



பிரதிப் பிரதம செயலாளர் அலுவலகம் (ஆளணி மற்றும் பயிற்சி) – கிழக்கு மாகாணம்
 නියෝජ්‍ය ප්‍රධාන ලේකම් කාර්යාලය (පිරිස් හා පුහුණු) – නැගෙනහිර පළාත
OFFICE OF THE DEPUTY CHIEF SECRETARY (Personnel & Training) – EASTERN PROVINCE

கன்னியா வீதி, வரோதய நகர்
 திருகோணமலை.

කන්නියා පාර, වරෝදය නගර
 ත්‍රිකුණාමලය

Kanniya Road, Varothaya Nagar
 Trincomalee.

உமது இல. }
 මගේ අංකය }
 Your No }

எனது இல. } EP/P&T/LT/2014
 මගේ අංකය }
 My No. } 16.09.2014

All Secretaries
 Deputy Chief Secretaries
 Heads of Department
 Eastern Province

Local Available Training Courses in - 2015

The Deputy Chief Secretary –Personnel and Training has planned to arrange several local training programmes for next year to enhance the skill and knowledge of the staff of Eastern Provincial Council. The courses are specially designed for All Island Service officers and Combined Services officers. The Course fees and other relevant expenditure will be provide by EPC.

As per para 2 of the Governor's Memorandum 05/2014, the list of available courses received from various training institutions up to now is published in the office of the DCS-personnel & Training home page. It can be downloaded from www.ep.gov.lk. Further details will be uploaded in due course.

If you feel any courses which are necessary for your institution and not included in the schedule, you can inform us with all details. It is decided to conduct most of the training programmes in the Eastern Province to reduce the cost and for the officers benefit.

Therefore you are requested to send your nomination through your Ministry in the annexed format according to the Governor Memorandum 5/2014 dated 21.07.2014 to reach this office on or before 16/10/2014.

You cooperation in this regard is very much appreciated.

J.J.Muraleetharan
 Deputy Chief Secretary- Personnel & Training
 Eastern Province.

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Deputy Chief Secretary : 026 2050603
 Assistant Secretary :
 Admin. Officer: :

Web : www.ep.gov.lk
 HRIMS Web : www.ephirms.lk

Training Schedule-2015

Serial . No	Code No	Course Name	For whom	Duration	Course Fee (Rs.)/ Per Participants	Medium	Remarks
British Council Courses (Serial. No: 1-23)							
Interpersonal Communication							
1.	BC1	Communicate With Confidence	Anyone-Who Wants to Improve their Interpersonal Communication Skills	2 Days	Rs.22,500/=	English	
2.	BC2	Effective Presentation Skills	Anyone-Who has to Give Presentations	3 Days	Rs.33,300/=	English	
3.	BC3	Effective Presentation Skills-Advanced	Anyone-Who has To Give Presentations	2 Days	Rs.22,500/=	English	
4.	BC4	Effective Negotiation Skills	Managers, Executives, Buyers, Procurement Officers	1 Day	Rs.12,200/=	English	
5.	BC5	Making Meetings Work	Executives and Managers,	1 Day	Rs.12,200/=	English	
Written Communication							
6.	BC6	Business Writing	Clerical & Secretarial Staff & Junior Staff	2 Days	Rs.22,500/=	English	
7.	BC7	Better Emails and Letters	Who Write To Customers and Clients	1 Day	Rs.12,200/=	English	
8.	BC8	Effective Report Writing	Who Need to Report Important Ideas and information in Writing	2 Days	Rs.22,500/=	English	
9.	BC9	Grammar for Business	Administrators, Executives	2 Days	Rs.22,500/=	English	
Personal Performance							
10.	BC10	Time Management	Executives and Managers,	1 Day	Rs.12,200/=	English	
11.	BC11	Manage Your Work/Life Balance	Anyone Looking for Work/Life Balance to Decrease Their Stress & Perform Better at Work	1 Day	Rs.12,200/=	English	

