



" විශිෂ්ට රාජ්‍ය සේවාවක් සඳහා ඇප කැපවේ "

**ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත**

**பிரதான செயலாளர் அலுவலகம் - மேல் மாகாணம்**

**OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE**



204, ඩෙන්සිල් කොබ්බෑකඩුව මාවත, බත්තරමුල්ල.  
 204, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்ல.  
 204, Denzil Kobbekaduwa Mawatha, Battaramulla.



ප්‍රධාන ලේකම් } දුරකථන / தொலைபேசி / Telephone - 011 - 2092599  
 பிரதான செயலாளர் } டென்சில் / பெக்ஸ் / Fax - 011 - 2092601  
 Chief Secretary } இ-மேல் / மின்னஞ்சல் / E-mail - chiefsecretary@wpc.gov.lk } பொது දුරකථන  
 } } தொலைபேசி இலக்கம் } 011 - 2093000  
 } } General Telephone }

මගේ අංකය } CSWP/PTR/4-1/FI/4(D) } ඔබේ අංකය } දිනය }  
 My No. } } Your No. } Date } 2023 -07 - 31

ආණ්ඩුකාර ලේකම් (බ.ප),  
 ලේකම්, පළාත් රාජ්‍ය සේවා කොමිෂන් සභාව (බ.ප),  
 සභා ලේකම්, සභා ලේකම් කාර්යාලය (බ.ප),  
 අමාත්‍යාංශ ලේකම් (පළාත් පාලන/කෘෂිකර්ම/සෞඛ්‍ය/මාර්ග/අධ්‍යාපන),  
 නියෝජ්‍ය ප්‍රධාන ලේකම් (පාලන/ඉංජිනේරු/සැලසුම්/මූල්‍ය),  
 ප්‍රධාන අභ්‍යන්තර විගණක (අභ්‍යන්තර විගණන),  
 පළාත් ආදායම් කොමසාරිස් (බ.ප),  
 අධ්‍යක්ෂ, මානව සම්පත් සංවර්ධන හා කළමනාකරණ පුහුණු ආයතනය (බ.ප).

ITEC : Training Slots under the Indian Technical & Economic Cooperation (ITEC) Scholarship Scheme of the Ministry of External Affairs, Government of India for the Year 2023 in India (Short Term)

ඉහත පුහුණු වැඩසටහන් සම්බන්ධයෙන් විදේශ සම්පත් දෙපාර්තමේන්තුවේ අධ්‍යක්ෂක ජනරාල්ගේ අංක TA/ITEC/INDIA/S/424-467 හා 2023.07.21 දිනැති ලිපිය මගින් නාමයෝජනා අයදුම්පත් ඉදිරිපත් කරන ලෙස දන්වා ඇත. අදාල ලිපියේ පිටපතක් මේ සමඟ අමුණා ඇති අතර, අදාල අයදුම්පත්‍ර හා සියළු තොරතුරු [www.erd.gov.lk](http://www.erd.gov.lk) හා <https://www.itecgoi.in/> වෙබ් අඩවිවලින් බාගත කර ගැනීමට හැකියාව ඇත.

02. ඒ අනුව, මෙම වැඩසටහන සඳහා සහභාගී වීමට අපේක්ෂිත වඩාත්ම සුදුසු නිලධාරීන්ගේ නාම යෝජනා අයදුම්පත්, අදාල දැන්වීමේ සඳහන් ලියවිලි සමඟ කට්ටල 03 කින් යුක්තව අදාල පුහුණු වැඩසටහනේ අයදුම්පත් කැඳවා ඇති අවසන් දිනට දින 04කටවත් පෙර නියමිත දිනට විදේශ සම්පත් දෙපාර්තමේන්තුවට යැවීමට හැකිවන සේ මා වෙත යොමු කිරීමට කටයුතු කරන ලෙස කාරුණිකව දන්වමි.

03. තවද නාමයෝජනා අයදුම්පත් ඉදිරිපත් කිරීමේදී මවිසින් නිකුත් කර ඇති පිරිස් හා පුහුණු 1/2015 හා 2015.08.11 දිනැති චක්‍රලේඛයට අනුකූලව , ඔබගේ නිර්දේශය සහිතව ඉදිරිපත් කළ යුතු අතර නාමයෝජනා අයදුම්පත ඉදිරිපත් කරන නිලධාරියා පසුගිය වර්ෂ 03ක දී රාජකාරි/පුහුණු/අධ්‍යාපන වැඩසටහන් සඳහා නාමයෝජනා ඉදිරිපත් කිරීම හා විදේශ ගතවීම් පිළිබඳ විස්තර ද ඉදිරිපත් කරන ලෙස වැඩිදුරටත් කාරුණිකව දන්වමි.

