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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources
මුදල්, ප්‍රවෘත්තිකරණ සහ ආර්ථික සංවර්ධන අමාත්‍යාංශය
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நிதி, 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 (3rd 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/**200**

ඔබේ අංකය / உமது இல / Your No:

දිනය / திகதி / Date: 20th October 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

**AI in the Workplace (Women) - From 03rd to 16th December 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 "AI in the Workplace (Women)". The programme will be held in India from 03rd to 16th December 2026. Further details of the programme can be downloaded from the link: **https://www.itecgoi.in/courses-all**

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. on11th November 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)
- A clear copy of Passport (with a minimum 6-month validity period)
- Medical certificate issued by a registered MBBS medical practitioner in the prescribed format.
- A statement on the relevancy of the training programme to the current job role

Please note that any discrepancies in the names of nominees across different documents may lead to administrative issues and complications in processing the applications. Therefore, nominees are kindly advised to ensure that their names are indicated exactly as they appear in their passports in all documentation related to the programme.

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.

**Requirements Relating to the Covering Letter**

To facilitate the efficient processing of nominations and avoid delays, Ministries and other nominating institutions are kindly requested to ensure that each nomination is accompanied by a covering letter duly signed by the Secretary of the relevant Line Ministry or, on behalf of the Secretary, by a senior officer duly authorized for this purpose. In respect of an institution that does not come under a Line Ministry, the covering letter shall be signed by the Head of the respective Department/Agency.

The covering letter shall clearly include the following:

- The reference number of this letter;
- Confirmation as to whether the nominee is serving a probationary period; and, if so, an undertaking by the signing authority to assume responsibility for granting the necessary leave and releasing the officer to participate in the programme for its entire duration, if selected.
- Confirmation that the nominee satisfies all eligibility requirements of the programme;
- Confirmation that all required application forms and supporting documents have been duly completed, verified and attached;
- Confirmation that, if selected, the nominee will be released from his/her duties and granted the necessary leave to participate in the programme for its entire duration; and
- The name and designation of the officer providing the above confirmations.

**Other Information/ Requirements**

Nominating Ministries/Institutions are kindly requested to ensure that all nominations fully comply with the provisions of TA Circular No. 2013/2014 of the Ministry of Finance and Planning dated 24 October 2013, and any subsequent amendments, additions, or revisions thereto. Institutions are also requested to carefully scrutinize and verify applications prior to submission in order to facilitate timely processing and avoid delays that may result in the loss of valuable training opportunities.

Please note that the ERD will forward the original applications to the HCI in Sri Lanka for consideration and will not retain copies of the documents submitted. Accordingly, both the nominating institutions and the applicants are advised to retain complete copies of all documents submitted.

The final selection of participants rests solely with the HCI. Accordingly, the submission of a nomination does not constitute a guarantee of selection.

Nominations are expected to be made with due regard to the relevance of the programme to the nominees' present duties and responsibilities, so that the knowledge and skills acquired through the training can be effectively applied within their respective institutions. The nominating Ministry/Institution shall be responsible for ensuring that the programme is appropriately aligned with the nominee's functional responsibilities and that appropriate measures are taken to utilize the knowledge, skills and exposure gained upon completion of the training.

- Applicants are strongly encouraged to register for the programme as early as possible using the link: https://www.itecgoi.in/courses-all
- 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 covering 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.

**Internal Approvals and Commitment to Participate**

Nominating Ministries/Institutions MUST ensure that all necessary internal approvals have been obtained prior to the submission of any nomination and that the nominee has been fully informed of the requirements of the programme and has provided a firm commitment to participate if selected.

Prior to submitting a nomination, the nominating Ministry/Institution shall satisfy itself that the nominee is eligible and available to participate in the programme for its entire duration and that the nominee can be released from official duties and granted the necessary leave for the entire duration of the programme, if selected.

Withdrawal after selection shall be permitted only under exceptional and unavoidable circumstances. Nominating Ministries/Institutions are therefore expected to exercise due diligence before submitting nominations, as withdrawals for reasons that could reasonably have been anticipated or addressed prior to nomination may adversely affect Sri Lanka's credibility and reputation in its engagement with development partners, result in the loss of valuable training opportunities allocated to Sri Lanka, and adversely affect future training and capacity-development opportunities offered to Sri Lankan officials by international development partners.

Accordingly, the submission of a nomination shall constitute a firm commitment by both the nominee and the nominating Ministry/Institution to participate in the programme if selected, and such commitment shall be honoured except where withdrawal is necessitated by circumstances that are genuinely exceptional and unavoidable.

**Eligibility Criteria and Conditions Imposed by the Government of India**

- 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.

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)

**Strict Compliance with Requirements**

The above criteria and guidelines have been stipulated to ensure the smooth, efficient and successful implementation of the programme and to avoid administrative complications for all parties concerned. Accordingly, nominating institutions and nominees are requested to carefully verify and comply with all eligibility requirements, documentation requirements and other conditions before submitting an application. Any application that does not satisfy the prescribed eligibility criteria or is incomplete or inconsistent with the required documentation will be returned/not considered.

Your assistance in identifying and nominating suitably qualified candidates for this valuable training opportunity, generously offered by the HCI, would be greatly appreciated.

It is expected that the nominations will comprise officers who are well positioned to benefit from the programme and to apply the knowledge and skills acquired towards the advancement of their respective institutions upon completion of the training.

Your cooperation and prompt action in this regard are highly appreciated. We look forward to receiving a strong pool of qualified nominations within the stipulated timeframe

N.R. Rashmi
Deputy Director
For Director General