

Instructions for Completing the Information Management System of **SLAS Officers**



Welcome to SLAS Information Management System

eg. 762824002V

eg. rsn

Login

- ▶ This data will be used for future promotions and transfers of officers. Therefore all information should be provided accurately.
- ▶ Data should be entered individually and please enter National Identity Card Number as user name and password and click to login the system. For the first time entry, the password should be SLAS@last 4 characters of the NIC number.
eg: if the NIC number is 762824002V, the password will be SLAS@002V. (the letter 'V' should be in Capital)
if the NIC number is 197628204002, the password will be SLAS@4002.

Information Management System

SLAS INFORMATION MANAGEMENT SYSTEM

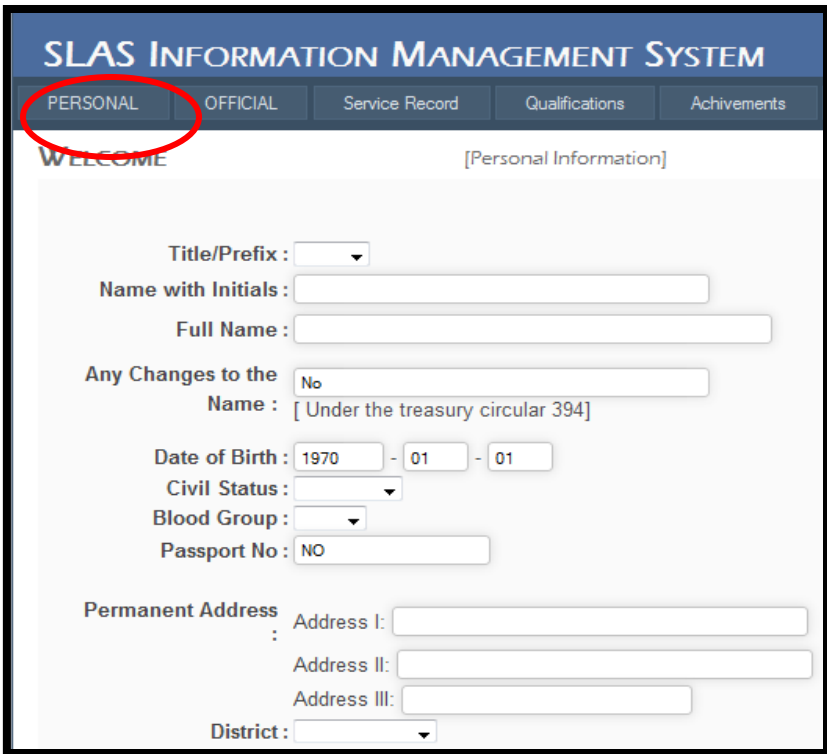
Logout

PERSONAL OFFICIAL Service Record Qualifications Achivements Service Req. Family

WELCOME

- ▶ There are 7 areas to be filled in this system, start from personal data by clicking on 'PERSONAL' main menu.
- ▶ Do not leave blank entries.
- ▶ After Completing the fields click on "Save" button.

PERSONAL



SLAS INFORMATION MANAGEMENT SYSTEM

PERSONAL OFFICIAL Service Record Qualifications Achievements

WELCOME [Personal Information]

Title/Prefix :

Name with Initials :

Full Name :

Any Changes to the Name : [Under the treasury circular 394]

