



**විදේශ සම්පත් දෙපාර්තමේන්තුව**  
**வெளிநாட்டு வளங்கள் திணைக்களம்**  
**Department of External Resources**

இதல், ආර්ථික ස්ථායීකරණ සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය  
கனரேகைத் துறைமுகம் (3වැනි මහල), කොළඹ 277, කොළඹ 00100, ශ්‍රී ලංකාව  
நிதி, பொருளாதார உறுதிப்படுத்துதலை மற்றும் தேசியக் கொள்கைகள் அமைச்சு  
செயலகம் (3ஆம் மாடல், த.பெ. இல) 277, கொழும்பு 00100, இலங்கை  
Ministry of Finance, Economic Stabilization and National Policies  
The Secretariat (3<sup>rd</sup> Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: [www.erd.gov.lk](http://www.erd.gov.lk)

e-mail: [info@erd.gov.lk](mailto:info@erd.gov.lk)

මගේ අංකය  
எனது இல  
My No

TA/JICA/S/1485/23

මගේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

28 March 2023

Secretary / Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government  
Secretary / Ministry of Health

Attn: Officer in-charge of Foreign Trainings

Dear Sir,

**JICA Knowledge Co-Creation Program: Quality Improvement of Health Services Through KAIZEN Approach**

**Training course is from 25<sup>th</sup> July 2023 to 18<sup>th</sup> August 2023 - Japan**

This has reference to the above training programme offered by the Japan International Cooperation Agency (JICA) for the eligible Government officials of Sri Lanka. The Application Form can be downloaded from ERD website.

We would highly appreciate, if necessary action can be taken to send suitable nominations from the relevant institutions under the purview of your ministry for the above program with the following documents;

1. Nomination letter of the line ministry
2. For each of the nominee; two sets of duly filled Application Form for "JICA Knowledge Co-Creation Programme" – New official Application Form can be downloaded from ERD public website ([www.erd.gov.lk](http://www.erd.gov.lk)). Please note that hand written applications will not be accepted.
3. Copy of the Nominee's English Score Sheet, if available (e.g. TOEFL, TOEIC, IELTS)
4. Copy of the Passport (Pls. attach along with the application form with Name, Date of Birth, Nationality, Sex, Passport No. and Expiry Date)
5. Duly filled ERD Form (Available at ERD public website, [www.erd.gov.lk](http://www.erd.gov.lk))

Please note that only the duly completed applications received by ERD before 2.00 p.m. on 28<sup>th</sup> April 2023, with the line ministry covering letter and other relevant documents as stipulated above, will be processed. (For further enquiries please contact 0112484703 / 0112151406)

Further, we wish to inform you that officials already trained under a JICA programme will not be qualified for another JICA training programme within five (5) years of such training.

Your early response in this regard is highly appreciated

Yours faithfully

Udeni Udugahapattuwa  
Additional Director General  
for Director General

Copies to: Chief Secretaries, All Provincial Councils  
Director, Division of International Health

Pl. send nominations with  
recommendations of the  
relevant line Ministry.

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பணிப்பாளர் நாயகம்  
Director General

94-11-2484693

කාර්යාලය  
அலுவலகம்  
Office

94-11-2484500  
94-11-2484600

ගෑස්ල් අංකය  
தொலைநகல்  
Fax

94-11-2447633  
94-11-2387153  
94-11-2434876