill vacancies
- To ease the establishment matters like confirmation and promotion, and it will pave way for a close monitoring
- To implement transfer policies effectively through reports generated from the HRMIS
- To act as a source to activities be carried out in accordance with the standards of the Department of Management Services
- To facilitate preparation personnel emoluments during annual budget process and to simplify cross checking by the Provincial Treasury.

பிரதம பிரதம செயலாளர்  
**නියෝජ්‍ය ප්‍රධාන ලේකම්**  
**DEPUTY CHIEF SECRETARY**

நிர்வாகம்  
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ஆளணியும் பயிற்சியும்  
**පිරිස් හා පුහුණු**  
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பொறியியல்  
**ඉංජිනේරු**  
**ENGINEERING**

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: 021 320 2616 (Gen)  
Fax : 021 222 0797

Your attention is drawn to the following as this HRMIS should be kept online.

01. The power to fully manage this database belongs to the Office of the Deputy Chief Secretary - Administration and the full managing power to the approved cadre of the Northern Provincial Council has been provided to the Office of the Deputy Chief Secretary – Personnel & Training.
02. Power to administer the human resource data of this HRMIS has been provided to all appointing authorities who have delegated powers.
03. Ensuring the online status and authenticity is the responsibility of head of the department, designated staff officer and liaison officer of each office where the officers' establishment matters are maintained. The respective offices should update the data regularly.
04. This HRMIS needs to be overseen as the HRMIS contains matters pertaining to establishment and cadre management by the relevant authorities who obtain powers of making appointments via the Honourable Governor's Memorandum No. 2021/01 and amendments issued from time to time in this regard.
05. It has been decided to conduct periodic trainings on the HRMIS and improvements as per the requirements made from time to time and also to conduct review discussion on functionality for the responsible staff officers and liaison officers. Implementation of HRMIS will also be included in the agenda of the Secretary's Committee Meeting and the meeting of Heads of Departments chaired by the Chief Secretary.
06. In view of reliability of data, secured authenticity and security of data, it is mandatory that the password should be changed and its confidentiality is to be kept when any of the heads of departments, designated officers and liaison officers are transferred.
07. Only the cadre approved by the Department of Management Services by specifying the name of the office shall be retained as it is, and the power to change the approved cadre shall not be vested in any other office except the offices of the Deputy Chief Secretary - Administration and Deputy Secretary-Personnel and Training.
08. It is mandatory to have the national identity card number next to the names of the officers in all establishment and cadre management correspondences such as appointment, promotion, transfer and assumption of duty for the reason that the HRMIS is designed to define the national identity card number of the officers as the primary key. Orders regarding this to be followed by all offices should be issued by the heads of departments.

## **09. Liaison Officer**

- i. A liaison officer shall be appointed from the one of the subject officers dealing with the establishment or cadre matters by the head of the department with the recommendation of a designated staff officer.
- ii. The login name and password must be provided to this officer by the designated officer in charge. It is a punishable offense to issue a password to another officer without proper instruction.
- iii. The primary responsibility of this officer is to ensure that the data is up-to-date, authentic and secure.
- iv. In case of transfer from the post of liaison officer, prior notice should be given with sufficient time to train a new officer by himself/herself.

## **10. Designated Staff Officer**

- i. He / She will have full responsibility for the password.
- ii. It is the responsibility of the liaison officer to obtain and issue an order to update from the head of the department as soon as possible.
- iii. It is his responsibility to ensure that the data in the letters related to personal files of staff are updated on the same day in the HRMIS and that the caption "Data entered" is written in the upper right corner of the letter.
- iv. It is his/her responsibility to review and ensure that the HRMIS is updated and maintained in accordance with the commands issued.
- v. It is the responsibility of the liaison officer to get an officer appointed and trained three months prior to his / her transfer from office, to transfer the password to the new officer upon transfer and to forward his / her details to the relevant authorities.
- vi. When an officer other than the officer dealing with establishment matters is selected as the liaison officer, he or she is responsible for overseeing the operation of the internal mechanism developed by the head of the department to inform the liaison officer appointed of any changes that may occur in the establishment matters.
- vii. It is his/her responsibility to give due importance to the work of the liaison officer

