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ஒஸ்டின் பெர்ணாந்து  
**Austin Fernando**  
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கிழக்கு மாகாண ஆளுநர்  
**Governor of the Eastern Province**



My No: G/EPC/A/MEMO

Office of the Deputy Chief Secretary  
Personnel & Training

01<sup>st</sup> February 2016

Chief Secretary

All Secretaries

All Deputy Chief Secretaries

All Heads of Departments

07 FEB 2016

Eastern Province  
Trincomalee

### Governor's Memorandum 02/2016

#### Procedure to be Adopted in Providing Opportunities for All Island Service and Combined Service officers in the Eastern Provincial Council to Enhance their Knowledge and Skills From Locally Available Courses.

Following guidelines are set out to be followed by all Ministries and Departments when nominating All Island Service and Combined Service officers coming under them for the desired courses which will be made available.

#### **1. Financial availability**

The Eastern Provincial Council will make available each year, in consultation with the Finance Commission, funds for the purpose of 'skill development' of the officers of the Eastern Provincial Council.

The Deputy Chief Secretary (P&T) in consultation with Chief Secretary will earmark an amount from the above fund to each Ministry, Governor's cluster, Chief Secretary's Cluster and to the Council on a pro rata of the number of employees in each sector for the above purpose and inform respective Heads of Departments in writing. The number of All Island Service Officers and Combined Service Officers are to be taken when calculating the pro rata for each institution.

#### **2. Availability of courses for a financial year**

Deputy Chief Secretary (P&T) is responsible each year to:-

- (a) Liaising with reputed Government/ Non-Governmental Institutions in Sri Lanka conducting training locally.

- (b) Obtaining the list of courses conducted by them, considered valuable for the Eastern Provincial Council, especially for all island service and combined service officers.
- (c) Number of berths which can be expected with the estimated cost for each such course.

The Deputy Chief Secretary (P&T) is required to circulate available courses to Secretaries to Ministries, Secretaries to Governor and Provincial Council and Deputy Chief Secretaries by 1<sup>st</sup> of September each year.

### **3. Obtaining the training requirement from the Ministries, Governor's Secretariat, Chief Secretary's Cluster and Council**

On receipt of the list of courses available for the 'coming year', circulated by the Deputy Chief Secretary (P&T), the Heads of Institutions (Secretaries & Deputy Chief Secretaries) are responsible in indicating back to Deputy Chief Secretary (P&T) their organizational requirement of training courses for the officers coming under the respective Departments/Units, compiled by a committee appointed by them, ensuring the requirement of training is within the **sum earmarked** for their institution as indicated at paragraph 1 above. They can also mention any other relevant courses which are not included in the list with the relevant details such as the name of the course, the establishment conducting the training and the cost for the training.

The Head of Institute bears responsibility that the courses requested are for the benefit of the respective organization. He must also confirm that officers selected for such course/courses can be released (as provided in the course details) without any interruption.

The Head of Institute must handover the training requirement to Deputy Chief Secretary (P&T) within one month of receiving the course list circulated by Deputy Chief Secretary (P&T) as per paragraph 2 above. The list prepared should be forwarded as per the format at appendix A.

If this provision or part of it is considered not required for the coming year by any Head of the institution, It should be notified to the DCS (P&T) before 31<sup>st</sup> of October each year.

### **4. Finalizing the training courses to be obtained for coming year.**

Deputy Chief Secretary (P&T) will arrange a meeting with Chief Secretary as the Chairman and Secretaries, Deputy Chief Secretaries, Secretary to the Governor, Council Secretary and Secretary to PPSC as members to adopt the compiled and recommended list of local training available to each institution for the forthcoming year. When this list is adopted with/without changes, it must be published in the Eastern Provincial Council Web and circulated to all Heads of Institutes by 1<sup>st</sup> of December each year.

**5. Selection and nomination**

On promulgation of the list of training courses for the coming year, the Heads of Institutions must select and nominate the most eligible candidate/s under them, for such courses available to their organization in a fair and a transparent manner, calling applications from an internal arrangement. The selected candidate must be indicated to DCS (P&T) at least three months prior to commencement of the training course

**6. Short term Training Programme.**

- (a) Must be a permanent officer attached to the Eastern Provincial Council.
- (b) Candidate can apply for short term training programme which are not provide by MDTU.
- (c) Should be an officer who has an impeccable track record on performance and not found guilty for any offence whilst serving in the Eastern Provincial Council.
- (d) Officer having pending investigations will not be considered for long duration courses.
- (e) The training course should be directly related to his duties/his position.

An officer who has already benefited under this facility or who presently under secondment or who had already followed an foreign training within last three years are not eligible to be nominated unless there are no other suitable applicants.

**7. Nominating selected officers for training courses and making the financial obligations**

On receipt of the names of selected officers from the respective Heads of Institutions as had been enumerated above, the Deputy Chief Secretary (P&T) will coordinate with the respective Government/Non Government Institution providing training and arrange for the participation of the selected candidate/s and make the necessary payment/s for training.

The financial assistance will be released direct to the institution conducting the training to meet the course fee including registration fee, examination fee and fees for study materials provided by the institution. This assistance will not cover any refundable deposit and payment for repeat examination.

**8. Provision of financial assistance for Postgraduate Diploma/Degree/Master Programmes**

An officer who has obtained approval from the Chief Secretary on the recommendation of respective Head of Institution and DCS (P&T) to follow a training programme, without hampering his work/duties may be considered for reimbursement the full or part of the cost incurred by him on his successful completion of such course of training with the express approval of the Governor subject to the under mentioned conditions are fulfilled.

- (a) The course followed must be at a Government or semi Government institute.
- (b) Must be a confirmed officer attached to the Eastern Provincial Council with minimum of five years service and recommended by the Chief Secretary. (This requirement can be waived by the Governor to an outstanding officer)
- (c) Below 50 years of age as at 1<sup>st</sup> of January of the coming year.
- (d) Officer who has an impeccable track record on performance and not found guilty for any offence whilst serving in the Eastern Provincial Council.
- (e) Officer having pending investigations will not be considered.
- (f) Officer willing to sign a obligatory service with the Eastern Provincial Council.
- (g) Requirement for Promotion mentioned in the Scheme of Recruitment.

Following Support Documents must be forwarded along with the recommendation.

- (a) Selection letter from the respective institution
- (b) Payment details
- (c) Proof for successful completion of the training program/course.
- (d) Availability of funds earmarked for local training by Deputy Chief Secretary (P&T) for respective institution for the year of payment.

#### **9. Special Consideration**

- (a) Not confirmed officer – Could be paid as a reimbursement basis after confirmed in his/her service
- (b) Above 50 years of age – Essential for promotion purpose only.

#### **10. Bonds / Obligation of service**

The officers who are selected for postgraduate courses are required to enter in to bonds and obligatory service as stipulated in Public Administration Circular No: 303 and 306 dated 16<sup>th</sup> August 1985 and 11<sup>th</sup> September 1985.

#### **11. Course Report**

All officers who are selected for training under this scheme are required to submit a course report to DCS (P&T) through the respective Head of institute within one month of the conclusion of the training programme.

**12. Training Programs conducted by Management Development and Training Unit (MDTU)**

Training programs will be conducted by MDTU as per the Training calendar planned for the year, scheduled with the requirement of the Ministry Secretaries and other institutional Heads with separate fund allocation under Deputy Chief Secretary (Personnel and Training).

13. Any deviation to this memorandum will be on the discretion of the Governor, Eastern Province.

14. Governor's Memorandum No. 05/2014 dated 21.07.2014 is hereby revoked.



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Eastern Province

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