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தொழில்நுட்ப அமைச்சு

MINISTRY OF TECHNOLOGY

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எனது இல  
My No.

MOT/DEV/POLICY/CYBERSEC

ඔබේ අංකය  
உமது இல  
Your No.

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திகதி  
Date

2<sup>nd</sup> May 2023

Circular No: MOT/2023/01

All Secretaries of Ministries  
All Secretaries of State Ministries  
All Chief Secretaries of Provincial Councils  
All Heads of Departments  
All Heads of Corporations, Statutory Bodies and Government Owned Companies

**Implementation of Information and Cyber Security Policy for Government Organizations**

1. The Cabinet of Ministers approved the Information and Cyber Security Policy for Government Organizations (hereinafter termed “Policy”). This Policy is to be implemented at all government organizations defined as “Public Authorities” in the Right to Information Act No. 12 of 2016.
2. The primary objective of the Policy is to protect data and IT systems used by government organizations from unauthorized access, cyber threats and disruption, including compliance with the Data Protection Act No 9 of 2022. This will be facilitated by introducing a set of rules and standards to be adhered to by government organizations, followed by implementing required hardware, software and infrastructure.
3. As per the instructions of the Cabinet of Ministers, Sri Lanka Computer Emergency Readiness Team (Sri Lanka CERT) shall provide advisory services to government organizations to implement the Policy, and to assess the effectiveness of the implementation of the Policy under the supervision of the Ministry of Technology. Depending on the criticality of the services offered, Sri Lanka CERT has prioritized the implementation of the Policy as presented in Annex 3.
4. Heads of Organizations are mandated to implement this Policy in their respective organizations, and shall allocate funds from the annual budget in consultation with Sri Lanka CERT.
5. The National Audit Office, with the support of Sri Lanka CERT, shall audit the progress of adopting the Policy by government organizations on an annual basis.

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6. All organizations shall appoint an Information Security Committee (ISC), an Information Security Officer (ISO) and an Assistant Information Security Officer (AISO) for the effective implementation of this Policy and formally assign information security responsibilities to the ISC, ISO and AISO as specified in the Terms of Reference in Annex 1.
7. Nominations of the ISO and AISO shall be recorded in the form attached in Annex 2 and submitted to Sri Lanka CERT on or before 28<sup>th</sup> February 2023.
8. The Policy is available in all three languages, and can be downloaded from the following URL <https://www.onlinesafety.lk/government/>.
9. As per the Cabinet decision dated 31<sup>st</sup> August 2022 (Cabinet Paper No: 22/1173/630/001), you are required to implement the Policy at your organization in consultation with the Sri Lanka CERT to protect the data and IT systems of your organization, while also complying with Data Protection Act No 9 of 2022.
10. Sri Lanka CERT will contact you shortly to schedule a General IT Control Review, and suggest ways and means of risk assessment to identify your current status with regard to the Information and Cyber Security Policy, any gaps arising thereof, and a risk treatment plan.
11. Should you have any queries, please contact Viraj Kariyapperuma - Program Manager Research, Policies and Projects of Sri Lanka CERT through 011 2 691 692 (Email: [viraj@cert.gov.lk](mailto:viraj@cert.gov.lk), [policy@cert.gov.lk](mailto:policy@cert.gov.lk) Mobile: 076 96 25 439).

*N.D.G.*

Prof. N.D. Gunawardena

Secretary

Copy:

1. Secretary to the President
2. Secretary to the Prime Minister
3. Secretary to the Cabinet of Ministers
4. Auditor General
5. Chairman, Sri Lanka CERT

## **Annex 1: Terms of Reference of ISC, ISO and AISO**

### **1. Appointment of Information Security Committee (ISC)**

*Reference: Section 4.1.1, 4.1.3, and 4.1.2 (a) (b) (c), of the Policy*

- a. The organization shall appoint an ISC to provide strategic directions to the activities related to the implementation of the Policy.
- b. Committee's responsibilities shall include but are not limited to reviewing and approving all information security controls, action plans, risk management strategies, incident response plans and disaster recovery plans and other activities carried out by the ISO in implementing the Policy.
- c. The Head of the Organization shall chair the Committee. The Committee shall consist of the ISO, AISO, officer in charge of the subject of IT, the (Chief) Internal Auditor, and assets custodians (refer Policy for their roles and responsibilities).
- d. The Head of the Organization shall provide leadership to implement the Policy and allocate necessary resources.
- e. (Chief) Internal Auditor shall be assigned the responsibility of assessing the progress of adopting the Policy at the organization.

### **2. Appointment of Information Security Officer (ISO)**

*Reference: Section 4.1.2 (b) of the Policy*

#### **Experience and Qualification**

- a. Being a senior officer in the second tier of the organization, and having knowledge of the organization's IT infrastructure.
- b. A minimum of having a diploma in IT or IS is an additional qualification. Having a Bachelor or Master's degree in IT or IS is preferred.

