

No. 57

Japan International Cooperation Agency
The Democratic Socialist Republic of Sri Lanka
Ministry of Plan Implementation, Ethnic Affairs and National Integration

The Master Plan Study
For
Southern Area Development
In
The Democratic Socialist Republic of Sri Lanka

GIS Map Book

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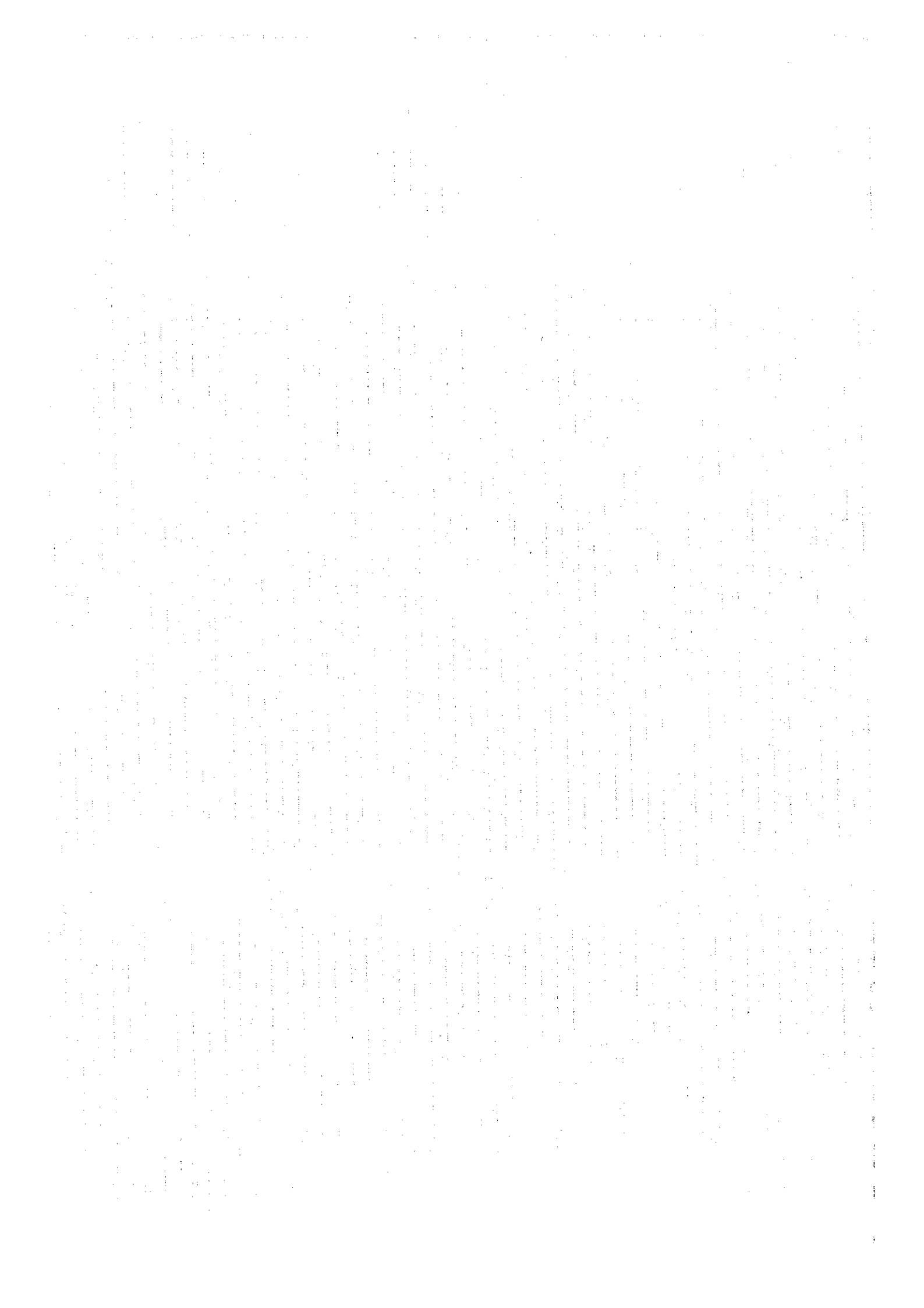


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February 1997

Nippon Koei Co., Ltd.
International Development Center of Japan
System Science Consultants Inc.

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text notes that without clear documentation, it becomes difficult to track expenses and revenues, which can lead to misunderstandings and disputes.

2. The second section focuses on the role of technology in modern record-keeping. It highlights how digital tools and software solutions have revolutionized the way data is stored and accessed. These technologies not only streamline the process but also reduce the risk of human error and data loss. The document suggests that organizations should invest in reliable digital systems to ensure their records are secure and easily retrievable.

3. The third part of the document addresses the legal and regulatory requirements surrounding record-keeping. It outlines various laws and standards that govern how records must be maintained, stored, and disposed of. Compliance with these regulations is crucial to avoid legal penalties and ensure the integrity of the organization's data. The text provides a brief overview of key regulatory frameworks and offers guidance on how to stay up-to-date with changing requirements.

4. The final section discusses the importance of regular audits and reviews of records. It explains that periodic audits help identify any discrepancies or areas where records may be incomplete or inaccurate. This process is vital for maintaining the overall health and accuracy of the organization's data. The document recommends implementing a structured audit schedule and involving relevant stakeholders to ensure thorough and effective reviews.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text notes that without clear documentation, it becomes difficult to track expenses, revenues, and other critical data points.

2. The second section focuses on the role of technology in modern record-keeping. It highlights how digital tools and software solutions can significantly reduce the risk of human error and improve the efficiency of data management. The document suggests that organizations should invest in reliable, secure systems to ensure that their records are both accessible and protected from unauthorized access.

3. The third part of the document addresses the legal and regulatory requirements surrounding record-keeping. It outlines the various standards and guidelines that organizations must adhere to, depending on their industry and jurisdiction. The text stresses that compliance is not just a legal obligation but also a key factor in building trust with stakeholders and maintaining a strong reputation.

4. The fourth section discusses the importance of regular audits and reviews of records. It explains that periodic checks help identify discrepancies, errors, and areas for improvement. The document recommends that organizations establish a clear schedule for audits and assign responsibility to qualified personnel to ensure that all records are up-to-date and accurate.

5. The final part of the document provides practical advice on how to implement effective record-keeping practices. It suggests starting with a clear policy, training staff on the importance of record-keeping, and using standardized formats for all entries. The text also encourages organizations to regularly communicate the value of accurate records to all employees, ensuring that everyone understands their role in maintaining the integrity of the organization's data.

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GIS Map Book

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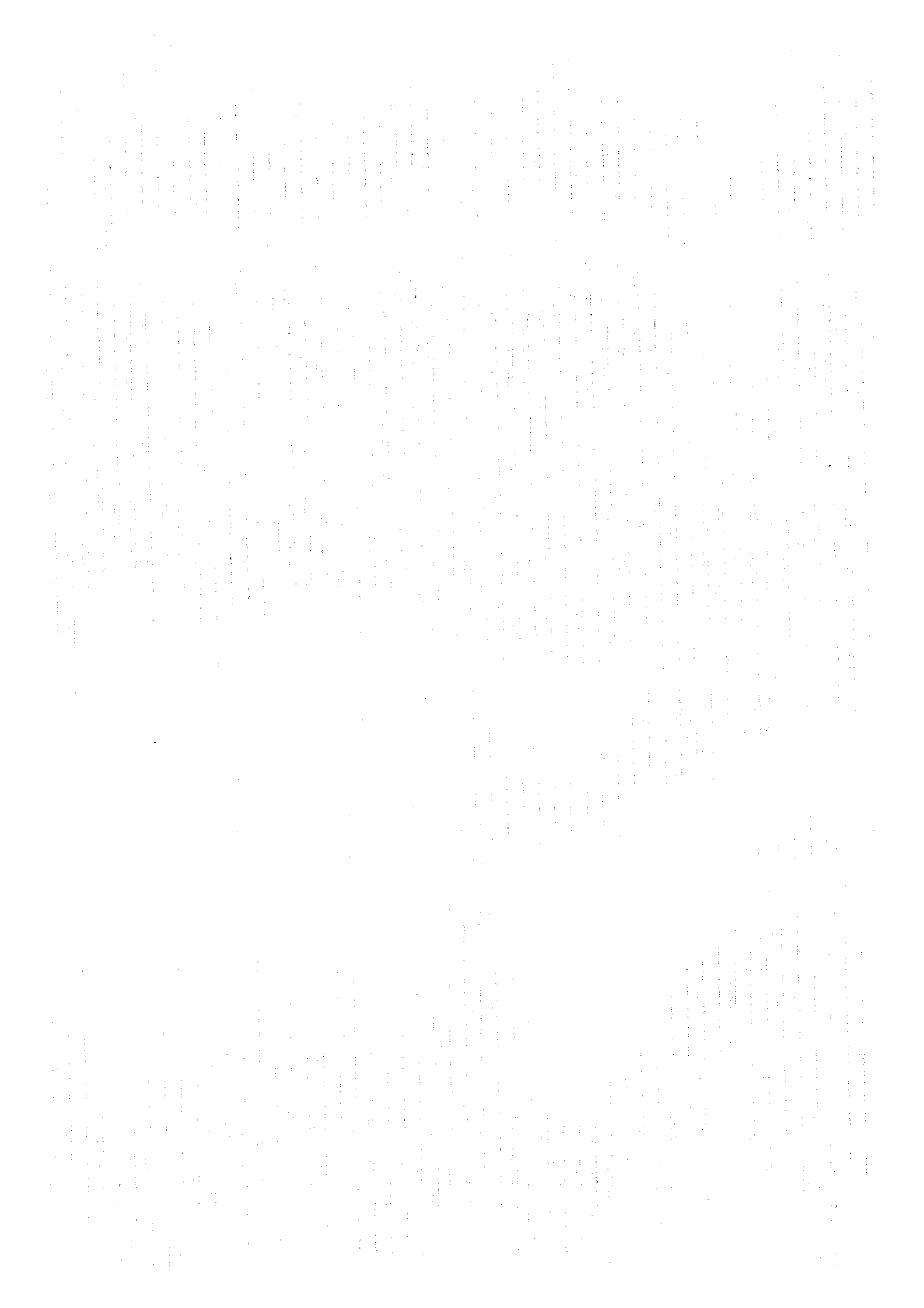
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GIS MAP BOOK

The Master Plan Study for Southern Area Development in the Democratic Socialist Republic of Sri Lanka has been prepared by using a geographic information system (GIS) extensively as a tool for planning and analytical purposes. GIS has been applied not only to more conventional application fields of land capability analysis and land use planning but also to water supply-demand balance analysis, urban/industrial potential land evaluation, some social analysis and others.

The GIS Map Book has been prepared as supplemental output of the Master Plan Study. It contains most maps prepared and used for the Study, based on various input materials provided by related government agencies, socio-economic data collected and compiled by the JICA Study Team, and satellite imagery.

Associated with the GIS Map Book, a prototype of GIS-based Regional Information System (RIS) has been developed to facilitate the use of various maps prepared by a GIS. Description of the RIS is contained in Appendix.

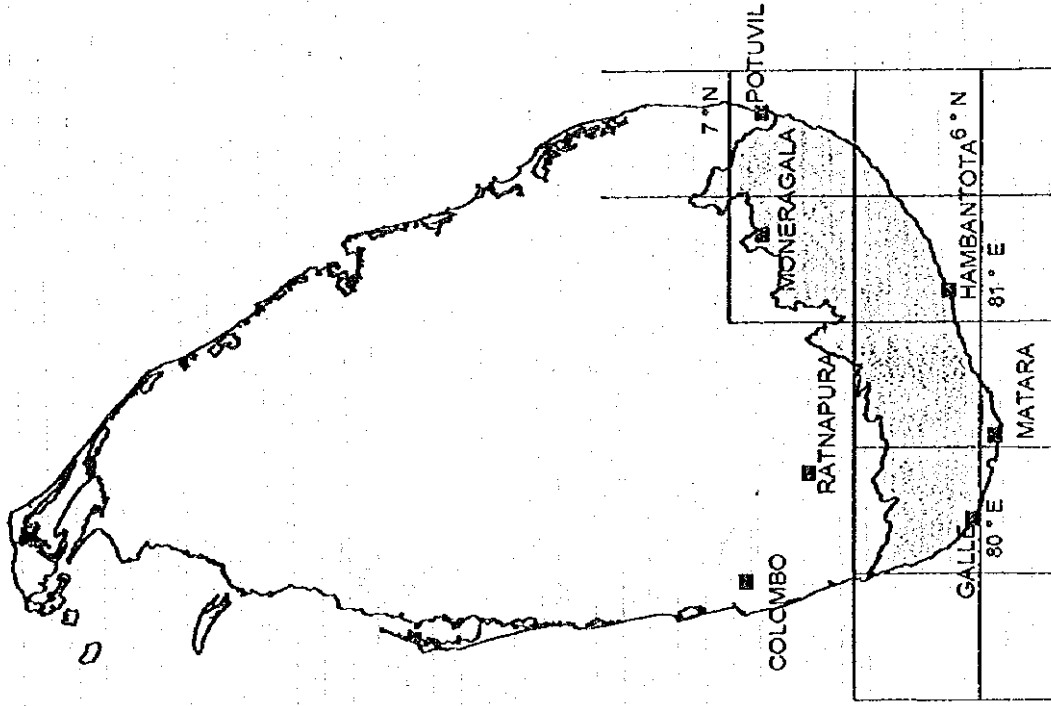


Location of Southern Area in Sri Lanka

- Cities / Towns
- ▧ Lat-Long grid
- ▨ Southern Area
- ▭ Sri Lanka



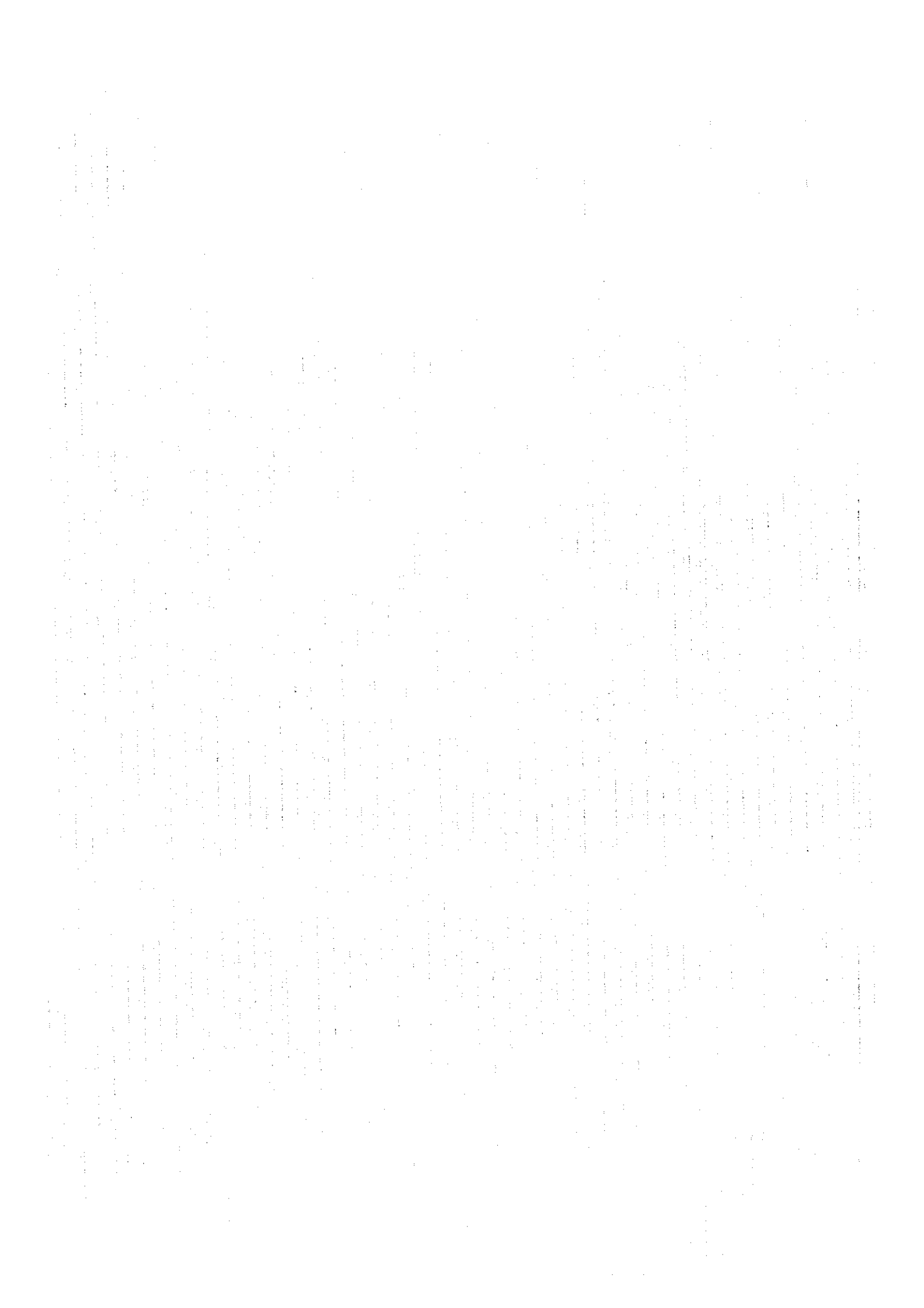
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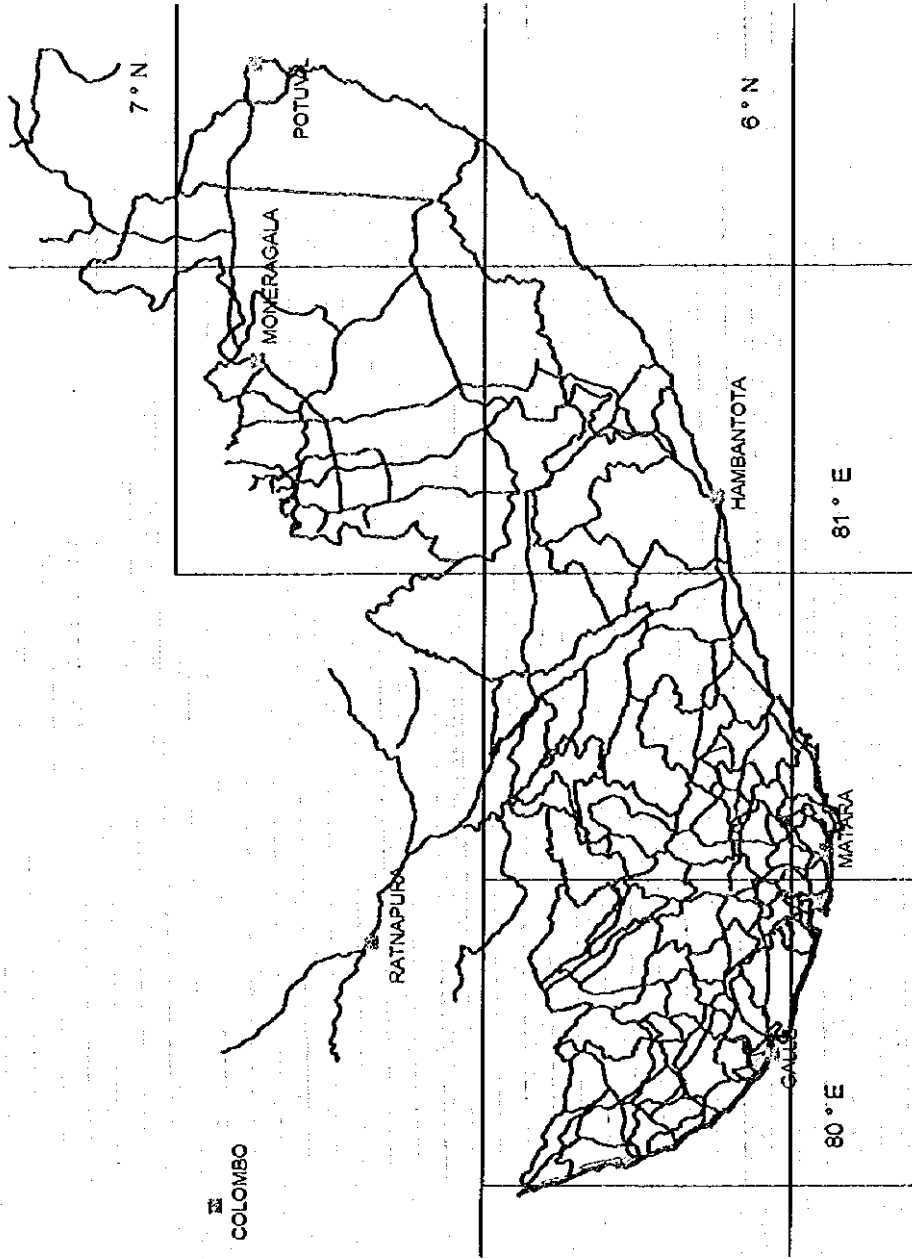
Figure :

Source : JICA Study



Division boundaries map

- ≡ Cities / Towns
- Lat-Long grid
- ▭ District boundary
- ▭ Divisions
- Rail
- Major Roads (A & B)



0 10 20 Kilometers



Source : JICA Study

The Master Plan Study for Southern Area Development of Democratic Socialist Republic of Sri Lanka

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Figure :



Southern Area in Sri Lanka

DS Divisions

GALLE DISTRICT

1. Bentota
2. Elpitiya
3. Niyagama
4. Tawalama
5. Neluwa
6. Nagoda
7. Karadeniya
8. Ambalangoda
9. Balapitiya
10. Hikkaduwa
11. Baddegama
12. Yakkalamulla
13. Almirana
14. Soper-Paddala
15. Galle
16. Habaraduwa

MATARA DISTRICT

17. Katapala
18. Pasgoda
19. Mulatiyana
20. Akurassa
21. Malimboda
22. Kamburupitiya
23. Hakmana
24. Dikwella
25. Thihagoda
26. Weligama
27. Matara
28. Devinuwara
29. Pitabaddana
30. Weligama

HAMBANTOTA DISTRICT

31. Weeraketiya
32. Angulakolapelessa
33. Ambalangoda
34. Hambantota
35. Sooriyawewa
36. Lunugamwehera
37. Tissamaharana
38. Tangalla
39. Belliatta
40. Okewela
41. Katuwana

MONERAGALA DISTRICT

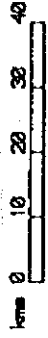
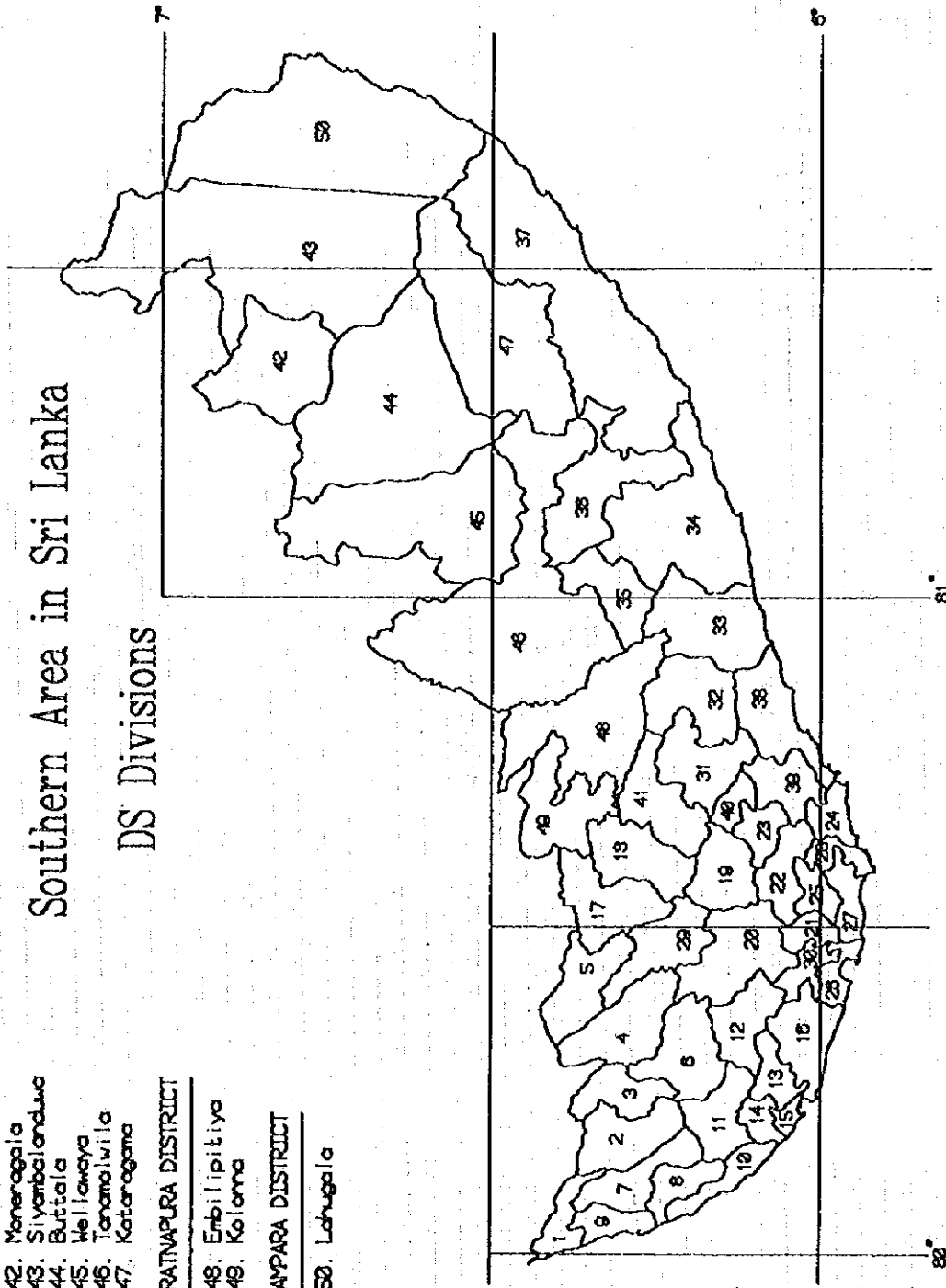
42. Moneragala
43. Sivambalanduwa
44. Buttala
45. Wellawaya
46. Tanamalwila
47. Kataragama

RATNAPURA DISTRICT

48. Embilipitiya
49. Kolonna

AMPARA DISTRICT

50. Lohugala



1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text suggests that organizations should implement robust systems to track and document every aspect of their operations, from procurement to sales.