## **11. Head of the Department**

Responsible to:

- i. Keep the data realistic and secure
- ii. Appoint of designated staff officer and liaison officer

- iii. Establish an internal mechanism for notifying the liaison officer of any changes that may take place in the establishment matters if he/she appoints an officer other than the officer dealing with the establishment matters as the liaison officer.
- iv. Ensure priority given to the duty of the liaison officer in the duty list
- v. Provide appropriate computer and technical facilities, and
- vi. Provide uninterrupted internet access every month

**12. Appointing Authorities / Appointing Authorities for Officers who are Attached on secondment or release / Officers who have Powers from the Latest Memorandum of the Honourable Governor**

- i. The aforesaid officers are able to visit limited updating login view, verify only the report forms of the offices in the posts under their purview, and give instructions to rectify errors if there are any.
- ii. Where the head of the department is an appointing authority, in relation to the post under their purview, he/she can be able to do as spelt in the section 12 (i) above and is accountable for the accuracy of the human resource data.

**13. Provincial Public Service Commission**

As the Provincial Public Service Commission has the power of appeal in respect of all offices, the Commission can view the report form of all the offices so that they can carry out their decisions immediately without delay beyond the login rights of its office.

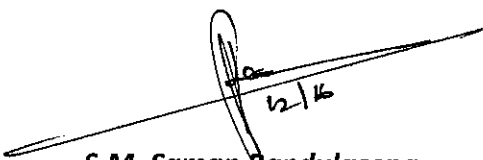
**14. Uploading of Initial Data and the Nature of Validity**

Up to date data of the officers will be uploaded by the liaison officer and it will be validated and reviewed by the officer concerned on a hard copy for data accuracy. It will be validated and forwarded by the head of the department only after it has been signed by the relevant officer concerned and can be used as the basic data for updating activities. This procedure should be followed even when a new officer assumes duty in the province.

**15. Maintain the Data of Academic and Non-Academic Staff of the Provincial Ministry of Education**

- i.
  - a) Cadre and human resource data of Sri Lanka Education Administrative Service Officers should also be managed in this HRMIS

- b) Cadre and human resource data of non-academic staff of the Ministry of Education of the Northern Province and its subordinate offices should be managed in this HRMIS
- ii.
- a) The nationally designed NEMIS database by the Ministry of Education has been prepared to match the effectiveness of our HRMIS and it can be used for our management purposes as it has been implemented in accordance with the instructions via Ministry of Education Circular No. 30/2019 dated 07.06.2019.
- b) The teachers' data will be fully uploaded and managed in the NEMIS and the actions have been taking to upload the principals' data so that they can be used that too once it is completed.
- c) The Office of the Deputy Chief Secretary-Personnel and Training has been entrusted by the Chief Secretary with the NEMIS's viewing rights for discussions on human resources for academic staff of the Ministry of Education in the Northern Provincial Council.
16. Names of offices related to upload officers' information (Offices that maintain the updated personal files), details of the service to be uploaded and liaison officers to be performed are tabulated in the Table 01 (Appendix 01) and the details of the officers mentioned at column 3 of Table 01 should be confirmed by the head of the department/ institution and sent to the Deputy Chief Secretary-Administration within five (05) working days. The same procedure should be followed when the specified officers / officers are transferred.
17. Circulars issued in this regard from time to time should be complied attentively and carried out updating with due diligence.
18. In case of issues that may arise during the implementation of this circular, the final decision making is vested with the Chief Secretary.



