

## ජාතික ජලසම්පාදන හා ජලාපවහන මණ්ඩලය

### උපාය මාර්ගික මානව සම්පත් කළමනාකරණ පද්ධතිය

සේවක පැතිකඩ යාවත්කාලීන කිරීම සඳහා මාර්ගෝපදේශ

විසඳුම වෙත ප්‍රවේශ වීමට URL භාවිතා කරන්න:

1. VPN හරහා - 10.0.0.179/shrm
2. අන්තර්ජාලය හරහා - ebis.waterboard.lk/shrm

සේවක පැතිකඩෙහි පහත විස්තර අඩංගු වේ:

1. මූලික විස්තර (Basic Details)
2. නිල පැතිකඩ (Official Profile)
3. අධ්‍යාපන සුදුසුකම් (Educational Qualifications)
4. වෘත්තීය සුදුසුකම් (Professional Qualifications)
5. අත්දැකීම් වාර්තා (Experience Records)
6. නිපුණතා කට්ටල (Skill Set)
7. ජයග්‍රහණ (Achievements)
8. විශේෂ දායකත්ව (Contributions)
9. ඉතිහාස වාර්තා (History Records)

ඉහත විස්තර ඇතුළත් කිරීම සඳහා, මානව සම්පත් කළමනාකරණ ද්වාරයෙහි සේවක පැතිකඩ මෙහු අයිතමය භාවිතා කරන්න.

# Human Resource Management Portal

**Back to Selector**

**Employee Profiles**

- Recruitments
- Promotions
- Retirements
- Resignations

**Capture Employee Profiles**

of existing employees. Enter the employee number and click on [Proceed] button. Please note that this function is available only for capturing profiles of the existing employees and new profiles in future will be created through the recruitment process.

Employee Number:  Proceed

පැතිකඩ දත්ත ඇතුළත් කිරීමේ තීරය පෙන්වීමට සේවක අංකය ඇතුළත් කර [ඉදිරියට යන්න (Proceed)] බොත්තම ක්ලික් කරන්න. පැතිකඩ විස්තර සහ ඉතිහාස වාර්තා මෙහි විකල්ප දෙකක් ඇති බව කරුණාවෙන් සලකන්න. සම්පූර්ණවීම සඳහා, ඔබ මෙම මෙහු විකල්ප දෙකෙහිම විස්තර ඇතුළත් කළ යුතුය.

## සේවක මූලික විස්තර (Employee Basic Details) :

**Capture Employee Profiles**

Use this screen to capture profiles of existing employees. Enter the employee number and click on [Proceed] button. Please note that this function is available only for capturing profiles of the existing employees and new profiles in future will be created through the recruitment process.

Employee Number:  Proceed

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**Review and Update Profile**

**Chandradasa, J. (2027941)**

Basic Details | Official Profile | Education Qualifications | Professional Qualifications | Experience Records | Skill Set | Achievements | Control

**Employee Basic Details**

Review and update the basic details of employee. Please remember to click on [Save Details] button to save the changes.

Employee Number:  2027941

Title:  Mr.

Name with initials:  Chandradasa, J.

Names Denoted by initials:  Johnsega

Other Names:

National Identity Card (NIC) No:  621430467V

EPF/ETF No:  2027941

Personal Identification No (PIN):  1962

Date of Birth:  5/22/1962

Sex:  Male

Marital Status:  Married

Assessment No:  384/2

Permanent Address:

Street Name:  Koswatta Road, Kalapaluwawa

Postal Area:  Rajagiriya

Postal Code:

Assessment No:  384/2

Present Address:

Street Name:  Koswatta Road, Kalapaluwawa

Postal Area:  Rajagiriya

Postal Code:

Nationality:  Sri Lankan

Religion:  Buddhism

Ethnicity:  Sinhala

Mobile No:  (077) 348-7649

Mobile No(2):

Fixed Tel. No:

District:  Colombo

Divisional Secretariat:  Kaduwela

Grana Niladhari Division:  Walipola

Email Address:  jchandradasa@yahoo.com

Language Preference:  Sinhala

Photograph (Existing):

Replace with:  Browse...

