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நிதி அமைச்சு
MINISTRY OF FINANCE

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செயலகம், கொழும்பு 01.
இலங்கை

The Secretariat, Colombo 01.
Sri Lanka

කාර්යාලය } (94)-11-2484500
அலுவலகம் } (94)-11-2484600
Office } (94)-11-2484700

ෆැක්ස් }
பெக்ஸ் } (94)-11-2449823
Fax }

වෙබ් අඩවිය }
වෙබ් සයිට් } www.treasury.gov.lk
Website }

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Ministry Circular No. 01/2019

All Heads of Departments

Ministry of Finance

Submission of Nominations for Foreign Programs

It has been observed that when nominating officials for foreign programs (Training/Workshops/Conferences/ Seminars etc.) standard procedure has not been followed by the respective institutions under the Ministry of Finance. As a result, from time to time, some nominations were rejected due to various reasons.

Therefore, all the Heads of the Departments under the Ministry are advised to strictly comply with the following guidelines when nominating officers for overseas training programs before forwarding it to the Selection Committee for approval, irrespective of source of Finance.

1. In terms of Chapter XV (3) of the Establishment Code, officers on probation should not be nominated. However, such nominations could be considered for short term training for a duration less than 02 weeks based on the recommendation of the Head of the Department on the relevance of such program to the officers 'work responsibilities and functions.
2. Nominations should be submitted for approval in advance, at least 05 working days prior to the expected deadline of Department of External Resources (ERD) and/or intended date of travel.
3. Nominations for overseas training programs using funds of GOSL are discouraged as plenty of opportunities are available under various schemes such as technical assistance (TA) programs of the ERD. Priority should be given to training programs sponsored with foreign source of finance especially, under TA programs.

4. Programs which are not channeled through ERD and programs which are organized by the local institutions as a part of a local courses will not be considered for the selection when even part of the cost has to be borne by the Consolidated Fund.
5. All the Heads of Department must ensure equal distribution of foreign training opportunities among officers at all levels. (Including officials in regional offices, branches and divisions)
6. The consent of the Head of the Department should be obtained prior to applying for a course online, if an officer intends to apply online for a foreign training program conducted by development partners such as IMF, ADB, WB, JICA, KOICA, Commonwealth or Colombo Plan etc. When online applications are submitted by the officers, approval must be obtained from the Selection Committee prior to applying online.
7. Preference should be given as far as possible to officers who have not been nominated for foreign training/ workshops/ seminars/ forums/ conferences etc. previously.
8. The Head of the Department should not nominate an officer for more than 03 foreign programs in one calendar year.
9. All the nominations and withdrawals should be channeled through the Ministry. Under no circumstances, applicants should directly communicate with donor agencies, training agencies or foreign missions overseas in regard to nominations or withdrawal of nominations.
10. Those officers on the verge of retirement (within a period of one year of retirement) should be nominated only for workshops/ seminars/ conferences where the nomination is strongly justifiable and his/her experience is required.
11. Officers whose age is between 55-58 years, should be considered only for programs (seminars, workshops, study tours and conferences) where the program duration is less than 02 weeks and only in instances when the officer needs to attend in his/her official capacity to represent the institution/country.
12. The Head of the department can under exceptional circumstances nominate officers over 58 years of age for programs (seminars, workshops, study tours and conferences) if the duration is less than 02 weeks. In such instances, a strong justification for the requirement should be submitted to the Ministry along with the application.

13. Nominations on direct invitations in the name of the Head of Departments should be submitted for the approval of ministerial selection committee before confirming their participation.
14. Selections for foreign training should strictly be in line with the provisions of this Circular.
15. This circular comes into effect from 25/06/2019.



R H S Samaratunga
Secretary to the Treasury

Copies:

1. Auditor General.
2. Additional Secretary, Ministry of Finance
3. Chief Accountant, Ministry of Finance