12.	BC12	Creativity and Problems Solving	Anyone-Who Wants to Improve their Work Perform by Becoming More Innovative	1 Day	Rs.12,200/=	English	
Leadership							
13.	BC13	Coaching, Counseling and Mentoring	Managers, Office Managers, Supervisors and Team Leaders	2 Days	Rs.22,500/=	English	
14.	BC14	Train the Trainer	Trainers, Intended Trainers, HR Professionals & Managers	2Days	Rs.22,500/=	English	
Customer Service							
15.	BC15	Handling Difficult Colleague and Customers	Executives and Managers,	1 Days	Rs.12,200/=	English	
16.	BC16	Customer-Focused Telephone Skills	Receptionists, Telephonists , Secretaries, Clerical Staff	1 Days	Rs.12,200/=	English	
17.	BC17	Customer Service Essentials	Frontline Staff	1 Days	Rs.12,200/=	English	
Business Communication Skills							
18.	BC18	General English	Placement Test Beginner	50 hours	Rs.37,600/=	English	
19.	BC19	Spoken English	Pre-Intermediate and Intermediate	25 hours	Rs.22,500/-=	English	
IELTS Preparation Courses							
20.	BC20	IELTS Workshop	Familiarizes to IELTS test	1 Days	Rs.7500/=	English	
21.	BC21	IELTS Express Preparation	Familiarizes to IELTS test	25 hours	Rs.22,500/=	English	
22.	BC22	IELTS Academic Preparation	Familiarizes to IELTS test	50 hours	Rs.37,600/=	English	
23.	BC23	IELTS Top Tips Seminar	Familiarizes to IELTS test	90minutes	Free	English	
Sri Lanka Institute of Local Training courses (Serial. No: 24-33)							
Engineering Division							
24	SLT1	Specialized Programmes for Provincial Engineers	Regional Engineers & Relevant Senior Officers	02 Days	Per programme Rs.50,000/=	English	
25	SLT2	Knowledge Enhancement Programme for Technical Officers of LA's	Technical Officers & Work Supervisors to Las	02 Days	Per programme Rs.75,000/=	English	
26	SLT3	Training Programme for Technical officers In PC's	Technical Officers Attached to Pcs	02 Days	Per programme Rs.50,000/=	English	
27	ILT4	Training of Newly Recruited Technical officers LA's	Newly Recruited Technical Officers LA's	02 Days	Per programme Rs.65,000/=	English	
28	SLT5	Training Programme for Work Supervisors of LA's	Work Supervisors of LA's	01 Days	Per programme Rs.60,000/=	English	
29	SLT6	Specialized Programme for All Province	All Staff	02 Days	Per programme	English	

					Rs.160,000/=		
30	SLT7	Provincial Level Training Programmes	All Provincial Level Elected Members and Officials	02 Days	Per programme Rs.400,000/=	English	
31	SLT8	Updating of Rural Road Data Base	Technical Officers & Development Assistants	02 days	Per programme Rs.35,000/=	English	
32	SLT9	Diploma In Local Government Engineering	Technical Officers In Local Authorities	09 Months	Per programme Rs.40,000/=	English	
33	SLT10	Knowledge Enhancement And Skills Development For Relevant Non-Technical Staff of Provincial Council and Local Authorities	Elected Members ,Secretaries Development Assistants and Other Relevant Staff In Local Authorities	02 Days	Per programme Rs.50,000/=	English	
Sri Lanka Institute of Local Governance (Ministry of Local Government & Provincial Councils) (Serial. No: 34-88)							
General Management and Human Resources Development Division							
34	SLILG1	Training Programme for Elected Members	Mayors, Deputy Mayors, Chairmen, Vice Chairmen & Elected Members of Local Authorities	01 Days	Per programme Rs.50,000/=	English	
35	SLILG2	Knowledge Enhancement Programme of Local Authorities	Secretaries, Municipal Commissioners, Asst. Commissioners & Administrations Officers of Local Authorities	02 Days	Per programme Rs.100,000/=	English	
36	SLILG3	Skill Development for Local Authorities	Development Assistants, Development Officers, CDOS & Development Assistants of Local Authorities	02 Days	Per programme 100,000/=	English	
37	SLILG4	Library Development Programme for Local Authorities	Library Assistants of LA's, Librarians	02 Days	Per programme Rs.100,000/=	English	
38	SLILG5	Training Programmes for Minor Staff & other Management Related Staff of LA's	K.K.S ,Labourers, Drivers etc.	02 Days	Per programme Rs.50,000/=	English	
39	SLILG6	Programme for Performance Improvement On Office Management , Institutional HRD & Good Governance	Mayors Chairmen Commissioners, Secretaries, Relevant Officers of LA's	01 Days	Per programme Rs.50,000/=	English	
40	SLILG7	Certificate Course In Project Management	Selected by the Interview	03 month	Rs.20,000/=	English	
41	SLILG8	Certificate Course In Library Management	Library Assistants of LA's, Selected Librarians, by the Interview	03 month	Rs.20,000/=	English	

