



රාජ්‍ය පරිපාලන හා ආපදා කළමනාකරණ අමාත්‍යාංශය  
பொது நிர்வாக மற்றும் அனர்த்த முகாமைத்துவ அமைச்சு  
Ministry of Public Administration and Disaster Management

නිදහස් වතුරගුය, කොළඹ 07, ශ්‍රී ලංකාව.  
சுதந்திர சதுக்கம், கொழும்பு 07 இலங்கை.  
Independence Square, Colombo 07, Sri Lanka.

මගේ අංකය  
எனது இல  
My No

MPA/HRD/FTR/S/FTPProg/Gen/19

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

14.06.2019

**Heads of Departments,**

**Calling information for Training Programmes on Capacity Development of Officers in Staff Grades**

It has been planned by the Ministry of Public Administration and Disaster Management to conduct several training programmes on capacity development in the year 2019 for officers in all island services under the purview of the said Ministry, with the objective of developing skills relevant to public administration and management.

02. Formulation of a data base for this purpose has already been initiated and you are kindly informed to furnish details of the officers in Grade I, II and III of Sri Lanka Administrative Service serving at your institution, who are **in charge of the subjects of administration**, in accordance with the format given in Annex 01 and send the same **on or before 20.06.2019**. Fax number - 0112-698461 / e-mail - [foreigntraininghrd@gmail.com](mailto:foreigntraininghrd@gmail.com)  
(Kindly note that, this should be applicable only to the government departments but not to the ministries)

03. I highly appreciate your corporation in our effort to enhance the capacity of the officers in order to improve the efficiency and productivity of the public service.

**Pradeepa Serasingha**

Additional Secretary (Human Resources and Development)

For Secretary

Ministry of Public Administration and Disaster Management

Name of the Institution - .....

Name of the officer	Post	Grade	Date of Birth	Date of first appointment	Date of appointment to the Grade at present	Trainings received from June 2017 to June 2019 *			Mobile number	e-mail	National Identity Card Number	Passport number
						Local	Foreign					
						Programmes	Programmes	Country				
						1.	1.					
						2.	2.					
						3.	3.					
						4. ....	4. ....					

\* Capacity development programmes conducted on service requirements at the Sri Lanka Institute of Development Administration are not applicable.