

Instructions for Agrahara Member Registration

To: All Agrahara Members

1. All Agrahara members must complete the Agrahara Member Registration as specified in the Member Guidelines.
 2. Members should strictly follow the instructions provided in the **“Agrahara Web Portal - User Manual for Members.”**
 3. If a member is unable to register on the Agrahara database, they should seek assistance from their designated Subject Officer of the institution.
 4. Once a member has entered required registration details, they must inform the designated Subject Officer. The Subject Officer will then verify according to the details of the personal file, the accuracy of information entered by the member and obtain approval from the Head of the Institution.
 5. Failure to submit the required data on or before **31 July 2026** may result in delays or the rejection of insurance claims, as manual verification will no longer be feasible.
 6. It is mandatory to update the Agrahara web portal of any changes in the employment status affecting Agrahara membership including new recruitments, marital status, new births or upgrades to insurance schemes (Silver/Gold) etc.
 7. All database-related communications must be directed to **awp@nitf.lk**.
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To: Subject Officers

1. The Subject Officer is responsible for verifying the registration details entered by each member according to the personal file, to ensure accuracy of the information given.
2. Subject Officers must strictly follow the instructions provided in the **“Agrahara Web Portal- User Manual for Authorized Officers.”**
3. Ensure that every contributing member within your institution completes the user registration process with all required information.
4. Data submitted by existing members must be verified by the Subject Officer and approved by the Head of the Institution on or before **31 July 2026**.
5. Ensure that the common instructions and guidelines are circulated to all Agrahara members and relevant authorized officers.
6. Subject Officer must ensure the updating of Agrahara web portal of all staff changes (new recruitments, transfers, retirements, marital status, new births, deaths and upgrade to insurance schemes Silver/Gold).
7. Provide necessary assistance to any Agrahara member who requires help registering on the database.
8. Subject Officers must not share their passwords with anyone. Passwords must be changed immediately upon first use and changed every three months thereafter.
9. In the event of a transfer or retirement, the outgoing Subject Officer must formally hand over all duties to their successor. The NITF must be informed of the change and the successor must create a new account.
10. Upon being assigned, the Subject Officer must immediately complete and submit the attached “Form 1- Submission of the Authorized Officers’ details” (<https://www.nitf.lk/si/forms.php>).