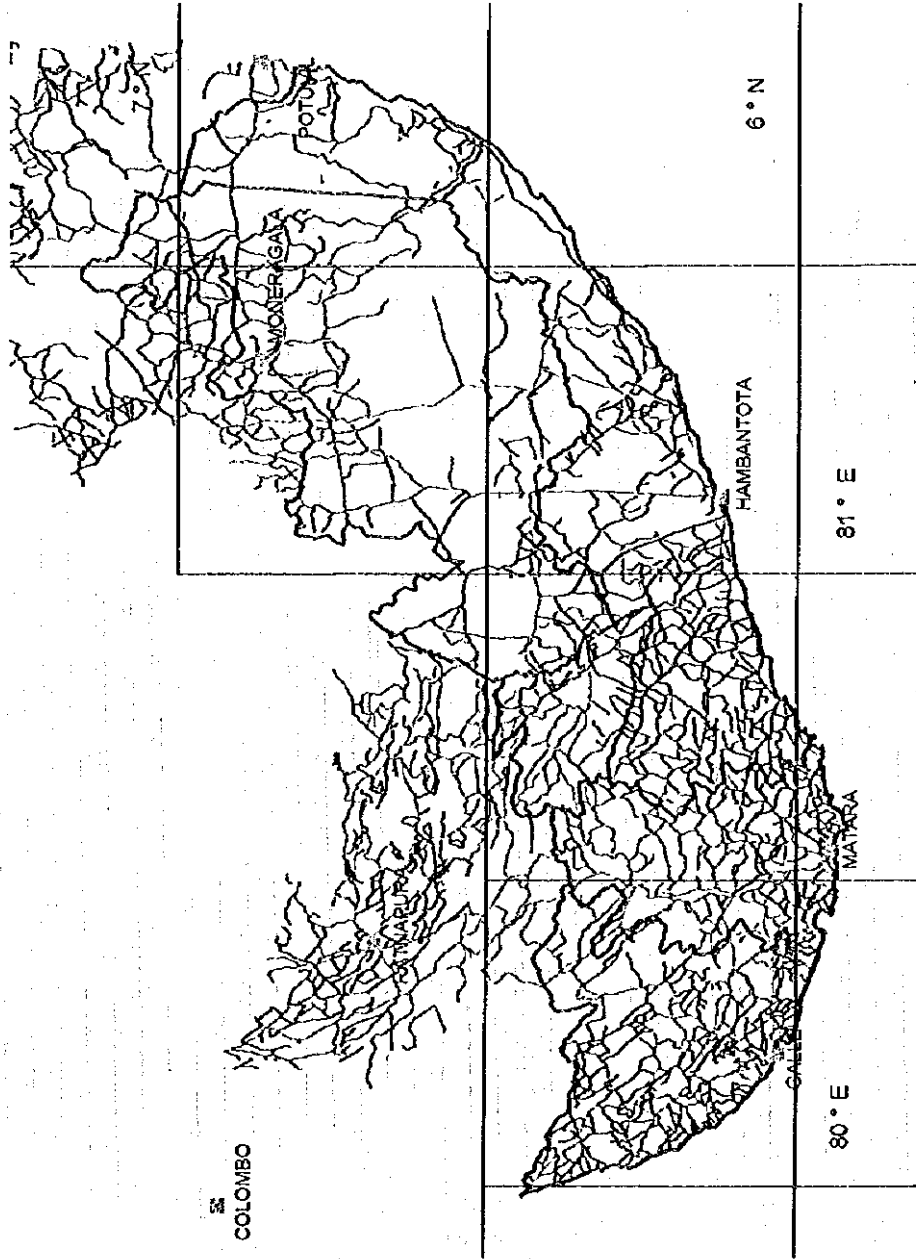
2. The second section addresses the challenges of data management in a digital age. It highlights the need for secure storage and access to information, as well as the importance of data integrity. The author notes that while digital tools offer significant advantages, they also introduce new risks, such as data breaches and loss of control over sensitive information. Therefore, organizations must invest in strong cybersecurity measures and regular data backups.

3. The third part of the document focuses on the role of technology in improving efficiency and productivity. It explores various digital tools and platforms that can streamline workflows and reduce manual errors. The text argues that embracing technology is not just a matter of convenience but a strategic imperative for staying competitive in a fast-paced market. However, it also cautions against over-reliance on technology and stresses the importance of training employees to effectively use these tools.

4. The final section discusses the importance of continuous learning and development. It suggests that organizations should foster a culture of learning, where employees are encouraged to acquire new skills and stay updated on industry trends. This can be achieved through a combination of formal training programs, on-the-job experiences, and self-directed learning. The author concludes that investing in human capital is crucial for long-term success and innovation.

Roads

- ⊙ Cities / Towns
- ⊞ Lat-Long grid
- ▭ District boundary
- Road categories
- 1
- 2
- 3
- 4
- 6



0 10 20 Kilometers



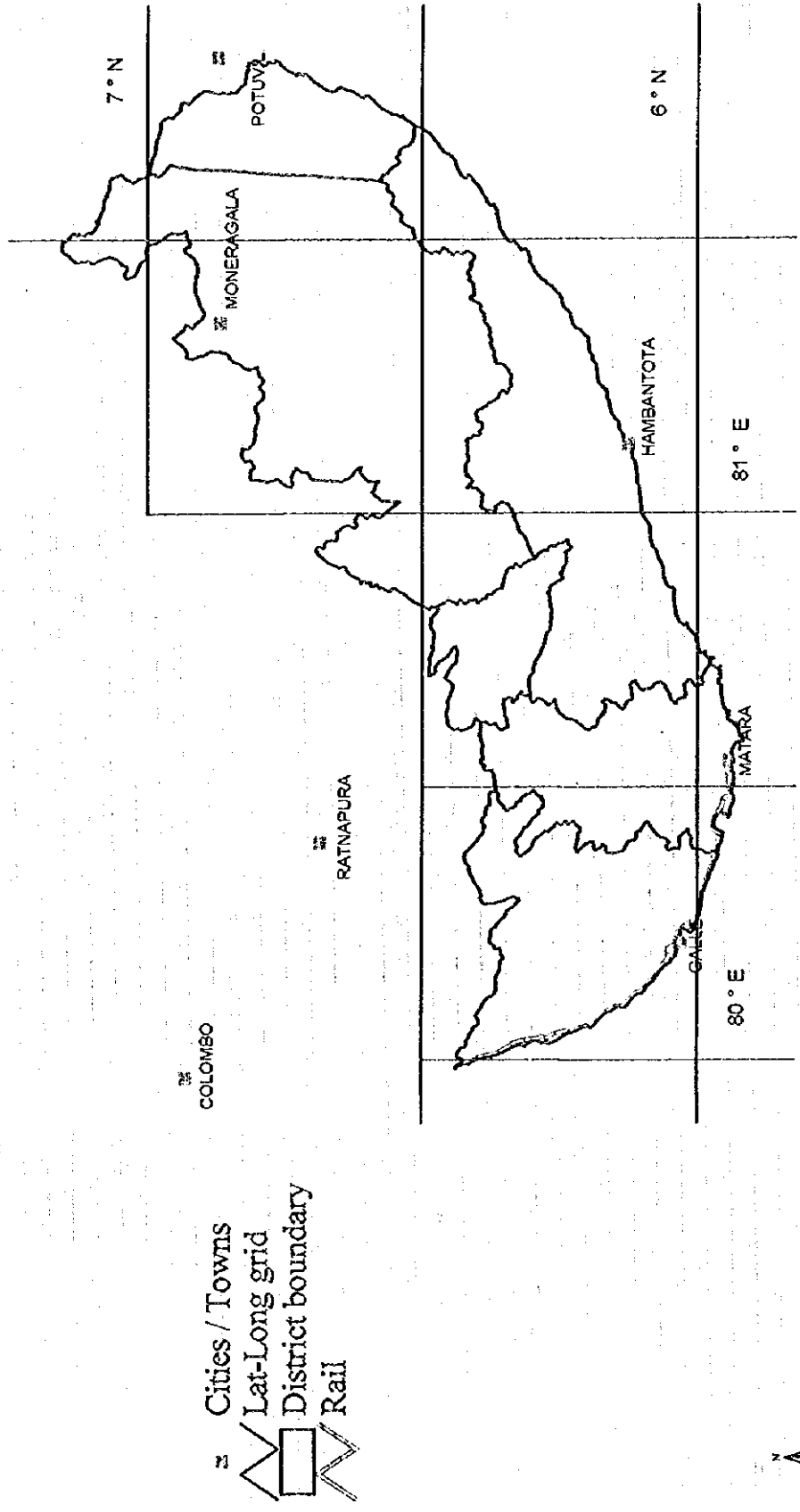
Source : Survey Dept.

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Figure :

Map showing Railway line



0 10 20 Kilometers

Source : Survey Dept.

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Figure :





1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial reporting and compliance with regulatory requirements. The text notes that incomplete or inconsistent records can lead to significant legal and financial consequences for the organization.

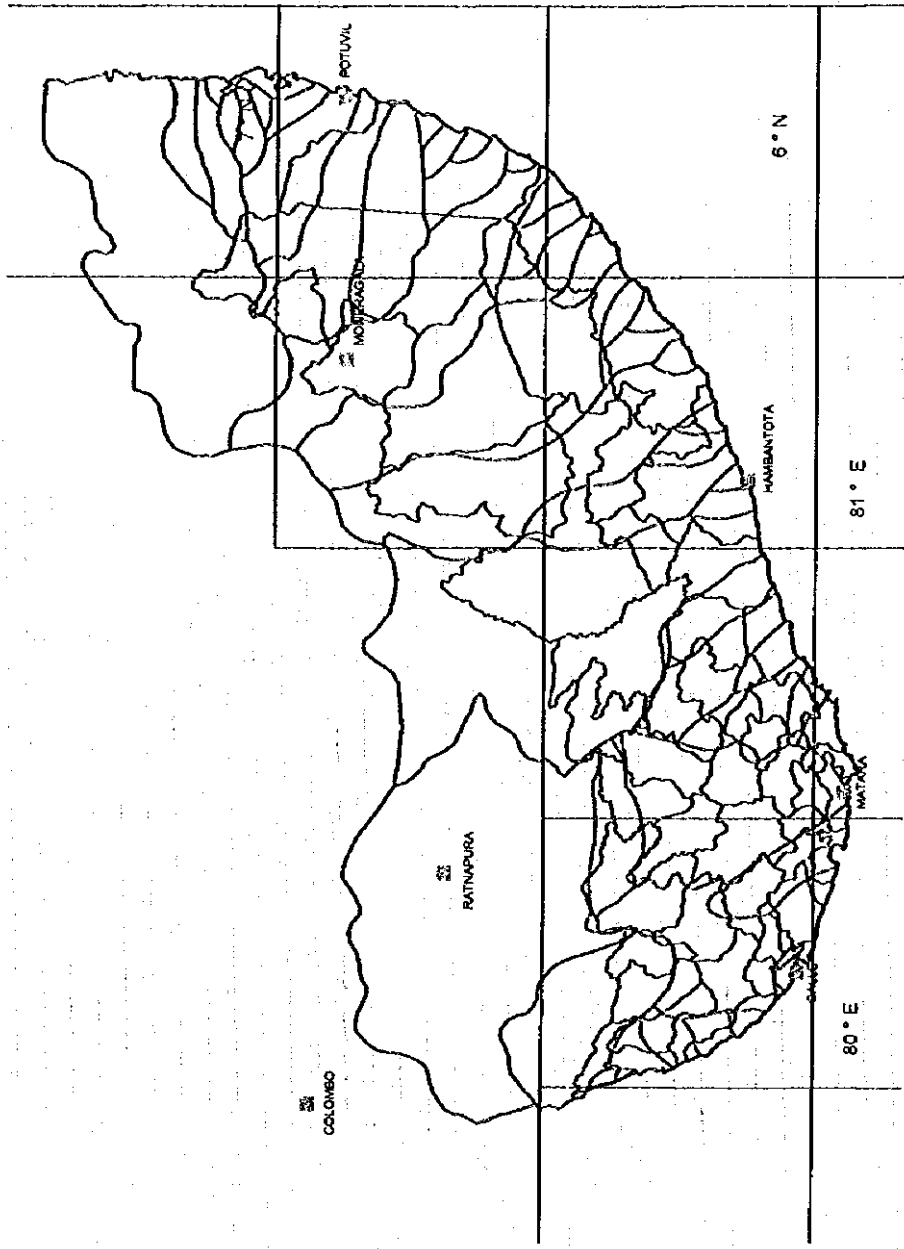
2. The second section focuses on the role of internal controls in preventing fraud and errors. It outlines various control mechanisms, such as segregation of duties, authorization procedures, and regular audits, which are designed to minimize the risk of misstatements and ensure the integrity of the data. The document stresses that a strong internal control system is a key component of an organization's risk management strategy.

3. The third part of the document addresses the challenges of data security and privacy in the digital age. It highlights the need for robust cybersecurity measures to protect sensitive information from unauthorized access, theft, and loss. The text also discusses the importance of data privacy policies and the need to comply with relevant regulations, such as the General Data Protection Regulation (GDPR), to maintain the trust of customers and stakeholders.

4. The final section discusses the importance of continuous monitoring and reporting. It emphasizes that organizations should implement a system of regular reviews and reports to identify potential issues early on and take corrective actions. The document concludes by stating that a proactive approach to monitoring and reporting is essential for ensuring the long-term success and sustainability of the organization.

River Basins

-  Lat-Long grid
-  Cities / Towns
-  Divisions
-  River basins



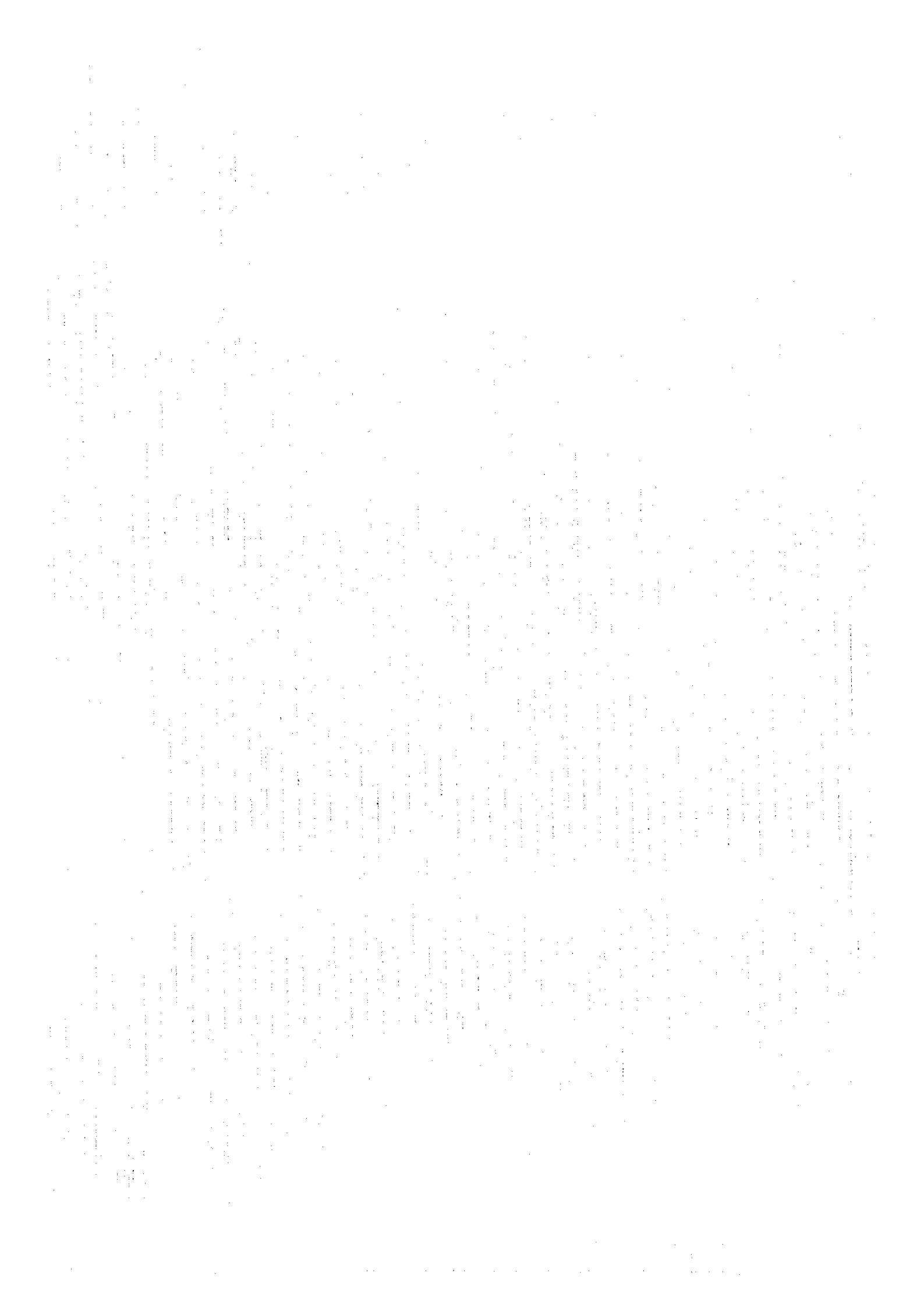
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Source : Atlas by Survey Dept.

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Figure :



Rainfall

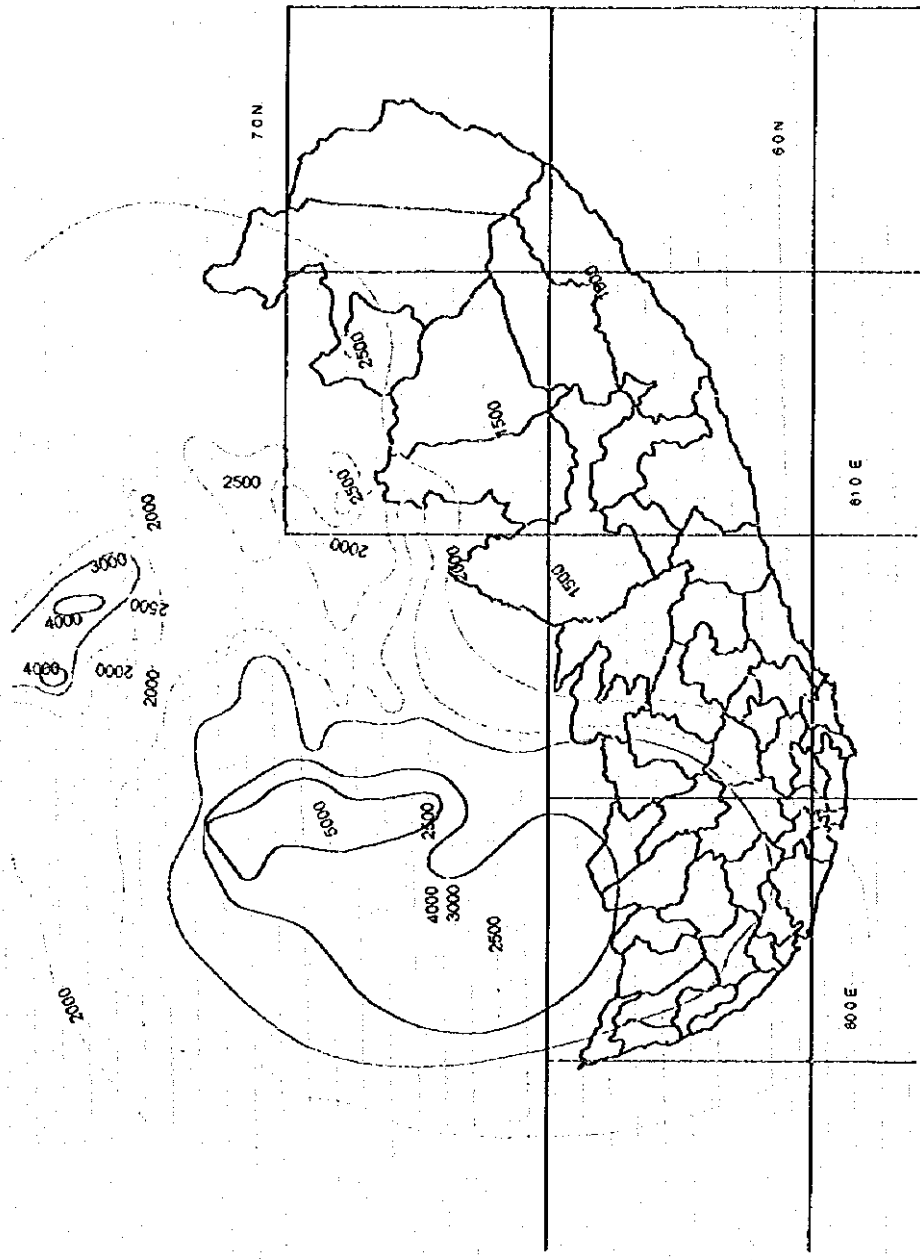
- Lat-Long grid
- Rainfall in mm.
 - 1000 - 1800
 - 1801 - 2600
 - 2601 - 3400
 - 3401 - 4200
 - 4201 - 5000
- ▨ Divisions



0 10 20 Kilometers



Source : Atlas by Survey Dept.



