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**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT**

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මගේ අංකය }  
 எனது இல. } DMS/CIR/2025/Trainees ALW  
 My No. }

ඔබේ අංකය }  
 உமது இல. }  
 Your No. }

දිනය }  
 திகதி } 01.10.2025  
 Date }

Management Services Circular No.: 11/2025

Secretaries to All Ministries  
 Chief Secretaries of Provincial Councils  
 Chairmen of Public Corporations, Statutory Boards and  
 Fully Government Owned Companies

**Attachment of Trainees to Public Corporations, Statutory Boards and Fully Government Owned Companies for Practical Training**

These circular instructions are issued with effect from 01.10.2025 in compliance with the Public Financial Management Act No. 44 of 2024, with the aim of paying daily allowances to trainees attached to Public Corporations, Statutory Boards and Fully Government-Owned Companies for practical training according to a common methodology.

02. The authority of approving the applications submitted for practical training of the students who have completed courses at government training institutions such as Sri Lanka Vocational Training Authority, the National Youth Services Council, the National Apprentice and Industrial Training Authority, Technical Colleges and Computer Laboratories operating in Schools under the Ministry of Education, Zonal Computer Resource Centers, Provincial Information and Communication Technology Centers and who are second, third and fourth year undergraduates pursuing degree courses at a foreign or state university recognized by the University Grants Commission, at a university established under a parliamentary act in Sri Lanka or pursuing degree courses recognized under section 25A of the University Act No. 16 of 1978 is delegated to all Ministry Secretaries and Provincial Chief Secretaries.

03. Action shall be taken not to include the graduates for the training under the provisions of this Circular and/ or not to retain trainees under training as trainees after completing their degree for any reason.

04. The number of trainees receiving training should be limited to a maximum of 25 or 10% of the total approved cadre, whichever is lower and where the said limit is not sufficient on service requirement, such exceeded trainees can be allowed after prior approval obtained from the General Treasury.



05. Accordingly, the applications of qualified candidates who intend to receive the practical training should be prepared in accordance with the attached form, completed in 02 copies and submitted to the relevant Authority along with the recommendation of the Head of the Institution.

06. A daily allowance of Rs. 1,000/- may be paid to a trainee, only if the necessary provisions have been made, and no other allowance or remuneration should be paid in addition to the said allowance. Further, the Heads of Institutions should ensure not to request additional financial provisions from the General Treasury for the payment of these allowances.

07. All practical trainings shall be strictly limited to 06 months and where the recommended practical training period of the course exceeds 06 months that training period should also not exceed the recommended practical training period of the course.

08. When trainees are attached to an institution for training the trainees should undergo required training under the direct supervision of the Head of the Department or a staff officer delegated with due authority by the Head of the Institution.

09. It should be clearly stated in writing that those undergoing practical training will not be entitled to any privileges enjoyed by permanent or non-permanent government employees. Further, covering approval shall not be granted for the practical training.

10. When attaching trainees to Government Institutions, no other Agreement shall be entered into with the relevant institutions or the trainee other than the Agreement to be entered into in accordance with the provisions of Section 65 of the Tertiary and Vocational Education Act No. 20 of 1990.

**Sgd. / Dr. Harshana Suriyaperuma**  
Secretary to the Treasury and Ministry of  
Finance, Planning and Economic  
Development

Copies:

1. Secretary to the President
2. Secretary to the Prime Minister
3. Secretary to the Cabinet of Ministers
4. Auditor General



### Application for Practical Training

My No: .....

Date : .....

Secretary of the Ministry/ Chief Secretary of the Province

#### **Part I**

01.

01 :( i) Office: .....

01 :( ii) Name of the institution to which the person is referred for raining: .....

01 :( iii) 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. 1,000/- (Rupees One Thousand) 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. 1,000/- (Rupees One Thousand) per day of training.

.....  
Secretary of the Ministry/ Chief Secretary of the Province