Chief Secretary,
Western/ Southern/ Central/ Northern/ Eastern/ Uva/ North Central/ North Western/ Sabaragamuwa Provincial Councils

Guideline for Proper Maintenance of the Local Government Management Information System (LoGoMIS)

1. Introduction

Local Authorities of Sri Lanka are one of main apex bodies in delivering public services at the local level. The Ministry of Public Administration, Provincial Councils and Local Government has introduced the Local Government Management Information System (LoGoMIS) for improving the transparency and efficiency of making development decisions related to the field of Local Government. This Guideline describes the responsibilities of all parties including Local Authorities, offices of the Assistant Commissioners of Local Government, offices of the Commissioners of Local Government, Provincial Ministries, Provincial Councils and the Ministry of Public Administration, Provincial Councils and Local Government thereby expecting to enter accurate, updated and complete data to the system. By the effective use of LoGoMIS, a centralized and real time data platform will be created to support strategic planning and evidence-based decision-making at all local, sub-national, and national levels.

2. Objectives

The objective of this Guideline is to properly operate LoGoMIS as an accurate and updated information management system by providing knowledge and guidance on the duties and responsibilities of each officer at national, provincial, district and divisional levels directly connected to the LoGoMIS information management system established with a view to making policy decisions based on evidence in the field of Local Government and provide necessary guidance for maintaining the system enabling the

Ministry to obtain budget data of Local Authorities in an updated manner as specified in Part XIII of the Public Financial Management Act, No.44 of 2024.

3. Importance of entering Timely and Accurate Data

In making decisions based on data and information, it is vital that timely and accurate data be entered. Accordingly, it enables improvement of delivery of services in Local Authorities through strengthening the decision making process, improving transparency and accountability and allocating resources efficiently.

- Real time data for making decisions:
  - o Timely data entry ensures that Local Authorities have up-to-date information for planning, budgeting, and other critical administrative functions.
- Transparency and Accountability:
  - o The existence of an accurate and up-to-date data system allows for maintaining a high level of transparency and accountability in Local Governance.
- Allocating resources efficiently:
  - o Maintaining accurate data ensures allocating resources and making better decisions for efficient delivery of services to the community.

4. Roles and Responsibilities of the Main Stakeholders

Main stakeholders are expected to properly maintain the LoGoMIS data system adhering to these Guidelines by the following institutions at Local Authority level and provincial level, taking future decisions by analyzing the said data, submitting proposals to the Ministry for further developing this data system. The User's Handbook relating thereto is submitted herewith as "Annexure 1". It can be downloaded from the Ministry's website, www.pclg.gov.lk.

Accordingly, it is essential for the following institutions to adhere to the relevant Guidelines at each institutional level.

4.1 Local Authorities

i. Identifying two suitable officers for the process of collecting and entering data while covering the administration and financial divisions and assigning them with relevant functions is a responsibility of the Secretary/Commissioner of the Local Authority. Carrying out relevant responsibilities should be assigned to other officers in the retirement; transfer and obtaining long term leave of the identified officers.

ii. Information on common/general, staffs, vehicles, Grama Niladari Divisions, wards and annual budget should be entered into the system before 31 January of every year and, updated as required. Information on the monthly actual income and expenditure should be entered into the system before the 10th day of the month following the relevant month.

iii. As incorrect data affect the overall decision making process unfavorably, the Secretary/Commissioner of the local authority should verify the accuracy and completeness of the data entered before 15th of each month, by accessing LoGoMIS through the relevant User Name and Password.

iv. Should participate in capacity development programmes to understand new updates or functions in LoGoMIS.

v. Should participate in meetings and workshops organized from time to time for improvement of the system and monitoring of LoGoMIS activities.

vi. The staff should be instructed and closely monitored to prepare performance reports, financial reports, compliance reports, resource utilization reports, future planning and relevant reports for further studies required for the local government using the data in LoGoMIS.

vii. This data system should be utilized for providing necessary data for semi annual and annual financial performance reports in Local Authorities prepared by the Expenditure and Monitoring Division of this Ministry.

