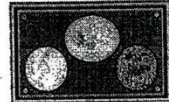


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ஆளுநர் செயலகம் - கிழக்கு மாகாணம்
SECRETARIAT OF THE GOVERNOR - EASTERN PROVINCE



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My No } G/EPC/F/14/Foreign Tra.

ඔබේ අංකය }
உமது இல. }
Your No }

දිනය }
திகதி } 13.06.2014
Date }

All Secretaries
Deputy Chief Secretaries
All Head of the Departments
Eastern Province

Office of the Deputy Chief Secretary
Personnel & Training
16 JUN 2014
Eastern Province
Trincomalee.

General Guidelines for Foreign Training Programme

Please refer letter No. G/EPC/A/Abroad dated 30.11.2013 sent by the Secretary to the Governor and TA Circular No. 2013/2014(I&II) on the above subject.

External Resources Department, other Government Departments and Development Partners have been providing Foreign Scholarships to officers of the Eastern Provincial Council.

It is noted that some Ministries, Departments and Local Government Authorities nominate their officers directly to Central Government Organization and Development Funding Agencies without the approval of Hon. Governor. It is observed that this process bypasses the Deputy Chief Secretary (Personnel & Training) who is responsible for selection and nomination of officers for foreign exposures / courses.

There have been instances where certain officers have participated in foreign training for more than one occasions whilst some officers had been totally ignored or left out. Therefore, it is necessary to streamline the selection and nomination process. Secretaries and Heads of Departments are requested to follow the under mentioned guidelines with immediate effect.

- 1) All course applications and nominations must be channelled through Deputy Chief Secretary (Personnel & Training) for the approval of Hon. Governor. Forwarding applications directly to Hon. Governor will not be entertained.
- 2) It is the duty of the Secretary and Head of the Department to furnish the details of foreign exposure by the candidate during the preceding five years on the date of nomination when forwarding the application / nomination.
- 3) All courses / other foreign exposure received for Eastern Provincial Council must be given wide publicity by the Deputy Chief Secretary (Personnel & Training) by inserting in the Eastern Provincial Council website / informing the relevant Secretaries / Heads of Departments in writing giving following.

(P.T.O)

(පිළිතුරු යැවීමේ දී යොමු අංකය හා දිනය යෙදීමට කාරුණික වන්න / தயவு செய்து எனது தொடர்பு இலக்கத்தை தங்களது பதில் கடிதத்தில் குறிப்பிடுவர் / Please indicate my reference in your reply)

General (Office) : 026-2222102
Secretary to the Governor : 026-2222159
Assistant Secretary : 026-2224850

கீப்பினி, திருச்சூரமலைய
உவர்மலை, திருச்சோணாமலை
Orr's Hill, Trincomalee
Email: epgovernor@yahoo.com

Administrative Officer : 026-2224851
Accountant : 026-2222694
Fax No : 026-2222320

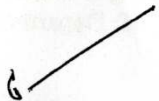
- (a) Categories of officers whom such exposure is designed for.
- (b) Educational / Professional qualification necessary.
- (c) Age limit if any.
- (d) Closing date of application.

If the circumstances do not permit sufficient time for an invitation for a foreign course/exposure received by a Ministry Secretary / Head of Department to be channelled through the Deputy Chief Secretary (Personnel & Training), such course may be advertised by the respective Secretary keeping the Deputy Chief Secretary (Personnel & Training) informed complying with the requisites of this paragraph.

- 4) Following guidelines are to be observed before nominating an officer for foreign training / exposure unless there is an eligible candidate.
 - (a) Twelve months period in-between is necessary to be selected after following a short foreign training.
 - (b) Five years in-between is necessary for selection / exposure of an officer who had followed a long term foreign training.

- 5) Approval of the Hon. Governor should be sought through Secretary to the Governor for
 - (a) Nomination
 - (b) Prior to leaving the country

- 6) All officers who proceed for short / long courses are required to submit a report on the course / exposure through their Heads of Departments to reach the Deputy Chief Secretary (Personnel & Training) within one month of return.


K. Sivanathan
Secretary to the Governor

K. SIVANATHAN
Secretary to the Governor
Eastern Province