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வெளிநாட்டு வளங்கள் திணைக்களம்  
Department of External Resources

මුදල්, ක්‍රමසම්පාදන සහ ආර්ථික සංවර්ධන අමාත්‍යාංශය  
தேசேந்தி கார்ப்பாடம் (3 වැනි මහල), කැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව  
நத, திட்டமிடல் மற்றும் பொருளாதார அபிவிருத்தி அமைச்சு  
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை  
Ministry of Finance, Planning and Economic Development  
The Secretariat (3<sup>rd</sup> Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Website: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය  
எனது இல  
My No

TA/ITEC/INDIA/S/26-27/73

ඔබේ  
අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

22<sup>nd</sup> June 2026

**Attn: Officer In-Charge Foreign Trainings**

Secretary to the President / Presidential Secretariat  
Secretary to the Prime Minister / Prime Minister's Office  
Heads / Other Special Spending Units  
Secretaries / All Ministries  
Chief Secretaries / All Provincial Councils  
Heads / All Departments

**Progress to Proficiency in English - From 04<sup>th</sup> to 31<sup>st</sup> August 2026 in India**  
**-Training Programme under the Indian Technical & Economic Cooperation (ITEC) Scholarship Scheme**

The Government of India has invited nominations from eligible government sector officials from Sri Lanka to participate in the international training programme on "Progress to Proficiency in English" The programme will be held in India from 04<sup>th</sup> to 31<sup>st</sup> August 2026. Further details of the programme can be downloaded from the link: [https://www.itecgoi.in/upcoming\\_courses](https://www.itecgoi.in/upcoming_courses)

We would greatly appreciate it if you could instruct the relevant officials to circulate this information among the Departments, Divisions, Institutes and Provincial/ District administrations under your purview. Please ensure that the most suitable nomination is submitted to the Department of External Resources (ERD), together with the following documents, **on or before 11.00 a.m. 17<sup>th</sup> July 2026**, for further necessary action.

- Nomination letter from the relevant Ministry
- Duly filled Application Form (printouts of the online application)
- Duly filled ERD form (available at [www.erd.gov.lk](http://www.erd.gov.lk))
- A clear copy of Passport (with a minimum 6-month validity period)
- Medical certificate issued by a doctor/ Government Hospital in the prescribed format
- A statement on the relevancy of the training programme to the current job role

We have been informed that a **maximum of two (02) opportunities are available** for Sri Lanka, and to submit three to four (3-4) nominations to the High Commission of India (HCI) before the deadline for screening. Accordingly, you are kindly requested to select the most suitable officer from your organization, ensuring that the programme is directly relevant to the functions of the Ministry and the official duties of the nominated officer. The relevance of the training programme to the nominee's current responsibilities will be critically assessed during the screening process conducted by the HCI.

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பணிப்பாளர் தலைவர்  
Director General

94-11-2484693

කාර්යාලය  
அலுவலகம்  
Office

94-11-2484500  
94-11-2484600

ලැකිල්ල අංකය  
தொலைபேசி  
Fax

94-11-2447633  
94-11-2387153

Please be advised that the following procedures will be applied when submitting applications for the ITEC Programmes. These procedures are established to ensure compliance with the conditions and guidelines set forth by ITEC, as well as to facilitate a streamlined application process:

- Applicants are strongly encouraged to register for the programme as early as possible using the link: <https://www.itecgoi.in/meaportal/registerApplicant>
- It is important to note that candidates must complete the ITEC application form meticulously, ensuring that no fields are left incomplete or blank, and that all information provided is accurate. Incomplete applications will be rejected without undergoing the screening process.
- Please ensure that a duly signed printout of the online application, together with the required supporting documents, is submitted to the Department of External Resources on or before the stipulated deadline.
- The first four (04) applications will be processed on a "first come, first served" basis, taking into account the relevance of the applicant to the programme. Once the first four applications are forwarded to the HCI in Sri Lanka, the application status on the web will be marked as closed.
- If multiple nominations are included in a single submission, we will select the required number of candidates based on the order in which their names appear in the cover letter. In cases where more than one covering letter is submitted on the same date, the most senior applicant will be selected. Conversely, if the covering letters are dated differently, the earliest application will be prioritized for selection.
- Officers who have previously completed any training course under the ITEC Programme, whether short-term or long-term, are not eligible to reapply for a period of five (05) years from the date of completion of the prior programme.
- Please comply with the age restrictions; Applicants at the Director level or below must be under 50 years.
- A working knowledge of English is required to successfully follow and complete the programme.
- Candidates must be medically fit to undertake the training.
- Please ensure that all nominations are in full compliance with the provisions of TA Circular No. 2013/2014 of the Ministry of Finance, Planning and Economic Development dated 24<sup>th</sup> October 2013.

In addition, it is hereby informed that any cancellation or withdrawal of nominations after selection to the programme will not be accepted. Such withdrawals may result in the repayment of air ticket cancellation charges or the full cost of the air ticket, along with any other administrative costs incurred, depending on the circumstances.


The Government of India will provide the following facilities to participants selected for in-person training programmes:

- Return Air Ticket (Economy Class) from Colombo to Training Institute in India
- Course fees
- Accommodation
- Living Allowance of INR 1,500/- per day for meeting expenditure on food
- Medical expenses (only in case of medical emergency during the training in India)
- Approved study tours (including places of historical importance)

Please note that the final decision regarding the acceptance of applications/nominations rests solely with the Ministry of External Affairs of the Government of India and only selected candidates will be notified through the ERD and the HCI in Sri Lanka.

This training programme presents a valuable opportunity for public sector officials and for the Government of Sri Lanka. We therefore look forward to receiving a strong and competitive list of nominations to ensure the maximum utilization of this offer.

Your kind cooperation and prompt action in this regard are highly appreciated.

  
Upendra Wijerathna  
Director (Actg.)  
for Director General