

31

FOREIGN TRAINING PROGRAM

ESSENTIAL INFORMATION SHEET (E.I.S)

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Program Organize by: *Japan*
 Reference ID: *2026/11*
 Received on: *24.04.2026*



27 APR 2026
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01. PROGRAMME SUMMARY

a. Programme Name: *Small and Medium Enterprise Development Policies*
 b. Host Country & City:
 c. Institute:
 d. Training Venue:
 e. Duration: *24th June to 23rd July 2026*

Handwritten signature and initials

02. ELIGIBILITY CRITERIA

a. Staff Category: *eligible Government Sector*
 b. Age Limit:
 c. Minimum Service: *Conformed in Services or As per chapter XV Section 3 of E- Cord*
 d. Required Qualifications:
 e. Language Proficiency: *English language Proficiency (e.g- TOEFL,IELTS,CEFR)*

03. ELIGIBILITY OF ALLOWANCE

a. Warm Clothe Allowance: *As per Chapter XV Section 9:1 of E- Code*
 b. Incidental Allowance: *yes*

04. REFERENCE DOCUMENTS

Date	Issuing Authority	Letter No
<i>21st April 2023</i>	<i>Ministry of Public Administration, Provincial Councils an</i>	<i>PL/6/5/JICA</i>

05. APPLICATION & CONTACT POINT

a. Application Deadline: *Before 2.00 p.m on 30 April 2026*
 b. How to Apply: *WWW.erd.gov.lk*
 c. Telephone: *0212211391*
 d. Whatsapp :

06. REMARKS

- application should be reached DCS P&T on before 29.04.2026*
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** In the event of a conflict of information, the Original Documents shall Prevail.*

Handwritten signature
 DCS P&T

27.04.2026



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பொது நிர்வாக, மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Administration, Provincial Councils and Local Government

சிடிஎன் 04/09/06, කොළඹ 07, ශ්‍රී ලංකා சுதන්ත්‍ර ජනරජය, කොළඹ 07, ශ්‍රී ලංකා Independence Square, Colombo 07, Sri Lanka
දුරකථන } 011-2696211-13 } 011-2695279 } info@pubad.gov.lk } 011-2166000 }
Telephone } Fax } E-mail } Telephone }
www.pubad.gov.lk

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My No } Your No }
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Date }

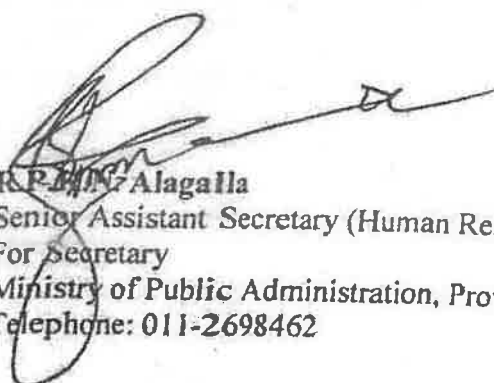
Additional Secretary (Administration)
Home Affairs Division

~~Ministry of Public Administration and Home Affairs~~
~~Ministry of Public Administration and Home Affairs~~

JICA Knowledge Co- Creation Programme: Small and Medium Enterprise Development Policies; From 24th June to 23rd July 2026, In Japan

The Japan International Cooperation Agency (JICA) Sri Lanka Office has requested nominations from the eligible government officials for the above programme. The letter No TA/JICA/S/09/26 dated 26th March 2026 sent by the Director General of the Department of External Resources and programme details are attached herewith.

- 02. You are kindly requested to submit most suitable nominations from your Division for the above training programme.
- 03. Please advise officials to submit their applications along with your recommendation and the necessary documents to the Department of External Resources before the deadline.


R.P.M. Alagalla
Senior Assistant Secretary (Human Resources Development)
For Secretary
Ministry of Public Administration, Provincial Councils, and Local Government
Telephone: 011-2698462





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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

මුදල්, ක්‍රමසම්පාදන සහ ආර්ථික සංවර්ධන අමාත්‍යාංශය
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நிதி, திட்டமிடல் மற்றும் பொருளாதார மேம்பாட்டு அமைச்சகம்
செயலகம் (3 ஆம் மாடி), கொழும்பு 00100, இலங்கை
Ministry of Finance, Planning and Economic Development
The Secretariat (3rd Floor), Colombo 00100, Sri Lanka

Web site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

TA/JICA/S/09/26

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

26th March 2026

Attn: Officer in-charge of Foreign Trainings

Secretary / Ministry of Industry and Entrepreneurship Development
Secretary / Ministry of Public Administration, Provincial Councils and Local Government

**JICA Knowledge Co-Creation Programme: Small and Medium Enterprise Development Policies;
From 24th June to 23rd July 2026, In Japan**

The Japan International Cooperation Agency (JICA) Sri Lanka Office has invited nominations from eligible government sector officials from Sri Lanka for the above training programme scheduled to be held in Japan from 24th June to 23rd July 2026.

The overall objective of the programme is to enhance the policy planning capacity of target organizations for realizing small and medium enterprise development

This programme is considered as a valuable opportunity for the Ministry and the institutions under your purview, particularly in strengthening technical and institutional capacities in the relevant field. In this regard, you are kindly requested to nominate suitably qualified candidates in accordance with the criteria stipulated in the *General Information (GI) guidelines*, and in compliance with *TA Circular 2013/2014 (ii) dated 24th October 2013*, issued by the Ministry of Finance and Planning.

Please ensure that the most suitable nominations are submitted to the Department of External Resources (ERD), together with the following documents, on or before **2.00 p.m. on 30 April 2026**

1. Nomination letter with the recommendation of the relevant Line Ministry.
2. Copy of the passport (to be submitted together with the application form);
3. Duly completed prescribed Application Form (AF) for the *JICA Knowledge Co-Creation Programme*. The new official application form can be downloaded from the ERD public website (www.erd.gov.lk). Please note that handwritten applications will not be accepted. *Page 6 of the application form (Questionnaire on Relationship with military) must be completed compulsorily.*
4. Copy of the nominee's English language proficiency score sheet (e.g., TOEFL, TOEIC, IELTS, etc.).
5. Duly completed ERD Form (available on the ERD website: www.erd.gov.lk).
6. Inception Report – Annex I (attached), to be duly completed and submitted together with the application form.

Any discrepancies in names of the nominees across different documents may lead to administrative issues and complications in processing the application. Therefore, we kindly advise the nominees to use the name exactly as it appears in their passports in all documentation related to the programme

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பணிப்பாளர் பொதுச்சி
Director General

94-11-2484693

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அலுவலகம்
Office

94-11-2484500
94-11-2484600

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தொலைபேசி
Fax

94-11-2447633
94-11-2387153