**S.M. Saman Bandulasena**

Chief Secretary,

Northern Provincial Council

**S.M. Saman Bandulasena**

Chief Secretary

Northern Province

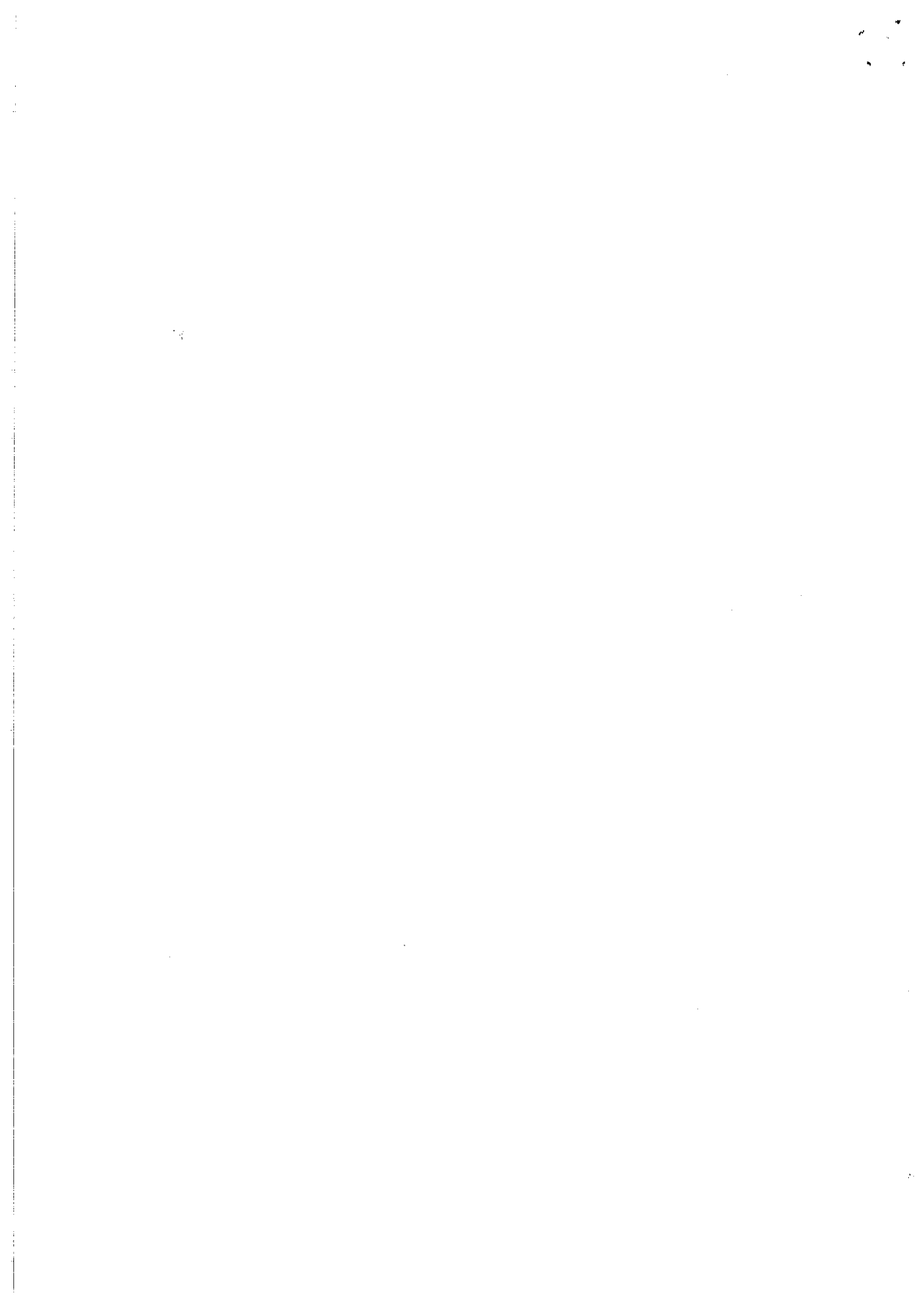


Table 01

The Details of Names of Offices that Upload the Human Resource Data (Offices that Maintain Updated Personal Files), Services that need to be Uploaded and Name of Designated Staff Officers and Liaison Officers