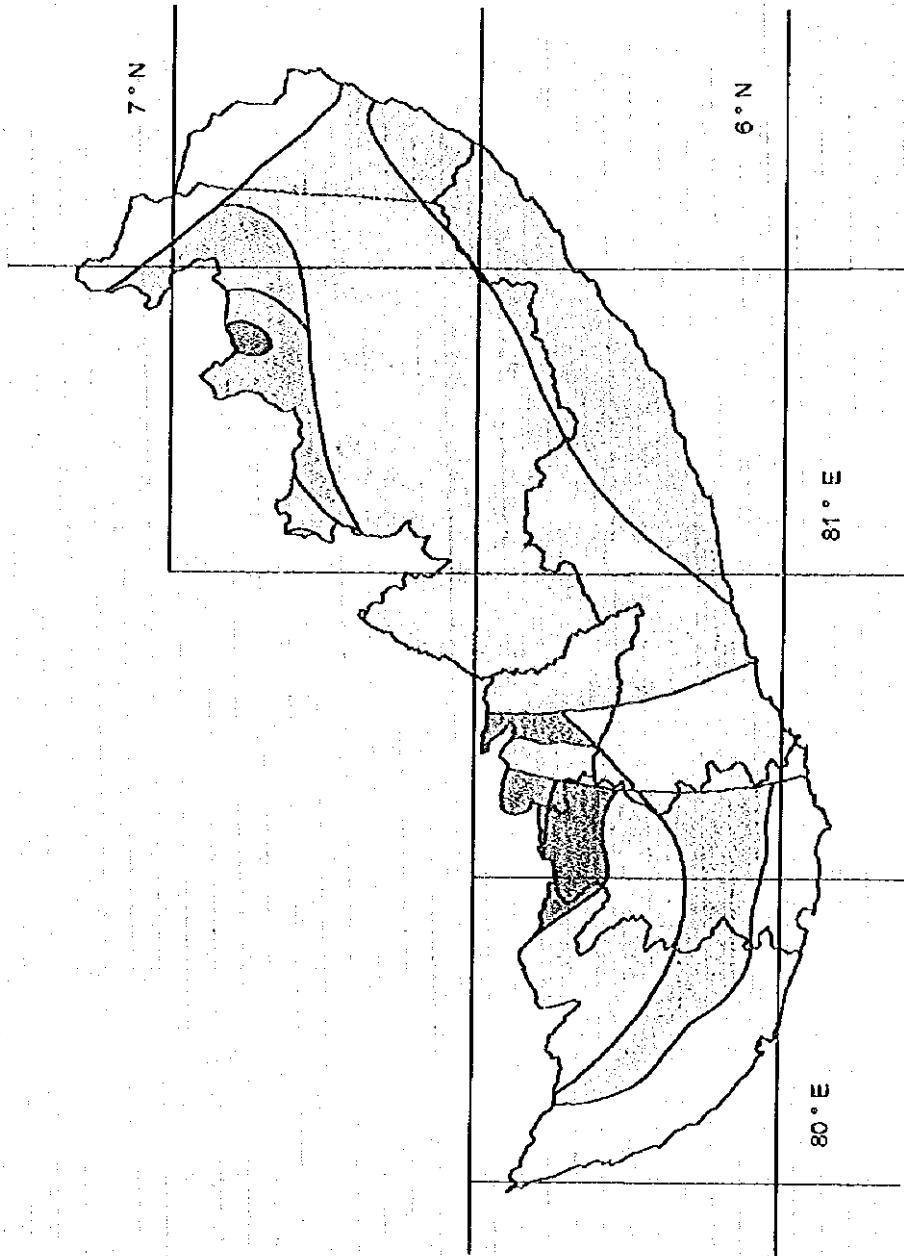
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Figure :



Agro Ecological Regions

- Lat-Long grid
- District boundary
- Legend
 - DL1
 - DL2
 - DL3
 - IL1
 - IL1 & IL2
 - IL1 & IL3
 - IL2
 - IM2
 - IU2 & IU3
 - WL1
 - WL2
 - WL4
 - WMI
 - WM3 & IM2
 - WU1



0 10 20 Kilometers

Source : Atlas by Survey Dept.

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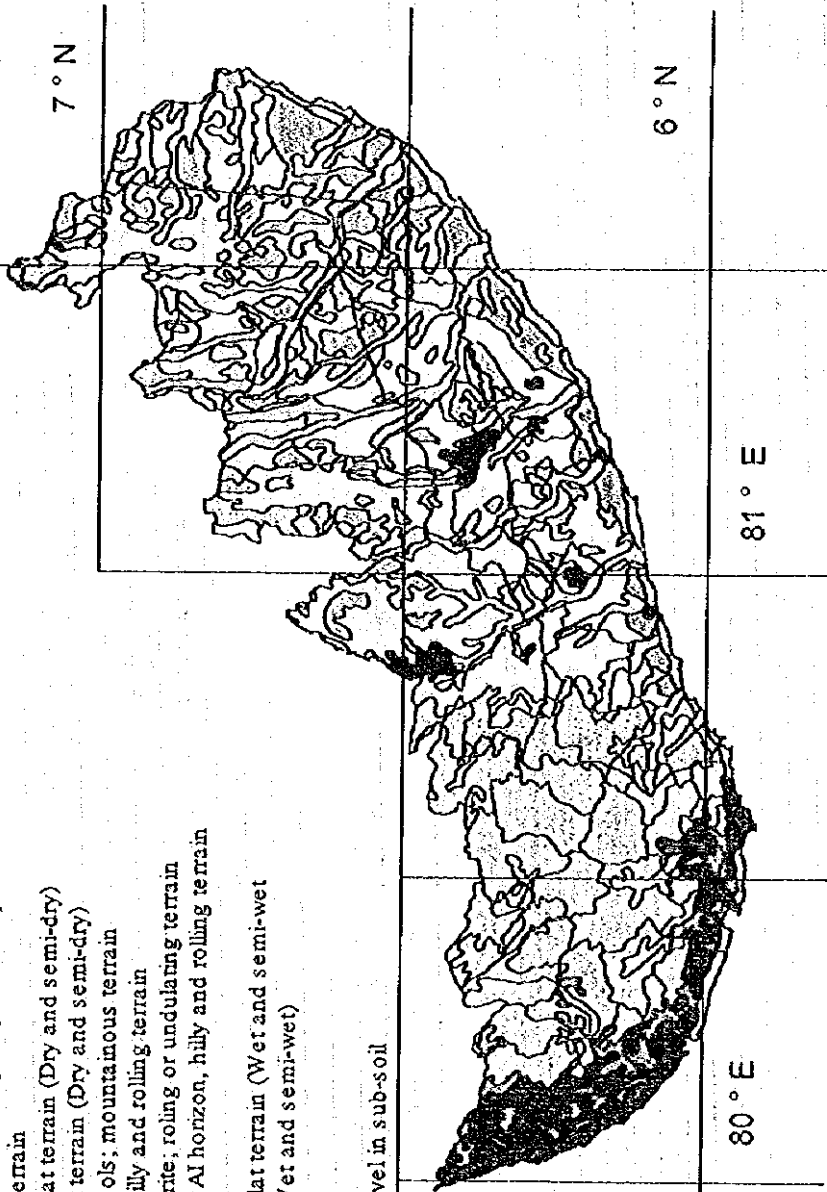


Soil Map

- Lat-Long grid
- Divisions
- District boundary

Legend

- Reddish Brown Earths and Low Humic Soils; undulating terrain
- Reddish Brown Earths and Solodized Solonetz; undulating terrain
- Reddish Brown Earths and immature Brown Loams; rolling, hilly and steep terrain
- Red-Yellow Latosols; flat to slightly undulating terrain
- Alluvial soils of variable drainage and texture; flat terrain (Dry and semi-dry)
- Regosols on recent beach and dune sands; flat terrain (Dry and semi-dry)
- Red-Yellow Podzolic Soils and Mountain Regosols; mountainous terrain
- Red-Yellow Podzolic Soils; steeply dissected, hilly and rolling terrain
- Red-Yellow Podzolic Soils with soft or hard laterite; rolling or undulating terrain
- Red-Yellow Podzolic Soils with semi-prominent Al horizon, hilly and rolling terrain
- Bog and Half-bog soils; flat terrain
- Alluvial Soils of variable drainage and texture; flat terrain (Wet and semi-wet)
- Regosols on recent beach sands; flat terrain (Wet and semi-wet)
- Rock knob plains and eroded lands
- Erosional remnants
- Reddish Brown Earths with large amount of gravel in sub-soil
- Water bodies



0 10 20 Kilometers

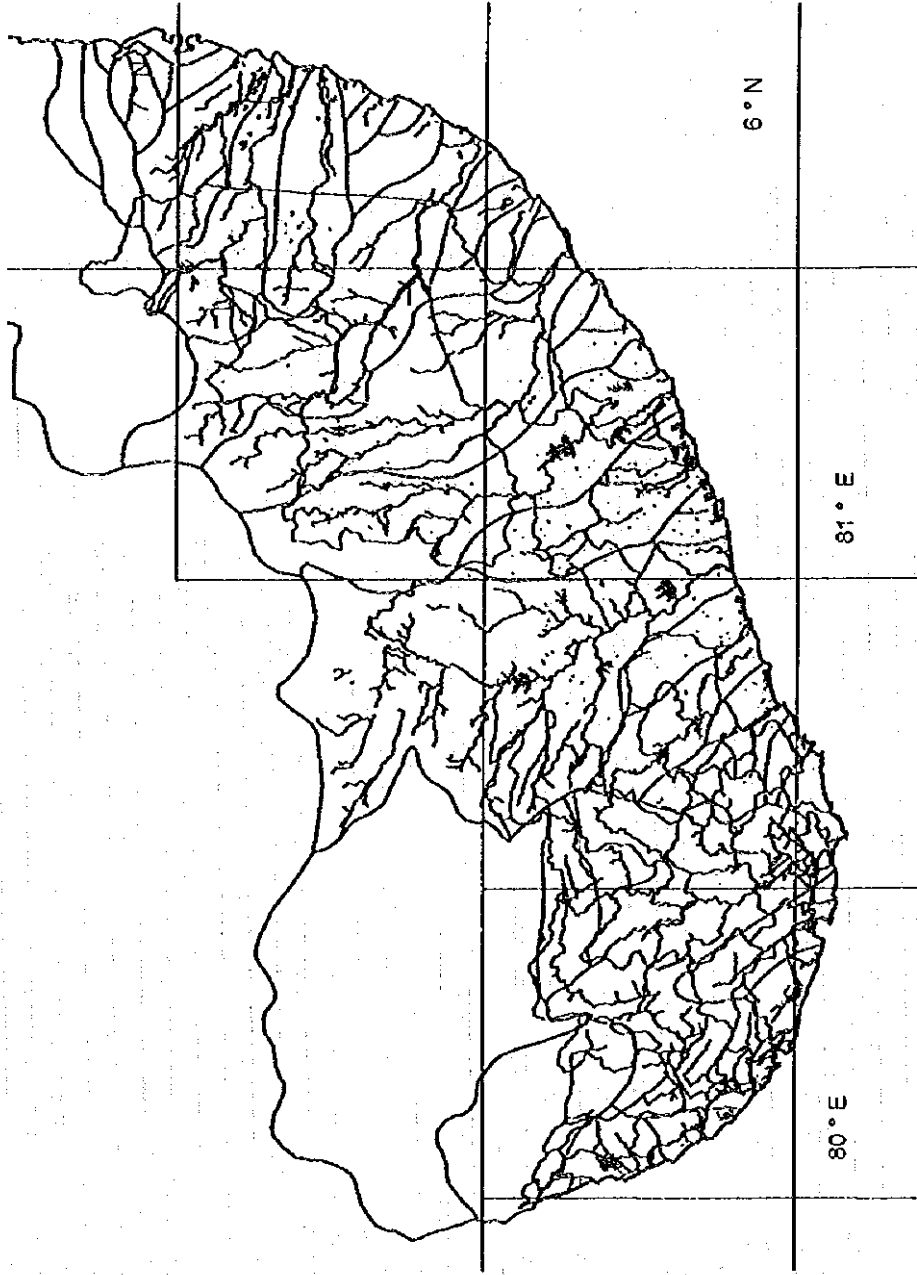
Source : Atlas by Survey Dept.






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Figure :

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Surface Water



-  Lat-Long grid
-  Divisions
-  Rivers
-  Reservoirs
-  River basins

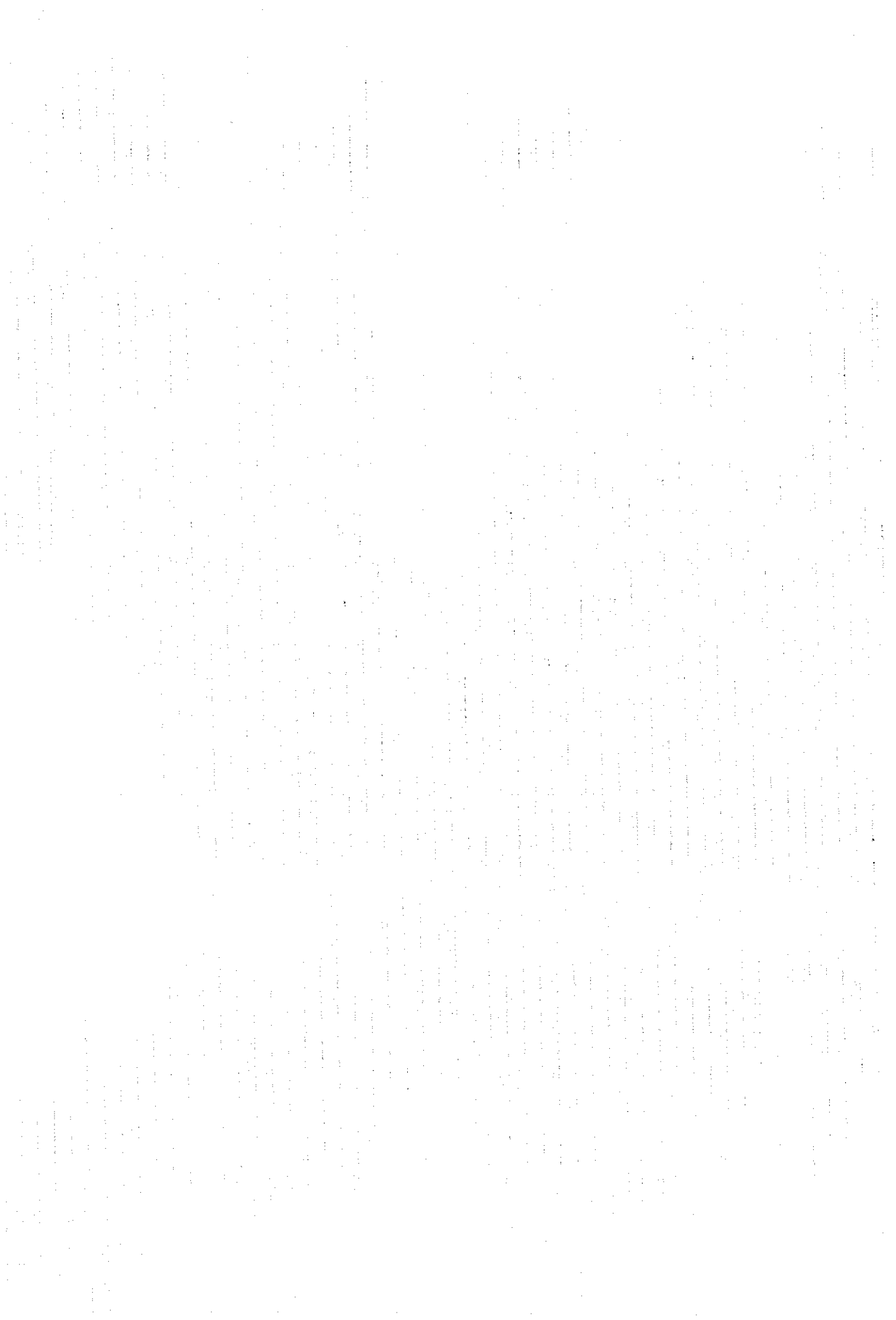


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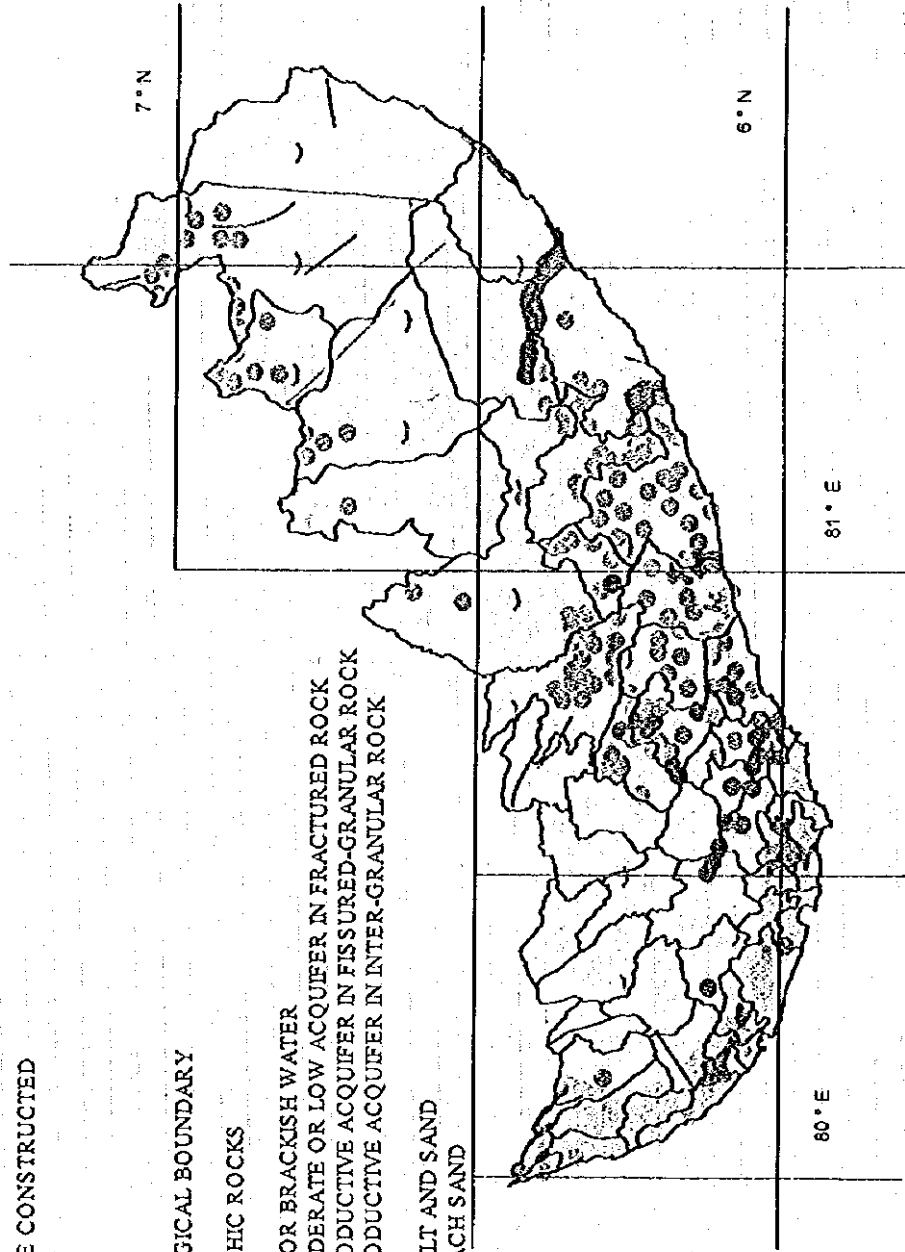
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Figure :



Ground Water

- Lat-Long grid
- Divisions
- Tube wells and Springs
- AREAS WHERE TUBE WELLS ARE CONSTRUCTED
- SPRING
- THERMAL SPRING
- Limeaments
- ANTICLINE PLUNGING
- FAULT
- GEOLOGICAL OR HYDROGEOLOGICAL BOUNDARY
- SYNCLINE PLUNGING
- UNDIFFERENTIATED METAMORPHIC ROCKS
- Other Hydrological Features
- LAGOON OR LAKE WITH SALINE OR BRACKISH WATER
- LOCAL OR DIS-CONTINUOUS MODERATE OR LOW ACQUIFER IN FRACTURED ROCK
- LOCAL OR DIS-CONTINUOUS PRODUCTIVE ACQUIFER IN FISSURED-GRANULAR ROCK
- LOCAL OR DIS-CONTINUOUS PRODUCTIVE ACQUIFER IN INTER-GRANULAR ROCK
- Other Geological Features
- ALLUVIAL DEPOSITS OF CLAY SILT AND SAND
- COASTAL SAND-DUNES AND BEACH SAND