42	SLILG9	Certificate Course In Human Resource Management	Selected by the Interview	03 month	Rs.10,000/=	English	
43	SLILG10	Title Will Be Identified on The Request And The Kind of Programmes To Be Implemented	Officials of the Departments of Provincial Council and the Ministry	1-2 days	Per programme Rs.20,000/=	English	
44	SLILG11	Provincial Level Training Programmes	All Provincial Level Elected Members and Officials	2 days	Per programme Rs.400,000/=	English	
Financial management Division							
45	SLILG12	Diploma In Local Government Financial Management (DLGFM) 2013	Accountants, Finance Officers, Secretaries of LA's	01 year	Per programme Rs.20,000/=	English	
46	SLILG13	Certificate Course on Local Government Accounting System	Secretaries, Accounting Officers, Investigation Officers	03 days	Per programme Rs.90,000/=	English	
47	SLILG14	Preparation of Financial Statements FY 2012 & on-the-Job Training Programme for Backward Local Authorities	Accounting Staff of Relevant LA's Accounting	02days	Per programme Rs.28,000/=	English	
48	SLILG15	Provincial Level Training Programmes	All Provincial Level Elected Members and Officials	2 days	Per programme Rs.400,000/=	English	
Physical Planning Divisions							
49	SLILG16	Programme on Physical Planning for LA's	Elected Members Commissioners Secretaries, Physical Planning Assistants Technical Officers Environmental Officers Community Development Officers Etc	02days	Per programme Rs.120,000/=	Sinhala	
50	SLILG17	Training Programme on Environment Management and Disaster Risk Reduction	Physical Planning Assistants ,Technical Officers, Environmental Officers and Development Officers	02days	Per programme Rs.120,000/=	English	
51	SLILG18	Programme on Rating & Valuation	Elected Members Commissioners Secretaries, Physical Planning Assistants, Technical Officers ,Environmental Officers ,Community Development	02days	Per programme Rs.120,000/=	English	

			Officers				
52	SLILG19	Skills Development Training Programme on GIS/GPS and Remote Sensing	Physical Planning Assistants Technical Officers Engineers	05days	Per programme Rs.300,000/=	English	
53	SLILG20	Training Programme on Urban Design, Urban Regeneration & Management	Physical Planning Assistants Technical Officers Environmental Officers Development Officers	02days	Per programme Rs.120,000/=	English	
54	SLILG21	Certificate Course on Auto CAD Software	Commissioners., Secretaries, Physical Planning Assistants Technical Officers Environmental Officers Community Development Officers	13 days(8hrs.per day)	Per programme Rs.400,000/=	English	
55	SLILG22	Preparation of Model Development Plan For Selected Two Local Authorities	Elected Members of Las	01 year	Per programme Rs.100,000/=	English	
56	SLILG23	Provincial Councils Training Programme	All Provincial Level Elected Members and Officials	02 days	Per programme Rs.400,000/=	English	
Legal & Legislative Affairs Division							
57	SLILG24	Certificate Course In Local Government Law	Elected Members & Relevant of Pcs & Las	03 months	Per programme Rs.200,000/=	English	
58	SLILG25	Court Procedure & Publishing Accurate Gazette Notification and other for Local Authorities	Mayors, Chairmen, Commissioners, Secretaries, RI,RO, PHI, MAs, of LAs	02days	Per programme Rs.120,000/=	English	
59	SLILG26	Legal Provisional of Council Meeting & Committee Meetings For Las	Mayors, Chairmen, Commissioners, Secretaries, Deputy Mayors, Vice Chairmen, Elected Members, And Other Relevant Officers	02days	Per programme Rs.120,000/=	English	
60	SLILG27	Administrative Law, Agreement Procedure And Laws Related To Unauthorized Constructions of Las	Mayors, Chairmen, Secretaries, Subject Clerks or Other Relevant Officers	02days	Per programme Rs.120,000/=	English	
61	SLILG28	Awareness Programme on Human Right, Women's Rights Children's Rights	Elected Members & Office of Las	02 days	Per programme Rs.120,000/=	English	
62	SLILG29	Programme on Drafting And Implementation of Statutes	Provincial Council Members & Office of The Pcs	02 days	Per programme Rs.120,000/=	English	
63	SLILG30	Introduction of Laws Relating To Local Government	Newly Recruited Officials of Las	01 days	Per programme 60,000/=	English	