Upload:

විස්තර යාවත්කාලීන කිරීමට ඉහත තීරයේ ඇති ටැබ් භාවිතා කරන්න. විස්තර ඇතුළත් කිරීමෙන් පසු [Save Details] බොත්තම ක්ලික් කිරීමට මතක තබා ගන්න. ඔබට පැතිකඩ අයිතමයක් ලෙස ඡායාරූපයක් උඩුගත කළ හැකිය. ඡායාරූපයක් උඩුගත කිරීමට, පවතින ඕනෑම ඡායාරූපයක් ඉවත් කිරීමට [Delete] බොත්තම භාවිතා කර [Browse] බොත්තම භාවිතයෙන් නව ඡායාරූපය තෝරන්න. ගොනුව තේරීමෙන් පසු, ගොනුව පද්ධතියට මාරු කිරීමට [උඩුගත] සබැඳිය ක්ලික් කරන්න. එය උඩුගත කළ පසු, ඔබට ඔබගේ තීරය මත නව ඡායාරූපය දැකිය හැක.

## නිල පැතිකඩ (Official Profile) :

සේවකයාගේ නිල පැතිකඩට අදාළ තොරතුරු [නිල පැතිකඩ (Official Profile)] ටැබය භාවිතයෙන් යාවත්කාලීන කෙරේ.

**Review and Update Profile**

**Chandradasa, J. (2027941)**

Basic Details | **Official Profile** | Education Qualifications | Professional Qualifications | Experience Records | Skill Set | Achievements | Contributions

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**Human Resources Management**

Date Joined to NWSDB:	11/26/2006
Employment Type:	Permanent
Board Grade:	G2
Category:	HM2-2
Basic Salary:	1,504.45
Designation:	D.G.M. (INFORMATION TECHNOLOGY)
Work Location:	DGM (Information Technology)
Mobile No:	0773487649
Fixed Tel. No:	0112623964
Fax No:	0112626284
Intercom No:	1421
Email Address:	dgmit@waterboard.lk
Date Appointed to Position:	11/26/2006
Date of Permanency:	
Is Job Confirmation?:	<input type="checkbox"/>
Probation Period:	(In Months)
Signature:	

සටහන: පහත ඇති සියලුම තීරවල, ඡාලයට ඇතුළත් කිරීමක් එක් කිරීමට හෝ ඡාලකයේ අදාළ ඡේළිය මත ක්ලික් කිරීමෙන් දැනටමත් ඇතුළත් කර ඇති අයිතම යාවත්කාලීන කිරීමට හෝ මකා දැමීමට ඔබට [නව ... (New)] බොත්තම භාවිත කළ හැක. වාර්තාව ඇතුළු කිරීමට, යාවත්කාලීන කිරීමට හෝ මකා දැමීමට පැති පුවරුවක් පෙන්වනු ඇත.

## අධ්‍යාපන සුදුසුකම් (Educational Qualifications):

සේවකයා විසින් ලබා ගන්නා ලද සියලුම සුදුසුකම් ඇතුළත් කිරීමට [අධ්‍යාපනික සුදුසුකම් (Educational Qualifications)] ටැබය භාවිතා කරන්න. පද්ධතියට නව සුදුසුකමක් ඇතුළත් කිරීමට [නව සුදුසුකම් (New Qualification)] බොත්තම භාවිත කරන්න, ඔබට ප්‍රවේශය වෙනස් කිරීමට හෝ මකා දැමීමට හැකි සංස්කරණ තීරයක් පෙන්වීමට ඔබට ඕනෑම පේළියක් මත ක්ලික් කළ හැක. පැති පුවරුවක් දර්ශනය වනු ඇත, එවිට ඔබට නව සුදුසුකම් ඇතුළත් කිරීමට හෝ පවතින විස්තර යාවත්කාලීන කිරීමට/මැකීමට හැකිය.

### Review and Update Profile

**Chandradasa, J. (2027941)**

← Basic Details Official Profile **Education Qualifications** Professional Qualifications Experience Records Skill Set Achievements Contri →

#### Educational Qualifications

Manage the qualifications list using this screen. You can add new qualifications, change the details of the already entered qualifications or remove any entry from the list.  
To add a new qualification click on the **[New Qualification]** button. To change or delete an entry, click on the row containing the definition in the list below.

Course Name	Institute Name	Year of Exam	Results
Bachelor of Science in Engineering	University of Peradeniya	1990	Pass

← Basic Details Official Profile **Education Qualifications** Professional Qualifications Experience Records Skill Set Achievements Contri →

#### Educational Qualifications

Manage the qualifications list using this screen. You can add new qualifications, change the details of the already entered qualifications or remove any entry from the list.  
To add a new qualification click on the **[New Qualification]** button. To change or delete an entry, click on the row containing the definition in the list below.

