Digitalizing Prime Minister's Office

Software	Progress	New Task			Expected Date
DOCUMENT MANAGEMENT SYSTEM	Successfully implemented in the PR Division and currently in operational state. Daily post is entered to the system and forwarded to the respective divisions.	Request to create accounts			28/04/2025
		Creating user accounts and reset passwords			30/04/2025
		Training Program (Online)			02/05/2025 or 08/05/2025
		Identifying possible subjects suitable for DMS pilot project. The following files have been identified to date:			24/04/2025 - 08/05/2025
		Branch	**Selected File**	**Identified Date**	
		Admin	• Training • RTI	24/04/2025	
		Planning	• Quarter Progress Report(Ayesh) • Quarter Progress Report Detailed	25/04/2025	
		Audit	• Assessment Report • Vehicle Cost Details • Progress and Activities	25/04/2025	
		Accounts	• නොඉල්ලුම් සහතික (Parami)	25/04/2025	
		Development	• Pending		
		IT	• All files	25/04/2025	
		Transport	• These will be identified after the completion of the training		
		i. Create file system in the DMS ii. Initiation and e Signature installation			08/05/2025 - 16/05/2025
		Test Run i. Identifying the focal points for correspondence ii. Enter contact details of focal points to the system iii. Identify common formats to integrate with the system			08/05/2025 - 30/05/2025
		Implementation - Adapt new requests and modifications			02/06/2025 - 28/07/2025

VEHICLES MANAGEMENT SYSTEM	The system development has been completed, but user adoption is still in progress.	Implementing in the Transport Branch	21/04/2025 – 31/05/2025
		Identifying new requests/ Modification and adapt them	02/06/2025 – 28/07/2025
STORE MANAGEMENT SYSTEM	Initial development completed and in use across all branches.	Developing new features Stock Management • Good Issue Note (GIN) • Good Received Note (GRN) • Goods Transfer Issue Note (GTIN) • Goods Transfer Receive Note (GTRN) Reporting • Stock report • Stock flow report • Store wise report • Division wise report	25/04/2025 – 16/06/2025
		Hosting new features	17/06/2025 - 30/06/2025
		Training Stores & Accounts Officers	07/07/2025
		Implement new features	08/07/2025 – 15/07/2025

HUMAN RESOURCE MANAGEMENT SYSTEM	Initial development completed and in use by the intended admin branch.	Developing new features
		• Leave Module
		   ○ Submit monthly branch-wise granted leave reports
		   ○ Update statuses progressively from Checked → Recommended → Approved
		   ○ Admin branch has access to view all approved leave records
		   ○ Individual branches can generate and view their own monthly and annual leave reports
		The leave officer of the admin branch can access monthly and annual reports for all branches
			25/04/2025 - 23/06/2025

		Hosting new features	30/06/2025
		Training Admin Branch	07/07/2025
		Training All Branches	14/07/2025
		Implement new feature	28/07/2025