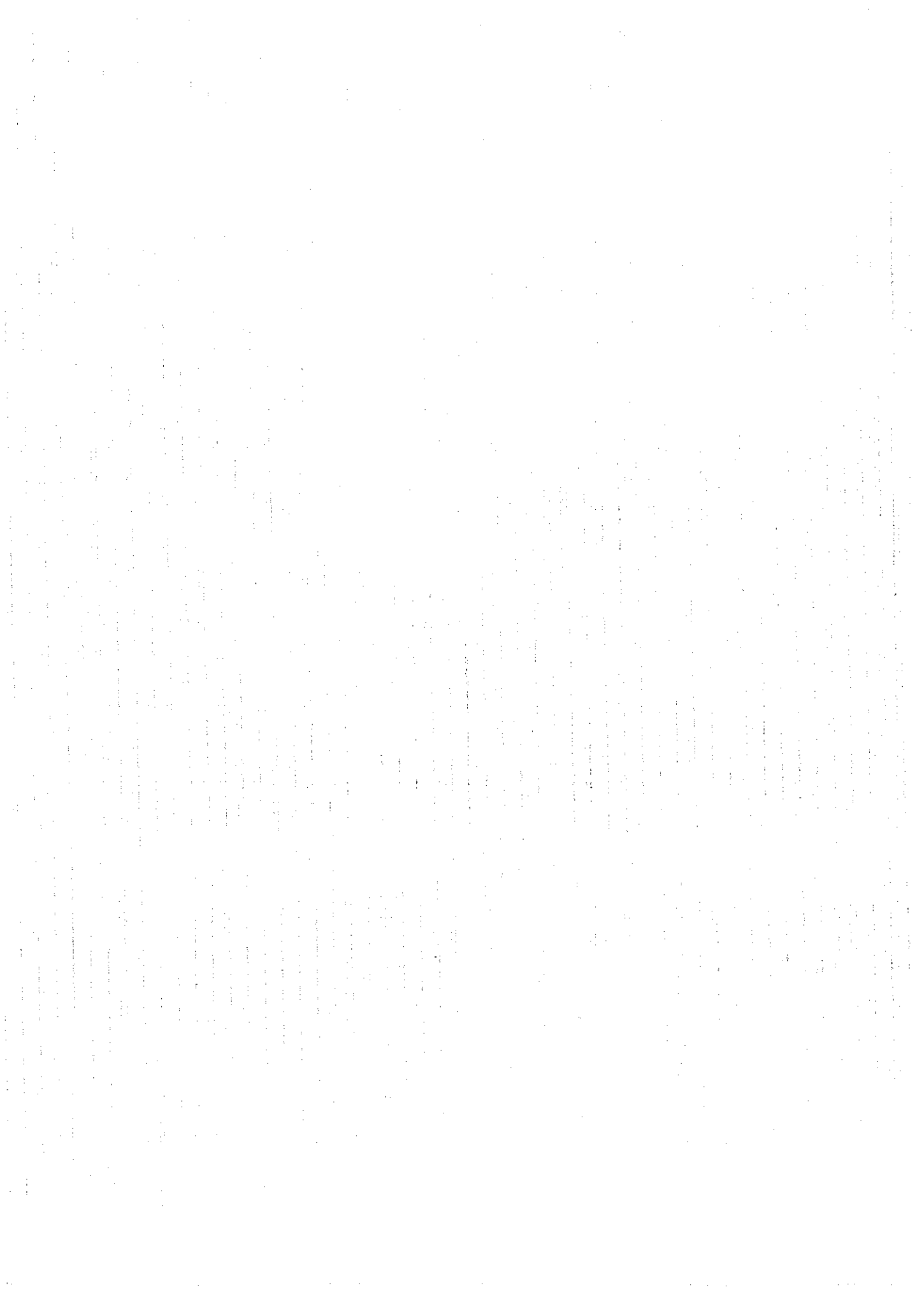


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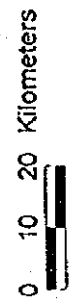
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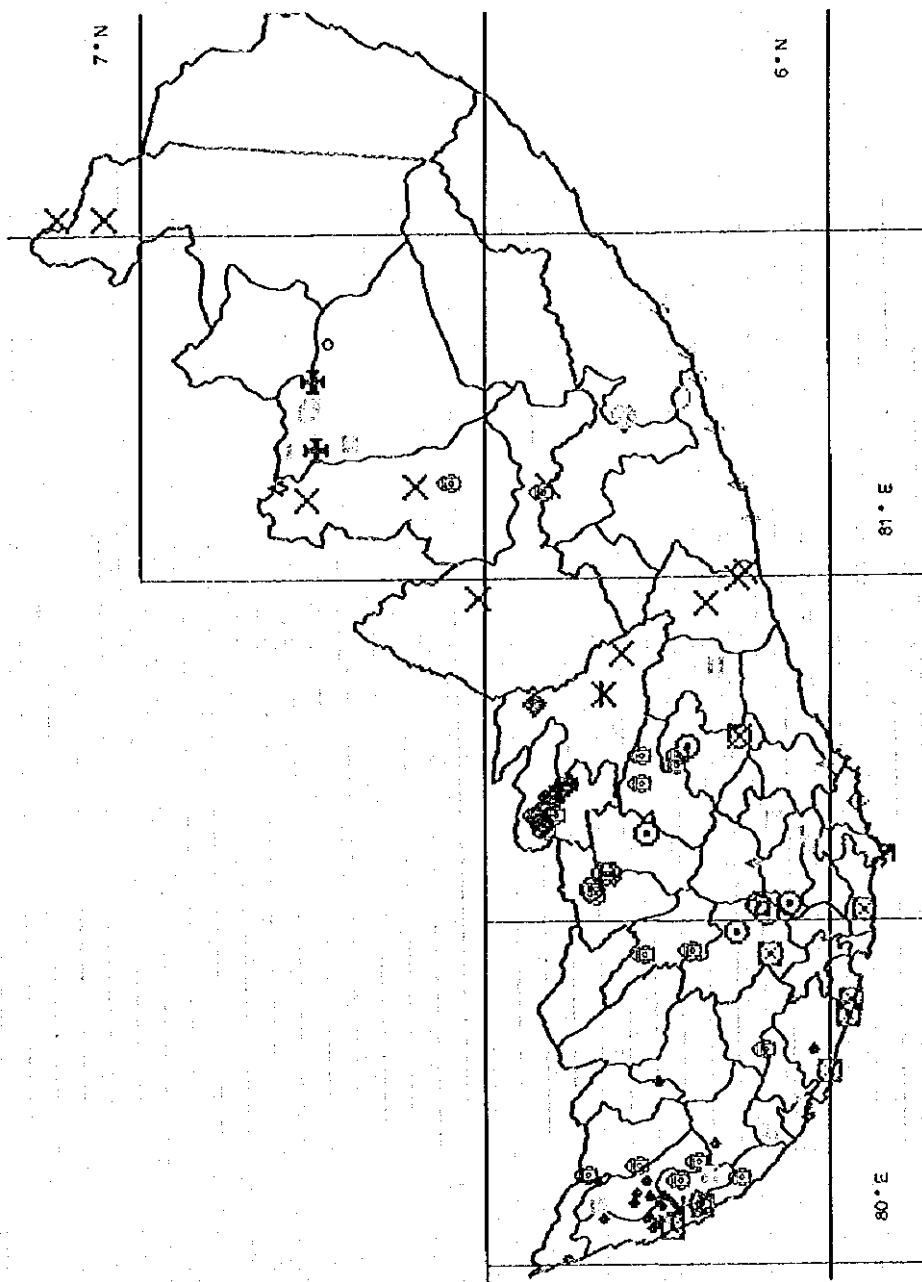


Minerals

- Lat-Long grid
- District boundary
- Mineral
 - Alunite
 - Brick and Tile Clays
 - Clay for Pipe Industry
 - Coral
 - Feldspar
 - Garnet
 - Garnet and Ilmenite Sand
 - Gem Bearing Area
 - Gemstones
 - Graphite
 - Ilmenite
 - Iron Ore
 - Kaolin
 - Limonite Iron Ore Deposit
 - Magnetite
 - Marble
 - Mica
 - Monazite
 - Moonstone
 - Vein Quartz
- Divisions



Source : JICA Study



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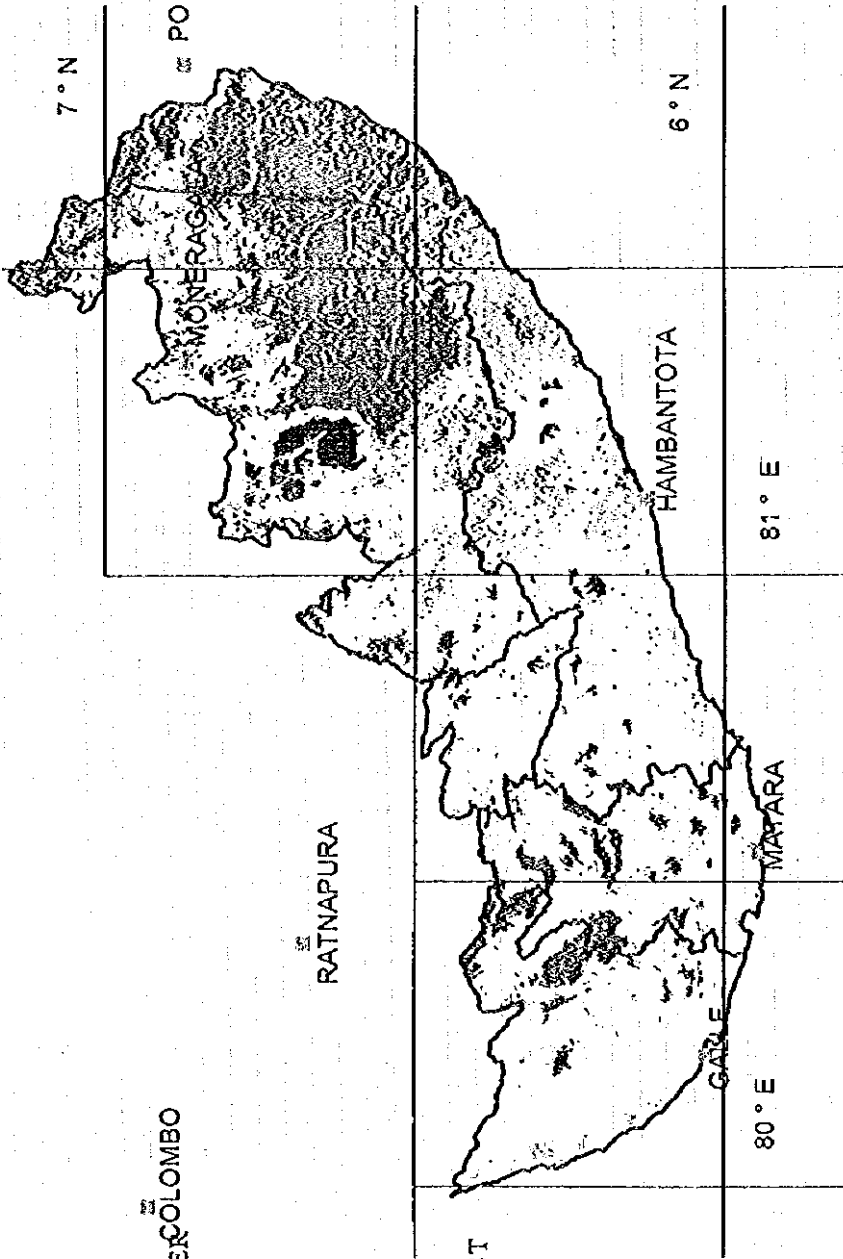
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Figure :

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Forest Cover/Type

- Cities / Towns
- ▭ Lat-Long grid
- ▭ District boundary
- Forest Cover/Type
- BRACKISH AND SALT WATER
- COLOMBO
- CONIFERS
- DRY MONSOON FOREST
- EUCALYPTUS
- FRESH WATER
- LOWLAND RAINFOREST
- MANGROVES
- MOIST MONSOON FOREST
- RIVERINE DRY FOREST
- SPARSE AND OPEN FOREST
- SUB-MONTANE FOREST
- SUGAR CANE
- TEAK



0 10 20 Kilometers

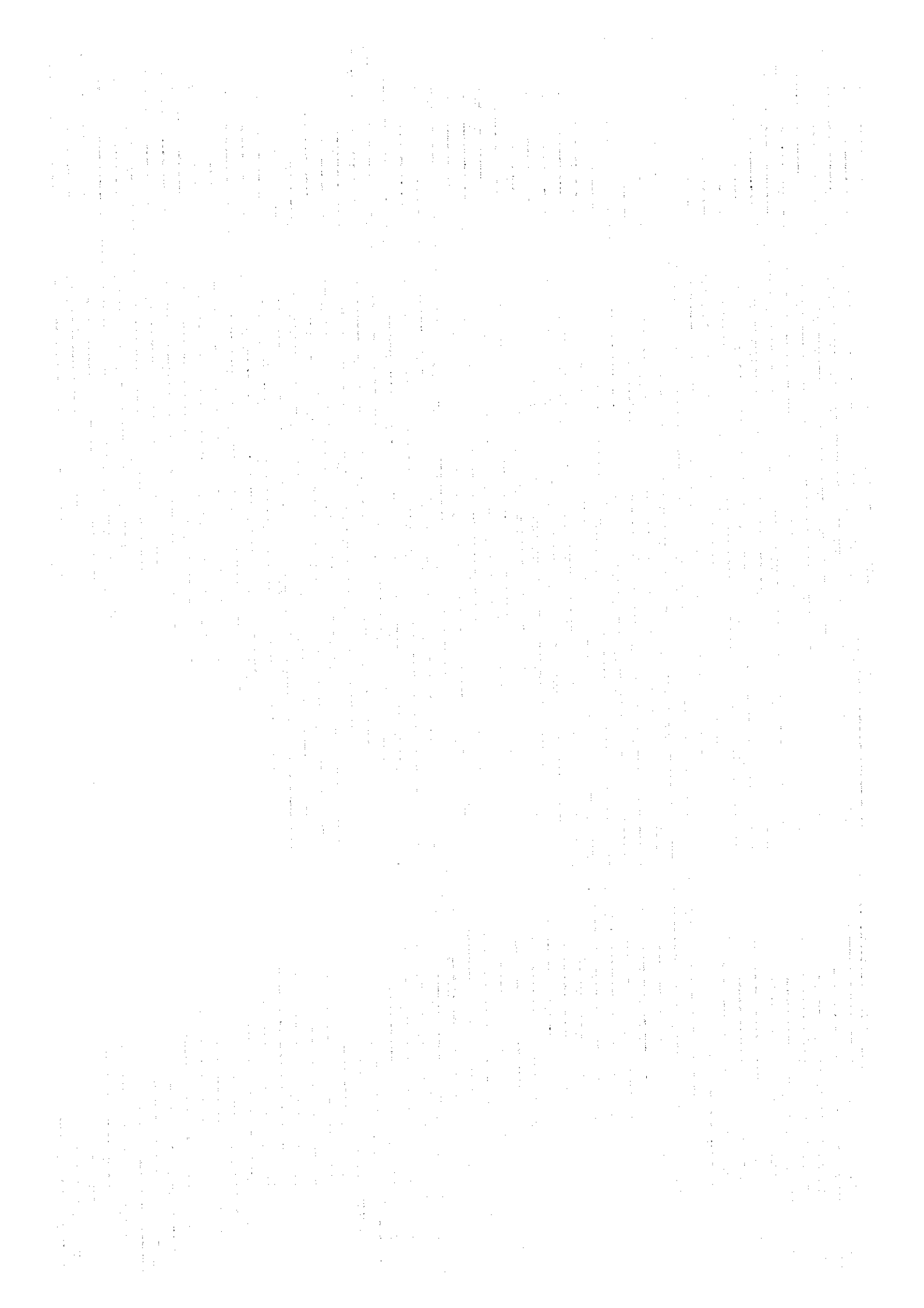


Source : Forest Dept.

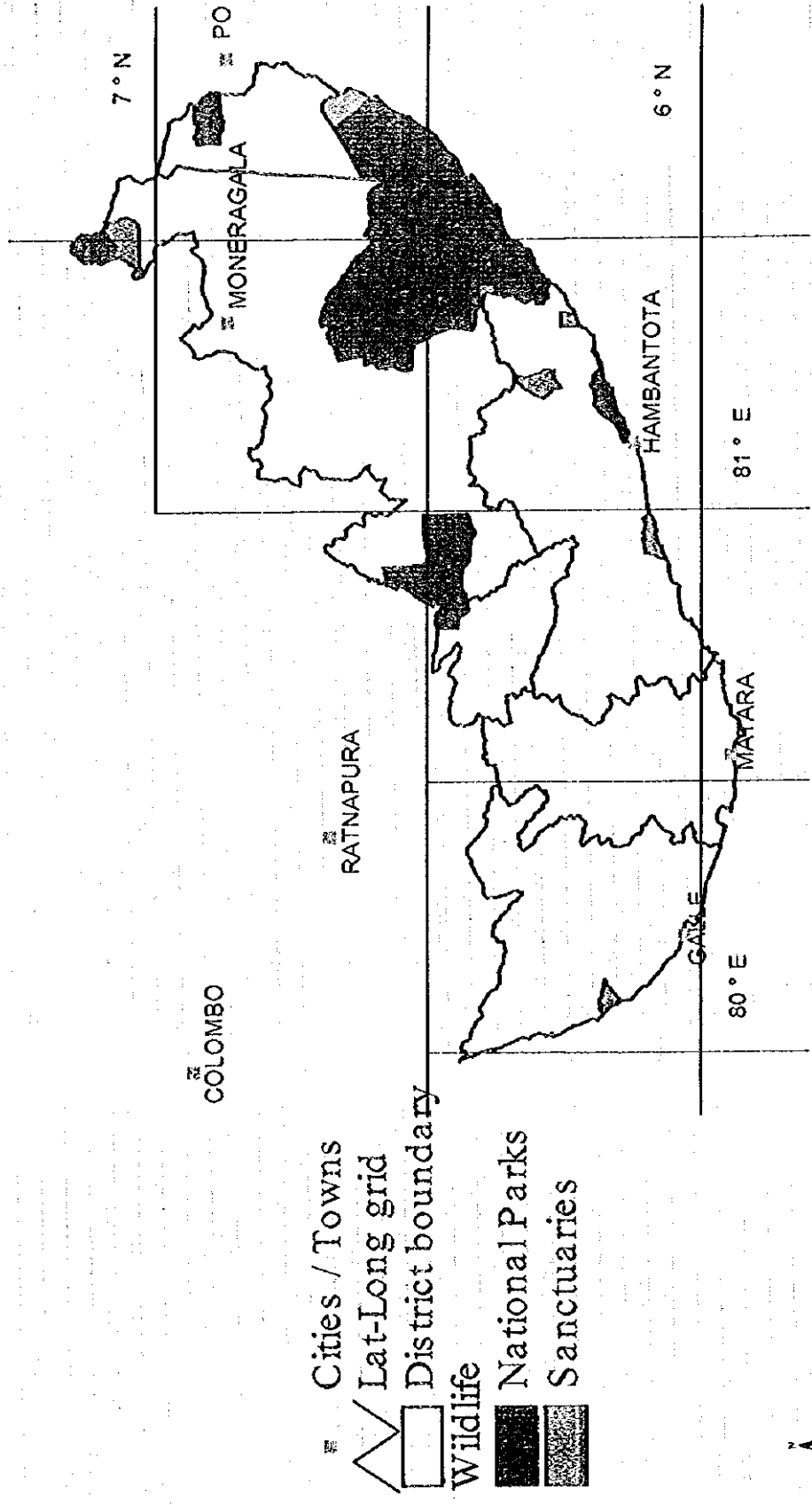
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Figure :



National Parks and Sanctuaries



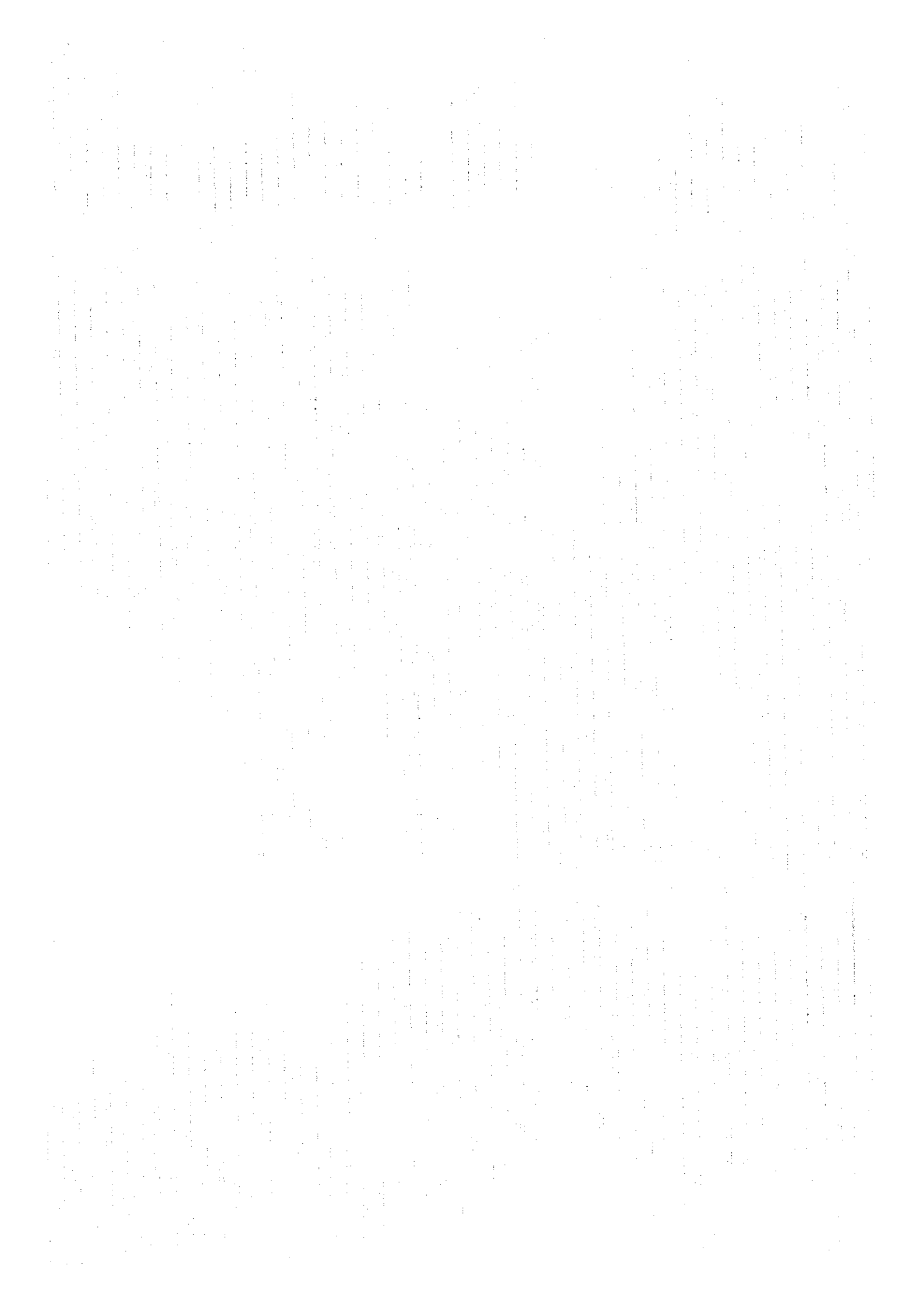
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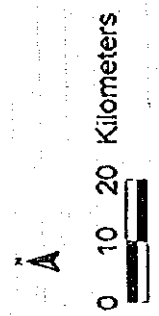
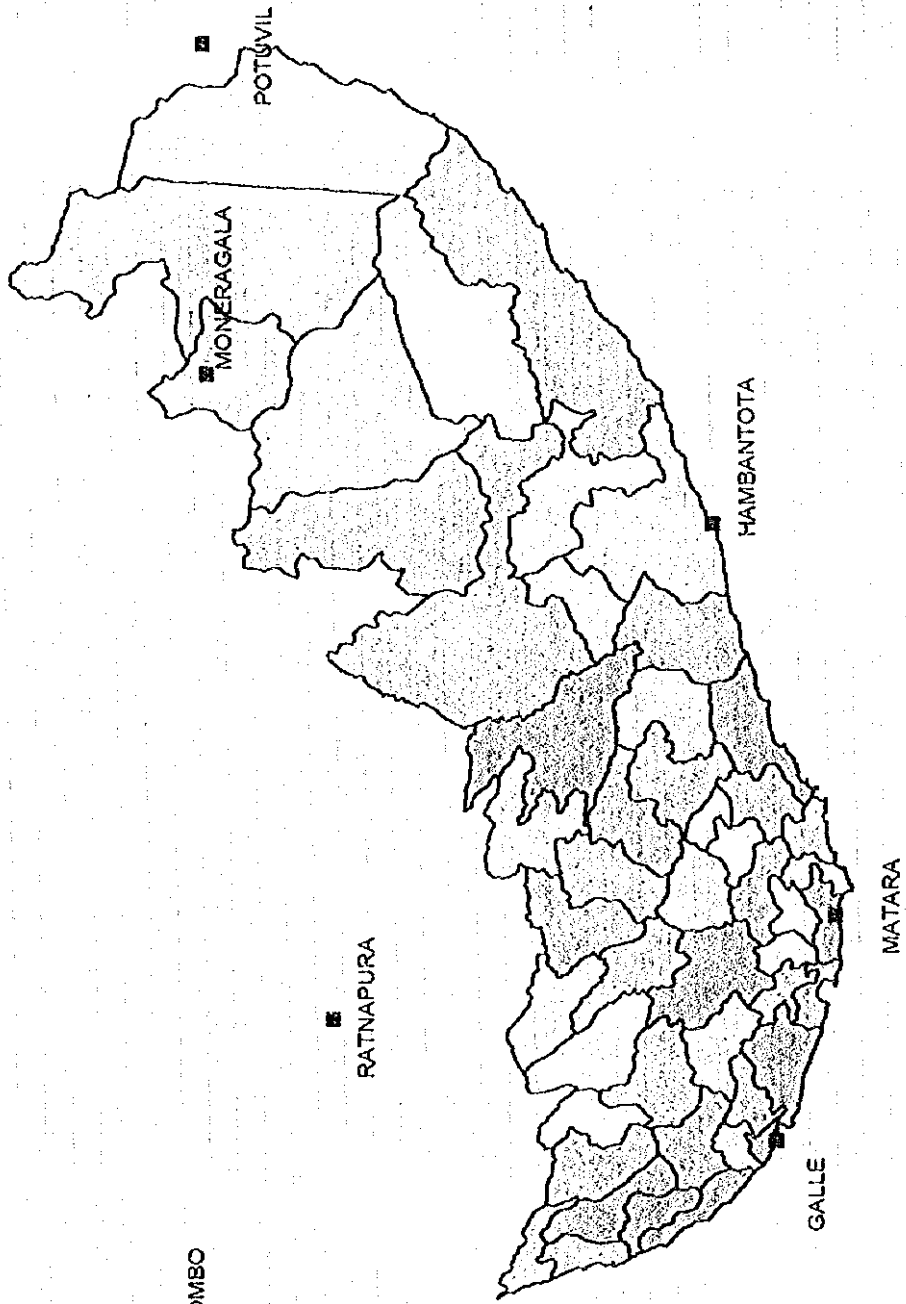
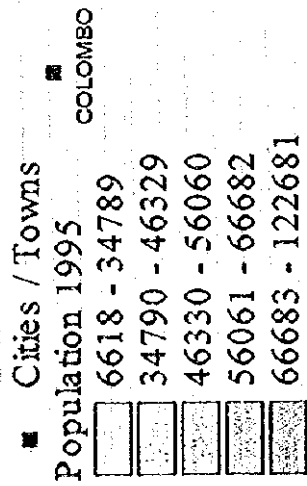
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Figure :



