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மனிதவலு அபிவிருத்தி மற்றும் பயிற்சி பிரிவு
MANPOWER DEVELOPMENT & TRAINING DIVISION

National Water Supply & Drainage Board
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MDTD/EX/GEN/NOMI/2024

19-01-2024

- DGMM - RSC (WC / WS / WN / Central / Sabaragamuwa / Uva / NC / NW / S / East / North / Western – Production)
- DGMM - P&D / Development / ADB/ PC / WR / CP / M&E / ST, RW & S / IT / HR / IR / Finance Commercial/ Costing / Sup-MM / IA /
- AGMM - Co-ordination / T&C / P&S / NRW / JPU / GCS / R&D / GW / P&C / Laboratory Services / MD&T /
- AGMM - RSC (Sab-Kegalle / East / North)
- Board Secretary -
- Manager - Colombo City (N) / Colombo City (S) / Kotte / Maharagama / Dehiwala / Kalutara / Panadura-Horana / Gampaha / Kelaniya / Kandy-East / Kandy-North / Kandy-South / Kandy-Production / Rathnapura / Kegalle / Bandarawela / Monaragala / Anuradhapura Polonnaruwa / Kurunegala / Matara / Galle / Hambanthota / Jaffna / Vavniya / Trinco / Ampara / Batticalo / Akkaraipattu / Seethawakapura / JaEla-Ekala / Sew.Ja'gama-Kolonnawa / Sew.Dehiwala-Mt.Lavinia
Corporate Communication / Investigation / Premises / Stores Management.
- CE - Mapping / Workshop
- DE - Putalam

Calling Nominations for In-Country External Programmes

Diploma & Certificate Courses - 2024

Manpower Development & Training Division has made arrangements to call nominations for the following In-Country External Diploma and Certificate Courses as outlined in the Annual Training & Development Programme 2024.

We are kindly requesting you to submit nominations for eligible officers from your office, adhering to the specified target groups for each course. Please use the attached format and ensure that the nominations reach this division on or before **09 February 2024 (email at nwsdbtraining@gmail.com)**. Kindly note that a separate list of nominations should be submitted for each course, (*This Nomination calling document is available in waterboard.lk under key Sections/Training Division*)

Course details are as follows.

No	Course Title	Target Group
1.	Advanced Diploma in the field of Human Resources Management	HRO/TO/ MA 1-2 engaging in HR activities.
2.	Certificate Course in Human Resource Management	MA 1-2 engaging in HR activities
3.	Advanced Diploma in the field of Finance and Accounts	Accountant/ MA(Acct/Audit)
4.	Advanced Certificate in the field of Finance and Accounts	MA (Acct/Audit)
5.	Advanced Diploma in the field of Supplies & Material Management	SO/MA 1-2 engaging in Supplies Activities
6.	Certificate Course in Stores / Purchasing Management	SO/MA 1-2 engaging Supplies Activities
7.	Advanced Diploma in Company Administration and Secretarial Proficiency	Personal Secretary / MA 1-2
8.	<i>Certificate in Secretarial Practice/Reception Skills</i>	<i>Personal Secretary / MA 1-2</i>
9.	Advanced Diploma in the field of Business Management	CO/ MA 1-2 engaging in Consumer Relation / Commercial Activities
10.	Diploma in Quantity Surveying	QS / EA/TA
11.	Heavy Vehicle Driver Training Programme	Driver

Please be noted that

- The Certificate in Secretarial Practice/Reception Skills listed above in No 8 will be commenced on **3rd February 2024** and please send nominations for this programme on or before **31st January 2024**.
- According to the Board Circular No. A28/2023 dated 07th November 2023, for the selected candidates NWSDB will pay 75% of the course fee subject to the maximum of LKR.150,000/= for Diploma courses and maximum of LKR. 75,000/= for Certificate courses. The remaining 25% and any other additional costs should be borne by the employee



Assistant General Manager (MD&T)

Copy:

Chairman

Vise Chairman

General Manager

Addl.G.M. -

P&P / WR / CS / CAM / N NC / S U E/ C NW Sab /F / HRM

Project Directors

for information please

RSC TO / Training Coordinator

– Collect nominations of your RSC & Coordinate with MDTD

Assistant General Manager (MD&T),

Nominations for [Course Title]

Reference to your letter No. MDTD/EX/GEN/NOMI/2024 dated 19/01/2024, regarding the above programme. Nominations are given below.

No	Emp. No	Name	Designation	Work Place	E-Mail	Mob. No /WhatsApp	Fax No	language Preference (Sinhala/English/Tamil)

I certify that, this training is useful and relevant to above officers, and can be release to participate. Nominations are Re commended for consideration please.

Signature :
Name :
Designation :
Date :