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**வெளிநாட்டு வளங்கள் திணைக்களம்**  
**Department of External Resources**

இதே, புர்பீக சீராகீகரண சப சாதிக சூதிரீதி அமைகாண்ட  
 மகதேகதீ காரீகால (3வீதி மகல), க.பே. 277, கோலம்பு 00100, சூ லகாவி  
 நிதி, பொருளாதார உறுதிப்படுத்துகை மற்றும் தேசியக் கொள்கைகள் அமைச்சு  
 செயலகம் (3ஆம் மாடி), த.பெ. இல: 277, கோழும்பு 00100, இலங்கை  
 Ministry of Finance, Economic Stabilization and National Policies  
 The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

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මගේ අංකය  
எனதுஇல  
My No

TA/JICA/S/1504/23

මගේ අංකය  
உமதுஇல  
Your No

දිනය  
திகதி  
Date

15 June 2023

Secretary / Ministry of Education

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

Attn: Officer In-charge of Foreign Trainings

Dear Sir,

**JICA Knowledge Co-Creation Program: Non-formal Education: The Learning Opportunities Leaving No One Behind**

**Course Period in Japan form 11 September to 30 September 2023**

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 the website at the External Resources Department (ERD).

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 (if available)
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 18 July 2023, with the line ministry covering letter and other relevant documents as stipulated above, will be processed. (For further enquiries please contact following officers of Technical Assistance Division; Ms. Chandrika Senanayake, Deputy Director – 0112484703 or Ms. Thanuja Dilrukshi - Development Officer – 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

Cc: Director General, National Institute of Education  
 Chief Secretaries, All Provincial Councils

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

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 பணிப்பாளர் நாயகம்  
 Director General

94-11-2484693

කාර්යාලය  
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