Ministry / Secretariat	Responsible Office for update	Post of Responsible Designated Staff Officer (1) & Name of Liaison Officer (2)	Services to be updated
Governors Secretariat	Governor's Secretariat	1. 2.	SLAS
			PPS
			DOS
			PPMSO
			PDS
			OES
	Dept.		
	Provincial Public Service Commission	1. 2.	SLAS
			DOS
			PPMSO
PDS			
OES			
Council Secretariat	Council Secretariat	1. 2.	SLAS
			DOS
			PPMSO
			PDS
			OES
			Dept.
Chief Secretary Secretariat	Chief Secretary's Office	1. 2.	SLAS
			SLAcS
			DOS
			PPMSO
			PICTS
			TS
			PDS
			OES
	Dept.		
	Deputy Chief Secretary - Administration	1. 2.	SLAS
			DOS
			PPMSO
			PDS
			OES
Dept.			
All HODd			
Chief Secretary Secretariat	Provincial Internal Audit Unit	1. 2.	SLAcS
			DOS
			PPMSO
			PDS
			OES
			Dept.

**The Details of Names of Offices that Upload the Human Resource Data (Offices that Maintain Updated Personal Files), Services that need to be Uploaded and Name of Designated Staff Officers and Liaison Officers**

Ministry / Secretariat	Responsible Office for update	Post of Responsible Designated Staff Officer (1) & Name of Liaison Officer (2)	Services to be updated
Chief Secretary Secretariat	Deputy Chief Secretary - Planning	1. 2.	SLPS
			DOS
			PPMSO
			PDS
			OES
Chief Secretary Secretariat	Deputy Chief Secretary - Engineering	1. 2.	Dept.
			SLEgS
			SLTS
			DOS
			PPMSO
Chief Secretary Secretariat	Deputy Chief Secretary - Finance	1. 2.	PDS
			OES
			SLAcS
			DOS
			PPMSO
Chief Secretary Secretariat	Deputy Chief Secretary - Personnel & Training	1. 2.	PDS
			OES
			SLAS
			DOS
			PPMSO
	Management Development and Training Unit	1. 2.	OES
			Dept.
			PDS
			PPMSO
			DOS
Chief Secretary Secretariat	Department of Provincial Revenue	1. 2.	OES
			PDS
			PPMSO
			DOS
			PRS
	Department of Provincial Building	1. 2.	SLAcS
			SLArchS
			PEgS
			SLEgS
			SLTS
			DOS
			PPMSO
			PDS
			OES
			Dept.



**The Details of Names of Offices that Upload the Human Resource Data (Offices that Maintain Updated Personal Files), Services that need to be Uploaded and Name of Designated Staff Officers and Liaison Officers**

Ministry / Secretariat	Responsible Office for update	Post of Responsible Designated Staff Officer (1) & Name of Liaison Officer (2)	Services to be updated	
Provincial Ministry of Finance, Planning & Local Government	Provincial Ministry of Finance, Planning & Local Government	1. 2.	SLAS	
			SLAcS	
			SLPS	
			DOS	
			PPMSO	
			PDS	
	Department of Provincial Local Government	1. 2.		OES
				SLAS
	ACLG - Jaffna	1. 2.		SLAcS
				SLEgS
	ACLG - Kilinochchi	1. 2.		SLTS
				DOS
	ACLG - Mullaitivu	1. 2.		PPMSO
				PDS
	ACLG - Vavuniya	1. 2.		OES
				Dept.
	ACLG - Mannar	1. 2.		
	JMC	1. 2.		SLAS, SLAcS, SLEgS
				SLSS, SLAPHS, SLMS
UC - Jaffna	1. 2.		SLAyMS, Nrs, SLTS	
			DOS, PPMSO, PDS, TS	
UC - Kilinochchi	1. 2.		OES, Para MS, PSM	
			SLGLS, Dept., LGAS	
UC - Mullaitivu	1. 2.		SLAS, SLAcS	
			SLAyMS	
UC - Vavuniya	1. 2.		SLTS	
			DOS	
UC - Mannar	1. 2.		PPMSO	
			PDS	
Chavakachcheri Pradeshiya Sabha - Kodikamam	1. 2.		OES	
			SLGLS	
Vadamaradchy South West Pradeshiya Sabha - Karaveddy	1. 2.		Dept.	
			Para MS	
Point Pedro Pradeshiya Sabha	1. 2.		LGAS	