Course Name	Institute Name	Year of Exam	Results
Bachelor of Science in Engineering	University of Peradeniya	1990	Pass

#### Change/Delete Qualification

Course Type:

Institution:

Course Name:

Year of Exam:

Effective Date:

Result:

## වෘත්තීය සුදුසුකම් (Professional Qualifications) :

සේවකයා විසින් අත්පත් කරගත් වෘත්තීය සුදුසුකම් ඇතුළත් කිරීමට [වෘත්තීය සුදුසුකම් (Professional Qualifications)] ටැබය භාවිතා කරයි. ඉහත [අධ්‍යාපනික සුදුසුකම් (Educational Qualifications)] ඇතුළු කිරීමේ තීරයට සමානව, ඔබට ඇතුළත් කිරීම එක් කිරීමට, සංස්කරණය කිරීමට හෝ මැකීමට හැකිය. පැති පුවරුවක් මගින් ඔබට නව සුදුසුකම් ඇතුළත් කිරීමට, පවතින ඇතුළත් කිරීම් වෙනස් කිරීමට/මැකීමට ඉඩ සලසයි.

**Human Resources Management SHRM**

**Chandradasa, J. (2027941)**

Basic Details | Official Profile | Education Qualifications | **Professional Qualifications** | Experience Records | Skill Set | Achievements | Contributions

**Professional Qualifications**

Manage the professional qualifications list using this screen. You can add new qualifications, change the details of the already entered qualifications or remove any entry from the list.  
To add a new qualification click on the **[New Qualification]** button. To change or delete an entry, click on the row containing the definition in the list below.

[New Qualification](#)

Institution Name	Membership Level Name	Year Enrolled	Validity Type	Certificate Link
Institution of Engineers Sri Lanka	Professional	2004	Annual	[View]
British Computer Society	Professional	2012	Annual	[View]

**New Qualification Entry**

Profession:

Institution:

Membership Category:

Year Enrolled:

Validity Type:

Certificate:

Basic Details | Official Profile | Education Qualifications | **Professional Qualifications** | Experience Records | Skill Set | Achievements | Contrit

**Professional Qualifications**

Manage the professional qualifications list using this screen. You can add new qualifications, change the details of the already entered qualifications or remove any entry from the list.  
To add a new qualification click on the **[New Qualification]** button. To change or delete an entry, click on the row containing the definition in the list below.

[New Qualification](#)

Institution Name	Membership Level Name	Year Enrolled	Validity Type
Institution of Engineers Sri Lanka	Corporate	2001	Annual

**New Qualification Entry**

Institution:

Membership Category:

Year Enrolled:

Validity Type:

## වෘත්තීය පලපුරුද්ද (Experience Records) :

වෘත්තීය පලපුරුද්ද පිළිබඳ වාර්තා ග්‍රහණ තීරය සඳහා ඉහත දක්වා ඇති විස්තරම අදාළ වේ.

### Review and Update Profile

**Chandradasa, J. (2027941)**

← Basic Details Official Profile Education Qualifications Professional Qualifications **Experience Records** Skill Set Achievements Contrib →

#### Experience Records

Manage the experience records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list. To add a new experience record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

Record Type	Organization	From Date	To Date	Position	Appointment Type
Outside	Central Engineering Consultancy Bureau	7/1/2019	7/31/2019	Systems Engineer	Permanent

## කුසලතා කට්ටල (Skill Sets) :

### Review and Update Profile

**Chandradasa, J. (2027941)**

← Basic Details Official Profile Education Qualifications Professional Qualifications Experience Records **Skill Set** Achievements Contrib →

#### Skill Set Records

Manage the skill records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list. To add a new skill record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

Field Specialized	Competancy Level	Subject Areas
Water Treatment	Excellent	bbbb
Software Development	Excellent	aaa

## ජයග්‍රහණ (Achievements) :

**Review and Update Profile**

**Chandradasa, J. (2027941)**

← Basic Details Official Profile Education Qualifications Professional Qualifications Experience Records Skill Set **Achievements** Contrib →

**Special Achievements**

Manage the achievement records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list. To add a new achievement record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