4.1.1. Office of the Assistant Commissioner of Local Government (ACLG)

i. Assigning responsibilities to two suitable officers in the ACLG Office for coordinating with officers assigned with the responsibilities of local authorities relating to the LoGoMIS and providing them with necessary facilities.

ii. The progress of duly entering of accurate data by the local authority should be continuously monitored monthly.

iii. Continuous coordination should be maintained with local authorities to avoid delays occurred in entering data and solving problems.

iv. Technical assistance to entering data required for the Local Authority level should be provided.

v. You are required to verify the accuracy and updating of data entered into the system by Local Authorities before 20th of each month by accessing LoGoMIS through the User Name and Password given.

vi. By participating in capacity development programmes, the new updates or functions in LoGoMIS should be studied and the said knowledge should be imparted to relevant officers.

vii. It is appropriate to obtain an opportunity to monitor LoGoMIS activities of Local Authorities at the district level meetings

viii. Various reports such as performance reports, financial reports, and compliance reports, resource utilization reports required for the Office of the Assistant Commissioner of Local Government, relevant reports for future planning and further studies should be prepared through LoGoMIS.

ix. The contact details of the officers responsible for LoGoMIS at the respective Local Authority level and the ACLG office at the district level should be kept up to date.

4.1.2. Office of the Commissioner of Local Government (CLG)

i. Two suitable officers (including a staff officer) from the CLG Office should be assigned with responsibilities to coordinate with the officers assigned with responsibilities in entering data into LoGoMIS in Local Authorities and to provide them with necessary technical facilities.

ii. A proper monitoring on entering of data by Local Authorities should be maintained.

iii. Should be satisfied with the entering of updated data.

iv. Action should be taken to provide necessary training and technical assistance to relevant officers of local authorities for the effective use of LoGoMIS.

v. Should participate in capacity development programmes held from time to time on new updates or functions in LoGoMIS.

vi. It is appropriate to obtain an opportunity to monitor LoGoMIS activities of Local Authorities at the district and provincial level meetings.

vii. Relevant data should be used for performance reports, financial reports, compliance reports, resource utilization reports, future planning and further studies required for the Office of the Commissioner of Local Government through LoGoMIS.

viii. The data entered into the system by Local Authorities should be verified as accurate before 25th of each month by accessing LoGoMIS.

ix. The contact details of the officers responsible for LoGoMIS at the respective Local Authority level, ACLG office level and CLG office level related to the province should be kept up to date.

4.1.3. Chief Secretary, Secretary of the relevant Provincial Ministry and Deputy Chief Secretary

i. Monitoring the implementation of LoGoMIS at the provincial level with regard to compliance with the above guidelines for data entry and management by the Department of Local Government and Local Authorities.

ii. Monitoring whether collection, entering and verification of data is carried out properly

iii. Drawing attention at various provincial level meetings towards the accuracy and use of data entered by Local Authorities.

iv. Generating relevant reports from LoGoMIS and encouraging officers to use the said data for strategic planning and further studies

v. Conducting awareness programmes for the staffs at provincial and Local Authority levels on the functions of LoGoMIS including entering and analyzing data and decision making processes

vi. Evaluating the contribution of LoGoMIS on delivery of services, maintaining administration efficiency at regional level.

vii. Providing feedback on the functioning of LoGoMIS and submitting proposals to the Ministry on improvements and changes

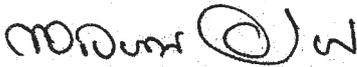### 4.2. Ministry of Public Administration, Provincial Councils and Local Government

i. The Ministry contributes towards improvement of efficiency and transparency at Local Authority and Provincial Council levels through the development of policies and the strategic framework in relation to LoGoMIS

ii. Maintains good coordination with parties of local, sub national and national levels who requiring data and information of LoGoMIS.

iii. Takes action to properly maintain LoGoMIS

iv. Training programmes are organized and coordinated by the Ministry for officers at Local Authority and Provincial levels. This includes training workshops on entering and analyzing data and preparing reports.

v.   The Ministry monitors the regular functioning of LoGoMIS together with Local Authorities and Provincial Councils.

vi.   Future development and maintenance activities of LoGoMIS software are carried out by the Ministry.

