

රෙජිස්ට්‍රාර් ජනරාල් දෙපාර්තමේන්තුව
பதிவாளர் நாயகம் திணைக்களம்
REGISTRAR GENERAL'S DEPARTMENT



මගේ අංකය
எனது இல.
My No.

RG/AB/01/Circular and Office Order
ප්‍රධාන කාර්යාලය
தலைமை அலுவலகம்
HEAD OFFICE

ත. ප. අංකය
த. பெ. இல.
P. O. Box No. } 565

ඔබේ අංකය
உமது இல.
Your No.

234/A3, ඩෙන්සිල් කොබ්බාදුව මාවත, බත්තරමුල්ල.
234/A3, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்லை.
234/A3, Denzil Kobbakaduwa Mawatha, Battaramulla.

දිනය
திகதி
Date } 2022.08.18

Circular No: 13/2022

All Staff Officers in charge of Sections of the Head Office

Central Record Room/ Provincial Record Room Assistant Registrars General

Deputy Registrars General in charge of Zones

Assistant Registrars General in charge of Districts

Land Registrars

Additional District Registrars of All Divisional Secretariats

Use of e-mail

Even though, the Registrar General's Department has been mostly dealing with letters by mail, observations have been made that due to the letter transmission by mail, there have been delays and misplacements of official letters. Therefore, it has been decided that use of e-mail will be of great help to avoid that situation.

02. Accordingly, with effect from 01.09.2022, letters transmission by using e-mail will be functioned officially as a pilot project. Please note down the e-mail addresses mentioned in the annexure 1 for this purpose.

03. The user guideline for accessing government e-mail via LGN Wi-Fi is attached herewith. Accordingly, the following information and instructions can be used to log into the e-mail addresses and carry out the corresponding work.

දුරකථන අංකය
தொலைபேசி இல.
Telephone No. } 2889488
2889489

ෆැක්ස් අංකය
தொலைநகல்
Fax No. } 2889491

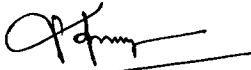
වෙබ් අඩවිය
இணையத்தளம்
Website } www.rgd.gov.lk

විද්‍යුත් තැපෑල
மின்னஞ்சல்
E-mail } rgd@sltnet.lk
rg@rgd.gov.lk

- E-mail transmission can be done through Lanka Government Network and log into the e-mail using the web link <https://lgn.gov.lk/owa/URL>
- To log into the account, use the USER NAME and the PASSWORD previously given to you.
- When you try to log into the e-mail following the instructions given above, the password given to you at the first time you log into the account can be changed.
- By adding extra email address in CC field, you can confirm whether the e-mail is sent to relevant recipient.
- Delete unwanted e-mails in your inbox or sent items once a month.

04. You can clarify matters related to email addresses or passwords and any other technical issues by calling Lanka Government Network at 011249700.

05. Further, you are informed to get necessary facilities from Information Technology Division regarding technical issues arise, use e-mail accordingly the instructions given in annexure 2 and assign the duties on Management Assistant Officer to work on email on daily basis.



P.S.P Abeywardhane
Registrar General