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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 2308/08 - 2022 නොවැම්බර් මස 29 වැනි අඟහරුවාදා - 2022.11.29  
No. 2308/08 - TUESDAY, NOVEMBER 29, 2022

(Published by Authority)

**PART I : SECTION (I) — GENERAL**

**Government Notifications**

L.D-B 5/2007 (i)

**ELECTRONIC TRANSACTIONS ACT, No. 19 OF 2006**

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

**RANIL WICKREMESINGHE**  
President.

Colombo,  
28th November, 2022.

**Regulations**

1. These regulations may be cited as the Integrated Welfare Management System Regulations, No. 02 of 2022.
2. These Regulations shall authorize and facilitate the use of electronic documents and electronic records for the purposes of Sections 7 and 9 of the Welfare Benefits Act, No. 24 of 2002.
3. The electronic documents and electronic records shall be used by the Board and the Welfare Beneficiary Information Units established under the Welfare Benefits Payment (Selection of Persons Eligible to Receive Payments) Regulations,



No. 1 of 2022 published in Gazette Extraordinary No. 2302/23 of October 20, 2022 (hereinafter referred to as the “Welfare Benefits Regulations”) in order to maintain the Welfare Beneficiary Information System established under the Welfare Benefits Regulations and to create, file, process, retain share or issue documents or records for the purposes of that regulations.

4. The Authorized Officers shall use the form specified in Schedule hereto to obtain particulars of persons applying for welfare benefits under the Welfare Benefits Act, No. 24 of 2002 for the purposes of these regulations.

5. The particulars obtained by the Authorized Officers under regulation 4 and the particulars furnished in the declaration made by an applicant under the Welfare Benefits Regulations shall be filled and retained in the form of electronic documents and electronic records in the relevant Welfare Beneficiary Information Units established in the relevant Divisional Secretariat and each applicant shall be assigned with Quick Response Code (QR Code) for the Purpose of Welfare Benefits Regulations.

6. The Commissioner and the Authorized Officers in every Welfare Beneficiary Information Unit established in each Divisional Secretariat shall ensure that electronic documents and electronic referred to in regulation 5 are securely maintained in the following manner :-

- (a) in both text and image data;
- (b) By scanning document images and through data capturing and data entry procedures in a manner specified by the Board;
- (c) access shall be provided to Authorized Officers in writing by the Board.

7. The control process and procedures followed by the Board to secure the confidentiality authenticity and integrity of an electronic document and electronic record shall be as follows :-

- (a) All data stored in servers, server system and network of the welfare Beneficiary Information Units of the Board including the physical security of servers shall be securely maintained under the supervision of system administrator with secure access rights to be determined from time to time;
- (b) the electronic documents and electronic records shall be created, edited, viewed and shared only by officers authorized by the Board in writing;
- (c) access shall be granted to the Authorized Officers through information security control procedure specified by the Board from time to time;
- (d) the Authorized Officers shall be assigned different job roles in the Welfare Beneficiary Information Units for the purpose of control and supervision;
- (e) data retained in Welfare Beneficiary Information System 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 Authorized Officers of the Welfare Beneficiary Information Units for verifying the data at any given time;
- (f) If any Authorized Officer of the Welfare Beneficiary Information Units makes any change to any data in the said system, it shall be recorded in the Welfare Beneficiary Information Units with edited fields, user ID, data and such information shall be required to be recorded by the Board;
- (g) the Board shall inform the Authorized Officers the purpose for which reports may be generated from the Welfare Beneficiary Information Units;
- (h) the Authorized Officers shall take daily and weekly backups of the data as well as electronic records and electronic documents in the Welfare Beneficiary Information Units and specify the location and manner in which such backup information may be stored.

8. In these Regulations -:

- “Authorized Officers” means an officer appointed for the purpose of Welfare Benefits Regulations under Section 6 of the Welfare Benefits Act, No. 24 of 2002;
- “Board” means the Board established under the Welfare Benefits Act, No. 24 of 2002;
- “Commissioner” means commissioner of Welfare Benefits appointed under section 2 of the Welfare Benefits Act, No. 24 of 2002;
- “Divisional Secretariat” shall have the same meaning as in the Transfer of Powers (Divisional Secretaries) Act, No. 58 of 1992;
- “electronic document” and “electronic record” shall have the same meaning assigned to those expressions under the Electronic Transaction Act, No. 19 of 2006.
- “Quick Response Code (QR Code)” means a code which may be used to verify the contents of the information contained in any document and to established authenticity and intergrity of the same, by using any computer, mobile phone or similar device;
- “Welfare Beneficiary Information System” means Welfare Beneficiary Information System established under Welfare Benefits Regulations;
- “Welfare Beneficiary Information Unit” means a Welfare Beneficiary Information Unit established under the Welfare Benefits Payment Regulations, in the Divisional Secretariat of every Divisional Secretary’s Division for the purpose of maintaining an electronic system for creating, generating. sending, receiving, storing, reproducing, displaying, recording or processing information for the purpose of Welfare Benefits Act.

