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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

இதன் இலக்கு: இலங்கைப் பொருளாதார அமைச்சு
தலைநகர கார்ட்டு (3 වැනි මහල), කැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව
நதி, தட்டமீடல் மற்றும் பொருளாதார அபிவிருத்தி அமைச்சு
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை
Ministry of Finance, Planning and Economic Development
The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Website: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

TA/ITEC/INDIA/S/113/25-26

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

01/08/2025

Attn: Officer In-Charge Foreign Trainings

Secretary to the President / Presidential Secretariat
Secretary to the Prime Minister / Prime Minister's Office
Heads / Other Special Spending Units
Secretaries / All Ministries
Chairmen / All Independent Commissions
Chief Secretaries / All Provincial Councils
Heads / All Departments
District Secretaries / All Districts

International Mail Management Programme – Training Programme under the Indian Technical & Economic Cooperation (ITEC) Scholarship Scheme of the Ministry of External Affairs, Government of India in India,
From 10 Nov to 21 Nov 2025

The Government of India has invited nominations from eligible government-sector officials from Sri Lanka for "International Mail Management Programme". This programme will be held in India from 10th November to 21st November 2025. Further details of the programme can be downloaded from the link: <https://www.itecgoi.in/meaportal/registerApplicant>

We would greatly appreciate it if you could instruct the relevant officials to circulate this information among the Departments, Divisions, Institutes and Provincial/ District administrations under your purview. Please ensure that the most suitable nomination is submitted to the Department of External Resources (ERD) along with the following documents by 2.00 pm on 19th September 2025:

- Nomination Letter from the relevant Ministry
- Two sets of duly filled Application Form (printouts of the online application)
- Duly filled ERD Form (available at www.erd.gov.lk)
- Duly filled Information Form
- Two copies of Passport (with a minimum 6-month validity period)
- Medical certificate issued by a doctor/ Government Hospital in the prescribed format
- A statement on the relevance of the training program to the current job role

Please be advised that the deadlines for application submission will be strictly enforced. Therefore, it is required to ensure that all applications are submitted by the stipulated time.

We have been informed that a maximum of **two (02) opportunities are available** for Sri Lanka, and to submit four nominations to the High Commission of India (HCI) for screening. Therefore, we kindly request that you select the most suitable officer from your organization, provided that the course is relevant to the functions of the Ministry and the official duties of the nominating officer. The relationship of the training programme to the nominee will be critically considered during the screening process conducted by the HCI.

Please be advised that the following procedures will be applied when submitting applications for the ITEC Programs. These procedures are established to ensure compliance with the conditions and guidelines set forth by ITEC, as well as to facilitate a streamlined application process:

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693

කාර්යාලය
அலுவலகம்
Office

94-11-2484500
94-11-2484600

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தொலை நகல்
Fax

94-11-2447633
94-11-2387153

- Applicants are strongly encouraged to register for the programme as early as possible using the link: <https://www.itecgoi.in/meaportal/registerApplicant>
- Please ensure that the printout of the online application, along with the required documents, is submitted to the Department of External Resources before the deadline.
- It is important to note that candidates must complete the ITEC application form meticulously, ensuring that no fields are left incomplete or blank, and that all information provided is accurate. Incomplete applications will be rejected without undergoing the screening process.
- The first four (04) applications will be processed on a "first come, first served" basis, taking into account the relevance of the applicant to the programme. Once the first four applications are forwarded to the HCI in Sri Lanka, the application status will be marked as closed.
- If multiple nominations are included in a single submission, we will select the required number of candidates based on the order in which their names appear in the cover letter. In cases where more than one covering letter is submitted on the same date, the most senior applicant will be selected. Conversely, if the covering letters are dated differently, the earliest application will be prioritized for selection.
- We would like to emphasize that only two training opportunities are available and therefore, not all ministries may be able to participate. In light of this limitation, a maximum of one placement may be allocated to a ministry. However, should the required number of applications not be received from other ministries, institutions, or organizations, additional placements may be considered.
- Officers are not permitted to reapply for any training course offered under the ITEC Programme (short-term or long-term) for a duration of five years following the completion of a prior program.
- Please comply with the age restrictions; applicants at the Director level or below must be under 50 years of age.
- A working knowledge of English is required to successfully follow and complete the ITEC course.
- Candidates must be medically fit to undertake the training.
- Please ensure that the nominations align with the TA Circular 2013/2014 of the Ministry of Finance Planning and Economic Development dated 24th October 2013.

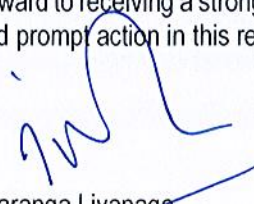
In addition, any cancellation of the nominations after issuing the air tickets of the training program will not be accepted and will result in repayment of the air ticket cancellation fee and other administration costs involved.

The Government of India will provide the following facilities to participants selected for in-person training programmes:

- Return Air Ticket (Economy Class) from Colombo to Training Institute in India
- Course fees
- Accommodation
- Living Allowance of INR 1,500/- per day for meeting expenditure on food
- Medical expenses (only in case of medical emergency during the training in India)
- Approved study tours (including places of historical importance)

Please note that the final decision regarding the acceptance of applications/nominations rests solely with the Ministry of External Affairs of the Government of India and only selected candidates will be notified through the ERD and the HCI in Sri Lanka.

This is a valuable opportunity for public sector officials and the Government of Sri Lanka. We therefore look forward to receiving a strong list of nominations to ensure the maximum utilization of this offer. Your cooperation and prompt action in this regard are highly appreciated.


Tharanga Liyanage
Additional Director General
for Director General