Population - 1995



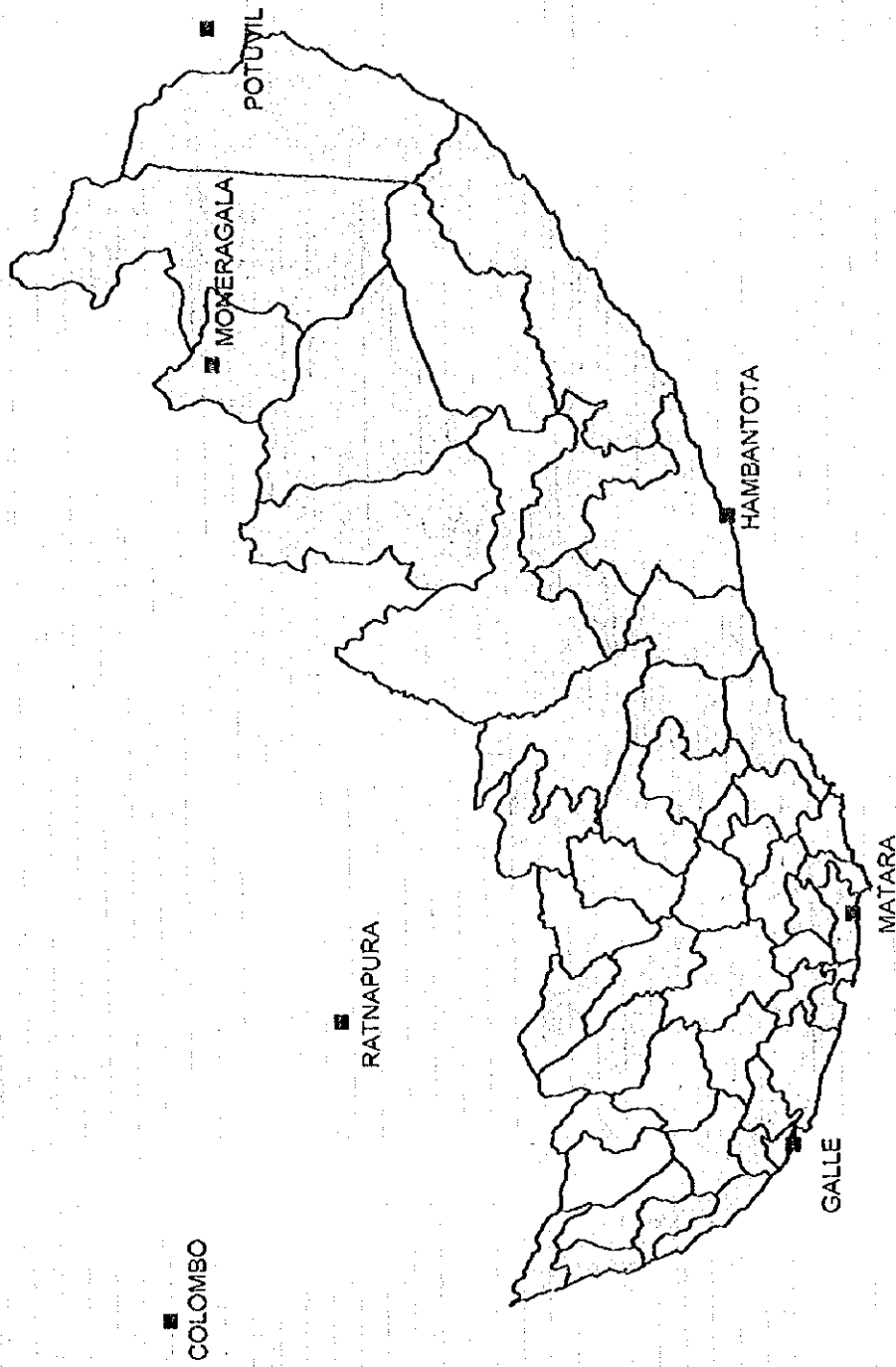
Source : JICA Study

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Figure :



Population Density - 1995



■ CITIES / TOWNS

Population Density 1995

■	1.247 - 4.452
■	4.452 - 6.328
■	6.328 - 11.88
■	11.88 - 17.539
■	17.539 - 149.414



0 10 20 Kilometers

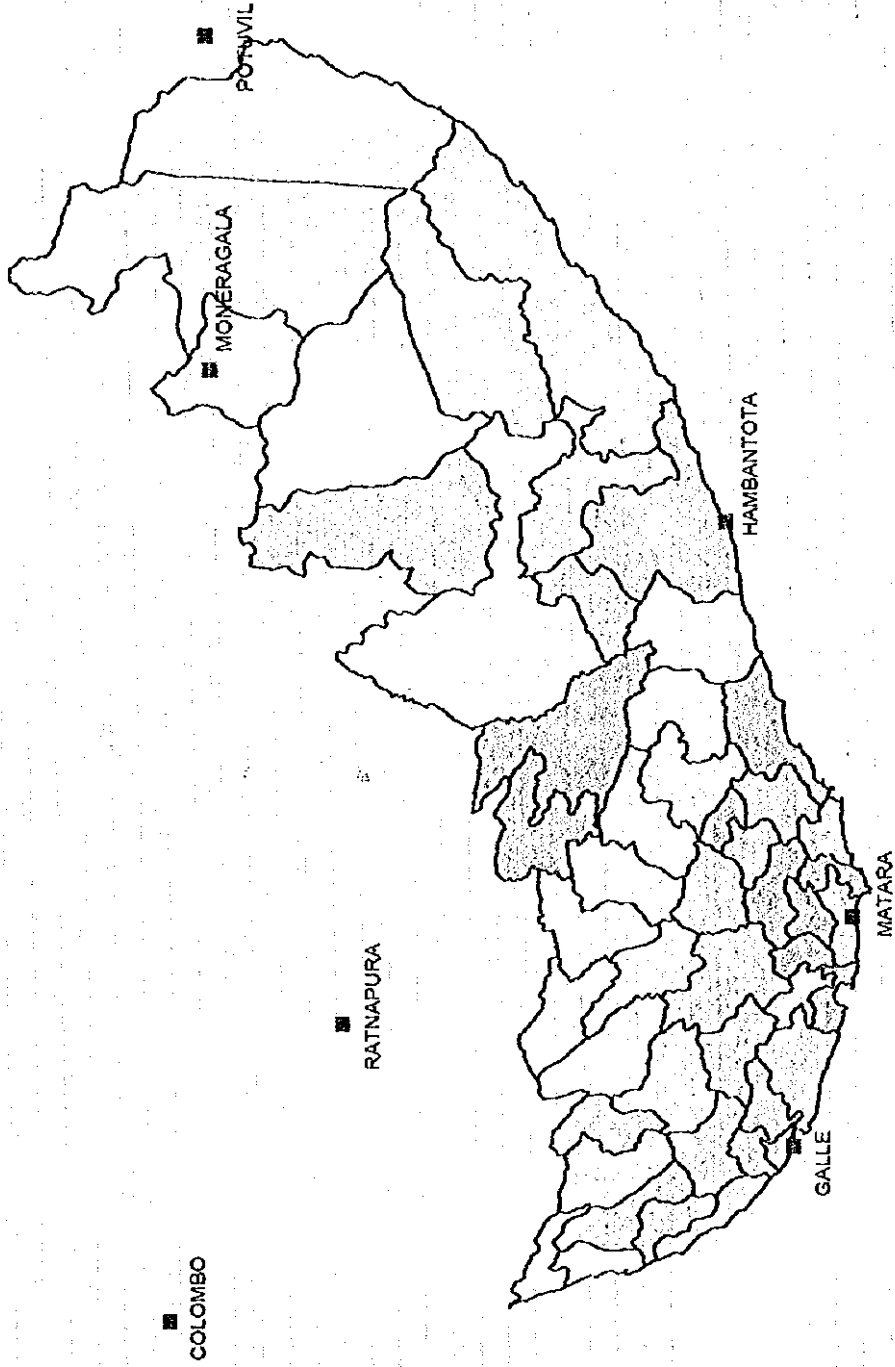
Source : JICA Study

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Figure :



Education



■ Cities / Towns
 Teachers (in no.)
 0 - 62
 63 - 70
 71 - 74
 75 - 77
 78 - 98



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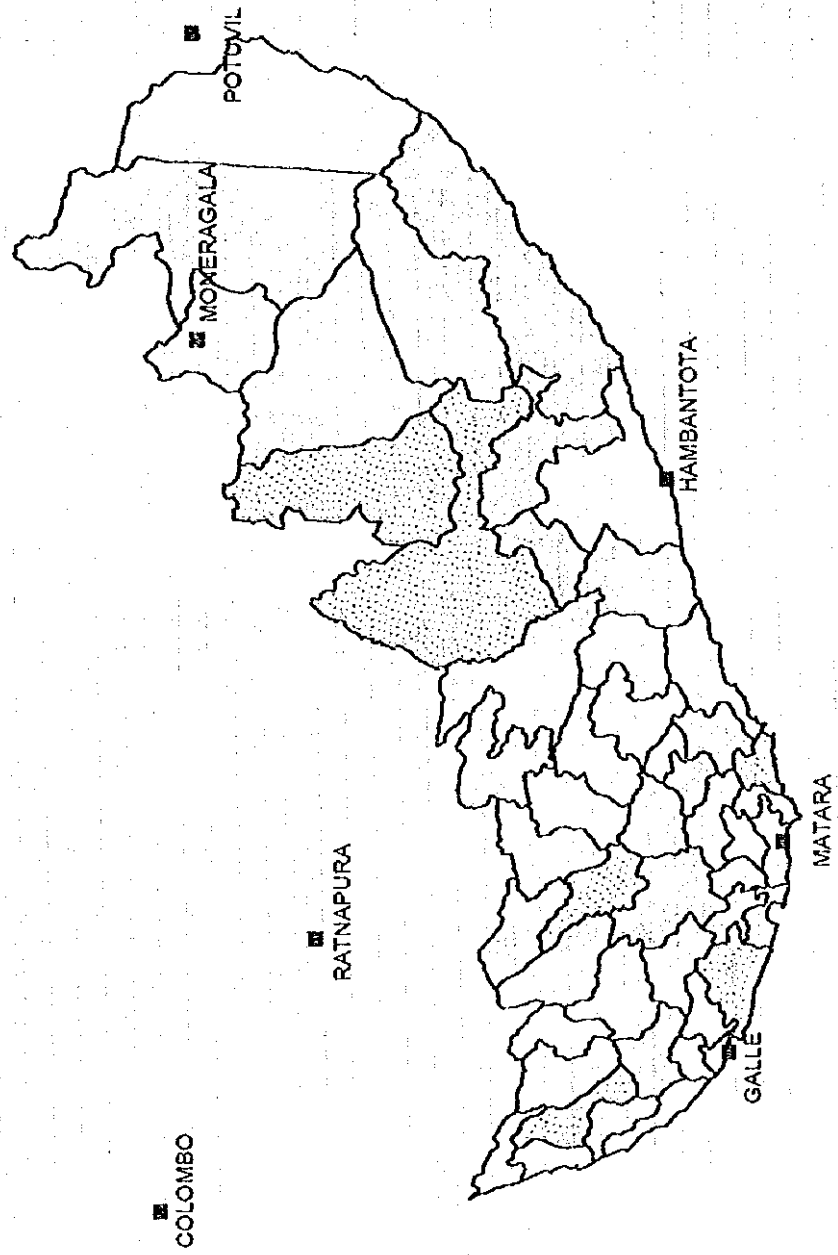
Source : JICA Study

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Figure :



Health



Cities / Towns
 Doctors

	0 - 10718
	10719 - 21436
	21437 - 32154
	32155 - 42872
	42873 - 53591



0 10 20 Kilometers

Source : JICA Study

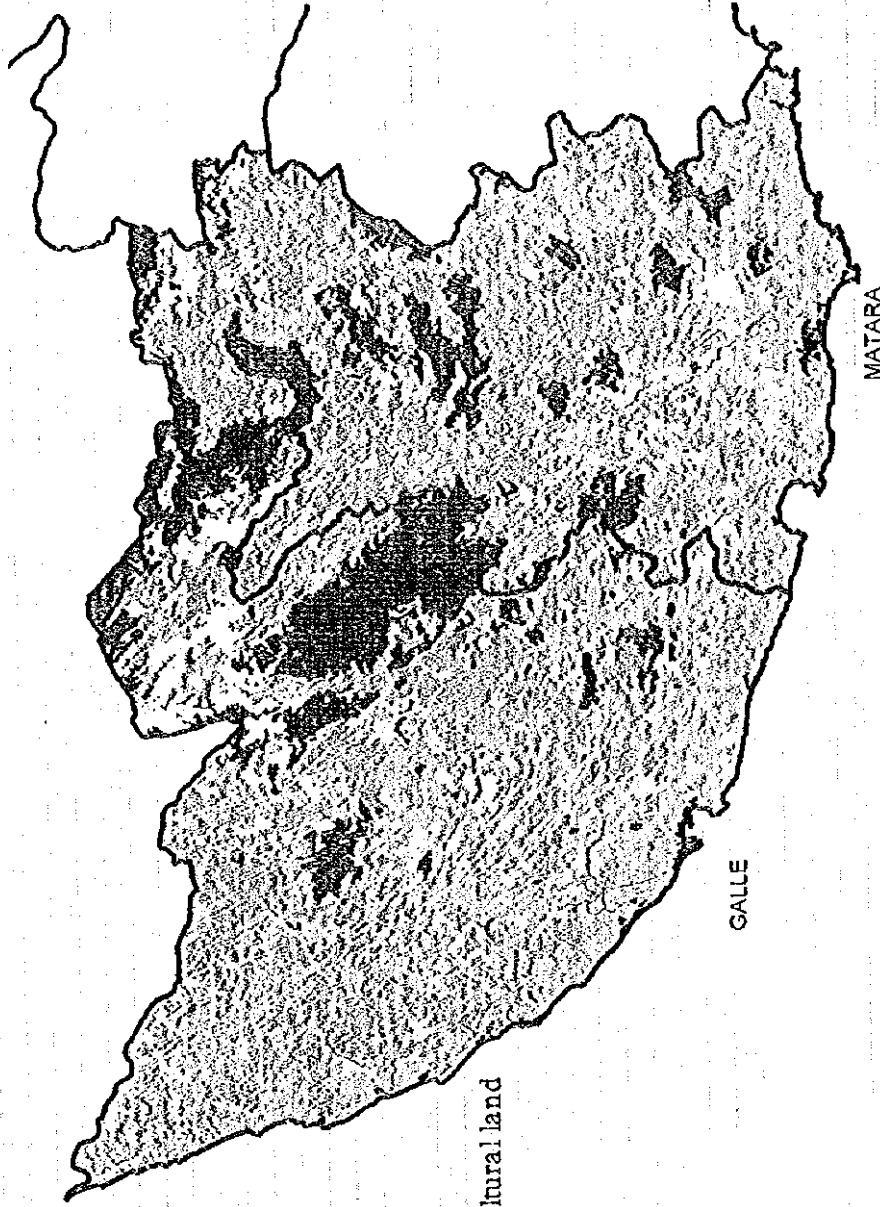
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Figure :

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Existing Land Use (1995)

Galle & Matara



- Cities / Towns
- District boundary
- Legend (Galle & Matara)
- Built-up land, Associated non-agricultural land
- Homesteads
- Trees and other perennial crops
- Paddy cropland
- Sparsely used and other cropland
- Dense forests
- Open forests and plantations
- Scrubland and grassland
- Water bodies and wetlands
- Barren land

Å

0 5 10 Kilometers

Source : Survey Dept. and Satellite data

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Figure :

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. This section outlines the various methods and tools used to collect and store data, ensuring that all information is readily accessible and up-to-date.

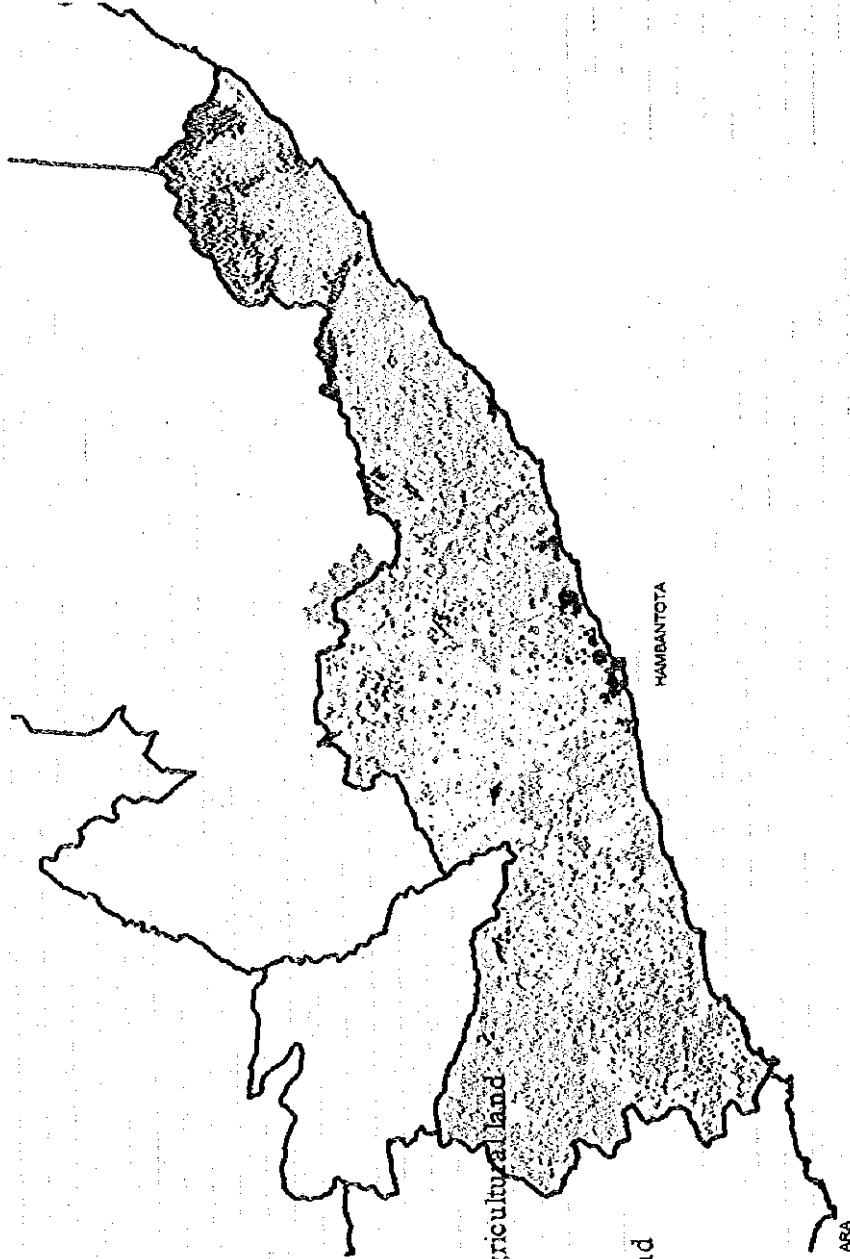
2. The second part of the document focuses on the analysis and interpretation of the collected data. It describes the process of identifying trends, patterns, and anomalies within the data sets. This involves the use of statistical techniques and data visualization tools to present the information in a clear and understandable manner. The goal is to provide meaningful insights that can inform decision-making and strategic planning.

3. The third part of the document addresses the challenges and limitations of data analysis. It acknowledges that while data provides valuable information, it is not always perfect. Issues such as data quality, completeness, and bias can affect the accuracy of the results. The document offers strategies to mitigate these risks, such as implementing rigorous data validation procedures and being transparent about the limitations of the analysis.

4. The final part of the document discusses the future of data analysis and the role of emerging technologies. It highlights the potential of artificial intelligence, machine learning, and big data to revolutionize the way we analyze and interpret information. These technologies offer the promise of more powerful and efficient data processing capabilities, enabling organizations to gain deeper insights and make more informed decisions than ever before.

Existing Land Use (1995)

Hambantota



■ Cities / Towns

□ District boundary

Legend (Hambantota)

■ Built-up land, Associated non-agricultural land

■ Homesteads

■ Trees and other perennial crops

■ Paddy cropland

■ Sparsely used and other cropland

■ Dense forests

■ Open forests and plantations

■ Scrubland and grassland

■ Water bodies and wetlands

■ Barren land



0 5 10 15 Kilometers



Source : Survey Dept. and Satellite data

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial reporting and auditing. The text notes that incomplete or inaccurate records can lead to significant errors and discrepancies, which may have legal and financial consequences.

2. The second part of the document addresses the challenges associated with data management and storage. It highlights the need for robust security measures to protect sensitive information from unauthorized access, theft, or loss. The text also discusses the importance of data backup and recovery procedures to ensure business continuity in the event of a disaster or system failure.