**The Details of Names of Offices that Upload the Human Resource Data (Offices that Maintain Updated Personal Files), Services that need to be Uploaded and Name of Designated Staff Officers and Liaison Officers**

Ministry / Secretariat	Responsible Office for update	Post of Responsible Designated Staff Officer (1) & Name of Liaison Officer (2)	Services to be updated
Provincial Ministry of Finance, Planning & Local Government	Delft Pradeshiya Sabha	1. 2.	
	Valikamam West Pradeshiya Sabha - Chulipuram	1. 2.	
	Valikamam East Pradeshiya Sabha - Puththur	1. 2.	
	Valikamam South West Pradeshiya Sabha - Manipay	1. 2.	
	Valikamam North Pradeshiya Sabha - Kankesanthurai	1. 2.	
	Valikamam South Pradeshiya Sabha - Chunnakam	1. 2.	
	Velanai Pradeshiya Sabha - Velanai	1. 2.	SLAyMS
	Kayts Pradeshiya Sabha	1. 2.	SLTS DOS
	Karainagar Pradeshiya Sabha	1. 2.	PPMSO PDS
	Nallur Pradeshiya Sabha - Kokkuvil	1. 2.	OES SLGLS
	Pachchilaipalli Pradeshiya Sabha	1. 2.	Dept. LGAS
	Poonagary Pradeshiya Sabha - Poonagary	1. 2.	*Para MS - Vali south PS only
	Karaichchi Pradeshiya Sabha - Karachchi	1. 2.	
	Vavuniya Urban Council	1. 2.	
	Vavuniya North Pradeshiya Sabha	1. 2.	
	Vavuniya South Tamil Pradeshiya Sabha	1. 2.	
	Vavuniya South Sinhala Pradeshiya Sabha	1. 2.	
	Vengalacheddykulam Pradeshiya Sabha	1. 2.	
	Thunukkai Pradeshiya Sabha	1. 2.	

**The Details of Names of Offices that Upload the Human Resource Data (Offices that Maintain Updated Personal Files), Services that need to be Uploaded and Name of Designated Staff Officers and Liaison Officers**

Ministry / Secretariat	Responsible Office for update	Post of Responsible Designated Staff Officer (1) & Name of Liaison Officer (2)	Services to be updated
	Puthukkudiyiruppu Pradeshiya Sabha	1. 2.	
Provincial Ministry of Finance, Planning & Local Government	Maritempattu Pradeshiya Sabha	1. 2.	SLAyMS, SLTS, DOS, PPMSO, PDS, OES, SLGLS, Dept. LGAS
	Mannar Pradeshiya Sabha	1. 2.	
	Nanattan Pradeshiya Sabha	1. 2.	
	Manthai West Pradeshiya Sabha	1. 2.	
	Musali Pradeshiya Sabha	1. 2.	
	Manthai East Pradeshiya Sabha	1. 2.	
Provincial Ministry of Finance, Planning & Local Government	Department of Provincial Land Commissioner	1. 2.	SLAS
			SLAcS
			SLSuS
			SLTS
			DOS
			PPMSO
			PDS
			OES
Dept.			
Provincial Ministry of Finance, Planning & Local Government	Department of Provincial Rural Development	1. 2.	DOS
			PPMSO
			PDS
			OES
Provincial Ministry of Finance, Planning & Local Government	Department of Provincial Motor Traffic	1. 2.	Dept.
			DOS
			PPMSO
			PDS
Provincial Ministry of Finance, Planning & Local Government	Department of Provincial Road Development	1. 2.	OES
			SLEgS
			PEgS
			SLAcS
			SLTS
			DOS
			PPMSO
			PDS

