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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

මුදල්, ක්‍රමසම්පාදන සහ ආර්ථික සංවර්ධන අමාත්‍යාංශය
தேசேகதி கார்ப்பாලය (3 වැනි මහල), කූ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව
நத. திட்டமிடல் மற்றும் பொருளாதார அபிவிருத்தி அமைச்சு
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

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මගේ අංකය
எனது இல
My No

TA/SIN/S/20/2026

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

27th March 2026

Secretary to the President
Secretary to the Prime Minister
Heads/ all Other Special Spending Units
Secretaries / All Ministries
Heads/ All Departments
Chief Secretaries / All Provincial Councils

Attn: Officer In-Charge Foreign Trainings

Short Term Training Programme on "Trade and Business Development"
- From 08th to 12th June 2026 in Singapore

We would like to inform you that the Government of Singapore has invited nominations for the upcoming training program titled "Trade and Business Development" organized under the Singapore Cooperation Programme (SCP).

The Programme aims to share Singapore's approach to developing the economy through trade facilitation and trade policies.

In this regard, we would greatly appreciate your assistance in disseminating this information to the relevant officers within your Ministry and the institutions under your purview. In view of the programme's relevance to the mandate and functions of your institution, we would be grateful for your kind consideration in nominating a suitably qualified candidate for participation.

Kindly note that all nominations should fully comply with the guidelines set out in the programme details attached herewith, and be submitted in accordance with TA Circular 2013/2014 (ii) dated 24th October 2013, issued by the Ministry of Finance and Planning.

Please be informed that, in accordance with the guidelines of this programme, airfare is not provided by the sponsoring agency and is required to be borne by the nominating Government. Further, as per prevailing Government circulars, such payments cannot be made from domestic funds using budgetary allocations. In this context, the Department of External Resources (ERD) will facilitate the selected candidate in obtaining an air ticket through available sponsorship, subject to the availability of sponsorship and the acceptance of the sponsor to provide such support. The selected candidate is therefore requested to contact the Department of External Resources (ERD) immediately upon confirmation of selection, with a formal request seeking facilitation to obtain the air ticket, together with a copy of his/her passport.

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693

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அலுவலகம்
Office

94-11-2484500

94-11-2484600

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தொலை நகல்
Fax

94-11-2447633

94-11-2387153

Please note that this facility is strictly subject to the availability of sponsorship. In the event that sponsorship cannot be secured, the selected applicant will be required to make independent arrangements to obtain the air ticket at his/her own expense. Accordingly, a written consent from the candidate, duly recommended and endorsed by the respective Ministry/ Institution (employer), confirming his/her willingness to bear the cost of the air ticket if required, should be submitted together with the nomination. Please note that applications not accompanied by the above mentioned statement from the applicant, duly endorsed by the relevant authority, will not be processed.

The nomination should reach ERD on or before **2:00 PM on 08th April 2026**, accompanied by the following documents:

- Nomination letter with the recommendation from the relevant Ministry
- Application (a copy of online application)
- Duly completed ERD Form (downloadable from www.erd.gov.lk)
- A formal letter indicating the candidate's willingness to bear the air ticket cost, if required. **This letter must be duly endorsed by the Head of the Institution.**

Please note that only one opportunity is available for Sri Lanka to participate in this training programme. Selection will be made by the Government of Singapore based on the nominee's qualifications, experience, and the relevance of the programme to their current role.

Please be informed that once selections are confirmed, nominees are expected to honour their acceptance and refrain from withdrawing except under exceptional and unavoidable circumstances. As these training opportunities are extended for the benefit of the country, withdrawals after selection adversely affect Sri Lanka's standing and result in the loss of valuable training slots, while depriving other deserving officers of the opportunity. Accordingly, both nominees and respective Ministries/organizations are kindly requested to ensure that applications are submitted only with a firm commitment to participate.

Instructions for applicants are available at <https://go.gov.sg/start-guide>, and nominated applicants are strongly advised to register online at their earliest convenience. As this is an online application process, nominees are required to submit their applications via <https://go.gov.sg/tradeandbusinessdevelopment2026>. Timely submission of the online application together with all required documents will enable this Department to process the nomination with the necessary endorsement, as required by the organizers, and facilitate the allocation of the training slot for Sri Lanka.

This programme presents a valuable opportunity for the Government of Sri Lanka to further enhance the knowledge and leadership capacities of its officials. Accordingly, your cooperation in nominating the most suitable candidate to effectively utilize this opportunity would be greatly appreciated.

Your early response in this regard would be highly appreciated.



Upendra Wijerathna
Director (Actg.)
for Director General