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வெளிநாட்டு வளங்கள் துணைக்களம்
Department of External Resources

මුදල්, කුසලතා සහ ආර්ථික සංවර්ධන අමාත්‍යාංශය
தேசேந்தி காரியாலய (3 වැනි මහල), කු.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/CHI/B/13/26

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

24th September 2026

Attn: Officer In-Charge Foreign Trainings

Secretary
Ministry of Public Administration, Provincial Councils and Local Government

Call for Nominations:

Seminar for Sri Lanka Medical Personnel, From 17th to 30th November 2026, in China.

We wish to inform you that the Economic and Commercial Office of the Embassy of the People's Republic of China in Sri Lanka has invited nominations from eligible Sri Lankan Government officials for the above training programme. The course particulars are enclosed herewith for your kind reference.

In this regard, you are kindly requested to bring this opportunity to the attention of the Provincial Health Ministries / Institutions under the purview of your Ministry and submit **twenty (20) suitably qualified nominations** that fully satisfy the prescribed eligibility requirements.

You are further requested to ensure that all nomination documents are forwarded to the Department of External Resources (ERD) on or before **2.00 p.m. on 16th October 2026**. This deadline will be strictly observed. Applications received after the stipulated time, or applications submitted without the required documentation, will not be considered.

If your Ministry is unable to identify any eligible or suitable candidates, you are kindly requested to inform this Department within three (03) days of the date of this letter. In the absence of such notification or nominations by the stipulated deadline, it will be presumed that your Ministry does not intend to participate in this programme.

Each nomination should be accompanied by the following documents:

- Nomination Letter from the Ministry (covering letter containing the recommendation);
- Duly completed Application Form (computer fill-in version), downloadable from www.erd.gov.lk;
- Soft copy of the completed Application Form in Word format, with an inserted electronic passport-size photograph (to be emailed to TA_Division@erd.gov.lk);
- Physical Examination Form with attached photograph (downloadable from www.erd.gov.lk);
- One colour scanned copy of the detailed pages of the passport (valid for at least six months from the commencement date of the programme);
- Duly completed ERD Form (downloadable from www.erd.gov.lk).

To avoid administrative complications during the processing of applications, nominees are requested to ensure that the name appearing on all documents corresponds exactly with the name appearing in the nominee's passport.

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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

Requirements Relating to the Covering Letter

To facilitate the efficient processing of nominations and avoid delays, Ministries and other nominating institutions are kindly requested to ensure that each nomination is accompanied by a covering letter duly signed by the Secretary of the relevant Line Ministry or, on behalf of the Secretary, by a senior officer duly authorized for this purpose. In respect of an institution that does not come under a Line Ministry, the covering letter shall be signed by the Head of the respective Department/Agency.

The covering letter shall clearly include the following:

- The reference number of this letter.
- Confirmation as to whether the nominee is serving a probationary period; and, if so, an undertaking by the signing authority to assume responsibility for granting the necessary leave and releasing the officer to participate in the programme for its entire duration, if selected.
- Confirmation that the nominee satisfies all eligibility requirements of the programme;
- Confirmation that all required application forms and supporting documents have been duly completed, verified and attached;
- Confirmation that, if selected, the nominee will be released from his/her duties and granted the necessary leave to participate in the programme for its entire duration; and
- The name and designation of the officer providing the above confirmations.

Other Information/ Requirements

Nominating Ministries/Institutions are kindly requested to ensure that all nominations fully comply with the provisions of TA Circular No. 2013/2014 of the Ministry of Finance and Planning dated 24 October 2013, and any subsequent amendments, additions, or revisions thereto. Institutions are also requested to carefully scrutinize and verify applications prior to submission in order to facilitate timely processing and avoid delays that may result in the loss of valuable training opportunities.

Please note that the ERD will forward the original applications to the Embassy of the People's Republic of China for consideration and will not retain copies of the documents submitted. Accordingly, both the nominating institutions and the applicants are advised to retain complete copies of all documents submitted.

The final selection of participants rests solely with the Government of the People's Republic of China. Accordingly, the submission of a nomination does not constitute a guarantee of selection.

Nominations are expected to be made with due regard to the relevance of the programme to the nominees' present duties and responsibilities, so that the knowledge and skills acquired through the training can be effectively applied within their respective institutions. The nominating Ministry/Institution shall be responsible for ensuring that the programme is appropriately aligned with the nominee's functional responsibilities and that appropriate measures are taken to utilize the knowledge, skills and exposure gained upon completion of the training.