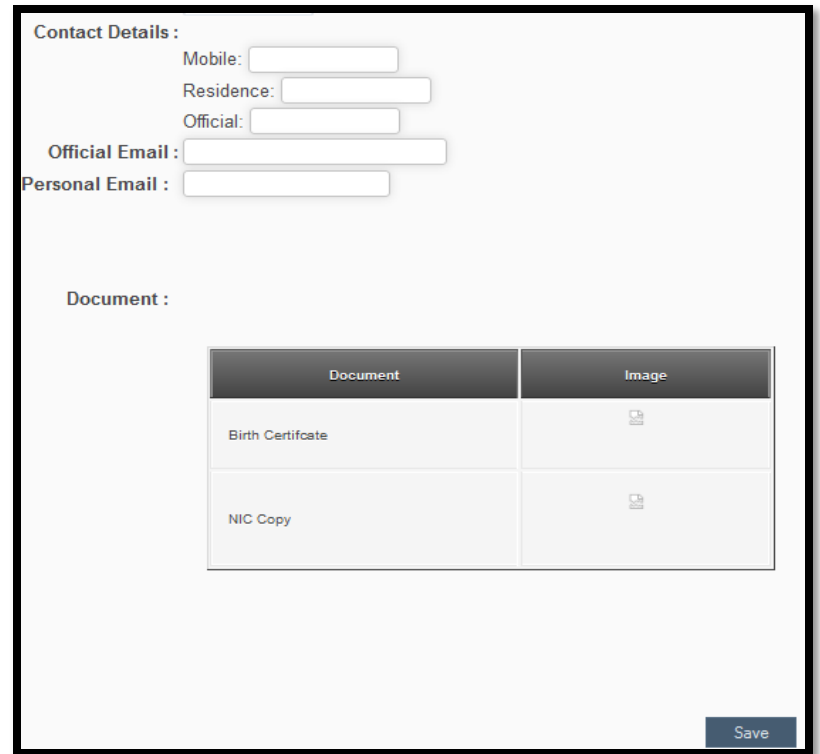
Date of Birth : 1970 - 01 - 01

Civil Status :

Blood Group :

Passport No : NO

Permanent Address : Address I :
Address II :
Address III :
District :



Contact Details :

Mobile:



Residence:

Official:

Official Email :

Personal Email :

Document :

Document	Image
Birth Certificate	
NIC Copy	

Save

- ▶ Select the title first from the drop down list and fill all the fields in the Page. If you leave some blanks, the data could not be saved and could not move to other pages.
- ▶ Officer's Full name is to be filled out in the following format: First name, middle name, surname
- ▶ Please select from drop down lists, when filling civil status & blood group.
- ▶ Please attach scanned copies (in jpg format) of your birth certificate & NIC in the space given below.
- ▶ If you do not have a passport, keep "No".
- ▶ When entering 'address' you should use all 3 fields and enter the address as 3 parts. (Address 1 – III)
- ▶ Attach a recent photograph (Pass port Size) & "Save" the data
- ▶ If the name has been changed as per treasury circular No. 394, please mention the previous name in the relevant box.

OFFICIAL

SLAS INFORMATION MANAGEMENT SYSTEM

PERSONAL OFFICIAL Service Record Qualifications Achievements Service Req. Family

WELCOME [Official]

Current Grade: []
Current Designation: []
Current Workplace: []
Date Assumed to Duties [Current Position]: 1970 - 01 - 01
Date Assumed to Duties [SLAS]: 1970 - 01 - 01
App. Date to SLAS: 1970 - 01 - 01
App. Date to Public Srv.: 1970 - 01 - 01
W & OP No.: NO
Method of Recruitment: []
Medium of Recruitment: []
Confirmation in Service: NO [] Date: []

Save

Promotion Information :

Grade : -NO- [] Update to Current State
Promotion Date : YYYY - MM - DD

Add

Updated Details :

Class	Date		
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- ▶ Click on “OFFICIAL” on the main menu and go to the next page.
- ▶ Select the grade, work place and designation from the drop down lists.
- ▶ Enter the dates required, as per the given format.
- ▶ Select, method of recruitment and medium of recruitment from the dropdown boxes.
- ▶ Select the status of confirmation and if you select ‘yes’ or ‘yes with Extension’ Please enter the date of confirmation, in yyyy-mm-dd format.
- ▶ When filling promotion information, select the grade and enter the ‘promotion date’. To enter details of other promotions, click on “add” button,
- ▶ The entered data will be displayed in the table at the bottom and if you want to delete any wrong entry you can delete it there.
- ▶ Do not “Click” on ‘update to current state’.

Service Record

SLAS INFORMATION MANAGEMENT SYSTEM Logout

PERSONAL OFFICIAL **Service Record** Qualifications Achivements Service Req. Family

WELCOME [Tranfers/Release of Secondment]

Update to Current State

Type : NO

Institute : -NO-

Period :

From : YYYY - MM - DD

To : YYYY - MM - DD

Country : Sri Lanka

Position : -NO-

Add

Service Records:

Type	Country	Institute	Date From	Date To	Possision
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▶ Enter all the position held so far, starting from the date you have entered to SLAS. You do not need to enter the particulars at current work station . (Please refer page official)

▶ Select the type, Institute & Position from relevant drop down lists and enter the period of worked in the given format.

