

**WEB BASED DOCUMENT MANAGEMENT SYSTEM FOR  
DIVISIONAL SECRETARIAT  
POOJAPITIYA**

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Software based document management is an important part of the development process. Every Sri Lankan government institute is working with paper based solutions regarding document management. A major reason for this is that the staff of those institutes are not familiar with IT. And also the available systems are not user friendly and not easy to edit as their requirements.

Since such manual systems are subjected to various limitations alternative approaches are widely used. For an example web based applications are identified as a solution for these barriers.

In this report we propose a software based document management system for the Poojapitiya Divisional Secretariat. The important features of this system is that it can be accessed anywhere at any time. System also enables to centralize all the documents with good security. System provides interfaces for document searching, Solution Management, Task Management, sharing the Resource and Information Flow Management. System would provide good support to divisional secretariat goals as well as economical goals of the country.

The system was tested with a selected sample data. The test results indicated that this system is reliable and efficient.