**The Details of Names of Offices that Upload the Human Resource Data (Offices that Maintain Updated Personal Files), Services that need to be Uploaded and Name of Designated Staff Officers and Liaison Officers**

Ministry / Secretariat	Responsible Office for update	Post of Responsible Designated Staff Officer (1) & Name of Liaison Officer (2)	Services to be updated
			OES Dept.
Provincial Ministry of Agriculture , Agrarian Service and Animal Husbandary	Provincial Ministry of Agriculture , Agrarian Service and Animal Husbandary	1. 2.	SLAS SLAgS SLAcS SLPS DOS PPMSO PDS OES Dept.
Provincial Ministry of Agriculture , Agrarian Service and Animal Husbandary	Department of Provincial Agriculture	1. 2.	SLAgS SLAgS SLTS DOS PPMSO PDS OES Dept.
Provincial Ministry of Agriculture , Agrarian Service and Animal Husbandary	Department of Provincial Animal Production & Health	1. 2.	SLAPHS SLAcS SLTS DOS PPMSO PDS OES Dept.
Provincial Ministry of Agriculture , Agrarian Service and Animal Husbandary	Department of Provincial Irrigation	1. 2.	SLEgS SLAcS SLTS DOS PPMSO PDS OES Dept.
Provincial Ministry of Women's Affairs	Provincial Ministry of Women's Affairs	1. 2.	SLAS SLAcS SLPS DOS PPMSO PDS

**The Details of Names of Offices that Upload the Human Resource Data (Offices that Maintain Updated Personal Files), Services that need to be Uploaded and Name of Designated Staff Officers and Liaison Officers**

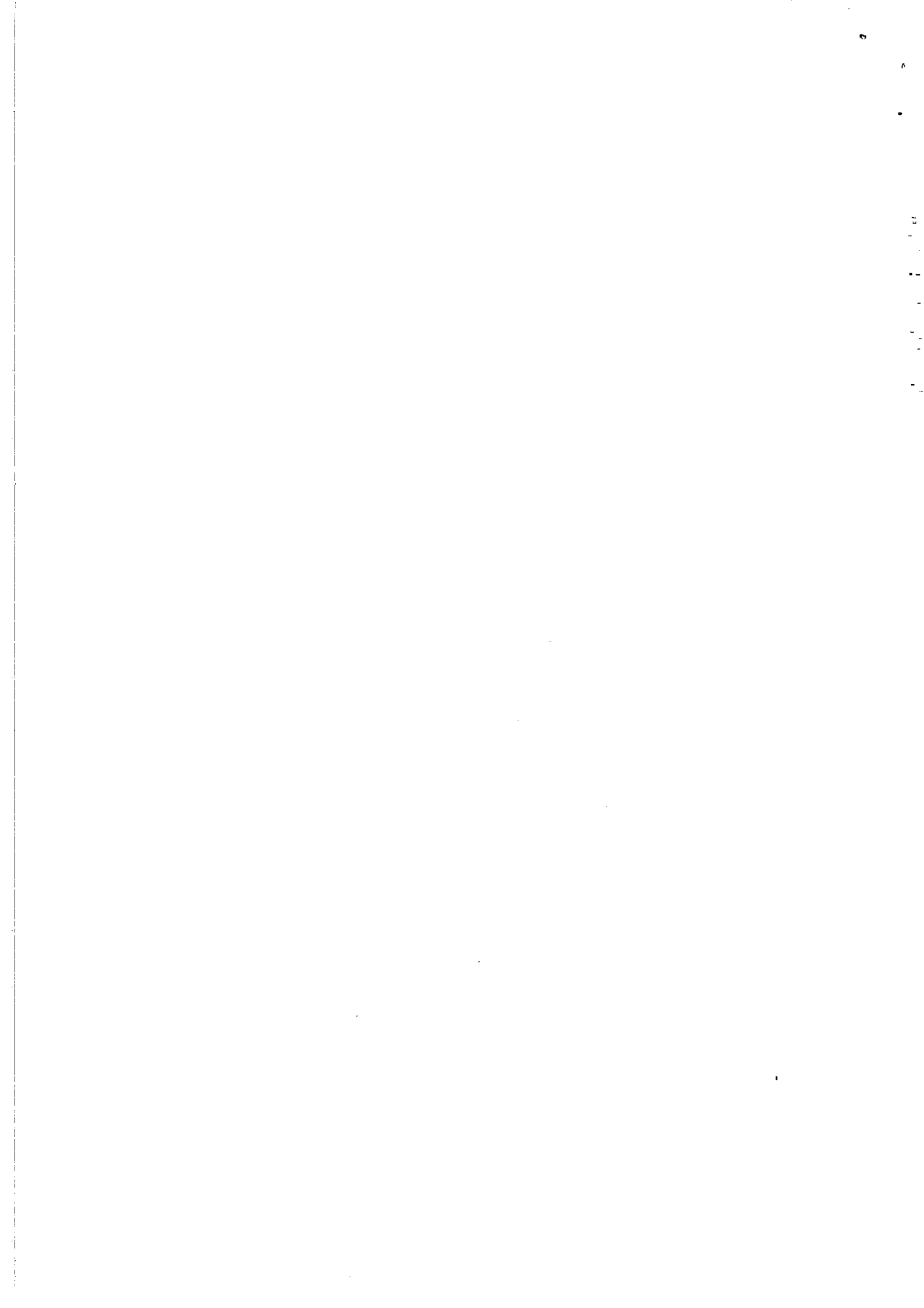
Ministry / Secretariat	Responsible Office for update	Post of Responsible Designated Staff Officer (1) & Name of Liaison Officer (2)	Services to be updated
			OES Dept.
Provincial Ministry of Women's Affairs	Department of Provincial Cooperative Development	1. 2.	SLAS SLAcS DOS PPMSO PDS OES Dept.
Provincial Ministry of Women's Affairs	Department of Provincial Industrial Development	1. 2.	SLAS SLAcS DOS PPMSO PDS OES Dept.
Provincial Ministry of Women's Affairs	Department of Provincial Social Service	1. 2.	SLAS SLAcS DOS PPMSO PDS OES Dept.
Provincial Ministry of Women's Affairs	Provincial Cooperative Employees Commission	1. 2.	DOS PPMSO PDS OES
Provincial Ministry of Health and Indigenous Medicine	Provincial Ministry of Health and Indigenous Medicine	1. 2.	SLAS SLAcS SLPS DOS PPMSO PDS

