

Public Administration Circular . 04/2002

My No: AR/IT/60
Ministry of Public Administration,
Management and Reforms
Independence Square
Colombo 7.

23.05.2002

Secretaries of Ministries
Chief Secretaries of Provincial Councils and
Heads of Departments

COMPUTER TRAINING CENTRE CUM CYBER CAFE

The Distance Education for Public Servants (DEPS) Project has opened a Computer Training Centre cum Cyber Cafe at the J.R. Jayawardena Cultural Centre, 191, Dharmapala Mw., Colombo 7.

The Centre will be kept open from 7.30 a.m. to 9.00 p.m.

The Centre will provide computer training to Public Officers, using the Manual developed by the DEPS Office. In addition Public Officers could make use of the Cyber facilities at the centre to access the internet, send e-mails, or do word processing, from 7.30 - 9.00 a.m. and from 4.00 - 9.00 p.m. everyday (whole day on Sundays).

The computer training could be followed in three consecutive days or one day a week spread over three consecutive weeks.

At the end of the training course the trainees will be subjected to a test and a certificate will be issued.

Similar centers will be opened in other principal towns, depending on the experience in Colombo.

Those Public Officers who wish to follow the Computer Training Programmes or make use of the Cyber facilities should register themselves with the DEPS Project Office, No. 713, D.P. Wijesinghe Mw., Pelawatte, Battaramulla. They should make their application via the Head of their Institution using the attached application form.

The Heads of Institutions while forwarding the application will have to agree to grant duty leave to the applicant to follow the course.

Sgd. **Dita Wimalasiri**
Secretary

Ministry of Public Administration,
Management and Reforms

Application Form

1. Name :
2. Designation : NIC No.
3. Official Address :

- | 4. Whether the application is for | Yes | No |
|---|--------------------------|--------------------------|
| i. Following the Computer Training Course | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Making use of the cyber cafe facilities | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. Both | <input type="checkbox"/> | <input type="checkbox"/> |

Date: _____ Signature of the Applicant _____

5. Recommendation of the Head of the Institution:
Recommended

The Officer could be released to follow the
Computer Training Course

Date: _____ Signature _____

Designation _____