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 அரசாங்க நிர்வாக மற்றும் அனர்த்த முகாமைத்துவ அமைச்சு
Ministry of Public Administration and Disaster Management
 ඉංජිනේරු සේවා අංශය, පොත්පොතියල් සේවාව පිරිව, Engineering Services Division
 නිදහස් වතුරය, කොළඹ 07, ශ්‍රී ලංකා. சுதந்திரச் சதுக்கம் கொழும்பு 07 இலங்கை.
 Independence Square, Colombo 07, Sri Lanka.
 Website : www.pubad.gov.lk

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අධ්‍යක්ෂ பணிப்பாளர் } Director	011- 2698268	ෆැක්ස් தொலைநகல் } Fax	011- 2698268	ඊ-මේල් மின்னஞ்சல் } E-mail	esbpubad@gmail.com

මගේ අංකය எனது இல } My No	MPA/ESD/01/04/2018	ඔබේ අංකය உமது இல } Your No	දිනය திகதி } Date	2019.05.24
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All Secretaries of Ministries
 Chief Secretaries of Provinces
 Heads of Departments
 District Secretaries

Second Language Proficiency (Sinhala) of Officers in Grade III of Sri Lanka Engineering Service

Action has been taken to make the officers, who are in Grade III of Sri Lanka Engineering Service, participate in a residential training course in Sinhala language held by National Institute of Language Education and Training from 02.11.2019 to 12.11.2019 in relation to Volume 3, Chapter 03 of Public Administration Circular No: 01/2014. The cost for the training programme will be borne by the Ministry of Public Administration and Disaster Management.

02. The officers, who are interested in the above course and **who have joined the service in Tamil medium** and have not yet acquired the second language proficiency as per Public Administration Circular No: 01/2014, should perfect the application published in the page of Sri Lanka Engineering Services Division in the official website of the Ministry and send it to the following address before 15.07.2019 along with the recommendation of the Head of the Department. You are kindly informed that it is expected to give the opportunity only to the first 80 officers, who submit their applications, to participate in this training programme.

03. Address to which the applications should be sent – Director of Engineering Services
 Sri Lanka Engineering Services Division
 Ministry of Public Administration and
 Disaster Management
 Independence Square, Colombo 07

04. You are kindly informed that it is compulsory for the officers, who are selected for this programme, to participate in this and another date will not be considered for the officers, who are unable to participate in this training programme.

05. The list of names of the officers selected for the course and details of the course will be published in the page of Sri Lanka Engineering Services Division of the web site of our Ministry www.pubad.gov.lk before 30.08.2019.

J.J. Rathnasiri
 Secretary
 Ministry of Public Administration and Disaster Management

**Application for the Second Language Training (Sinhala)
For Grade III Engineers of Sri Lanka Engineering Service**

- 01. Name with Initials :.....
- 02. Date of Birth :.....
- 03. NIC Number :.....
- 04. Permanent Address :.....
.....
- 05. Postal Address :.....
.....
- 06. Date of Appointment :.....
- 07. Date of Confirmation :.....
- 08. Present Work Place
 - a) Address :.....
 - b) Designation :.....
 - c) Category :.....
- 09. Phone Number :.....
- 10. E-mail Address :.....

11. Date :.....

Signature

12. Recommendation of head of the Department

The application of engineer.....for the above training is recommended and forwarded for necessary action. Officer can be released if selected for the above training.

.....
Date

.....
Signature of the Head of the Department

- Name :.....
- Designation :.....
- Ministry/Department :.....
- (Official stamp) :.....

Note : Advance copy to be forward to Director (ESB) via Fax(0112698268) early as possible.