  
 ඩබ්ලිව්.ඒ.ඒ.මානෙල්  
 නියෝජ්‍ය ප්‍රධාන ලේකම් (පිරිස් හා පුහුණු)  
 ප්‍රධාන ලේකම් වෙනුවට  
 බස්නාහිර පළාත.

නියෝජ්‍ය ප්‍රධාන ලේකම්	පාලන நிர்வாகம் Administration	පිරිස් හා පුහුණු ஆளணி மற்றும் பயிற்சி Personnel & Training	මුද්‍රා நிதி Finance	සැලසුම් நீட்டமிடல் Planning	ඌස්තෝරු பொறியியல் Engineering	ප්‍රධාන අභ්‍යන්තර විගණක பிரதான உள்ளக கணக்காய்வாளர் Chief Internal Auditor
Deputy Chief Secretary	Tel : 0112092606 Fax : 0112092609 dcsadmin@cs.wpc.gov.lk	Tel : 0112092631 Fax : 0112092647 dcspt@cs.wpc.gov.lk	Tel : 0112092640 Fax : 0112092636 dcsfinance@cs.wpc.gov.lk	Tel : 0112092532 Fax : 0112092533 dsplan@cs.wpc.gov.lk	Tel : 0112092501 Fax : 0112092505 dcs@eng.wpc.gov.lk	Tel : 0112092628 Fax : 0112092625 cia@cs.wpc.gov.lk





# විදේශ සම්පත් දෙපාර්තමේන්තුව

74968

109

வெளிநாட்டு வளங்கள் திணைக்களம்

Department of External Resources

28 இடஒதுக்கீட்டுப் பணிகளை மேற்கொள்ளும் சහ சர்க்கார் பதவி உயர்வு அமைச்சு  
මහලේකම් කාර්යාලය (3 වැනි මහල), තැපෑ. 277, කොළඹ 00100, ශ්‍රී ලංකාව

சிதி, பொருளாதார உறுதிப்படுத்தல்கள் மற்றும் தேசியக் கொள்கைகள் அமைச்சு  
செயலகம் (3 ஆம் மாடி), த. 277, கொழும்பு 00100, இலங்கை

Ministry of Finance, Economic Stabilization and National Policies  
The Secretariat (3<sup>rd</sup> Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය  
எனது இல  
My No

TA/ITEC/INDIA/S/424-467

බඹේ අංකය  
உமது இல  
Your No

28 JUL 2023  
15 PTR

දිනය  
திகதி  
Date

21 July 2023

Secretary to the President / Presidential Secretariat  
Secretary to the Prime Minister / Prime Minister's Office  
Secretary to the Cabinet / Cabinet Office  
Secretary General to the Parliament / The Parliament  
Secretaries / All Ministries  
Auditor General / National Audit Office  
Chairmen / All Independent Commissions

Attn: Officer In-Charge Foreign Trainings

Dear Sir / Madam

**ITEC: Training Slots under the Indian Technical & Economic Cooperation (ITEC) Scholarship Scheme of the Ministry of External Affairs, Government of India for the Year 2023 in India (Short-Term)**

The Government of India has invited nominations from the eligible government officials for the above programmes in India. The programmes and the details can be downloaded from [https://www.itecgoi.in/upcoming\\_courses](https://www.itecgoi.in/upcoming_courses)

We would highly appreciate, if you could instruct the relevant officials to circulate the programmes among the Departments/ Divisions/ Institutes under your purview and submit most suitable nominations to the Department of External Resources (ERD) with the following documents;

- Nomination Letter (from the relevant Ministry)
- Two sets of the duly filled Application Form (Printouts of the online application)
- Duly filled ERD Form (can be downloaded from [www.erd.gov.lk](http://www.erd.gov.lk))
- A copy of Passport

Please note that only the duly completed applications received by ERD before 2.00 p.m. on the respective closing dates given in the schedule (Annex I) with the line ministry covering letter and other relevant documents as stipulated will be processed.

We would highly appreciate if the nominations are sent considering the relevancy of the programme to your Ministry/Institution. Maximum 02 slots are available for each programme.