Description	Date Achieved	Remarks
ssdsdd	7/10/2019	ddddssd

## විශේෂ දායකත්වය (Special Contributions):

**Review and Update Profile**

**Chandradasa, J. (2027941)**

← Official Profile Education Qualifications Professional Qualifications Experience Records Skill Set Achievements **Contributions** →

**Special Contributions**

Manage the contribution records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list. To add a new contribution record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

Contribution Type	Description	Remarks
Prestige	asddde	ffdfdfd

ඉහත සියලු විස්තර සම්පූර්ණ කිරීමෙන් පසු, පැතිකඩට අදාළ ඓතිහාසික වාර්තා ග්‍රහණය කර ගැනීමට ඔබට ‘ඉතිහාස වාර්තා’ මෙනු විකල්පය වෙත යා හැක.

# ඉතිහාස වාර්තා මෙනුව (History Record Menu)

## ස්ථාන මාරු වාර්තා (Transfer Records):

### Capture History Records

Use this screen to capture past records of existing employees. Enter the employee number and click on [Proceed] button. Please note that this function is available only for capturing history records of the existing employees and new records in future will be created through the other processes in the system.

Employee Number:

### Review and Update Records

**Chandradasa, J. (2027941)**

[Transfer History](#) [Promotion History](#) [Disciplinary Actions](#) [Special Leave Records](#) [Suspensions](#) [Increment Records](#)

#### Transfer Records

Manage the transfer records list using this screen. You can add new transfer record, change the details of the already entered record or remove any entry from the list.  
To add a new transfer record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

Transfer From	Transfer To	Transfer Date	Transfer Type	Duty Report Date	Remarks
Commercial Division	Corporate Services Division	7/16/2019	Exegency of Service	7/16/2019	ddfdidf

## උසස්වීම් ඉතිහාසය (Promotion History):

### Review and Update Records

**Chandradasa, J. (2027941)**

[Transfer History](#) [Promotion History](#) [Disciplinary Actions](#) [Special Leave Records](#) [Suspensions](#) [Increment Records](#)

#### Promotion History

Enter the Promotion History Records of the Employee using this screen. You can add new record, change the details of the already entered records or remove any entry from the list.  
To add a new record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

From Designation	From Grade	To Designation	To Grade	Date Promoted	Promotion Type
A.G.M. (IT/IS)	4	D.G.M. (INFORMATION TECHNOLOGY)	3	7/15/2019	Position



## විනය ක්‍රියාමාර්ග (Disciplinary Actions):

**Review and Update Records**

**Chandradasa, J. (2027941)**

Transfer History Promotion History **Disciplinary Actions** Special Leave Records Suspensions Increment Records

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**Disciplinary Action Records**

Manage the disciplinary action records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list.

To add a new disciplinary action record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

Description	Inquiry Commenced Date	Decision Date	Conclusion
sample	7/1/2019	7/16/2019	asasas

## විශේෂ නිවාඩු වාර්තා (Special Leave Records):

**Review and Update Records**

**Chandradasa, J. (2027941)**

Transfer History Promotion History Disciplinary Actions **Special Leave Records** Suspensions Increment Records

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**Special Leave Records**

Manage the special leave records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list.

To add a new leave record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

Leave Type	Purpose	Payment Type	Approved Date	Leave Start Date	Leave End Date
Full Pay	Foreign Training	Full Pay	7/1/2019	7/8/2019	7/23/2019

## සේවය අත්හිටුවීම් (Suspensions):

### Review and Update Records

**Chandrasa, J. (2027941)**

Transfer History Promotion History Disciplinary Actions Special Leave Records **Suspensions** Increment Records

#### Suspension History Records

Manage the suspension history records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list.

To add a new suspension record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

[New Record](#)

Reason	Effective Date	Finalized Status	Reinstated Date	Reinstated Type
ghdghsdgh	7/9/2019	Suspended	7/17/2019	Backwages Payable

## වැටුප් වර්ධක වාර්තා (Increment Records):

### Review and Update Records

**Chandrasa, J. (2027941)**

Transfer History Promotion History Disciplinary Actions Special Leave Records Suspensions **Increment Records**

#### Increment History Records

Manage the increment history records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list.

To add a new increment record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

[New Record](#)

Increment Date	Granted Date	Revision Reference	Scale Code	Salary Point
7/1/2019	7/10/2019	2015 Revision	HM2-3	80,000.00