3. The third part of the document focuses on the role of technology in modern business operations. It explores how digital tools and automation can streamline processes, improve efficiency, and reduce the risk of human error. The text mentions various software solutions and platforms that are commonly used in today's market, such as cloud computing, artificial intelligence, and data analytics.

4. The fourth part of the document discusses the importance of staying up-to-date with industry trends and regulations. It notes that businesses must continuously monitor changes in the market and adapt their strategies accordingly. The text also mentions the need for compliance with various laws and regulations, particularly in the financial and healthcare sectors, to avoid penalties and legal issues.

5. The fifth part of the document concludes by emphasizing the importance of a strong organizational culture and leadership. It states that a clear vision and mission statement, along with effective communication and collaboration, are essential for long-term success. The text also mentions the importance of investing in employee training and development to ensure the organization has the skills and talent needed to thrive in a competitive market.

Existing Land Use (1995)

Moneragala and Ampara

- Cities / Towns
- District boundary
- Legend (Moneragala)
- Built-up land, Associated non-agricultural land
- Homesteads
- Trees and other perennial crops
- Paddy cropland
- Sparsely used and other cropland
- Dense forests
- Open forests and plantations
- Scrubland and grassland
- Water bodies and wetlands
- Barren land

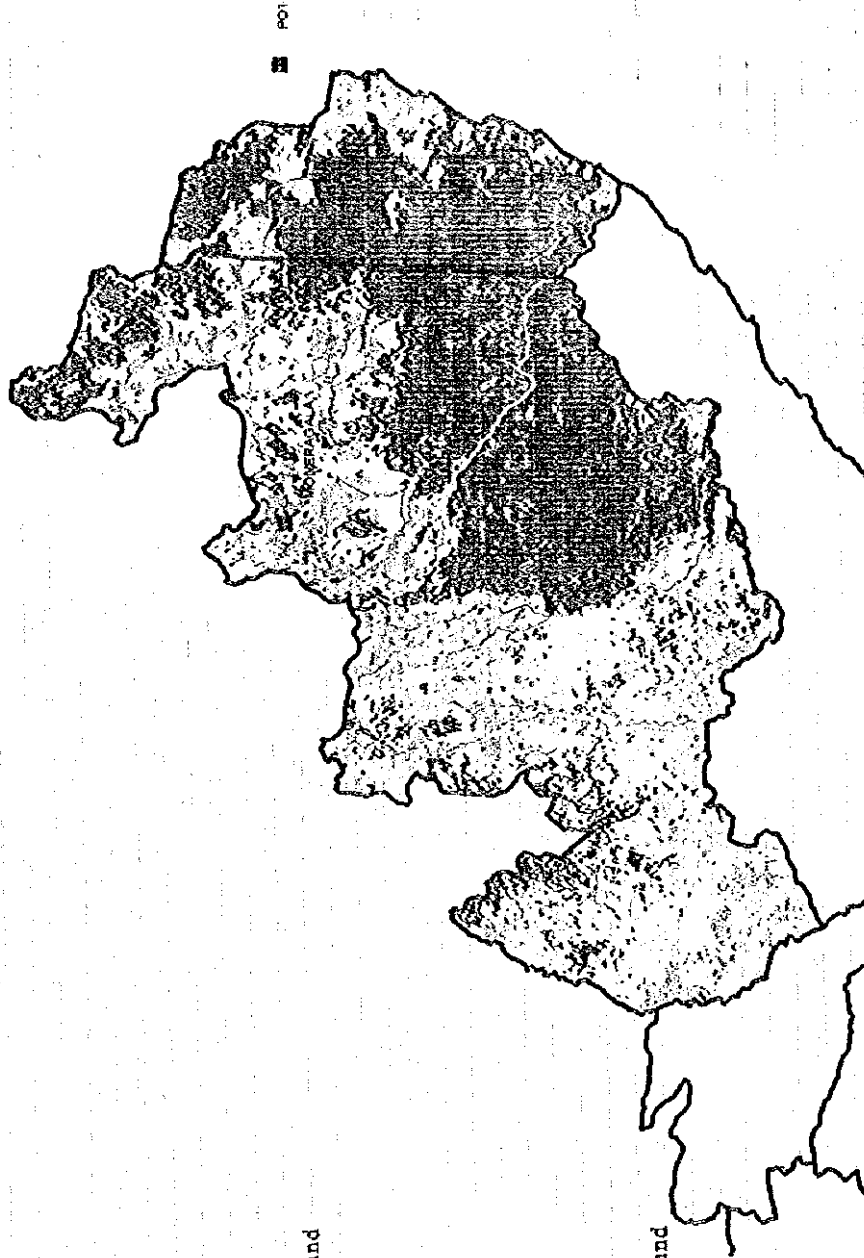
- Legend (Ampara)
- Built-up land, Associated non-agricultural land
- Homesteads
- Trees and other perennial crops
- Paddy cropland
- Sparsely used and other cropland
- Dense forests
- Open forests and plantations
- Scrubland and grassland
- Water bodies and wetlands
- Barren land

Å

0 5 10 15 Kilometers



Source : Survey Dept. and Satellite data



The Master Plan Study for Southern Area Development of Democratic Socialist Republic of Sri Lanka

Japan International Cooperation Agency

Figure :

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. This section also outlines the various methods and tools used to collect and analyze data, ensuring that the information is reliable and up-to-date.

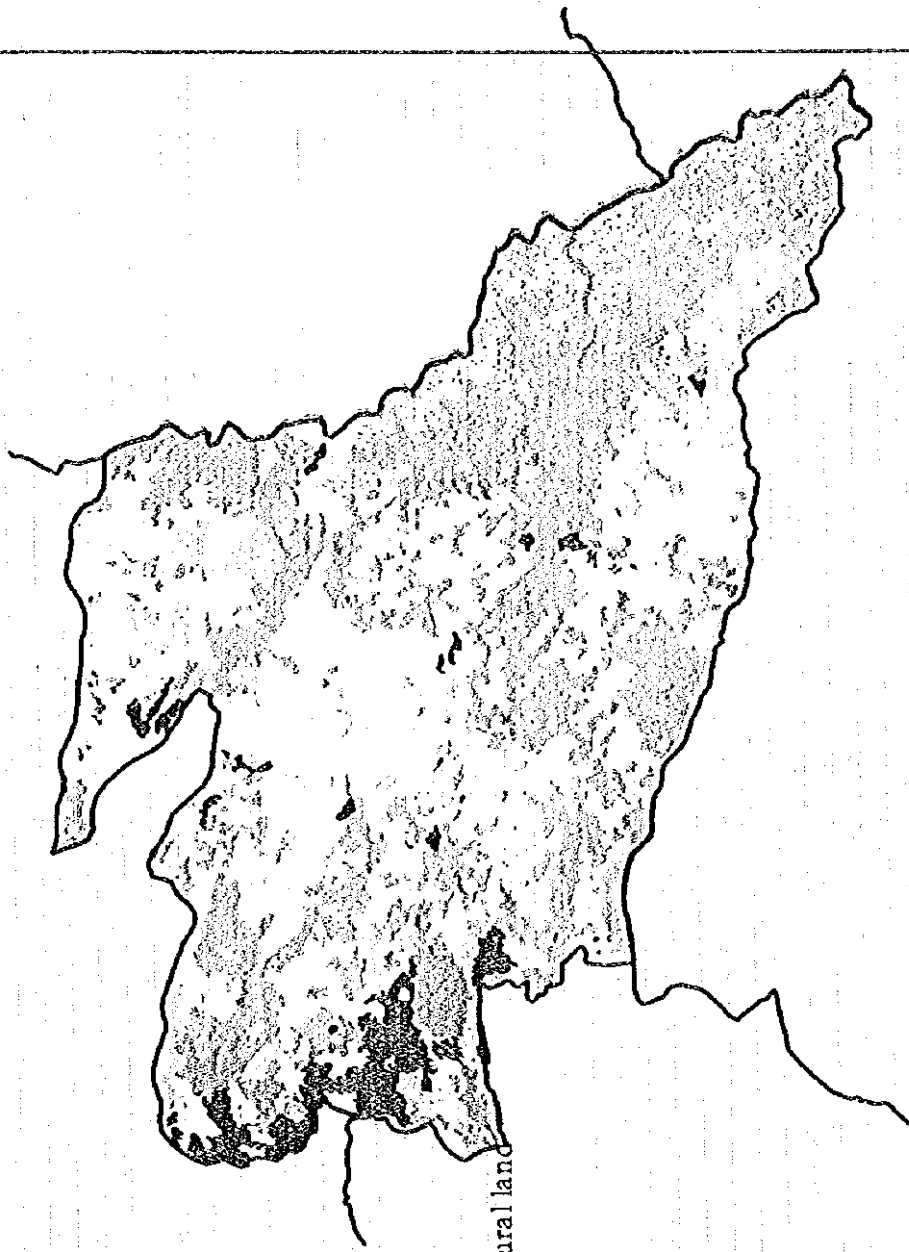
2. The second part of the document focuses on the implementation of these practices across different departments and teams. It provides detailed instructions on how to set up systems for data collection and analysis, including the selection of appropriate software and the training of staff. This section also addresses the challenges that may arise during the implementation process and offers strategies to overcome them.

3. The third part of the document discusses the importance of regular communication and reporting. It highlights the need for clear and concise reports that provide a comprehensive overview of the data and its implications. This section also outlines the roles and responsibilities of different stakeholders in the reporting process, ensuring that everyone is aware of their contribution to the overall success of the project.

4. The fourth part of the document concludes with a summary of the key findings and recommendations. It reiterates the importance of maintaining accurate records and implementing effective data collection and analysis practices. The document also provides a list of resources and references for further information, ensuring that readers have access to the latest and most relevant information on this topic.

Existing Land Use (1995)

Ratnapura



- Cities / Towns
- District boundary
- Legend (Ratnapura)
- Built-up land, Associated non-agricultural land
- ▨ Homesteads
- ▨ Trees and other perennial crops
- ▨ Paddy cropland
- ▨ Sparsely used and other cropland
- ▨ Dense forests
- ▨ Open forests and plantations
- ▨ Scrubland and grassland
- ▨ Water bodies and wetlands
- ▨ Barren land



0 2.5 5 Kilometers



Source : Survey Dept. and Satellite data

The Master Plan Study for Southern Area Development of
Democratic Socialist Republic of Sri Lanka
Japan International Cooperation Agency

Figure :

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial reporting and compliance with regulatory requirements. The text notes that incomplete or inaccurate records can lead to significant legal and financial consequences for the organization.

2. The second section focuses on the role of internal controls in preventing fraud and errors. It highlights that a robust system of internal controls is necessary to ensure the integrity of financial data and to detect any irregularities promptly. The document suggests that regular audits and reviews of these controls are crucial for their effectiveness.

3. The third part of the document addresses the challenges of data management in a digital age. It points out that the volume and complexity of data have increased significantly, making it difficult to store, manage, and analyze. The text recommends investing in advanced data management solutions and training staff to handle these challenges effectively.

4. The fourth section discusses the importance of cybersecurity in protecting sensitive information. It notes that cyber threats are becoming increasingly sophisticated, and organizations must implement strong security measures to prevent data breaches. The document suggests that a multi-layered security approach, including firewalls, encryption, and regular security updates, is essential for protecting digital assets.

5. The fifth part of the document explores the impact of technology on business operations. It highlights that while technology offers many benefits, such as increased efficiency and productivity, it also presents new risks and challenges. The text advises organizations to carefully evaluate the risks and benefits of new technologies before adopting them.

6. The sixth section focuses on the importance of human resources in organizational success. It notes that a skilled and motivated workforce is essential for achieving long-term goals. The document suggests that organizations should invest in employee training and development to ensure they have the necessary skills and knowledge to perform their jobs effectively.

7. The seventh part of the document discusses the importance of ethical leadership in building a strong corporate culture. It notes that leaders who act ethically and transparently can inspire their employees and build trust within the organization. The text suggests that organizations should establish clear ethical guidelines and hold leaders accountable for their actions.

8. The eighth section of the document addresses the importance of sustainability in business operations. It notes that sustainable practices can help organizations reduce their environmental impact, improve their reputation, and attract investors. The document suggests that organizations should integrate sustainability into their core business strategy and report on their progress regularly.

9. The ninth part of the document discusses the importance of innovation in staying competitive in a rapidly changing market. It notes that organizations that embrace innovation and are willing to take risks are more likely to succeed in the long run. The text suggests that organizations should create a culture of innovation and encourage employees to come up with new ideas and solutions.

10. The final section of the document provides a summary of the key points discussed and offers some final thoughts on the future of business. It notes that the business landscape is constantly evolving, and organizations must be prepared to adapt and change to stay relevant. The text concludes by emphasizing the importance of continuous learning and improvement for all organizations.

Potential Land Use

Lat-Long grid

Cities / Towns

District boundary

Legend

Protected forest land

Production forest land

Prime agricultural lowlands (only agriculture)

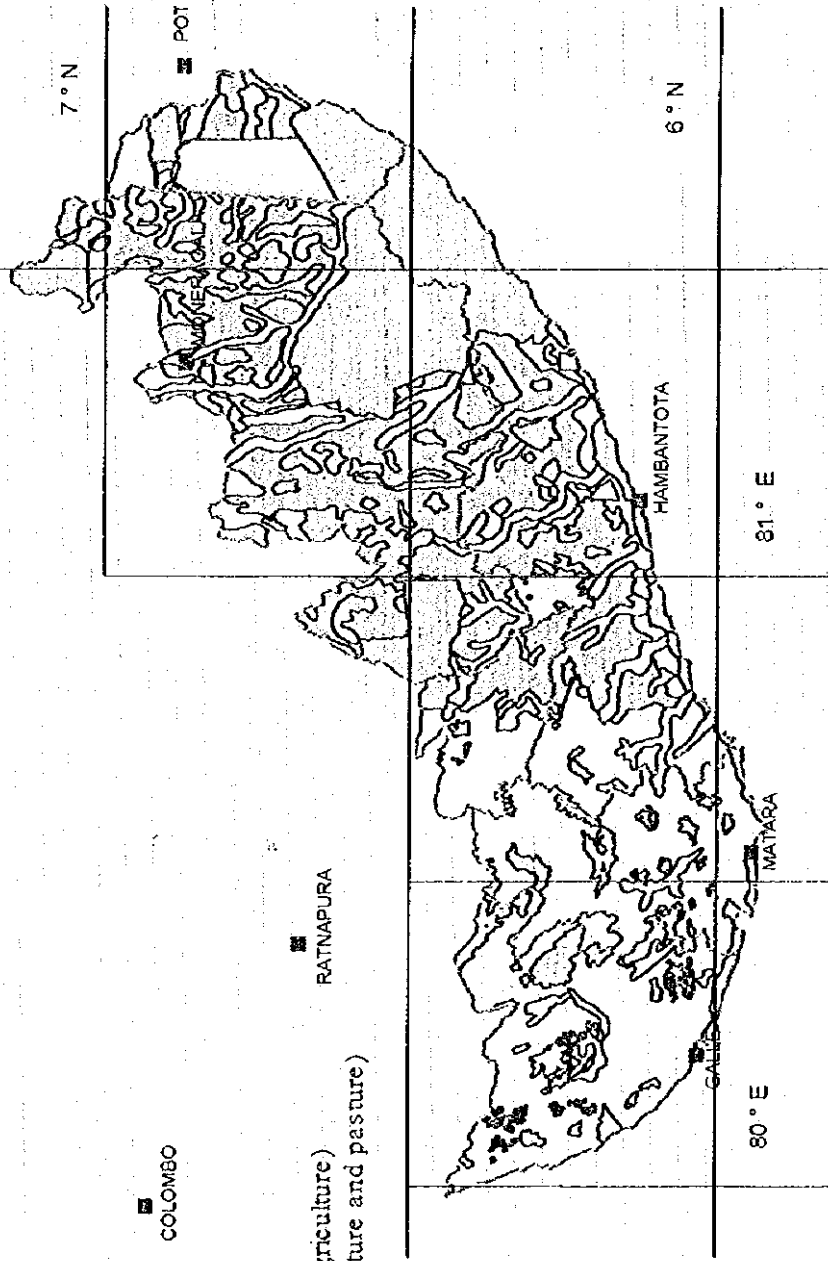
Prime agricultural lowlands (agriculture and pasture)

Prime agricultural uplands

Marginal agricultural lowlands

Marginal agricultural uplands

Unsuitable for agriculture use



0 10 20 Kilometers

Source : JICA Study

The Master Plan Study for Southern Area Development of Democratic Socialist Republic of Sri Lanka

Japan International Cooperation Agency

Figure :

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial matters. The text notes that without clear documentation, it becomes difficult to track expenses, revenues, and other critical data points.

2. The second section focuses on the role of technology in modern record-keeping. It highlights how digital tools and software solutions can significantly improve the efficiency and accuracy of data management. The author suggests that organizations should invest in reliable systems to ensure that their records are secure, accessible, and easy to update.

3. The third part of the document addresses the challenges associated with data security and privacy. It discusses the risks of data breaches and the importance of implementing robust security protocols. The text advises organizations to regularly update their security measures and to train employees on best practices for handling sensitive information.

4. The fourth section explores the legal and regulatory requirements that govern record-keeping. It notes that different industries and jurisdictions have specific rules regarding the retention and disposal of records. Organizations must stay informed about these regulations to avoid potential legal consequences.

5. The fifth part of the document discusses the importance of regular audits and reviews. It explains that periodic checks can help identify discrepancies, errors, and areas for improvement. The text suggests that organizations should establish a clear audit schedule and assign responsibility for these tasks to specific personnel.

6. The sixth section covers the topic of data backup and recovery. It emphasizes that having a reliable backup strategy is crucial for protecting against data loss. The author recommends using multiple backup methods and testing recovery procedures to ensure that data can be restored in the event of a disaster.

7. The seventh part of the document discusses the importance of clear communication and collaboration between different departments. It notes that record-keeping is a cross-functional activity that requires input and coordination from various teams. The text suggests that organizations should foster a culture of transparency and open communication to ensure that all relevant parties are involved in the process.

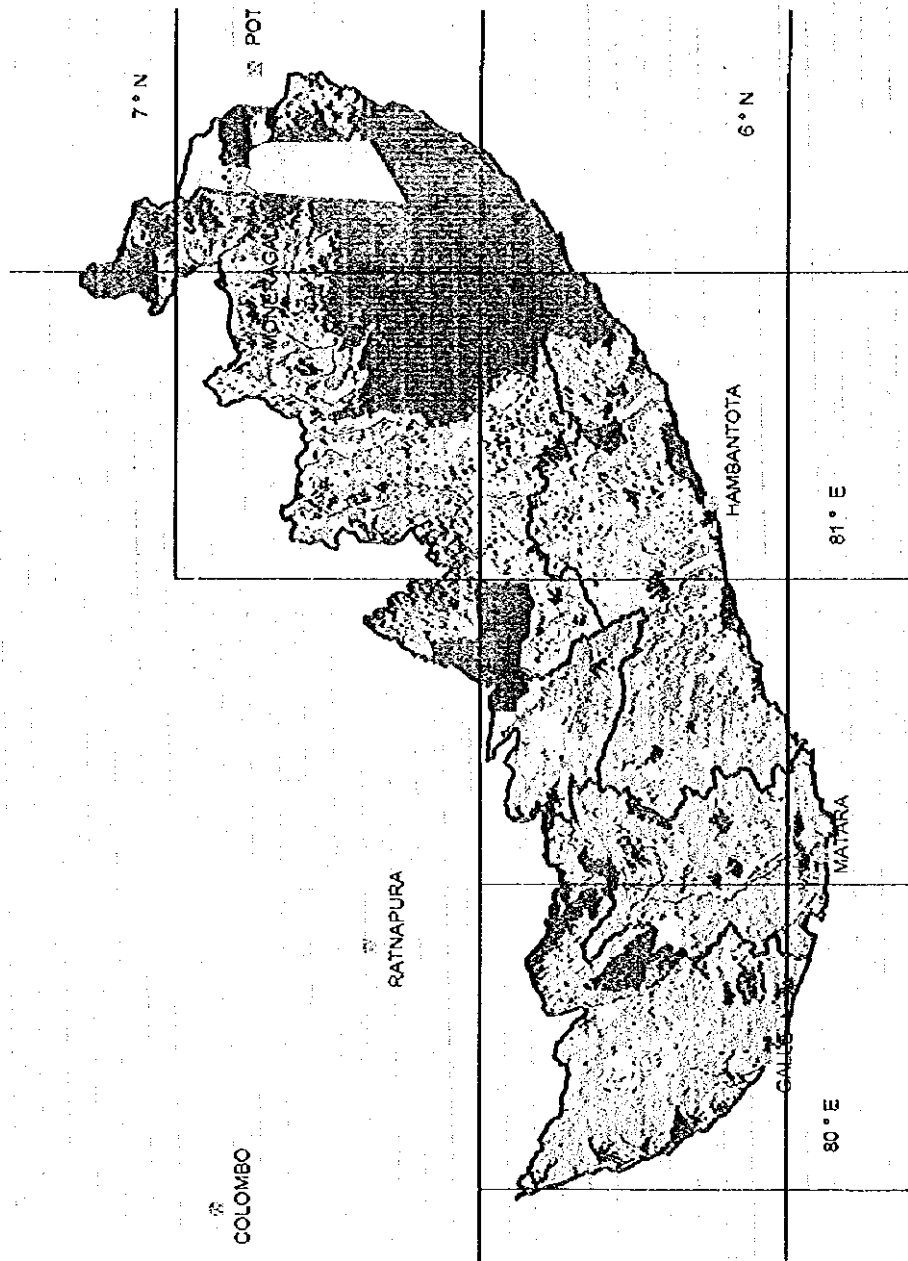
8. The eighth section of the document discusses the importance of staying up-to-date with industry trends and best practices. It notes that the field of record-keeping is constantly evolving, and organizations must adapt to new technologies and standards. The author suggests that professionals in this field should engage in ongoing education and networking to stay current.

9. The ninth part of the document discusses the importance of maintaining a clear and organized filing system. It notes that a well-structured system can make it much easier to locate and retrieve information. The text suggests that organizations should use consistent naming conventions and folder structures to ensure that their records are easy to navigate.

10. The tenth and final section of the document discusses the importance of regular communication and reporting. It notes that keeping stakeholders informed about the status of record-keeping efforts is essential for building trust and ensuring that everyone is on the same page. The author suggests that organizations should provide regular updates and reports to their management and other relevant parties.