The success of LoGoMIS depends on the active participation and coordination of all stakeholders. By adhering to these Guidelines, it is ensured that data is constantly accurate and updated, thereby activating effective control, delivery of improved services and allocation of optimum resources. LoGoMIS will become an essential tool for the three levels of Local Authority, Provincial Councils and central Government for making efficient and effective decision making while strengthening local governance all over Sri Lanka. Accordingly, you are kindly requested to make optimum efforts to ensure the availability of valid and accurate data in LoGoMIS in an integrated approach for community development and public service excellence.

Furthermore, you are kindly requested to take steps to make Hon. Governors, Secretaries of Provincial Ministries, Chief Secretaries, Commissioners of Local Government, Assistant Commissioners of Local Government and all Local Authorities of the Province aware of these Guidelines.

As LoGoMIS is managed by the Planning Division of the Provincial Councils and Local Government Division of the Ministry, for further details, feedback and other relevant enquiries the said Divison can be contacted on *planning.div@pclg.gov.lk* and 0112302746/ 0112302536.

S.Alokabandara
Secretary
Ministry of Public Administration, Provincial Councils and Local Government

copies:
1. Secretary, Finance Commission   - pl.f.y.i.
2. Secretary, Chief Ministry/ Ministry in charge of the
   subject of Local Government, all Provincial Councils   - pl.f.y.i.
3. Additonal Secretary/Chief Financial Officer,
   Provincial Councils & Local Government Division   - pl.f.y.i.
4. Deputy Chief Secretaries, all Provincial Councils   - pl.f.y.i.
5. All Commissioners of Local Government   - pl.f.n.a.
6. All Assistant Commissioners of Local Government   - pl.f.n.a.
7. All Secretaries/Municipal Commissioners in Local Authorities   - pl.f.n.a.

User Manual for Local Government Management Information System (LogoMIS)

Ministry of Public Administration, Provincial Councils & Local Government (MPAPCLG)

1. Preparatory Tips for Accessing the LogoMIS

1) Use a desktop/laptop and **Google Chrome**.
2) Ensure a stable internet connection.
3) Log in with your assigned username/password. If you can't log in, contact the Planning Division of MPAPCLG.
4) Always **save** after completing a section when data entered and **verify** data at the end of the month.

2. Login & initial settings

1) Open Chrome → go to www.logomis.lk.
2) Click the **PFM icon** → Sign-In screen appears.
3) Enter **Username** and **Password** → click **Login**.
4) Confirm top-right displays your name & designation.
5) Set context (if needed): use drop-downs to select **Province** → **District** → **Local Authority** → **Accounting Year**, then click **Change Data**.

3. General Information (Part A, B, C)

Purpose: register/maintain LA core details (name, contacts, and administrative data).
Steps:

1) From main menu click **General Information**.
2) Work through **Part A**, fill every required field.
3) Click **Save** at the bottom of Part A.
4) Repeat for **Part B**, then **Save**.
5) Repeat for **Part C**, then **Save**.
6) To edit a saved section, click the **Edit** icon → update fields → **Save**.

Common mistakes: leaving mandatory fields blank; forgetting Save after each Part.

4. Staff Details

Purpose: maintain staff details for the LA (positions, contact details).
Steps:

1) Open **Staff Details** from the menu.
2) Click **Add New** (or use the row **Edit** icon to modify an existing entry).
3) Fill required fields (Name, Position, NIC, Contact, Grade, Date of Appointment etc.).
4) Click the **Save** (green) button to store the record.

5) To delete, select the record and use the delete option (if available & authorized).

Tip: Use the **Edit** icon for in-line updates; save each record individually.

5. Program Titles

Purpose: create/list program titles used in budgets/program reporting.

