

Public Administration Circular No. 12/2000

My No. II/719E/302/115
Ministry of Public Administration
and Home Affairs
Independence Square
Colombo 07.
19th July, 2000.

All Secretaries of Ministries
Chief Secretaries of Provincial Councils
District Secretaries and heads of Departments

Attachment of Trainees to Public Institutions for Practical Training

Public Administration Circulars No. 2/94, 02/94 (III) dated 10.01.1994, 07.02.1995 and 11.07.1997 respectively issued together with the Public Administration Circular letter dated on 19.07.1995 in connection with the above subject are hereby repealed with immediate effect and you are requested to follow the provisions given below.

02. The authority of approving applications for obtaining practical training of students who have qualified themselves for such training by following courses of studies conducted by Public Training Institutions such as National Youth Council, National Apprenticeship and Training Authority and Technical Colleges is hereby vested in the Secretaries of all Ministries, Chief Secretaries of Provincial Councils and District Secretaries.

03. Accordingly applications of persons qualified for practical training should be prepared in duplicate in accordance with the form attached and forwarded to the relevant authority together with the recommendations of the Head of the Department.

04. Except in the case of Practical Training in the field of Technology as is referred to in paragraph 6 hereof, all other forms of Practical Training should be limited to six months.

05. A daily allowance of Rs. 75/- for training may be paid only if necessary provision is available and no other allowance or remuneration should be paid.

06. At present only the following institutions i.e., the National Apprentice and Industrial Training Authority, the Technologists Training Institute, at Katunayaka, affiliated to it, the apprenticeships Training Institute, Moratuwa and the Sri Lanka Automobile Engineering Training Institute, have been identified as Institutions conducting course of training which require practical training of over six months. Such training should not extend beyond the period of practical training recommended in the training courses.

07. When trainees are attached to an institutions for training they should not be assigned any responsibility in respect of any particular post.

08. Trainees undergoing practical training should be clearly informed in writing that they will not be entitled to any privilege enjoyed by permanent or temporary public employees.

Sgd./ Mahinda Bandusena
Secretary, Ministry of Public Administration and Home Affairs

Application for Practical Training

My No.

Date :

Secretary / Chief Secretary
District Secretary

Part I

01.

01.1 Office.....

01.2 The name of the Institution to which the person is referred for training

.....

01.3 Reference No and date :.....

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

Name (1)	Subject (2)	Date of Commencement (3)	Last Date (4)	Period (5)
I.				
II.				
III.				
IV.				

03. Provisions are available / do not available to make payment to the trainees mentioned above.

I recommend / do not recommend the provision of practical training to the above mentioned trainees during for the period mentioned. An allowance of Rs. 75/- for each day of training can be / cannot be paid.

Signature of the Head of the Department

Name :

Designation :

Part II

My No.

Date

04. Provision of Practical Training to the trainees whose names appear in Part I for a period of 06 months / years is approved / not approved. Payment of a sum of Rs, 75/- per day of training is approved / not approved

.....
Secretary / Chief Secretary
District Secretary