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அரசாங்க நிர்வாக மற்றும் உள்நாட்டலுவல்கள் அமைச்சு
Ministry of Public Administration and Home Affairs

නිදහස් වතුරය, කොළඹ 07 சுதந்திர சதுக்கம், கொழும்பு 07. Independence Square, Colombo 07.

දුරකථන தொலைபேசி (94) 011-2696211-13 Tel.	ෆැක්ස් பெக்ஸ் (94) 011-2695279 Fax	ඊ මේල් இ-தபால் : secretary@pubad.gov.lk E - mail	වෙබ් අඩවිය இணையத்தளம் : www.pubad.gov.lk Website
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මගේ අංකය
எனது இல : } **DT/04/TB**
My No

ඔබේ අංකය
உமது இல : }
Your No

දිනය
நிகதி : } **23.07.2012**
Date

All District Secretaries

Collecting Information of officers for Database on Foreign Training

This is further to my letter of even number dated 29th May 2012 on the above subject.

It is regretted to inform that the officers whose particulars have not been fed in the "Database on Foreign Training" of Human Resources Division will lose the opportunity to be nominated for Foreign Scholarships.

Therefore, you are kindly requested to send their applications with National Identity Card Number and e-mail address with your recommendation **on or before 01st August 2012**. Also please inform us any changes of the above informations in order to update the Database. (011-2698464)

The application form is attached herewith for your easy reference.

P.Hatharasinghe
Additional Secretary (Internal Administration and Administrative Reforms)
For Secretary

Copy:- (1). Secretary, Ministry of Public Administration and Home Affairs

(2). All Divisional Secretaries- To submit the applications to District Secretaries before 01st August 2012 (Application can be downloaded from www.pubad.gov.lk)

Application Form

* Please fill in **BLOCK CAPITALS**.

01. * Full Name (Mr. / Mrs. / Miss).....
 * Name with Initials:
02. * Designation :
03. * Official Address :

04. Telephone Numbers : Office
 Mobile
05. E-mail Address:
06. Date of Birth :
 (DD) (MM) (YY)
07. National Identity Card Number (NIC).....
08. Service : (SLAS / SLAcS .etc.)
09. District :
10. Age :
11. Date Enter to the Present Service :
 Date joint to this Ministry :.....
12. Confirmation Details : (Yes / No)
13. Achievements :

		Place/ Commendation			Work Place when receiving the award
		National Level	Provincial Level	District Level	
01	2006 Productivity Competition				
02	2007 Productivity Competition				
03	2008 Productivity Competition				
04	2009 Productivity Competition				
05	2006 Management Competition				
06	2008 Management Competition				
07	2010 Management Competition				
08	ISO Certification	Received Year:			

14. Special Achievements (If you need please use a separate paper):

Description	Work Place

15. Educational Qualifications :

Degree	Field of the Degree	University / Institution

Masters / PGD	Field of the Masters / PGD	University / Institution

16. Funded by Government for Local Masters : (Yes / No)

If yes, Amount :

17. Language Proficiency : (Highest Qualification)

English :

Score of IELTS / TOEFL (if any)

18. Computer Skills :

.....

19. Other Qualifications :

.....

.....

20. Details of Foreign Training Received in the past 07 Years including Master Degree Programs.

Course	Country	Duration	Year

I hereby confirm that the above information are true and correct according to my knowledge.

Date

Signature

Statement of Head of the Department,

I hereby recommend the details of the above officer.

Date :

Signature:

Name :

Tel. No. :

Rubber Stamp

Note: Please inform us any changes of the above information immediately in order to update the Database (011-2698464)/ ashr@pubad.gov.lk