64	SLILG31	Development of Local Government System & Introduction of Laws of Relating to Local Government	Lectures, Discussions & Practical Sessions	01 days	Per programme Rs.60,000/=	English	
65	SLILG32	Providing Consultancy Service on Legal Issues of Provincial Council And Local Authorities	AA Pcs & Las	-----	-----	English	
66	SLILG33	Provincial Level Training Programme	All Provincial Level Elected Members & Officials	02/01 days			

Research & Development Divisions

67	SLILG34	Study on Effectiveness of Public Utility Service Provide By Local Authorities/ Research Study on Unauthorized Construction Within The Local Authority Areas	Sample of Selected Local Authorities	Eleven Month	Per programme Rs.400,000/=	English	
68	SLILG35	Study on Business Promotions By Las	Sample of Selected Local Authorities	Eleven Month	Per programme Rs.275,000/=	English	
69	SLILG36	Training Need Assessment for All Divisions of SLILG	Deputy Chief secretary, Heads MDTUs, LA's Commissioner Local Government and Council Secretaries	Eleven Month	Per programme Rs.150,000/=	English	
70	SLILG37	Monitoring Process of Revenue Enhancement For Backward Local Authorities	Sample of Selected Local Authorities	Eleven Month	Per programme Rs.250,000/=	English	
71	SLILG38	Local Authority Level Programme on Enhancement of Revenue Local Authorities	Elected Members & Relevant Office of The Local Authorities	03 days	Per programme Rs.750,000/=	English	
72	SLILG39	Preparation of data base for Local Authorities/Updating data base from next Local Government Election	All local Authorities	12 month	Per programme Rs.150,000/=	English	
73	SLILG40	Certificate course in Research Methodology for relevant officials of Provincials Council and Local Authorities at National, Provincial & District level in Sinhala,	Relevant officers	10 days (one day per week)	Per programme Rs.15,000/=	English/Tamil/ Sinhala	
74	SLILG41	Provincial level training programmes	All Provincial level Elected Members & officials	2 days	Per programme Rs.400,000/=	English	

Training Divisions

75	SLILG42	TOT Programme for Provincial Trainers	Provincial Trainers	03 days	Per programme	English	
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					Rs.100,000/=		
76	SLILG43	Strengthening Position of Women In Provincial And Local Government Administration	Heads, Secretaries, Committee Development Officers of Provincials Council & Local Authorities And Community Leaders	01days	Per programme Rs.75,000/=	English	
77	SLILG44	Training Programme for Community Development Officers	Community Development Officers and Other Relevant Officers & Local Authorities of Provincials Council	02days	Per programme Rs.100,000/=	English	
78	SLILG45	Provincial Level Training Programmes	Provincial Trainers	01/02 days	Per programme 60,000/=	English	
79	SLILG46	Meeting of Management Development Training Institutions	Deputy Chief Secretaries(Training), Commissioner of Local Government ,Head of the MDTU and Training Officers of MDTUs	01days	Per programme Rs.50,000/=	English	
80	SLILG47	Training Manuals & Training Guidelines	Officers and Elected Members of Local Authorities of Provincials Councils	Eleven month	Per programme Rs.75000/=	Sinhala/Tamil	
81	SLILG48	Development of The Library	Officers and Elected Members of Local Authorities of Provincials Councils	Eleven month	Per programme Rs.200,000/=	Sinhala/Tamil	
82	SLILG49	Newsletter	Local Authorities of Provincials Councils	-----	Per programme Rs.75,000/=	Sinhala/Tamil	
83	SLILG50	Governance Journals	Local Authorities of Provincials Councils	-----	Per programme 200,000/=	Sinhala/Tamil	
84	SLILG51	Advance Diploma In Local Governance(Sinhala)	Elected Members of Local Authorities	01year	Per programme Rs.75,000/=	Sinhala/Tamil	
85	SLILG52	Diploma In Local Governance	Elected Members of Local Authorities	01year	-----	Sinhala/Tamil	
Director's Divisions							
86	SLILG53	Open source office application useful to	Information Technology related	03days	Rs.70,000/=	English	