You are kindly requested to ensure that the number of nominations submitted does not exceed the number allocated above. Where the number of nominations submitted in a single covering letter exceeds the prescribed allocation, ERD will consider the required number of nominations based on the order in which the nominees' names appear in the covering letter. Where nominations are received through multiple covering letters bearing different dates, priority will be given to the earliest submission. In cases where covering letters bear the same date, the required number of nominations will be selected by random selection. Institutions are therefore strongly advised to submit only the permitted number of nominations in order to avoid the exclusion of otherwise eligible nominees during the selection/processing of applications.

Internal Approvals and Commitment to Participate

Nominating Ministries/Institutions MUST ensure that all necessary internal approvals have been obtained prior to the submission of any nomination and that the nominee has been fully informed of the requirements of the programme and has provided a firm commitment to participate if selected.

Prior to submitting a nomination, the nominating Ministry/Institution shall satisfy itself that the nominee is eligible and available to participate in the programme for its entire duration and that the nominee can be released from official duties and granted the necessary leave for the entire duration of the programme, if selected.

Withdrawal after selection shall be permitted only under exceptional and unavoidable circumstances. Nominating Ministries/Institutions are therefore expected to exercise due diligence before submitting nominations, as withdrawals for reasons that could reasonably have been anticipated or addressed prior to nomination may adversely affect Sri Lanka's credibility and reputation in its engagement with development partners, result in the loss of valuable training opportunities allocated to Sri Lanka, and adversely affect future training and capacity-development opportunities offered to Sri Lankan officials by international development partners.

Accordingly, the submission of a nomination shall constitute a firm commitment by both the nominee and the nominating Ministry/Institution to participate in the programme if selected, and such commitment shall be honoured except where withdrawal is necessitated by circumstances that are genuinely exceptional and unavoidable.

Eligibility Criteria and Conditions Imposed by the Government of China

You are kindly requested to ensure strict compliance with the following criteria stipulated by the Government of the People's Republic of China for its training programmes:

(a) Reapplication Policy

Officials who have previously completed a training programme sponsored by the Government of the People's Republic of China are not eligible to participate in another China-sponsored training programme within two years of completion. The two-year interval shall be calculated based on the commencement dates of the respective programmes. This requirement is intended to provide wider access to training opportunities among eligible officials and will be strictly enforced. **Applications submitted in violation of this requirement may be rejected and may affect eligibility for future training opportunities.**

(b) Age Requirement

The following age limits shall apply:

- Officers at the **Director General level** must be **below 50 years of age**; and
- Officers at the **Director level** must be **below 45 years of age**.

Nominating institutions are requested to verify compliance with the relevant age requirement prior to submitting nominations.

(c) Programme Funding Arrangements

The Government of the People's Republic of China will bear the following expenses for selected participants:

- Round-trip international airfare and local transportation;
- Accommodation and meals;
- Personal accident insurance during the training period;
- Emergency medical expenses incurred during the programme; and
- Daily allowance.

The above funding arrangements are subject to the applicable conditions and arrangements determined by the Government of the People's Republic of China.

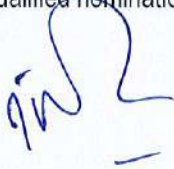
Strict Compliance with Requirements

The above criteria and guidelines have been stipulated to ensure the smooth, efficient and successful implementation of the programme and to avoid administrative complications for all parties concerned. Accordingly, nominating institutions and nominees are requested to carefully verify and comply with all eligibility requirements, documentation

requirements and other conditions before submitting an application. Any application that does not satisfy the prescribed eligibility criteria or is incomplete or inconsistent with the required documentation will be returned/not considered.

Your assistance in identifying and nominating suitably qualified candidates for this valuable training opportunity, generously offered by the Embassy of the People's Republic of China in Sri Lanka, would be greatly appreciated. It is expected that the nominations will comprise officers who are well positioned to benefit from the programme and to apply the knowledge and skills acquired towards the advancement of their respective institutions upon completion of the training.

Your cooperation and prompt action in this regard are highly appreciated. We look forward to receiving a strong pool of qualified nominations within the stipulated timeframe



Tharanga Liyanage
Additional Director General
for Director General

Copies: -

01. Chief Secretary, Western Provincial Council
02. Chief Secretary, Central Provincial Council
03. Chief Secretary, Southern Provincial Council
04. Chief Secretary, Northern Provincial Council
05. Chief Secretary, Eastern Provincial Council
06. Chief Secretary, North Western Provincial Council
07. Chief Secretary, North Central Provincial Council
08. Chief Secretary, Uva Provincial Council
09. Chief Secretary, Sabaragamuwa Provincial Council

Encl./ Programme Details