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பிரதான செயலாளர் அலுவலகம் - தென் மாகாணம்

### CHIEF SECRETARY'S OFFICE - SOUTHERN PROVINCE

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எனது இல.  
My Ref.

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உனது இல  
Your Ref.

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திகதி  
Date

15.09.2021


Governor's Secretary, Governor's Secretariat,  
Council Secretary, Council Secretariat office,  
Secretary, Provincial Public Service Commission,  
All Secretaries of Ministries, All Deputy Chief Secretaries,  
All Heads of Departments / Heads of Statutory Institutions,  
Southern Province.

### Video Conferencing System Guideline

I have observed that various problems and interruptions arise while using the video conference system in official meetings. Therefore kindly requested to you adhere to the following guideline to improve the Video Conferencing experience and to minimize disturbances.

- A dedicated location should be available for the Video Conferencing.(Please concern about your background)
- Noises should not be generated from outside.
- Avoid using mobile devices to connect to the virtual Video Conference.
- A dedicated internet link should be available for the connectivity. (Minimum 6 Mbps ILL/Fiber or similar high speed Internet connection)
- An uninterrupted electrical power source should be available during the conference. (such as UPS)
- Lighting should be sufficient for the Video Conferencing room and minimize light reflections.
- Mute Microphone when it is not in use.
- Turn on video if necessary.
- Log on to video conference before five minutes of starting time.

Further, kindly requested to you to implement the aforementioned areas/points at the earliest for the smooth functioning of the Video Conference.

  
**R.C.De Zoysa,**  
Chief Secretary,  
Southern Province.



ප්‍රධාන ලේකම්  
பிரதான செயலாளர்  
Chief Secretary } 091 2232343

කාර්යාලය  
காரியாலயம்  
Office } 091 4119010  
091 2226118

ෆැක්ස්  
பெக்ஸ்  
Fax } 091 2246299

විද්‍යුත් තැපෑල  
மின அஞ்சல்  
E-mail } chiefsec1@sltnet.lk

වෙබ් අඩවිය  
இ தளம்  
Web site } www.cs.sp.gov.lk

ප්‍රධාන ලේකම් කාර්යාලය, එස්.එච්. දහනායක මාවත, ගාලු.

Chief Secretary's Office, S.H. Dahanayaka Mawatha, Galle.

பிரதான செயலாளர் காரியாலயம், எஸ்.எச்.தஹ்நாயக மாவாத்தை, காலி.

“විශිෂ්ටත්වයෙන් ට වඩා වඩා සහජාලනයක්”