		LAs	officers				
87	SLILG54	computer hardware & maintenance	Information Technology related officers	03days	Rs.70,000/=	English	
88	SLILG55	Certificate course on office applications	Selected Elected Members & officers of LAs	03 month	Per programme Rs.50,000/=	English	
ICTAD Training Course (Serial. No: 89-124)							
Training Division							
89	ICTAD1	Advance Diploma in Quantity Surveying	Senior Grate Officers	60 Days	Rs.60,000/=	English	
90	ICTAD2	Certificate Course in Construction Work Management	Secondary	52 Days	Rs.60,000/=	English	
91	ICTAD3	Diploma in Advance Construction Management	Senior Grate Officers	40Days	Rs.60,000/=	English	
92	ICTAD4	Auto Card	Tertiary/ Development officer	10 Days	Rs.15,000/=	English	
93	ICTAD5	MS Project	Tertiary Develop officer	5 Days	Rs.15,000/=	English	
94	ICTAD6	Advance Certificate Contract Procurement Management	Senior Grate Officers	30 Days	Rs.55,000/=	Englis	
Construction Machine Operators Training College							
95	ICTAD7	Basic Construction Equipment Operator Training	Primary Grate Officers	1 Week	Rs.3000/=	English	
96	ICTAD8	Light Equipment Operator Training	Primary Grate Officers	1 Week	Rs.55,000/=	English	
97	ICTAD9	Tractor Operator Training	Primary Grate Officers	1 Week	Rs.5000/=	English	
98	ICTAD10	Self Propelled Roller Operator Training	Primary Grate Officers	1Week	Rs.15,000/=	English	
99	ICTAD11	Backhoe Loader Operator Training	Primary Grate Officers	2 Weeks	Rs.30,000/=	English	
100	ICTAD12	Wheel Loader Loader Operator Training	Primary Grate Officers	2 Weeks	Rs.38,000/=	English	
101	ICTAD13	Hydraulic Excavator Loader Operator Training	Primary Grate Officers	3 Weeks	Rs.40,250/=	English	
102	ICTAD14	Motor Grader Operator Training	Primary Grate Officers	3 Weeks	Rs.40,250/=	English	
103	ICTAD15	Crawler Tractor (Dozer) Operator Training	Primary Grate Officers	3Weeks	Rs.40,250/=	English	
104	ICTAD16	Mobile Crane Operator Training	Primary Grate Officers	2 Weeks	Rs.35,250/=	English	
105	ICTAD17	Dump Truck Driver Training	Primary Grate Officers	2 Weeks	Rs.16,750/=		
106	ICTAD18	Plant Transporter Operator Training	Primary Grate Officers	2 Weeks	Rs.33,000/=	English	
107	ICTAD19	Fork Lift Operator Training	Primary Grate Officers	2 Weeks	Rs.16,000/=	English	
108	ICTAD20	Skid Steer Operator Training	Primary Grate Officers	1 Week	Rs.15,000/=	English	
Construction Equipment Training Centre (CETRAC)							
109	ICTAD21	Utilization of Construction Equipment	Project/ Managers/Civil Engineers	05 Days	Rs.18,795/=	English	

