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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

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எனது இல
My No

ERD/TA/SIN/S/26/45

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உமது இல
Your No

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திகதி
Date

21st August 2026

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
Heads/ All Departments
Chief Secretaries / All Provincial Councils
District Secretaries / All Districts

Short Term Training Programme on "Public Administration and Governance"

From 23rd November 2026 to 27th November 2026 in Singapore

We are pleased to inform you that the Government of Singapore has invited nominations for the Short Term Training Programme on "Public Administration and Governance", organized by the Singapore Cooperation Programme (SCP). The programme will be held in Singapore from 23rd to 27th November 2026.

This course will share Singapore's experience in public governance and administration in building a future-ready and responsive public service.

In this regard, we would greatly appreciate your assistance in disseminating this information among the relevant officers of your Ministry and the institutions under your purview. Considering the relevance of this programme to the functions of your Ministry/Institution, you are kindly requested to nominate a suitably qualified officer for participation.

All nominations should strictly comply with the eligibility criteria and other guidelines specified in the attached programme information and should be submitted in accordance with TA Circular No. 2013/2014 (ii) dated 24th October 2013, issued by the Ministry of Finance and Planning.

Please note that, in accordance with the programme guidelines, the **sponsoring agency does not provide international airfare**, and the cost of air travel is required to be borne by the nominating Government. Further, under the prevailing Government circulars, such expenditure cannot be met from domestic budgetary allocations.

In this context, the Department of External Resources (ERD) will endeavour to facilitate the selected nominee in obtaining an air ticket through available sponsorships, subject to the availability of such sponsorship and the willingness of the sponsor to provide the required assistance. Accordingly, upon confirmation of selection, the nominee should immediately submit to the Department of External Resources a formal request endorsed by the secretary of the line ministry for facilitation of the air ticket together with a copy of his/her passport.

Please note that this facilitation is strictly subject to the availability of sponsorship. In the event that sponsorship cannot be secured, the selected nominee will be required to make independent arrangements to purchase the

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பணிபுரியும் தயாகம்
Director General

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அலுவலகம்
Office

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94-11-2484600

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தொலைபேசி
Fax

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air ticket at his/her own expense. Therefore, a written consent from the nominee, duly recommended and endorsed by the respective Ministry/Institution (employer), confirming his/her willingness to bear the cost of the air ticket if necessary, should be submitted together with the nomination. Applications received without this duly endorsed undertaking will not be considered.

The nomination should reach the Department of External Resources **on or before 2.00 p.m. on 18th September 2026**, together with the following documents:

- Nomination letter with the recommendation of the relevant Ministry;
- A copy of the completed online application;
- Duly completed ERD Application Form (downloadable from www.erd.gov.lk); and
- **A formal letter from the nominee, duly endorsed by the Head of the Institution, confirming his/her willingness to bear the cost of the air ticket if required.**

Any discrepancies in names of the nominees across different documents may lead to administrative issues and complications in processing the application. Therefore, we kindly advise the nominees to use the name exactly as it appears in their passports in all documentation related to the programme.

Please note that only **one opportunity** is available for Sri Lanka to participate in this training programme. Selection will be based on the nominee's qualifications, experience, and the relevance of the programme to their current role. The final selections will be made by the Government of Singapore.

Further, once selected, nominees are expected to honour their acceptance and refrain from withdrawing except under exceptional and unavoidable circumstances. As these training opportunities are offered for the benefit of the country, withdrawals after selection adversely affect Sri Lanka's reputation with development partners, result in the loss of valuable training opportunities, and deprive other deserving officers of the opportunity to participate. Ministries and institutions are therefore kindly requested to forward nominations only after ensuring the nominee's firm commitment and availability to attend the programme.

Instructions for applicants are available at <https://go.gov.sg/start-guide>, and nominated officers are strongly encouraged to complete the online application at the earliest opportunity through <https://go.gov.sg/pag-nov26-apply>. Timely submission of the online application together with all required documents will enable this Department to process the nomination, provide the necessary endorsement required by the organizers, and facilitate Sri Lanka's participation in the programme.

This is a valuable opportunity for the Government of Sri Lanka to enhance the skills and knowledge of our government officials. Therefore, we kindly request you to select the most suitable candidate to utilize this opportunity effectively.

Your early response in this regard would be highly appreciated.



Upendra Wijerathne
Director (Actn.)
for Director General