Proposed Land Use

- ⌵ Lat-Long grid
- CITIES / TOWNS
- ▭ District boundary
- Legend (Ampara)
- ▨ Protected forests
- ▨ Production forests
- ▨ Prime agricultural low lands (Intensification)
- ▨ Prime agricultural low lands (Diversification)
- ▨ Prime agricultural uplands (Intensification)
- ▨ Prime agricultural uplands (Diversification)
- ▨ Marginal agricultural uplands (Intensification)
- ▨ Marginal agricultural uplands (Diversification)
- ▨ Urban / Industrial use
- ▨ Water bodies and Wetlands
- ▨ Non-productive areas



0 10 20 Kilometers

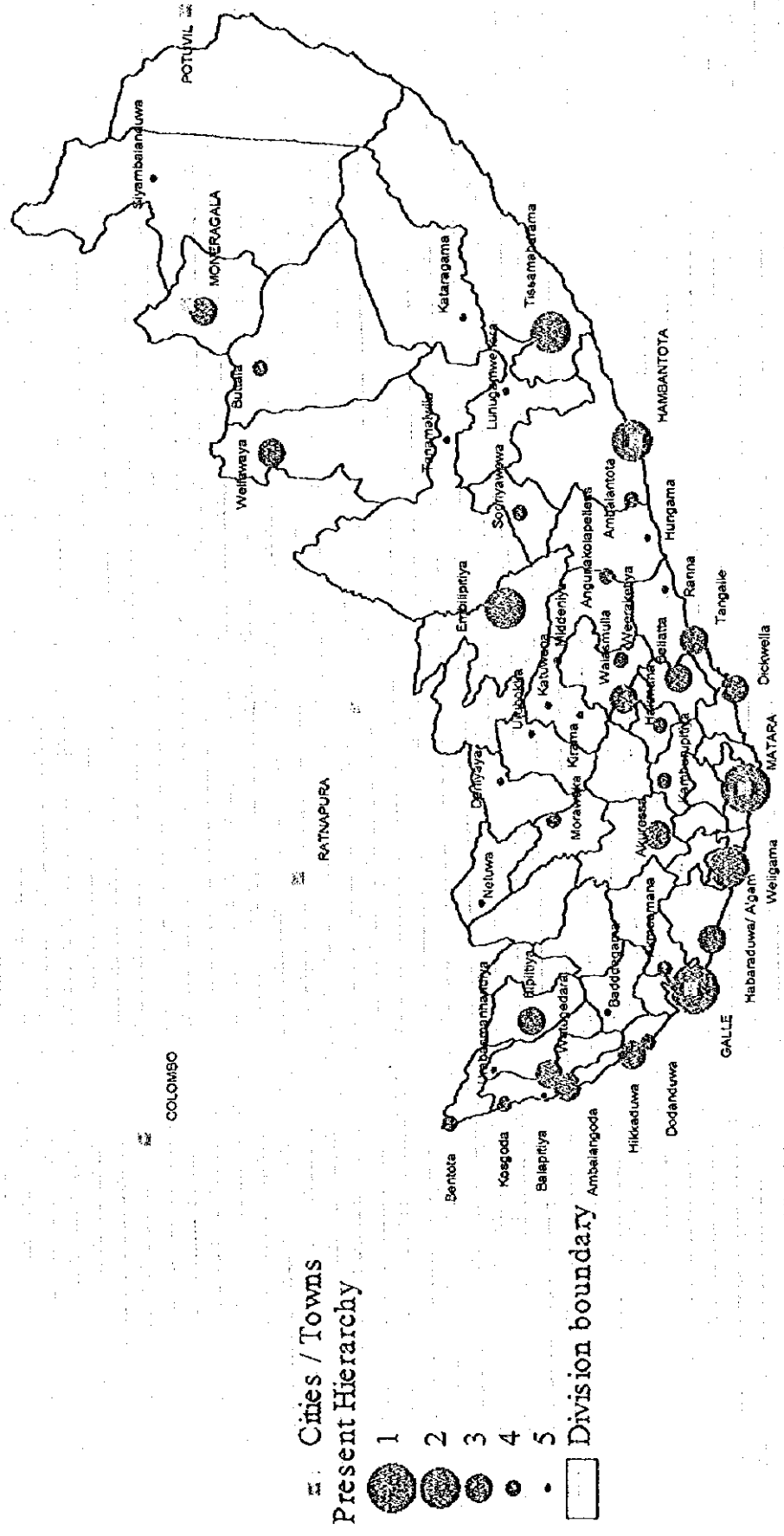
Source : JICA Study

The Master Plan Study for Southern Area Development of
Democratic Socialist Republic of Sri Lanka
Japan International Cooperation Agency

Figure :



Present Urban Hierarchy



■ Cities / Towns
 Present Hierarchy

- 1
- 2
- 3
- 4
- 5
- Division boundary



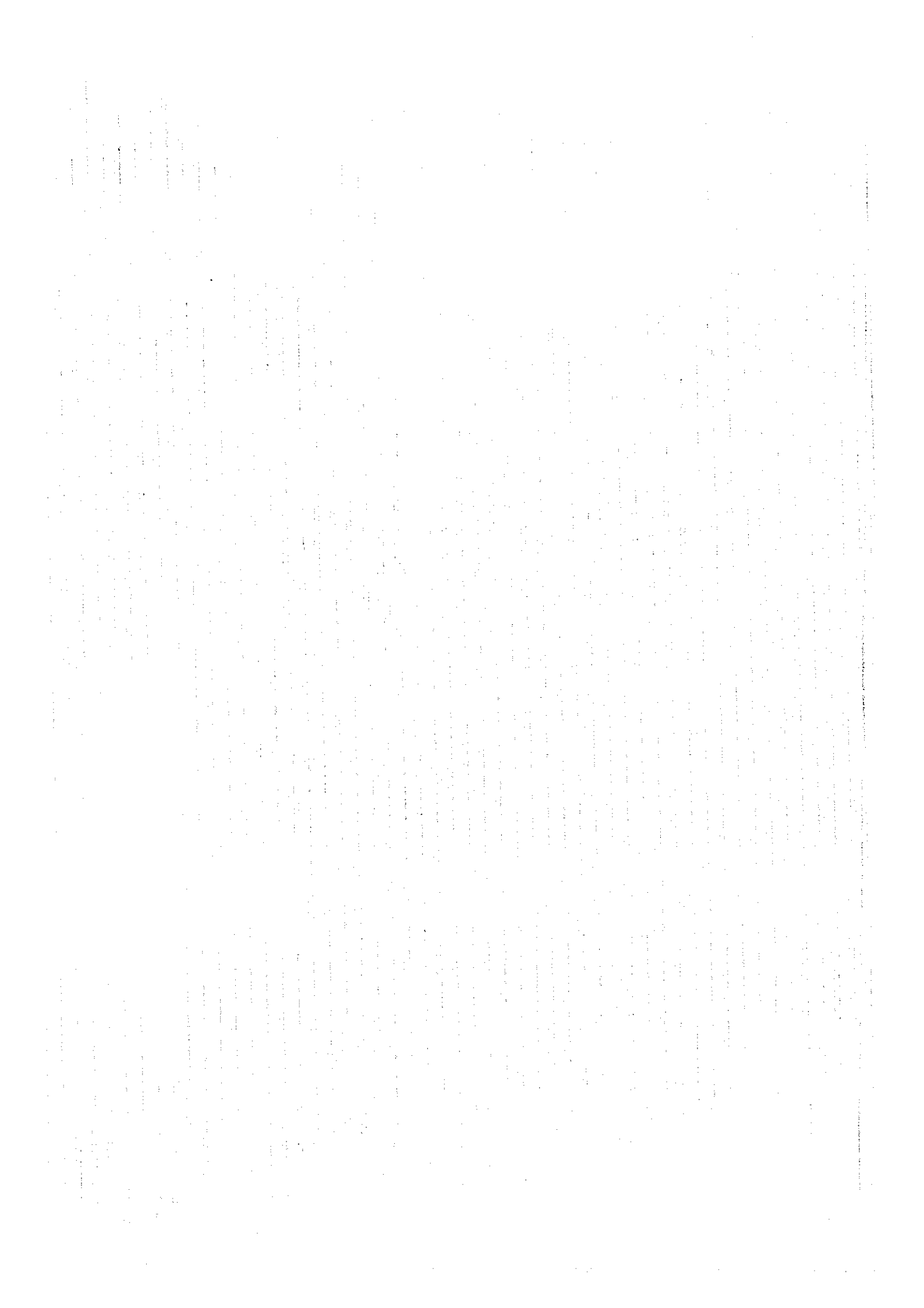
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Source : JICA Study

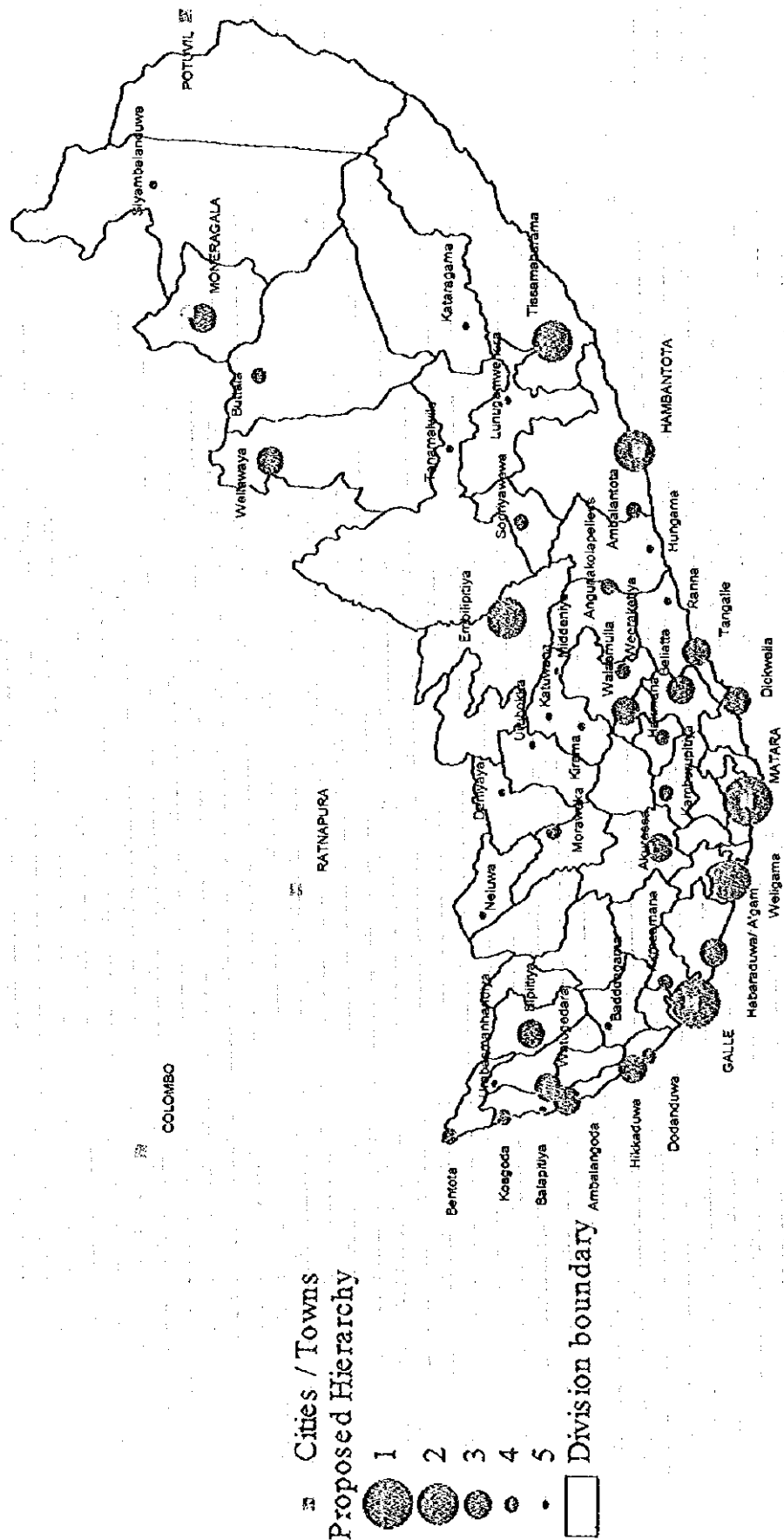
The Master Plan Study for Southern Area Development of Democratic Socialist Republic of Sri Lanka

Japan International Cooperation Agency

Figure :



Proposed Urban Hierarchy



■ Cities / Towns
Proposed Hierarchy

- 1 (Large circle)
- 2 (Medium-large circle)
- 3 (Medium-small circle)
- 4 (Small circle)
- 5 (Dot)
- Division boundary



0 10 20 Kilometers

Source : JICA Study

The Master Plan Study for Southern Area Development of
Democratic Socialist Republic of Sri Lanka

Japan International Cooperation Agency

Figure :

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial reporting and auditing. The text notes that incomplete or inaccurate records can lead to significant errors and discrepancies, which may have legal and financial consequences.

2. The second part of the document outlines the various methods and tools used for data collection and analysis. It mentions the use of spreadsheets, databases, and specialized software to manage large volumes of information. The text also discusses the importance of data security and privacy, highlighting the need for robust protocols to protect sensitive information from unauthorized access and breaches.

3. The third part of the document focuses on the process of data validation and quality control. It describes the steps involved in verifying the accuracy and reliability of the collected data, including cross-checking, reconciliation, and the use of statistical techniques. The text stresses that high-quality data is crucial for making informed decisions and drawing valid conclusions from the analysis.

4. The fourth part of the document addresses the challenges and limitations of data analysis. It identifies common issues such as missing data, outliers, and biases that can affect the results of the analysis. The text provides suggestions for how to address these challenges, such as using imputation techniques for missing data and conducting sensitivity analyses to assess the impact of potential biases.

5. The fifth and final part of the document discusses the importance of clear communication and reporting of the results of the analysis. It emphasizes that the findings should be presented in a clear, concise, and accessible manner, using appropriate visual aids and statistical summaries. The text also notes that effective communication is key to ensuring that the results are understood and acted upon by the relevant stakeholders.

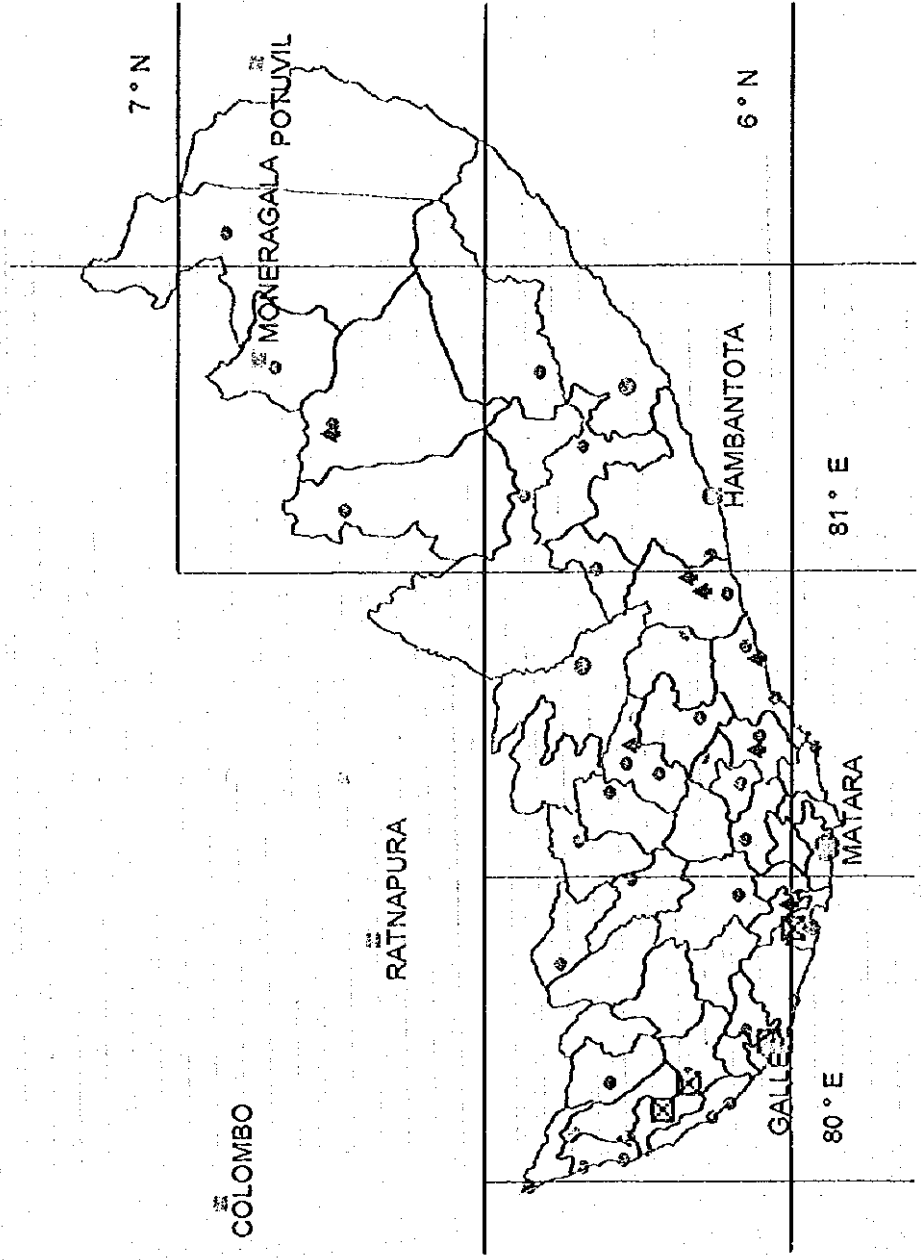
Industrial sites

- ∩ Lat-Long grid
- ☒ Cities / Towns
- ▭ District boundary
- ▭ Divisions
- Urban centres
 - Rank 1
 - Rank 2
 - Others
- Industry
 - ☒ Existing
 - ▲ Proposed



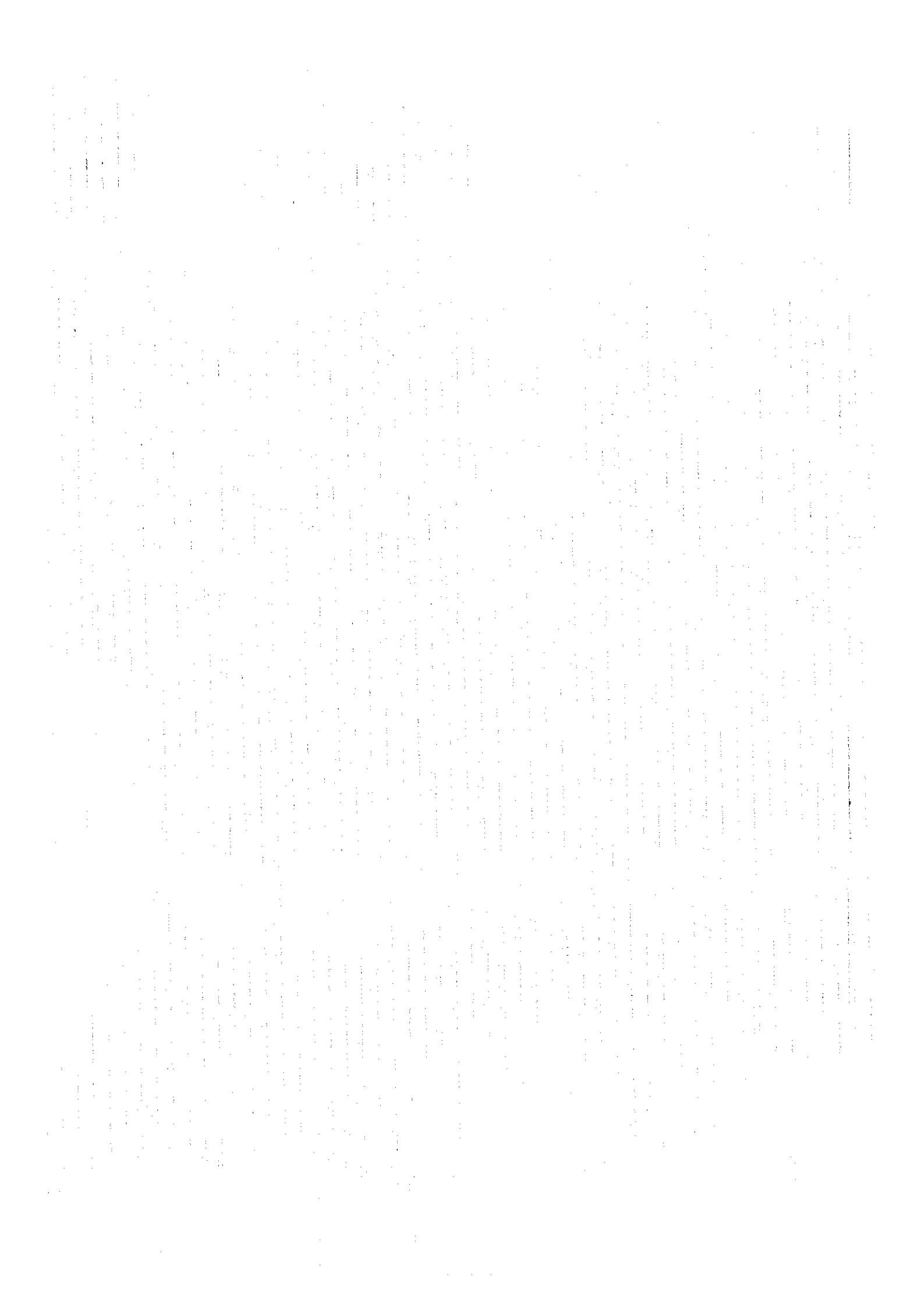
0 10 20 Kilometers

Source : IICA Study

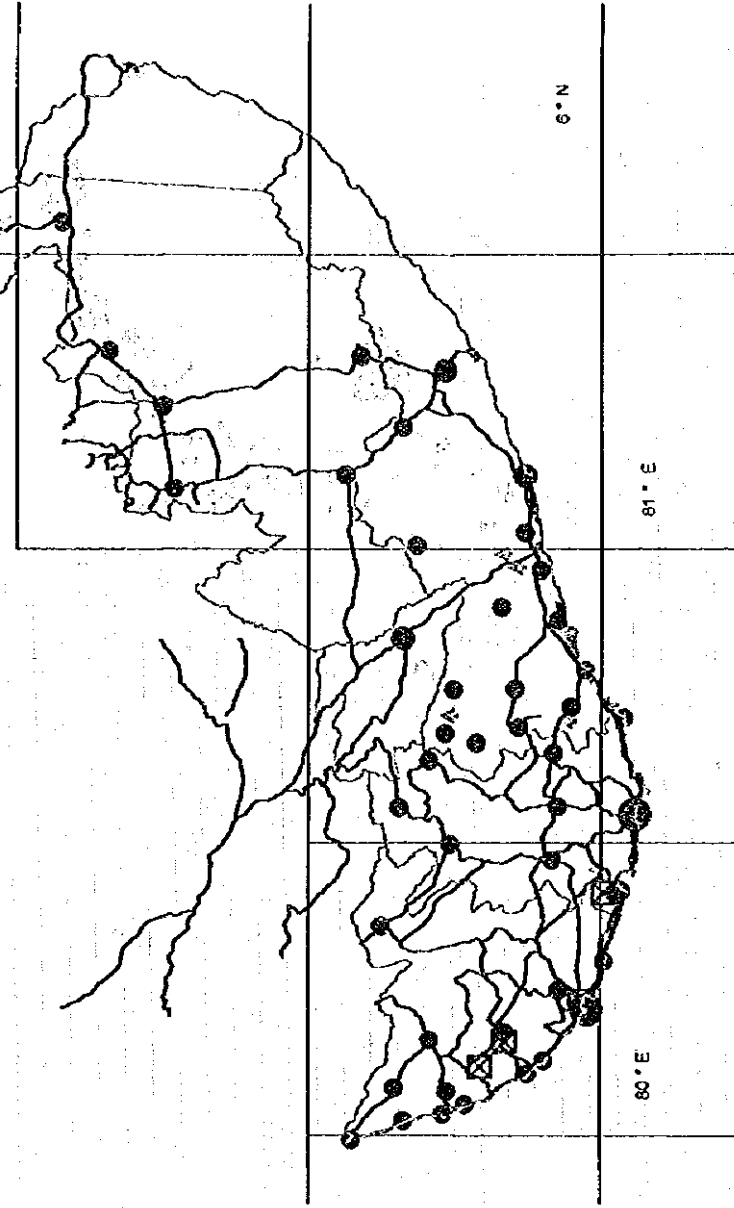


The Master Plan Study for Southern Area Development of Democratic Socialist Republic of Sri Lanka
Japan International Cooperation Agency

Figure :



Urban/Industrial Land Potential of Southern Area



- District boundary
- ▬ Low-Long grid
- ▬ Major Roads (A & B)
- Urban centres
- Rank 1
- Rank 2
- Others
- Industry
- ⊠ Existing
- ⊠ Proposed
- Legend
- ▨ Marginal agricultural uplands
- ▨ Marginal agricultural lowlands
- ▨ Unsuitable for agricultural use



0 10 20 Kilometers



Source: JICA Study

The Master Plan Study for Southern Area Development of Democratic Socialist Republic of Sri Lanka
 Japan International Cooperation Agency

Figure :

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial reporting and compliance with regulatory requirements. The text outlines various methods for organizing and storing data, including digital databases and physical filing systems, and stresses the need for regular audits and updates to ensure the integrity of the information.

