



பிரதிப் பிரதமசெயலாளர் அலுவலகம் (ஆளணிமற்றும் பயிற்சி) - கிழக்குமாகாணம்
නියෝජ්‍ය ප්‍රධාන ලේකම් කාර්යාලය (පිරිස් හා පුහුණු) - නැගෙනහිර පළාත
OFFICE OF THE DEPUTY CHIEF SECRETARY (Personnel & Training) - EASTERN PROVINCE

கன்னியாவீதி, வரோதயநகர்,
திருகோணமலை.

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Kanniya Road, Varothaya Nagar,
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Your No. }

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EP/P&T/Gen/2016

30/03/2016

All Secretaries
Deputy Chief Secretaries
Heads of the Department
Eastern Province

Re-establishment of Administrative Reforms Cells and Activist Groups

This has reference to the letter No: HRD/FTR/S/AR&HRAG/16 dated 14/03/2016 by Secretary, Ministry of Public Administration on the above subject. (Copy is attached herewith).

The Ministry of Public Administration and Management intends to establish a group for promoting Administrative Reforms & Human Resources cells and Activist Groups. They have invited nominations from eligible officers. Further interested officers are requested to submit the nominations to this office on or before 31/03/2015.

Note : Details can be downloaded from www.ep.gov.lk (Foreign Training Opportunities).

Mrs. Kalamathy Pathmarajah
Deputy Chief Secretary - Personnel & Training, EP



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அரசாங்க நிர்வாக மற்றும் முகாமைத்துவ அமைச்சு
Ministry of Public Administration and Management
නිදහස් වතුරලය, කොළඹ 07, ශ්‍රී ලංකා. சுதந்திரச் சதுக்கம் கொழும்பு 07 இலங்கை.
Independence Square, Colombo 07, Sri Lanka.
Website : www.pubad.gov.lk

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எனது இல

My No

HRD/FTR/S/AR&HRAG/16

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Your No.

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திகதி

Date

14.03.2016

All Secretaries of Ministries
Chief Secretaries of Provincial Councils
All District Secretaries

Re - establishment of Administrative Reforms Cells and Activist Groups

The Ministry of Public Administration and Management (MPA&M) intends to establish a group for promoting Administrative Reforms & Human Resources Management Initiatives consists of enthusiastic and capable officers from Special Grade and Grade I of All Island Services, which are managed by this Ministry.

2. The Ministry envisages an enduring relationship with selected group and expected them to be the Change Agents in possible Reforms and HR Managements arena. Selected group will be trained locally and internationally in order to equip the necessary knowledge and skills.
3. Selection will be done by a criteria developed based on following
 - I. Applicants should be at the age of 50 or below to the application closing date
 - II. Special Grade or Grade I officers of All Island Services Manage by the MPA&M
 - III. High level of communication skills in English
 - IV. Above Average skills in Information Technology
 - V. Have completed a postgraduate degree from a recognized university
 - VI. Enthusiastic in Administrative Reforms and HR Matters
4. You are kindly requested to circulate this among eligible staff in your institution and to submit applications (in the attached application format) to this Ministry with your recommendation. Any number of applications can be submitted but Selection Committee of the MPA&M will select only one officer from each institution in initial stage.
5. First set of activists will be selected from the applications received before March 31, 2016.

Your corporation in this regard is highly appropriated.

J. Dadallage

Secretary

Ministry of Public Administration and Management

Application for Administrative Reforms Cells and Activist Groups

1. Name :
2. Dare of Birth :
3. NIC No :
4. I. Current Designation:
- II. Service: III. Grade:
- IV. Date of appointment to the current Grade:
5. I. Current Service station:
- II. Ministry :
- III. Official Address:
-
- IV. Contact No:
- Mob: Tel:
- V. Fax:
- VI. E-mail:

6. Qualifications

I. Post graduate Degree

Name	Institute	Main subject	Date of Degree

II. Highest English Qualification

Name of the Qualification	Institute	Year	Result
Eg: IELTS	British Council	2014	7.0

III. Highest IT Qualification

Name of the Qualification	Institute	Year	Result

I assure that If I would be selected I will Provide my continues support & commitment to activities of the Administrative Reforms Cells and Activist Groups.

Signature

Date

I recommend the above officer is suitable enough to serve in the Administrative Reforms Cells and Activist Groups of the Ministry of Public Administration & Management and I agree to release him / her for necessary training sessions and activities relevant.

Signature of Head of the Institute:

Designation:

Institute:

Date:

Official Stamp: