



විදේශ සම්පත් දෙපාර්තමේන්තුව
வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

මුදල්, කුමසම්පාදන සහ ආර්ථික සංවර්ධන අමාත්‍යාංශය
தென்கைதி கார්යாலய (3 වැනි මහල), කෑ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව
நதி, திட்டமிடல் 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

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e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

TA//SIN/S/01/2025

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

18th February 2025

Secretary to the President / Presidential Secretariat
Secretary to the Prime Minister / Prime Minister's Office
Secretary to the Cabinet / Cabinet Office
Secretary General to the Parliament / The Parliament of Sri Lanka
Secretaries / All Ministries
Auditor General / National Audit Office
Secretaries / All Independent Commissions
Chief Secretaries / All Provincial Councils

Attn: Officer In-Charge Foreign Trainings

Dear Sir

SCP: Trade and Business Development
From 19th – 23rd May 2025 (In Singapore)

We wish to inform you that the Singapore Cooperation Programme (SCP) has invited nominations from the eligible Government officials for the above programme of which the details are enclosed herewith.

We would like to bring to your kind attention that the nominations need to be in accordance with the information given under "application information" in the programme details.

Please be informed that according to the Guidelines of this Programme , the airfare needs to be borne by the nominating Government. As per the directions of the National Budget Circular dated 27.01.2023 and Circular dated 15 March 2023 issued by the Secretary to the President, such payment cannot be made using budgetary funds. Therefore, the airfare should be borne by the applicant.

Therefore, we would highly appreciate, if you could instruct the relevant officials to circulate this programme among the Departments/Divisions/Institution under your purview, and submit suitable One (01) nomination in line with the Treasury Circular dated 24 October 2013, to this Department with the following documents;

- Nomination letter (from the relevant ministry)
- Application Form (printouts of the online application form)
- ERD Form (can be downloaded from www.erd.gov.lk)
- A letter stating that the applicant will pay for the airfare, endorsed by the Secretary of the line Ministry, Head of the Department / Agency.

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693

කාර්යාලය
அலுவலகம்
Office

94-11-2484500
94-11-2484600

ෆැක්ස් අංකය
தொலை நகல்
Fax

94-11-2447633
94-11-2387153

The online registration is available at <https://go.gov.sg/start-guide> and nominated applicant is strongly advised to register as early as possible.

Please note that only the duly completed applications received by this Department before 2.00 p.m. on 21st March 2025 with the line Ministry covering letter and other relevant documents as stipulated above will be processed.

Therefore, kindly ensure timely submission of the above documents enabling us to process the application with our endorsement as required by the organizers.

Your early response is greatly appreciated.

Yours faithfully



T.A.D.D. Premarathna
Director / Technical Assistance
for Director General