**Once an ITEC Programme is offered, the recipient is ineligible for any other ITEC Programme.**

Applicants are strongly advised to register as early as possible via the following link.  
<https://www.itecgoi.in/meaportal/registerApplicant>

අධ්‍යක්ෂ ජනරාල්  
பணிப்பாளர் நாயகம்  
Director General

94-11-2484693

කාර්යාලය  
அலுவலகம்  
Office

94-11-2484500  
94-11-2484600

ෆැක්ස් අංකය  
தொலை நகல்  
Fax

94-11-2447633  
94-11-2387153  
94-11-2434876



Government of India will provide the following facilities to participants for in person programmes –

- Return Air Ticket (Economy Class) from Colombo to Training Institute in India
- Course fees
- Accommodation- Hostel/ Hotel
- Living Allowance of INR 1500/- per day for meeting expenditure on food
- Medical expenses (only in case of medical emergency during their training in India)
- Book allowance INR 5000/-
- Approved study tours (including places of historical importance)

Your early response in this regard is highly appreciated.

Yours faithfully



Udeni Udugahapattuwa  
Additional Director General  
*for Director General*

Copies to: Chief Secretaries, All Provincial Councils

# Annex I – In India

No.	ERD Code	Name of the Programme	Duration	Closing Date
01	TA/ITEC/INDIA/S/424	27 <sup>th</sup> International Training Course on Wind Turbine Technology and Applications	02-Aug-23 to 18-Aug-23	26-Jul-23
02	TA/ITEC/INDIA/S/425	28 <sup>th</sup> International Training Course on Wind Turbine Technology and Applications	06-Sep-23 to 22-Sep-23	04-Aug-23
03	TA/ITEC/INDIA/S/426	29 <sup>th</sup> International Training Course on Wind Turbine Technology and Applications	24-Jan-24 to 09-Feb-24	04-Oct-23
04	TA/ITEC/INDIA/S/427	Short Course on GI Science and Modelling	25-Sep-23 to 13-Oct-23	04-Aug-23
05	TA/ITEC/INDIA/S/428	Geospatial Technology Applications in Hydrology and Water Resources	16-Oct-23 to 03-Nov-23	23-Aug-23
06	TA/ITEC/INDIA/S/429	Remote Sensing of Geological Hazards	20-Nov-23 to 01-Dec-23	31-Aug-23
07	TA/ITEC/INDIA/S/430	Leaders Programme in Urban Transport Planning-Metro Railway System	25-Sep-23 to 29-Sep-23	07-Aug-23
08	TA/ITEC/INDIA/S/431	Transforming Logistic Sector	11-Dec-23 to 15-Dec-23	12-Sep-23
09	TA/ITEC/INDIA/S/432	International Training Programme On Skill Development, Entrepreneurship And Innovation	02-Aug-23 to 22-Aug-23	26-Jul-23
10	TA/ITEC/INDIA/S/433	Project Management Training And Certification	21-Aug-23 to 08-Sep-23	03-Aug-23
11	TA/ITEC/INDIA/S/434	Training on Seri Culture and Silk Industry	03-Sep-23 to 30-Sep-23	07-Aug-23
12	TA/ITEC/INDIA/S/435	International Training Programme on Management Systems	04-Sep-23 to 22-Sep-23	07-Aug-23
13	TA/ITEC/INDIA/S/436	Specialized Training Programme on Standards, Regulations and WTO SPS and TBT Measures	11-Sep-23 to 20-Sep-23	08-Aug-23
14	TA/ITEC/INDIA/S/437	Essentials of Digital Branding and Marketing for SMEs in International Trade	11-Sep-23 to 22-Sep-23	08-Aug-23
15	TA/ITEC/INDIA/S/438	Strategies for Development of Rural Economy	11-Sep-23 to 29-Sep-23	08-Aug-23
16	TA/ITEC/INDIA/S/439	International Programme on Asset-Liability Management in Banks and Financial Institutions	18-Sep-23 to 29-Sep-23	08-Aug-23