110	ICTAD22	Maintenance of Construction Equipment	Workshop Managers / Mechanical Engineers	05 Days	Rs.18,795/=	English	
111	ICTAD23	Supervision Maintenance of Construction Equipment-Hydraulic & Transmission	Workshop Superintendents/Supervisors	05 Days	Rs.13,230/=	English	
112	ICTAD24	Supervision Maintenance of Construction Equipment-Engines & Mechatronics	Workshop Superintendents/Supervisors/ Foremen	10 Days	Rs.13,230/=	English	
113	ICTAD25	Maintenance of Hydraulic & Mechatronics Systems	Senior Mechanics	04 Days	Rs.19,845/=	English	
114	ICTAD26	Maintenance of Auto Electrical	Senior Auto Electricians	05 Days	Rs.9,975/=	English	
115	ICTAD27	Maintenance of Diesel Engines	Mechanic/Senior Mechanics/Supervisors	10 Days	Rs.10,500/=	English	
116	ICTAD28	Maintenance of Hydraulic Systems	Mechanic	05 Days	Rs.19,845/=	English	
117	ICTAD29	Maintenance of Auto Electrical Systems	Auto Electricians Mechanic	05 Days	Rs.10,500/=	English	
118	ICTAD30	Maintenance of Diesel Generators	Electricians /Mechanics/Supervisors	05 Days	Rs.10,500/=	English	
119	ICTAD31	Course on Maintenance of Steering Clutch & Brake Systems	Mechanic	05 Days	Rs.10,500/=	English	
120	ICTAD32	Maintenance of Torque Converters & Transmission Systems	Mechanic	05 Days	Rs.10,500/=	English	
121	ICTAD33	Electronics & Mechatronics of Construction Equipment	Mechanic/ Auto Electricians	05 Days	Rs.10,500/=	English	
122	ICTAD34	Maintenance of Water pumps & Compressors	Mechanic/ Maintenance Technicians	05 Days	Rs.10,500/=	English	
123	ICTAD35	Servicing of Construction Equipment	Servicemen/Operators/Assistants /Helpers	03 Days	Rs.9,450/=	English	
124	ICTAD36	Construction Equipment Maintenance (Basic)	School Leavers with GCE (O/L)	03 Years	Free	English	

Sri Lanka Institute of Development Administration

125	SLIDA1	Diploma in Public Procurement and Contract Administration (DIPPCA)	Procurement officers	One year Part time	Rs.100,000/=	English	
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Sri Lanka Institute of Information Technology (Serial. No: 126-145)

Computer Professional Development Programmes

126	SLIT1	Installing And Configuring Windows Server 2012 Programme	IT Related Officers	10 days	Rs.20,000/=	English	
127	SLIT2	CCNA Routing Switching-V5 Programme	IT Related Officers	70 days	Rs.80,000/=	English	
128	SLIT3	Web Development Programme	IT Related Officers	16 days	Rs.30,000/=	English	