Steps:

1) Go to **Program Titles**.
2) Click **Add New** (or use **Edit** beside an existing line to change).
3) Type the Program Title and any reference codes.
4) Click ✔ **(green)** to save or ✖ **(black)** to cancel/remove.
5) If editing, update fields → **Save**.

Note: Keep program titles standardized to avoid duplicates.

6. GND (Grama Niladhari Division) Details

Purpose: add GND-level units (name, number, population).
Steps:

1) Open **GND Details**.
2) Click **Add New** → blank form opens.
3) Enter **GND Name, GND Number, Population** (and any other fields).
4) Click **Create** to save.
5) To edit, click the **Pencil** icon next to the GND record → update → Save.
6) To remove, click the **Bin** icon (delete) and confirm.

Tip: Verify population figures with official records before entry.

7. Ward Details

Purpose: define wards within the LA.
Steps:

1) Open **Ward Details**.
2) Click **Add New** → enter **Ward Name, Ward Number, Population**.
3) Click **Create** to store.
4) Edit with **Pencil** icon; delete with **Bin** icon.

Consistency: Use the same naming/numbering conventions used officially.

8. Annual Budget — Revenue & Expenditure

Purpose: enter planned budget for the accounting year.
Steps:

1) Open **Annual Budget** tab.
2) Select **Revenue (or Expenditure)** component from drop-down.
3) Enter values in the fields for each line item.
4) Add totals manually in the total cell (system may not auto-sum).
5) Click **Update** to save.
6) Repeat for other budget components.

Checks: Cross-check figures with LA approved budget documents.

9. Monthly Actuals — Revenue & Expenditure

Purpose: record actual monthly receipts and payments.
Steps:

1) Open **Actual Details**.
2) From the month drop-down, select the month you're entering.
3) Under **Revenue**, choose the component → enter monthly amounts → **Update**.
4) Under **Expenditure**, choose the component → enter monthly amounts → **Update**.
5) Enter monthly totals manually if required.
6) Repeat monthly for each accounting month.

Good practice: Keep supporting documents (receipts, vouchers) indexed to each entry for audit.

10. Data Verification (LA → ACLG → CLG → Ministry)

Purpose: formal approval workflow to assure data quality.

LA Level:

1) Open any data entry form → scroll to **Status Panel** at bottom.
2) Select the **month** to verify from the drop-down.
3) Click **Verify**. The system records verifier name and timestamp.
4) Verify only after cross-checking source documents.

District (ACLG) → Provincial (CLG) → National:

1) District/Provincial/National users log in with their role/account.
2) Open the same form → navigate to **Status Panel** → select month → **Verify**.
3) Each level's verification appears under the corresponding supervision bar (District/Province/National), recording who verified and when.

Rule: Verification should proceed in sequence — LA verifies first, then District, etc.

10. Dashboards & Report Generation

Purpose: view summaries, analytics and export reports for planning & monitoring.
Steps:

1) From Main Menu select **Dashboards**. Choose one:
   a. Numerical Dashboard
   b. Analytical Dashboard
   c. Annex 1 Dashboard
   d. Data Quality Dashboard
2) Select the **report type** within the chosen dashboard.
3) Apply filters: **Province, District, Local Authority, Accounting Year**, and other available filters.
4) Click **Generate Report**.
5) Use available export/print options (if enabled) to download PDF/Excel for sharing.

Tip: Use Data Quality Dashboard first if you suspect missing/incorrect data.

11. My Account — Change Password & Logout

Change password:

1) Click **My Account** → choose **Change Password**.
2) Enter new password → click **Update Password**.
3) Log out and log back in to confirm.

Logout:

1) Click your username (top-right).
2) Select **Logout**.

Security: Use strong passwords and do not share credentials.

12. Troubleshooting & Best Practices

Common issues & fixes:

1) **Cannot login** → check caps lock, internet; try password reset or contact Helpdesk.
2) **Form won't save** → ensure required fields completed; check browser console for errors; try reloading.
3) **Missing data/options** → ensure you selected correct LA/Year context; refresh page.
4) **Incorrect totals** → totals must be entered manually—recalculate offline and update.