17	TA/ITEC/INDIA/S/440	Programme on Farmers Collective and Linking Them to Markets	18-Sep-23 to 29-Sep-23	08-Aug-23
18	TA/ITEC/INDIA/S/441	Innovative Leadership for Organization Growth and Excellence Trainers Promoters Programme	18-Sep-23 to 06-Oct-23	08-Aug-23
19	TA/ITEC/INDIA/S/442	International Training Programme on Public Policy and Governance	10-Sep-23 to 20-Sep-23	09-Aug-23
20	TA/ITEC/INDIA/S/443	Recent Advances in Dairy Farming, Processing and Marketing Strategies	04-Oct-23 to 17-Oct-23	25-Aug-23
21	TA/ITEC/INDIA/S/444	Certificate Course on Total Solution for Integrated Library System	04-Oct-23 to 17-Oct-23	25-Aug-23
22	TA/ITEC/INDIA/S/445	Certificate Course in Fertilizer Technology	09-Oct-23 to 20-Oct-23	25-Aug-23
23	TA/ITEC/INDIA/S/446	Energy Efficiency Practitioners Course in Industrial Utilities	09-Oct-23 to 20-Oct-23	25-Aug-23
24	TA/ITEC/INDIA/S/447	Petroleum Refining Technology & Petrochemicals	09-Oct-23 to 27-Oct-23	25-Aug-23
25	TA/ITEC/INDIA/S/448	Management Development Program on Operation and Maintenance of Bio-Medical Equipment	09-Oct-23 to 27-Oct-23	25-Aug-23
26	TA/ITEC/INDIA/S/449	Skill Gap Study and Analysis for Mapping Employment Opportunities	09-Oct-23 to 27-Oct-23	25-Aug-23
27	TA/ITEC/INDIA/S/450	Enhancing Competitiveness in SMEs through Innovation, Incubation & Intellectual Property Rights	09-Oct-23 to 27-Oct-23	25-Aug-23
28	TA/ITEC/INDIA/S/451	Audit of E-Governance	09-Oct-23 to 03-Nov-23	25-Aug-23
29	TA/ITEC/INDIA/S/452	Programme on Rural Cooperative in India	30-Oct-23 to 04-Nov-23	25-Aug-23
30	TA/ITEC/INDIA/S/453	Women and Enterprise Development Trainers and Promoters Program	30-Oct-23 to 17-Nov-23	25-Aug-23
31	TA/ITEC/INDIA/S/454	Budgeting, Accounting and Financial Management in Government Sector	30-Oct-23 to 17-Nov-23	25-Aug-23
32	TA/ITEC/INDIA/S/455	Programme on Developing Women Leadership	09-Oct-23 to 13-Oct-23	25-Aug-23
33	TA/ITEC/INDIA/S/456	ISO 22000/ HACCP for Fish Processing Establishments	06-Nov-23 to 17-Nov-23	04-Sep-23
34	TA/ITEC/INDIA/S/457	Specialized Training Programme on Select WTO Issues, Agriculture, Services, Trips and RTA	13-Nov-23 to 22-Nov-23	04-Sep-23

35	TA/ITEC/INDIA/S/458	International Training Programme on Health Protection and Security	13-Nov-23 to 01-Dec-23	04-Sep-23
36	TA/ITEC/INDIA/S/459	Advanced Analytical Techniques Basic Principles & Application for Quality Assessment of Drugs and Pharmaceuticals for Export	20-Nov-23 to 01-Dec-23	04-Sep-23
37	TA/ITEC/INDIA/S/460	Testing, Operation, Maintenance and Protection of EHV Substations and Lines	20-Nov-23 to 08-Dec-23	04-Sep-23
38	TA/ITEC/INDIA/S/461	Technological Interventions in Processing, Value Addition and Packaging of Aquatic Resources	20-Nov-23 to 08-Dec-23	04-Sep-23
39	TA/ITEC/INDIA/S/462	International Training Programme on Standardization and Conformity Assessment	20-Nov-23 to 08-Dec-23	14-Sep-23
40	TA/ITEC/INDIA/S/463	Receipt and Compliance Audit	20-Nov-23 to 15-Dec-23	14-Sep-23
41	TA/ITEC/INDIA/S/464	Specialized Programme on Machine Learning	04-Dec-23 to 22-Dec-23	02-Oct-23
42	TA/ITEC/INDIA/S/465	Housing the Urban Poor - Policy, Planning and Implementation - Indian Experience	04-Dec-23 to 22-Dec-23	02-Oct-23
43	TA/ITEC/INDIA/S/466	Small Business Planning and Promotion	04-Dec-23 to 22-Dec-23	02-Oct-23
44	TA/ITEC/INDIA/S/467	Introductory Courses on Nano Technologies	05-Dec-23 to 23-Dec-23	02-Oct-23