▶ If you worked in a mission abroad, select the country from the drop down box.

▶ Use 'add' button to add records

▶ The entered data will be displayed in the table at the bottom and if you want to delete any wrong entry you can delete it there.

Qualifications

Education Qualification :

Degree : -NO- ▾

University :

Name of Degree :

Local/ Foreign : -NO- ▾

Effective Date : YYYY - MM - DD

Stream : -NO- ▾ (For new stream)

Add

Other Training :

Course Name :

Field : -NO- ▾

Local/ Foreign : -NO- ▾

Country : -NO- ▾

Effective Date : YYYY-MM-DD Duration : 3 Month ▾

Institute :

Add

Professional Qualification :

Qualification :

Local/ Foreign : -NO- ▾

Country : -NO- ▾

Effective Date : YYYY-MM-DD Duration : Before 1 Year ▾

Institute :

Add

Updated Details :

Category	Type	Description	Date	Country	Leave	Institute	Document
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► **Fill data on education and other professional qualifications.**

► **DO NOT ABBREVIATE** the name of Degrees.

► **Select the name of Institute /University from the drop down list.**

► **Enter all records of Bachelor's degree and post graduate degrees taken using 'add' button.**

► **If not graduated select 'No' from the drop down box.**

► **Use 'add' button to enter more details.**

(Examples of type of professional qualification – LLB, Attorney at law, AAT, Chartered, CIMA.

Achievements

SLAS INFORMATION MANAGEMENT SYSTEM Logout

PERSONAL OFFICIAL Service Record Qualifications **Achievements** Service Req. Family

WELCOME [Other achievements]

Fileid: -NO-
Category: -NO-
Award Type: -NO-
Description:
Effective Date: YYYY - MM - DD
Add

Achievements :

Field	Category	Award	Date	Description
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- ▶ **Indicate other achievements in your life other than previous qualifications.**
- ▶ **Select the field and category from the drop down list, if you received any award/ honor indicate that.**
- ▶ **Describe shortly about the achievements under the field of description.**
- ▶ **Indicate the date at least year and month or year published the documents, or Date received awards, at national provincial or district level.**
- ▶ **Use ‘add’ button to enter more than one record.**
- ▶ **Add a photo of the award event, invention or the things published.**
- ▶ **Under description,**
 - **Indicate special skill/ hobbies.**
 - **Indicate in full non-academic distinction/ recognition (award received)**
 - **Indicate membership in any professional association/ organization by writing in full said associations/ organization**

Service Req.

SLAS INFORMATION MANAGEMENT SYSTEM

PERSONAL OFFICIAL Service Record Qualifications **Achivements** Service Req.

WELCOME [Completion of Service Requirements]

Induction Training :

[Diploma in Public Administration]
Qualification Date : YYYY - MM - DD

Efficiency Bar Examinations :

Select Level : -NO-
Qualification Date : YYYY - MM - DD

Language Proficiency :

Select Level/Language : -NO- English
Year/Date : YYYY - MM - DD

Capacity Building :

Select Level : -NO-
Completion Date : YYYY - MM - DD

Updated Details :

Topic	Catogery	Complt.Date	Country	Description	Exempted
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- ▶ Enter the date of completion the Diploma in Public administration.
- ▶ Select the level of EB examination and enter the date passed the examination. Enter the date completed the capacity building level 3, as the completion date of 3rd EB exam.
- ▶ Select the secondary language and link language and enter the date or year & month completed the relevant language proficiency.
- ▶ Use add button to add more fields.

Family

SLAS INFORMATION MANAGEMENT SYSTEM Logout

PERSONAL OFFICIAL Service Record Qualifications Achievements Service Req. **Family**

WELCOME [Family Information]

Relationship : -NO-
Name :
Date of Birth : YYYY - MM - DD

Add

Updated Details :

Name	Relation Type	D of B	School Place	Working Place
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- ▶ **List full name of spouse, children and parents using the following format: first name, middle name and surname.**
- ▶ **Date of birth is in numeric format**
- ▶ **If the children go to school, please enter the area, where the school situated.**
- ▶ **Use add button to enter more fields.**

Thank You