2. The second section focuses on the role of technology in modern record management. It highlights how cloud-based solutions and automation tools can significantly reduce the risk of human error and improve the efficiency of data processing. The author notes that while technology offers many advantages, it also introduces new challenges, such as data security and privacy concerns, which must be addressed through robust cybersecurity measures and strict access controls.

3. The third part of the document addresses the legal and ethical implications of record-keeping. It discusses the importance of adhering to data protection laws, such as the General Data Protection Regulation (GDPR), and the need to ensure that all data collection and processing activities are lawful, fair, and transparent. The text also touches upon the ethical responsibility of organizations to protect the privacy of their users and to use data responsibly, avoiding any form of discrimination or misuse of information.

4. The final section provides practical advice for implementing a comprehensive record management strategy. It suggests that organizations should conduct a thorough assessment of their current data landscape and identify areas for improvement. Key recommendations include establishing clear policies and procedures, investing in high-quality hardware and software, and providing ongoing training and support for staff. The author concludes by emphasizing that a well-implemented record management system is not just a technical requirement but a strategic asset that can enhance an organization's overall performance and resilience.

5. In addition to the technical and legal aspects, the document also explores the human element of record management. It recognizes that the success of any system ultimately depends on the people who use it. Therefore, it advocates for a culture of data literacy and accountability, where every employee understands their role in maintaining accurate and secure records. The text suggests that organizations should foster open communication and collaboration, encouraging staff to report any issues or concerns related to data management promptly.

6. The document further discusses the importance of data backup and disaster recovery planning. It explains that regular backups are crucial for protecting against data loss due to hardware failures, cyberattacks, or natural disasters. A well-defined disaster recovery plan, which includes clear roles and responsibilities and a tested recovery process, is essential for ensuring business continuity in the event of a crisis. The author stresses that these measures should be integrated into the overall record management strategy and reviewed regularly to stay current with evolving risks and technologies.

7. The text also touches upon the challenges of data migration and integration. As organizations grow and evolve, they often need to move data from legacy systems to new platforms or integrate data from different sources. This process can be complex and time-consuming, but it is necessary for maintaining a unified and accessible data environment. The author provides some guidance on how to approach these challenges, such as conducting thorough testing and validation to ensure data accuracy and consistency throughout the migration process.

8. Finally, the document concludes by reinforcing the message that record management is an ongoing process, not a one-time task. It encourages organizations to stay vigilant and proactive, continuously monitoring their data management practices and adapting to new challenges as they arise. By following the principles and best practices outlined in the document, organizations can build a strong foundation for effective record management, ensuring that their data remains a reliable and valuable asset for years to come.

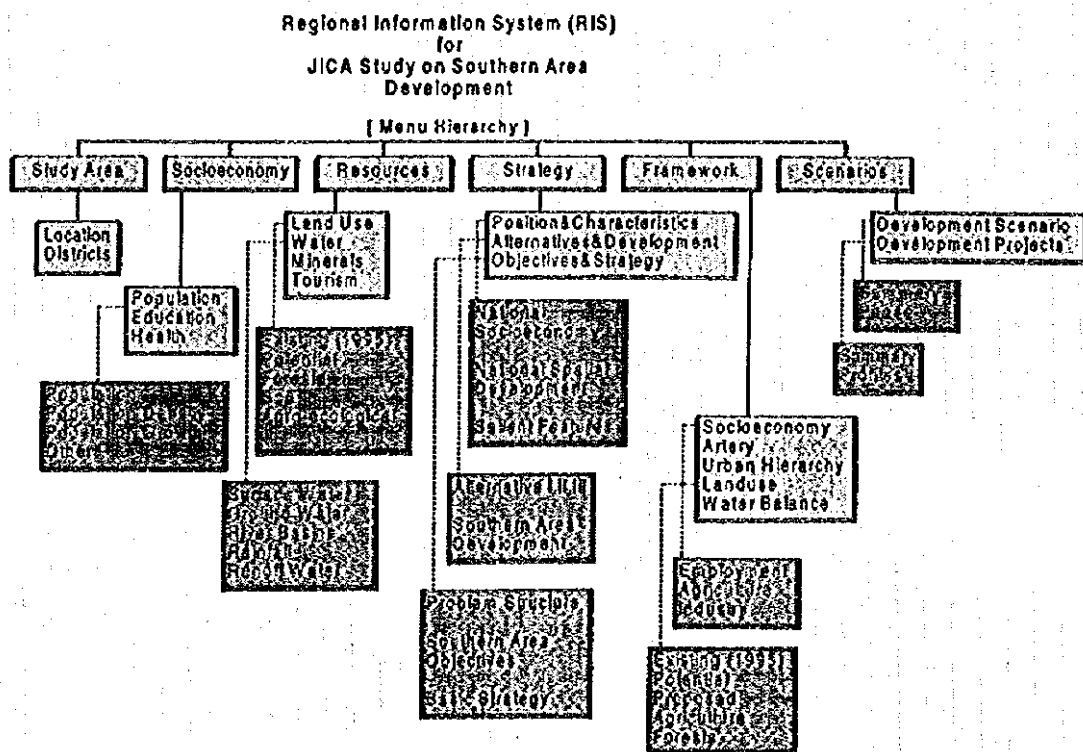
Appendix

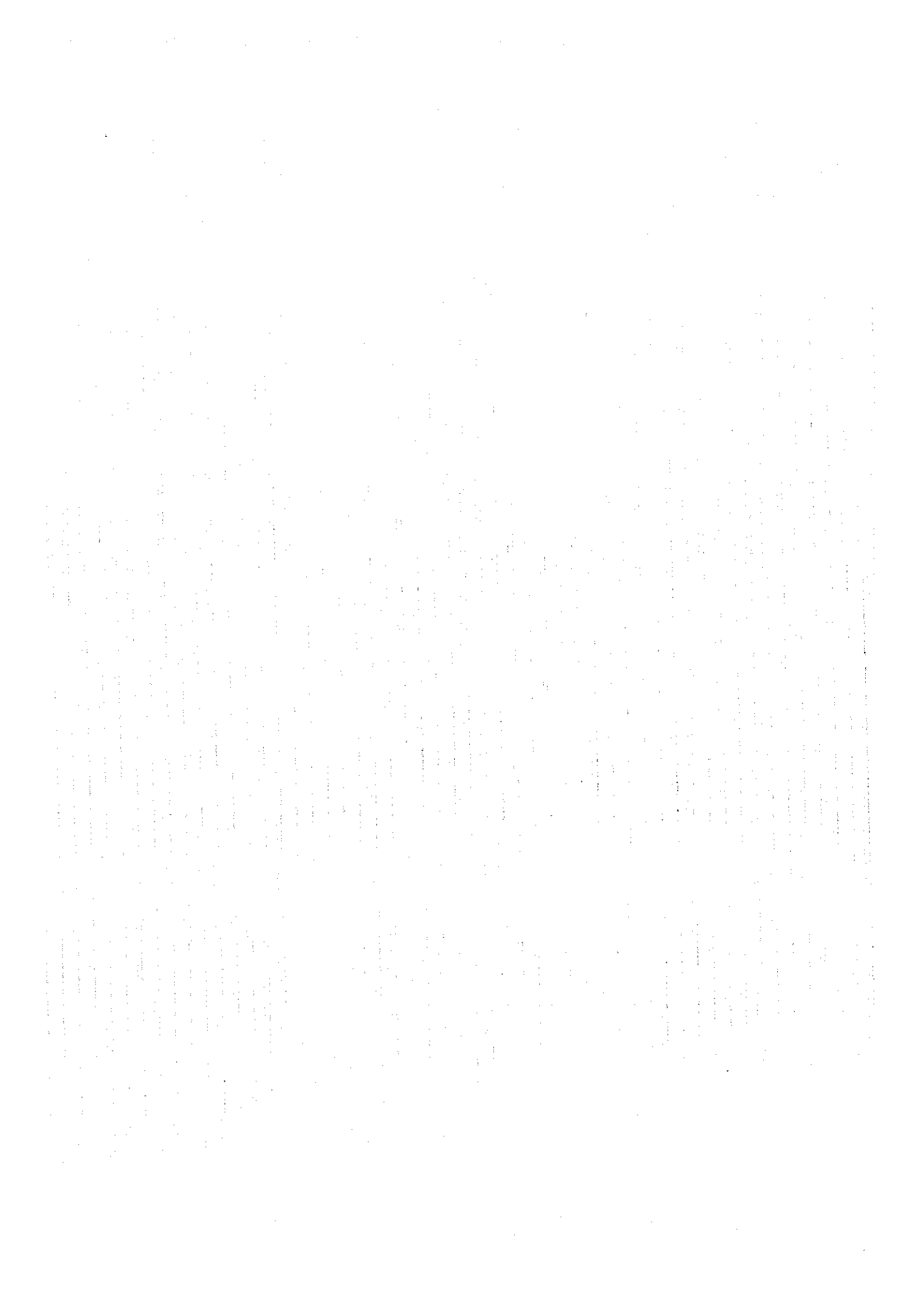
1. Introduction

The Regional Information System (RIS) has been developed based on a GIS data base for the Master Plan Study for Southern Area Development in the Democratic Socialist Republic of Sri Lanka. This is a prototype application to enable the users to view, query and print a variety of information about Southern Area in the form of maps, tables, layout etc. The system aims to help regional planners for improved decision making.

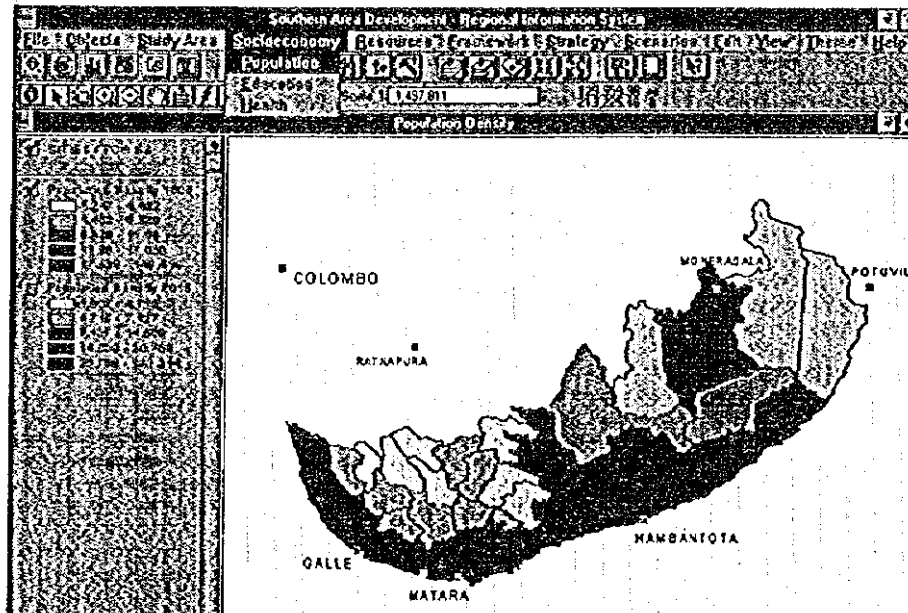
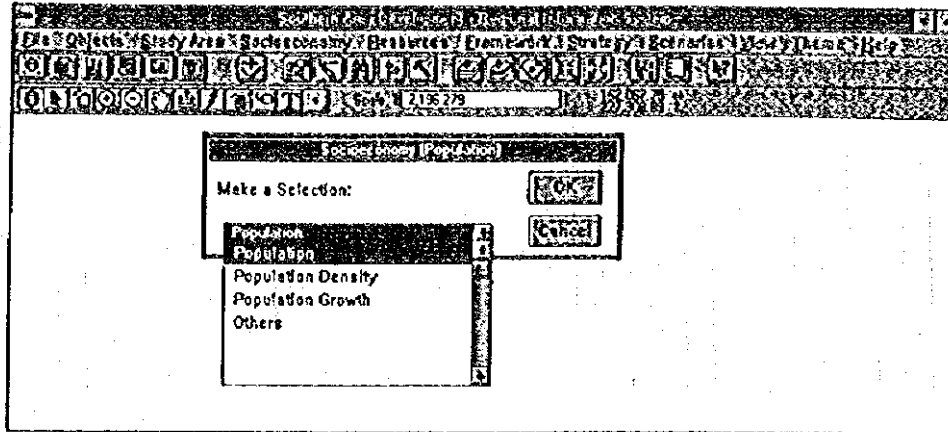
2. Deliverable Features

RIS is a menu based application developed in Arc View 2.1 using Avenue scripts in Windows environment. The menu hierarchy is as below.





Sample screens are as follows:



The following five objects are possible for a menu item.

1. View
2. Layout
3. Description
4. Chart
5. Picture

Of these five, only relevant objects are related to a menu item. If an object is related to menu item, the menu item appears, if not a beep occurs. Under every View are placed one or more themes. User can set these themes on/off, change colors, text size for graphics etc. User can also add/delete themes using Arc View's features.

Zoom, query and pan buttons/icons allow for the named operations. The status line contains a brief message for buttons/icons.

3. Hardware and Software Requirements

Hardware:

- Pentium PC with minimum 16 MB RAM
(Recommended 32 MB RAM)
- 110 MB free disk space
- CD-ROM drive
- Color SVGA monitor
- Mouse
- Color printer

Software:

- Windows 3.1 or higher
- ArcView 2.1 or higher

Environment Variable:

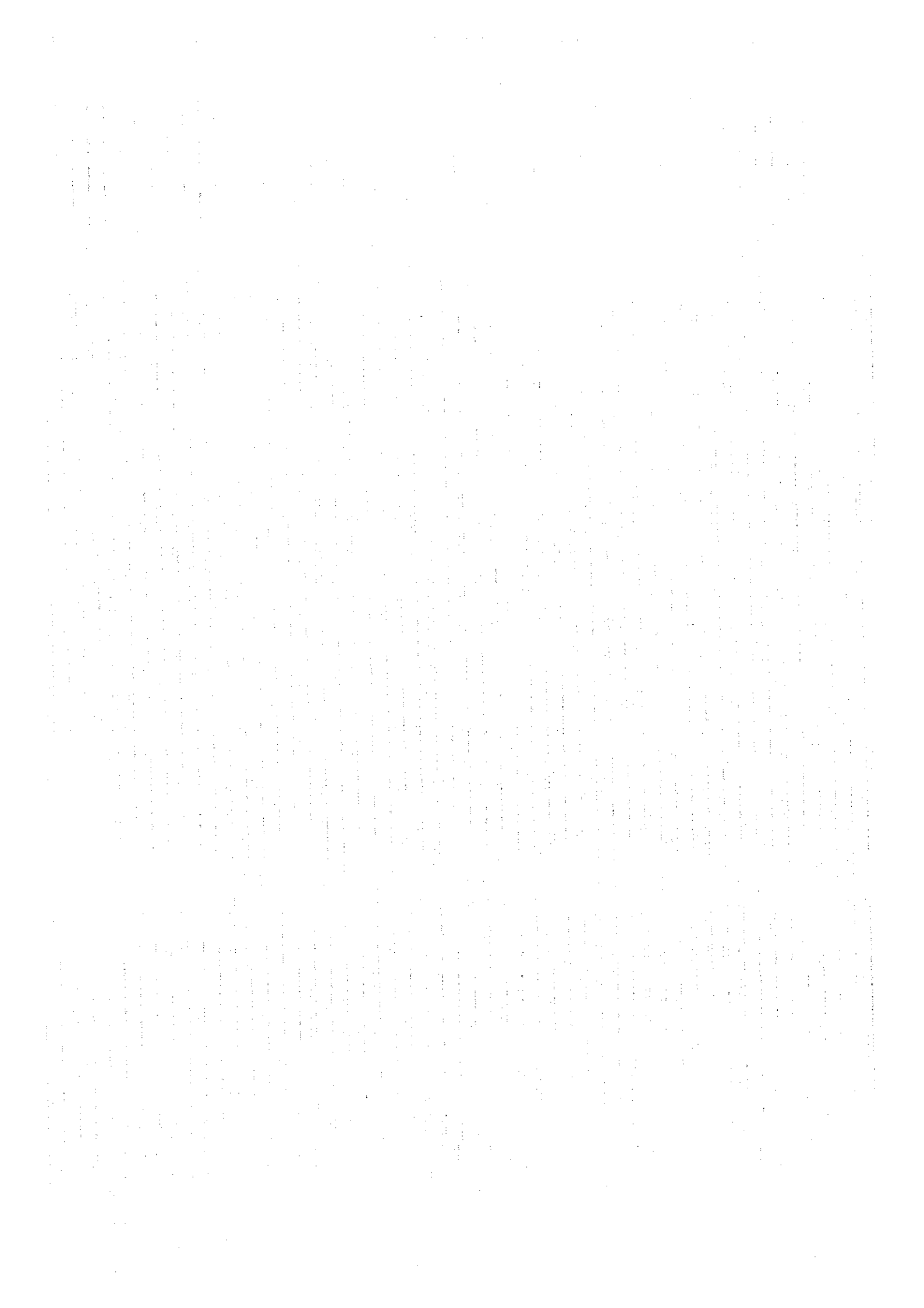
An environment variable RISPETH should be set before running RIS application under ArcView.

For example: If the application is in C:\RIS, the Autoexec.bat should have the following statement:

```
SET RISPETH=C:\RIS
```

4. Package Information

The RIS application and data occupying about 540 MB, are packaged in one CD. The following table describes the directories and files in the CD.



Directory/File	Content/Description
GDB (directory)	This contains all the data created/generated during entire project period. The map data is under Maps sub-directory.
RIS (directory)	This contains RIS10.APR application and the data/pictures/tables required by the application.
RIS10.EXE (file)	This is a self extract utility to install the application and data into hard disk.
README.TXT (file)	This provides important information for installing and executing the application.
REL RIS.DOC (file)	MS Word 6.0 file containing Release Notes
DD20.DOC (file)	MS Word 6.0 file containing Design Document (Version 2.0). This has RIS design details for the developer/modifier

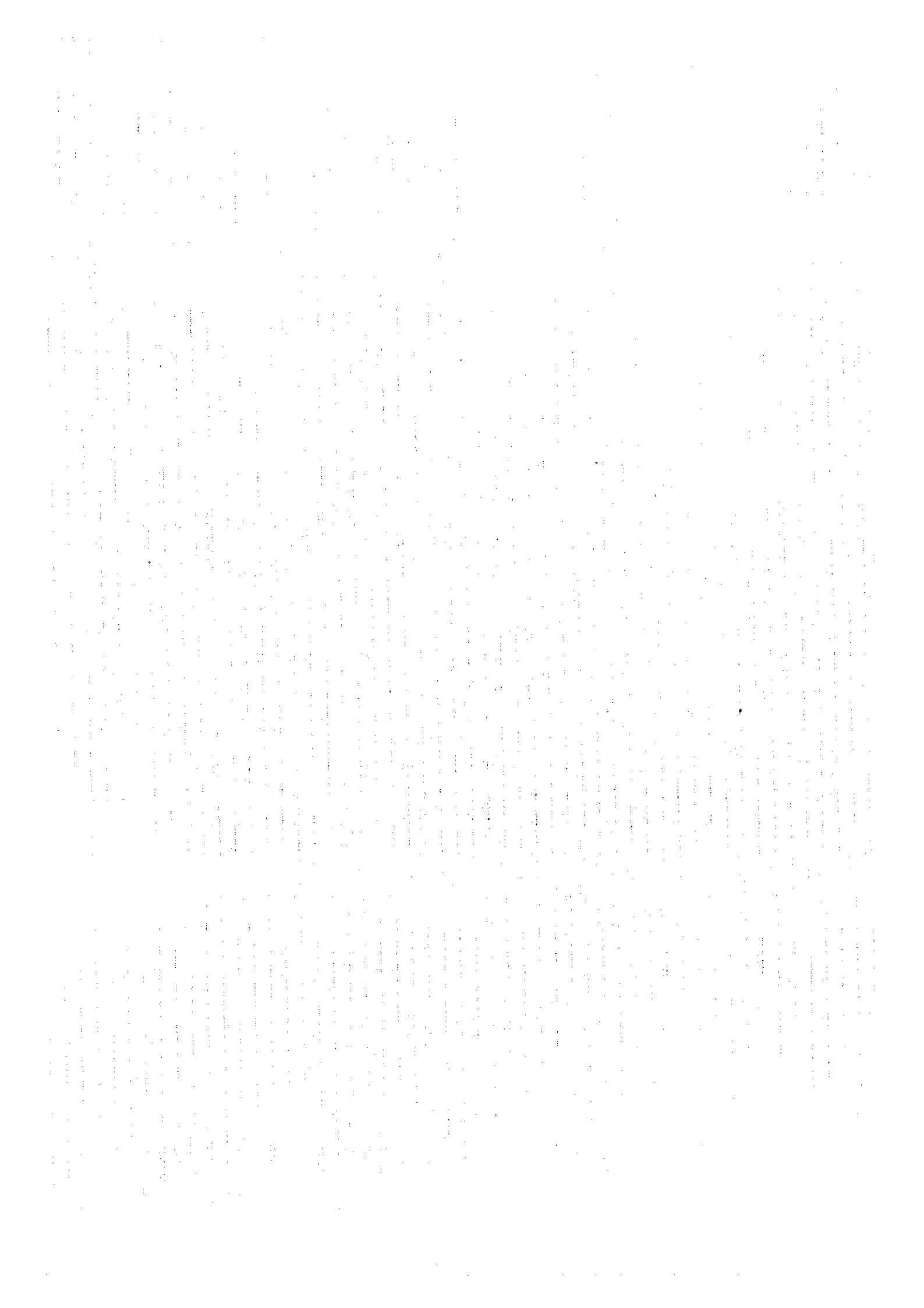
5. Installation Procedure

RIS10.EXE is a self-extract program, executable under Windows. It gives the user a window with options for installing the RIS application on the hard disk. Choose the drive and path for installing the application.

The application runs under ArcView 2.1/3.0 in Windows 3.1 or higher environment with 110 MB free disk space. The environment variable RISPATh should be set before running RIS with the following statement in your Autoexec.bat file:

SET RISPATh=C:\RIS - if the application and data are in the C:\RIS directory.

Note that the RIS10.APR can be run from the <CD-ROM drive>\RIS directory. In this case, any modifications made to the APR file should be saved in the hard disk.



JICA