**ITEC/SCAAP Terms and Conditions**

**I. Participants will be provided with the following allowances and facilities:**

- Excursion/economy class air tickets for travel from the capital city of the participant's country to the training Institute in India and back;
- Gratis Indian Visa for the duration of the Course;
- Course fees - borne by Government of India;
- Accommodation provided by Government of India in hostel/hotel, depending on the Institute. Participants are required to pay for services availed by them such as (a) Room service, (b) Laundry, (c) Local and outstation telephone calls, fax, etc.;
- Living Allowance @ Rs. 1500 per day and on pro-rata basis for part thereof to meet expenditure on food, out-of-pocket expenses, etc. The allowance is calculated from the date of arrival till the date of departure;
- Disbursement of the Living Allowance will be made by the Institute on a weekly/fortnightly basis (as decided by the Institute); the participants are supposed to pay for their meal out of this allowance. In case the Institute makes arrangement for the food, a portion of the allowance will be deducted by the Institute in advance and rest will be paid to the participants. Participants may wish to bring some extra money for shopping and other dietary needs;
- Book Allowance of Rs. 5000/- for purchase of course-related books and purchase receipts need to be submitted for reimbursement;
- Study Tour(s) as part of the Course Curriculum to familiarize with Indian culture and history (which is mandatory);

- Medical facility is for ailments of immediate and emergency nature occurring in India. No medical reimbursement allowed for ailments of chronic nature. Participants must carry their own medicine for regular and chronic ailments like diabetes, hypertension, etc. For regular/chronic ailments, all consultation charges of doctor/medicines etc. Would be borne by the participants.
- If any special assistance is required by a participant during his/her stay in India, that should be intimated to Mission as well as to the concerned Institute prior to departure for India. It is advised that participant may check with the Institute about the availability of facility required by him/her.

## **II. Guidelines**

- Participants are required to obtain from the Indian Mission the contact telephone/mobile numbers of the Course Coordinator and the Institute. They must familiarize themselves with the weather conditions and the type of clothes to be carried to India.
- Participants are required to conduct themselves with discipline and abide by rules, regulations and guidelines as stipulated by both the nominating Government and the Government of India.
- Participants are required to complete the training Course. Request for change of Course midway is not entertained.
- Participants are required to abide by the rules of the university/institution/establishment in which the participant is selected to undergo the training as well as participate in all Course-related activities including submission of periodic assessments/tests conducted by the Institute.
- Participants are to refrain from engaging in any political activity and/or any form of employment for profit or gain.
- Participants are not allowed to bring along their spouses or families for the duration of the Course. No such request would be entertained by Government of India.



- Participants are required to return to their countries upon completion of the training Course.
- Participants who leave the Course midway without prior intimation/permission of the Ministry of External Affairs or remain absent from the Course without sufficient reasons are required to refund the cost of training and airfare to Government of India.
- Participants are taken on study tour(s) as part of their Course Curriculum to visit different heritage sites/places of interest in India. No requests for any additional private tourism, etc. will be entertained during the Course.
- ITEC sponsorship could be cancelled at any time due to unsatisfactory conduct, breach of conditions of the Programmed, violation of rules of the institute/university/establishment, failure to make satisfactory progress in the training Course or for other sufficient cause as determined by the Government of India.
- Female participants are advised to abstain from joining training Courses if they are in family way prior to their departure for India.
- Participants must ensure that there is no family or official commitments during the training programme. Request for leave during the course may not be acceded to by the Government of India.

### **III. Apply for ITEC / TCS of Colombo Plan:**

#### **i. How to apply:**

- All new applications are now required to be filled in by the applicants themselves at the "Apply for ITEC/SCAAP course" link at the new website (<https://www.itecgoi.in/meaportal/registerApplicant> ). Instructions are available at <https://www.itecgoi.in/meaportal/resources/userManual/registration.pdf>
- They can choose their own login email ID and create their login password, which would be used by the system to keep them posted of the processing status.
- After a candidate has applied for a course, he/she must take a printout of the application and send it to the Indian Mission/Post through the nominating ministry/organizations.

- Nodal/designated Department/Agency (The External Resources Department of Sri Lanka) is, in turn, required to forward the applications to the High Commission of India.
- Candidates are required to fill in the Application Form carefully and not to leave any column incomplete/blank or furnish incorrect information. Undertaking by candidate and certification from employer and medical report are mandatory.

## **ii. Who can apply:**

- Officials in Government, Public and Private Sectors, Universities, Chambers of Commerce and Industry, etc.
- Candidates should possess adequate work experience.

## **iii. Eligibility criteria for admission to Courses:**

- Academic qualifications as laid down by the Institute for the Course concerned ( available in the ITEC brochure)
- Working knowledge of English required to follow the Course.
- Age between 25 to 45 years.
- Candidate can obtain the medical report from any **Government Hospitals** to undertake the training.

## **iv. General Information:**

- Applications should reach the High Commission of India at least 3 months before the commencement of the Course.
- Selected candidates are required to familiarize themselves fully with the living conditions in India and about the Institute through the Institute's website.
- Decision regarding acceptance of applications/nominations rests solely with the Ministry of External Affairs, Government of India.

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