#### **Terms of Reference of the ISO**

- a. Serve as the principal advisor to the Head of the Organization (HOO) on all matters related to the information and cyber security activities of the organization.
- b. In consultation with ISC, take the leadership in implementing the Policy.
- c. In consultation with the ISC, establish information security objectives for the organization, and develop strategic information security programs and action plans for the organization with the aim of protecting information, IT systems, networks and other digital infrastructure.
- d. Work closely with Sri Lanka CERT, and be the "Point of Contact" (POC) for all information and cyber security activities of the organization.
- e. Work closely with the officer in charge of the subject of IT, and ensure that information security considerations are integrated with IT systems planning, development and acquisition life cycle.

- f. Adopt procedures developed by Sri Lanka CERT.
- g. Provide necessary guidance to Assistant Information Security Officer in implementing the Policy.

### **3. Assistant Information Security Officer (AISO)**

#### **Experience and Qualification**

- a. Having technical knowledge of the organization's IT systems, networks, websites and other digital infrastructure.
- b. Sound knowledge of IT and Information Systems (IS).
- c. Completion of at least one certification in IT or IS (a qualification such as CCNA, CEH, system administration and networking, web application development etc.)
- d. An Officer of Sri Lanka Information Technology Service is preferred.

#### **Terms of Reference**

- a. In consultation with ISO, design and implement technical controls for the protection of IT systems, networks, websites and other digital infrastructure of the organization.
- b. Ensure information and cyber security are included in the evaluation, selection, installation, configuration and operation of IT systems, networks, websites, software and other digital infrastructure of the organization.
- c. Adopt procedures developed by Sri Lanka CERT.

## Annex 2: Nomination of ISO and AISO

### 1. Details of the organization

Name of the Ministry/ Name of the Department	:		
Name of the line ministry (If applicable)	:		
Address	:	Fax	:
		E mail	:
		Telephone	:

### 2. Details of the ISO (Nomination of ISO should be done as per the qualification and experience criteria defined in the Annex 1)

ISO's Name with Initials	:		
Designation	:		
Experience	:		
Educational Qualifications	:		
Contact details	Fixed	:	
	Mobile	:	
	Fax	:	
	Official e-Mail	:	

**3. Details of the AISO (Nomination of AISO should be done as per the qualification and experience criteria defined in the Annex 1)**

AISO's Name with Initials	:	
Designation	:	
Experience	:	
Educational Qualifications	:	
Contact details	Fixed	:
	Mobile	:
	Fax	:
	E Mail	:

**4. Approved by**

I wish to nominate the above officials as the ISO and AISO for the organization and formally assign information security responsibilities as stated in Annex 1.

Name of the Head of the organization:	Designation:
Signature and Seal:	Date:

**5. Please fax/email this document to the following address on or before 28<sup>th</sup> February 2023.**

Viraj Kariyapperuma - Program Manager Research, Policies and Projects  
Sri Lanka CERT, Room 4-112, BMICH, Colombo 7.  
Email: [viraj@cert.gov.lk](mailto:viraj@cert.gov.lk)  
Mobile 076 96 25 439, Tel: 011 2 691 692, Fax 0112 691 064.

### **Annex 3: List of Government Organizations to Implement the Policy in the First Round**

- 1. Department of Pensions**
- 2. Department of Irrigation**
- 3. Medical Supplier Division**
- 4. Department of Examinations**
- 5. Department of Inland Revenue**
- 6. Department of Motor Traffic**
- 7. Department of Immigration and Emigration**
- 8. Department of Auditor General**
- 9. Department of Registration of Persons**
- 10. Registrar General's Department**
- 11. Department of Fisheries and Aquatic Resources**
- 12. Import and Export Control Department**
- 13. Sri Lanka Customs**
- 14. Sri Lanka Ports Authority**
- 15. National Water Supply and Drainage Board**
- 16. Sri Lanka Police**
- 17. Employees' Trust Fund Board**
- 18. Employees provident Fund**
- 19. Airport & Aviation Services Limited**
- 20. Mahaveli Authority**
- 21. Civil Aviation Authority of Sri Lanka**
- 22. LGII/ ICTA**
- 23. Telecommunication Regulatory Commission**
- 24. Ceylon Electricity Board**
- 25. Ceylon Petroleum Corporation**
- 26. Ceylon Petroleum Storage Terminal Limited (CPSTL)**
- 27. Central Bank of Sri Lanka**
- 28. LTL Holdings**
- 29. Ministry of Disaster Management (Mitigation)**
- 30. Ministry of Finance**
- 31. Ministry of Foreign Affairs**
- 32. Ministry of Defense**
- 33. President's Office**
- 34. Cabinet Office**
- 35. Election Commission of Sri Lanka**
- 36. Prime Minister's Office**
- 37. Sri Lanka Parliament**

