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MINISTRY OF FINANCE AND PLANNING

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Your No. }

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திகதி } 24 October 2013
Date }

To:

Secretary to the President
Secretary to the Prime Minister
Secretary to the Cabinet of Ministers
Secretaries of all Ministries
Chief Secretaries of Provincial Councils

All Development Partners

Foreign Training Programmes

This refers to the TA Circular – 2013 /2014 dated 15th March 2013 sent by the Director General Department of External Resources (ERD) on the above.

It has been brought to my notice that some line Ministries, Departments, Provincial Councils and Local Government Authorities directly deals with the Development Partners to secure foreign training opportunities without following the stipulated procedures of the government. It has also been noted that some of the Development Partners directly send acceptance letters to Government Agencies without informing ERD. This has undermined the Government efforts to utilize available foreign training programmes effectively for economic development of the country targeting needy Government officials. In this background, this circular aims to set out guidelines to be followed by the Government Agencies when they nominate their officials for foreign training programmes offered by the development partners. It is also expected to streamline the procedures of these programmes to avoid delays and provide equal opportunities to all Government Agencies.

GENERAL GUIDELINES

- The Department of External Resources of the Ministry of Finance and Planning functions as the focal point for mobilization of foreign training programmes including seminars and workshops offered by multilateral and bilateral development partners. In addition, invitations received through the Ministry of

External Affairs and the Sri Lankan Embassies and High Commissions in abroad and the Embassies and High Commissions of foreign countries in Sri Lanka should also be coordinated by ERD. Therefore, no Government Agency should deal directly with development partners to arrange foreign training programmes including seminars and workshops.

- Candidates who apply for foreign training programmes online should obtain approval of ERD prior to sending their applications online.
- The training schedule that will be offered regularly by the development partners is available on www.erd.gov.lk as a guide to identify the training programmes relevant for respective agencies. Announcements on new and ad-hoc offers are transmitted to respective agencies by ERD when they are available.
- Invitations for these programmes are called based on relevancy of the programme and requirements made by relevant agencies as per the TA Circular 2013 / 2014 dated 15th March 2013. Invitations for programmes are also copied to Departments and other Government Agencies under the purview of the each Ministry to avoid delays in future. However, selection of nominations for each programme including Technical Assistance Component of the relevant project should also be made by the selection panel of each Ministry and submitted through Secretaries of the relevant line Ministries. Therefore, the details of the contact person of each agency should be sent to rizna@erd.gov.lk. Nominations received after the deadlines are not be accepted.
- Only one request should be made for any prospective candidate until selection is made by the respective development partner.
- Candidates who have already received long term foreign training programme under the Government sponsorship are not eligible for any other long term training for a period of 5 years.
- Candidates who have received short term foreign trainings except Government delegations, conferences/ meetings and high level forum can only be applied for another programme after a six month period.
- Less priority should be given to the candidates who have had short term or long term foreign training opportunities during the last 3 years.
- The prospective candidates should have proficiency in specific language according to the requirements of respective development partners. Generally for long term training a minimum score of 500 in TOEFL (Test of English as a Foreign Language) or 6.0 in IELTS (International English Language Testing System) is required.

- The prospective candidates for Post graduate should preferably be below 45 years of age. Further details will be given in guidelines under each programme category when calling nominations.
- Candidates should have minimum of three years of Government service with their confirmation to be eligible for a long-term training.
- Names of the selected candidates should be communicated to through ERD by the relevant development partners to maintain proper coordination accounting of foreign grants / domestic funds as per the budget.
- Each Official who has completed foreign training programmes is required to submit a report to the respective Head of the Department within a month of arrival. It is the responsibility of the Head of the Department to ensure this requirement is complied with.
- It should be noted under Government accounting and financial reporting requirement, all foreign grants including those under technical assistance and associated domestic cost by way cost sharing, salaries, etc. should be budgeted to proper record.



P B Jayasundera
Secretary to the Treasury

cc: *Auditor General*
All Heads of Departments
All District Secretaries
All Heads of Public Corporations and Statutory Bodies