

අධ්‍යක්ෂ ජෙනරාල්/රෙජිස්ට්‍රාර්  
පணிப்பாளர் நாயகம்/பதிவாளர் 011-2864483  
Director General/Registrar

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පணிப்பாளர் 011-2888424  
Director

සහකාර අධ්‍යක්ෂ  
உதவி பணிப்பாளர் 011-2884612  
Asst. Director

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මගේ අංකය } MNCDOL/  
எனது இல. } NGO/4/3/  
My No. } Vol (II)

ඔබේ අංකය }  
உமது இல. }  
Your No. }

දිනය } 15.02.2018  
திகதி }  
Date }

ජාතික සහජීවනය, සංවාද හා රාජ්‍ය භාෂා අමාත්‍යාංශය

தேசிய சகவாழ்வு, கலந்துரையாடல் மற்றும் அரசகரும மொழிகள் அமைச்சு  
Ministry of National Co-existence, Dialogue and Official Languages

රාජ්‍ය නොවන සංවිධාන පිළිබඳ ජාතික ලේකම් කාර්යාලය - 3 වන මහල, සෙත්සිරිපාය, බත්තරමුල්ල.

அரச சார்பற்ற நிறுவனங்களின் தேசிய செயலகம் - 3 ஆம் மாடி, "செத்சிறியா", பத்தரமுல்லை.

National Secretariat for Non Governmental Organizations - 3<sup>rd</sup> Floor, "Sethsiripaya", Battaramulla.

විද්‍යුත් තැපෑල මිනි අයුරු E-mail: [ngosecretariat@yahoo.com](mailto:ngosecretariat@yahoo.com) / [ngosecretariatsl@gmail.com](mailto:ngosecretariatsl@gmail.com)

Head of the Organization

### Collection of Information

As you are aware that the NGO Secretariat has changed its working modality to facilitate the NGOs in Sri Lanka.

In the view of strengthening and easing the process of monitoring ,online information submission system will be introduced soon with revamping of official website of the Secretariat.

Until such time, Please make arrangements to submit the following details of your organization, to the NGO Secretariat in the formats attached, on or before 28<sup>th</sup> February 2018.

You are also requested to e-mail soft copies of the same to [ngosecretariatsl@gmail.com](mailto:ngosecretariatsl@gmail.com) / [ngosecretariat@yahoo.com](mailto:ngosecretariat@yahoo.com) . You can download the following formats from our Website: [www.ngosecretariat.gov.lk](http://www.ngosecretariat.gov.lk)

01. Action Plan, (Action Plan signed by the District Secretary) for 2018
02. Audited Financial Reports & Annual Report 2016/2017
03. Fund Flow Statement (01.01.2017 to 31.12.2017)
04. Assets Details up to 31.12.2017.
05. Staff Details (Local/Foreign)
06. Updated Details of the organization
07. Annual Results Report 2016/2017
08. Programme Evaluation Report (if available)

**Please note that any organization failing to submit above information will be categorized in the list of inactive organizations.**

Ranjith Wimalasooriya  
Director

Sgd by : Shakya Nanayakkara  
Director General/Registrar