

Public Administration Circular : 04/2017

My No: EST-7/ALLOW/04/2060-3
Ministry of Public Administration
and Management
Independence Square
Colombo 07.

28.02.2017

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Attachment of Trainees to Public Institutions for Practical Training

All the Public Administration Circulars mentioned in the first paragraph of the Public Administration Circular 12/2000 dated 19.07.2000 and the Public Administration Circular 12/2000 and all the Public Administration Circulars issued as amendments to the said circular in connection with the above subject are repealed with the effect from 15.03.2017 and you are requested to follow the provisions given below.

02. The authority of approving the applications submitted for obtaining the practical training of the students who have become qualified by following courses at government training institutions such as National Youth Services Council, National Apprentice and Industrial Training Authority, Technical Colleges and Computer Labs functioning at schools under the Ministry of Education, Zonal Computer Resource Centers, Provincial Information and Communication Technology Centers and under graduates in second, third and fourth year reading for the degree at Universities, shall be vested in the Secretaries to all the Ministries, Chief Secretaries of the provinces and District Secretaries.

03. Action shall be taken not to include the graduates for the training and/ or not to retain the trainees as trainees after completing the degree.

04. The trainees shall be limited to maximum of 25 or 10% from the entire number of employees, whichever is the maximum number.

05. Accordingly, the applications of the eligible applicants for whom the training is expected to be provided shall be prepared in duplicate as per the specimen attached herewith and submitted to the relevant Authority along with the recommendation of the Head of the Department/ Institution.

06. Except in the case of practical training in the field of Technology as is referred to in paragraph 8 hereof, all other forms of practical training shall be limited to 06 months and allowance shall not be paid exceeding the said period under no circumstance.
07. A daily allowance of Rs. 500/- may be paid to a trainee, only if required provisions are available and no other allowance or remuneration shall be paid in addition to the said allowance. Further, the Heads of the Institutions shall see not to request for additional provisions from the General Treasury.
08. At present only the courses which are conducted by the National Apprentice and Industrial Training Authority, the Technologists Training Institute, Katunayaka affiliated to the same, Apprentice Training Institute, Moratuwa and Sri Lanka Automobile Engineering Training Institute have been identified as courses which require practical training of over 06 months. Such training shall not extend beyond the period of practical training recommended in the courses.
09. When trainees are attached to an institution for training they shall not be assigned any responsibility in respect of any particular post.
10. Trainees undergoing practical training shall be clearly informed in writing that they will be not entitled to any privilege enjoyed by permanent or temporary public employees. Further, covering approval shall not be granted for the practical training.
11. No agreement shall be signed with the relevant institutions or trainee for providing the training.
12. This circular is issued with the concurrence of the General Treasury.

Sgd./ J.J. Rathnasiri
Secretary
Ministry of Public Administration and Management

Application for Practical Training

My No:

Date:

Secretary of the Ministry/ Chief Secretary of the Province
District Secretary

Part I

01.

01:1 Office :

01:2 Name of the institution to which the person is referred for raining :

01:3 Reference number and date :

02. Particulars in respect of the persons expected to be provided with training

Name of the trainee (1)	Subject (2)	Date of commencement (3)	Last Date (4)	Duration (Months) (5)
I				
II				
III				
IV				
V				

03. Provisions are available/ not available to pay for above mentioned persons, who receive practical training

I hereby recommend/ not recommend provision of practical training for the prescribed period. An allowance of Rs. 500/- (Five Hundred) per day can / cannot be paid.

Signature of the Head of the Department:

Name:

Post:

Part II

My No:

Date:

I hereby approve/ do not approve a practical training of six months (06)/years, for the trainees, mentioned against their names in Part I. I grant approval for payment of Rs. 500/- (Five Hundred) per day of training.

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Secretary of the Ministry/ Chief Secretary of the Province
District Secretary