**The Details of Names of Offices that Upload the Human Resource Data (Offices that Maintain Updated Personal Files), Services that need to be Uploaded and Name of Designated Staff Officers and Liaison Officers**

Ministry / Secretariat	Responsible Office for update	Post of Responsible Designated Staff Officer (1) & Name of Liaison Officer (2)	Services to be updated
			OES Dept.
Provincial Ministry of Health and Indigenous Medicine	Department of Provincial Health	1. 2.	SLAS SLAcS SLEgS SLMS SLPS SLSS PICTS SLTS DOS PPMSO PDS OES PSM SLNS Para MS Dept. AMO/RMO
	RDHS - Jaffna	1. 2.	
	RDHS - Kilinochchi	1. 2.	
	RDHS - Mullaitivu	1. 2.	
	RDHS - Vavuniya	1. 2.	
	RDHS - Mannar	1. 2.	
	DGH - Kilinochchi	1. 2.	
	DGH - Mullaitivu	1. 2.	
	DGH - Vavuniya	1. 2.	
	DGH - Mannar	1. 2.	
Provincial Ministry of Health and Indigenous Medicine	Department of Provincial Ayurveda	1. 2.	SLAyMS SLAcS DOS PPMSO PDS OES Dept. NrS
			SLAS DOS PPMSO PDS OES Dept. Con
			SLAS SLAcS SLPS SLEAS DOS PPMSO PDS OES
			SLAS SLAcS SLPS SLEAS DOS PPMSO PDS OES
			SLAS SLAcS SLPS SLEAS DOS PPMSO PDS OES
			SLAS SLAcS SLPS SLEAS DOS PPMSO PDS OES
Provincial Ministry of Education, Cultural Affairs & Sports	Provincial Ministry of Education, Cultural Affairs & Sports	1. 2.	SLAS SLAcS SLPS SLEAS DOS PPMSO PDS OES