129	SLIT4	PHP-MYSQL Web Development Programme	IT Related Officers	14 days	Rs.30,000/=	English	
130	SLIT5	Graphic Design And Multimedia Programme	IT Related Officers	14 days	Rs.25,000/=	English	
131	SLIT6	Java Programme	IT Related Officers	16 days	Rs.26,000/=	English	
132	SLIT7	Advance Linux Administration Programme	IT Related Officers	14 days	Rs.25,000/=	English	
133	SLIT8	Mobile Application Development for Android Programme	IT Related Officers	10 days	Rs.30,000/=	English	
134	SLIT9	Server Virtualization Technologies Programme	IT Related Officers	10 days	Rs.35,000/=	English	
135	SLIT10	Ethical Hacking & Cyber Forensics Programme	IT Related Officers	12 days	Rs.48,000/=	English	
136	SLIT11	Software Quality Assurance Professional Programme	IT Related Officers	04 days	Rs.60,000/=	English	
137	SLIT12	Programming With Microsoft C#.Net	IT Related Officers	14 days	Rs.17,500/=	English	
138	SLIT13	Ccnp-Route- Implementing Ip Routing Programme	IT Related Officers	18 days	Rs.28,000/=	English	
139	SLIT14	Ccnp-Switch- Implementing Ip Switching Programme	IT Related Officers	18 days	Rs.28,000/=	English	
140	SLIT15	CCNA Security Programme	IT Related Officers	18 days	Rs.28,000/=	English	
141	SLIT16	Cisco IT Essentials: PC Hardware and Software Programme	IT Related Officers	18 days	Rs.25,000/=	English	
142	SLIT17	Advance Digital Animation and Special Effects Programme	IT Related Officers	24 days	Rs.50,000/=	English	
143	SLIT18	Information System Auditing (CISA) Programme	IT Related Officers	12 days	Rs.30,000/=	English	
144	SLIT19	Mobile Application Development for Apple IOS Programme	IT Related Officers	10 days	Rs.30,000/=	English	
145	SLIT20	Mobile Application Development for Windows Phone Programme	IT Related Officers	10 days	Rs.30,000/=	English	
Institute Of Human Resource Advancement (Serial. No: 146)							
146	IHRA1	Diploma in Counseling Psychology	Probation officers, Socials Service Officers	02years	Rs.100,000/=	English	
Institute of Social Service (Serial. No: 147-148)							
147	ISS1	Diploma in Child Protection	Probation officers	12Months	-----	English	
148	ISS2	Diploma in Counseling	Probation officers, Socials Service Officers	18Months	-----	English	

**ENET College of Business & Technology (ENET Information Technology Management System (PVT) Ltd)
(Serial. No: 149-164)**

149	ENET1	ICDL UK –ICT Qualification (160 countries recognized qualification)	IT related officers	80 Hours	Rs.15,000/=	English	
150	ENET2	Certificate in Financial services (Fundamental)-UK	Accounts related officers	40 Hours	Rs.25,000/=	English	
151	ENET3	Diploma in HRM	Senior /Tertiary and Secondary staff	6 Months	Rs.20,000/=	English	
152	ENET4	Diploma in IT/ICT	IT related officers	6 Months	Rs.15,000/=	English	
153	ENET5	Diploma in English –UK	Senior /Tertiary and Secondary staff	6 Months	Rs.15,000/=	English	
154	ENET6	Diploma in Auto CAD (2D+3D)	IT related officers	6 Months	Rs.18,000/=	English	
155	ENET7	Certificate in Graphic Design	IT related officers	3 Months	Rs.12,000/=	English	
156	ENET8	Certificate in Wed Design	IT related officers	3 Months	Rs.12,000/=	English	
157	ENET9	Certificate in Book Keeping	Tertiary and Secondary staff	3 Months	Rs.12,000/=	English	
158	ENET10	Certificate in JAVA Programming	IT related officers	3 Months	Rs.10,000/=	English	
159	ENET11	Certificate in VB,Not.Net	IT related officers	3 Months	Rs.13,500/=	English	
160	ENET12	Certificate in C# Programming	IT related officers	3 Months	Rs.12,000/=	English	
161	ENET13	Diploma in Accounting	Senior /Tertiary and Secondary staff	6 Months	Rs.14,500/=	English	
162	ENET14	Diploma in Financial Management	Accounts related officers	6 Months	Rs.22,000/=	English	
163	ENET15	Certificate in Leadership Skill	Senior /Tertiary	3 Months	Rs.7,500/=	English	
164	ENET16	Diploma in Computer Hardware with Networking	IT related officers	6 Months	Rs.14,500/=	English	

Deputy Chief Secretary – Personnel & Training
 Office of the Deputy Chief Secretary - Personnel & Training
 Eastern Province

Through

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Locally Available Training Courses in 2015

Name of the Institution :
 Address :.....
 District :.....
 Telephone No. :

S.No	Name	Designation	NIC Number	Contact No (Mobile Phone)	Selected Course Names from the Schedule	
					1 st Priority (Course Code & Medium- E/T/S)	2 nd Priority (Course Code & Medium- E/T/S)

Medium:- E-English T-Tamil S-Sinhala

I nominate the above officers and they will be released for the training programmes for entire duration without interruption if they are selected.

Signature of the Head of the Institution

Seal

Date