**The Details of Names of Offices that Upload the Human Resource Data (Offices that Maintain Updated Personal Files), Services that need to be Uploaded and Name of Designated Staff Officers and Liaison Officers**

Ministry / Secretariat	Responsible Office for update	Post of Responsible Designated Staff Officer (1) & Name of Liaison Officer (2)	Services to be updated
			Dept.
Provincial Ministry of Education, Cultural Affaris & Sports	Department of Provincial Education	1. 2.	SLAS SLAcS SLEgS SLEAS SLTS DOS PPMSO PDS OES Dept.
	Zonal Education Office - Islands	1. 2.	
	Zonal Education Office - Jaffna	1. 2.	
	Zonal Education Office - Thenmaradchchi	1. 2.	
	Zonal Education Office - Vadamradchchi	1. 2.	
	Zonal Education Office - Valikamam	1. 2.	
	Zonal Education Office - Kilinochchi	1. 2.	
	Zonal Education Office - Mannar	1. 2.	
	Zonal Education Office - Madu	1. 2.	
	Zonal Education Office - Mullaitivu	1. 2.	
	Zonal Education Office - Thunukkai	1. 2.	
	Zonal Education Office - Vavuniya North	1. 2.	
	Zonal Education Office - Vavuniya South	1. 2.	
Provincial Ministry of Education, Cultural Affaris & Sports	Department of Provincial Sports	1. 2.	DOS PPMSO PDS OES Dept.
Provincial Ministry of Education, Cultural Affaris & Sports	Cultural Affairs Unit	1. 2.	DOS PPMSO PDS OES Dept.





**The Details of Names of Offices that Upload the Human Resource Data (Offices that Maintain Updated Personal Files), Services that need to be Uploaded and Name of Designated Staff Officers and Liaison Officers**

**Note:** In addition to the above mentioned tables, updates should be made with special consideration of the following matters.

01. Human resource data of the officers on casual and contractual basis appointed to approved cadre of the Department of Management Services should be uploaded in the HRMiS. **Example 01:** The data below should be uploaded if approval is given as follows

Designation	Service	Grade	Salary Code	DMS Approved Cadre
Bungalow Keeper	Temp.	No	PL 1	2

**Example 02:** The data of those who are appointed on contractual basis are not required to be uploaded if two of them are appointed on permanent basis while another two of them are appointed on contractual basis to the four approved cadre (Assistant / Deputy Director Planning – 04).

02. If there is a 'Personal to the holder' cadre approved by the Department of Management Services, the human resource data of those staff should also be uploaded in the HRMiS.
03. Number of approved cadre of the services of SLPrS and SLTeS are only uploaded in the HRMiS and their human resource data are not required to be uploaded in here.
04. The human resource data of cadre that are approved by Department of Management Services without mentioned the service category should also be uploaded in the HRMiS.
05. The human resource data of the officers those who are approved under the services of SLMS, SLAyMS and Nrs in local authorities should be sent by the relevant offices to the Department of Local Government in order to upload in the HRMiS.



**Form Consisting the Details of Designated Staff Officer and Liaison Officer who update the HRMiS of Northern Provincial Council**

**01. Designated Responsible Officer**

Fullname :  
Designation :  
N.I.C.No. :  
Telephone No. : 1. Mobile :  
2. Office :

**02. Liaison Officer**

03. Fullname :  
04. Designation :  
05. N.I.C.No. :  
06. Telephone No.: 1. Mobile :  
2. Office :

It is confirmed that the above officers are appointed to handle particular matters of this office from the date .....

.....  
Head of the Department

----- Office use only -----

It is hereby approved to update the details of above Designated Staff Officer and Liaison Officer in the HRMiS.

.....  
Deputy Chief Secretary - Administration

