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ICTA
Web

My No-ID/54/2026

International Health Unit

Ministry of Health & Mass Media

Colombo 10

Date: 03/08/2026

Secretary of Health and Mass Media
Director General of Health Services
Deputy Director General (NCD)



For web admission
Dr. Anil Samaranayake
Director General of Health Services
Ministry of Health & Mass Media
Colombo 10

Nominating Officials for Fellowships

Please be kind enough to refer to the attached document on fellowship and nominate suitable officer/s in the attached format to the Secretary Health at the fellowship committee.

02. Please indicate the following details in the nominating format.

- (a) Previous foreign trips (This year and previous two years)
 - (i) Countries
 - (ii) Duration
 - (iii) Reason

b) Strong justification for selection of the officer/s nominated

03. In addition please indicate the Designation, work station, National Identity Card Number and Mobile Phone Number and e-mail address of the Officer/s nominated. (In Case of nominating officers for foreign programs exceeding one month duration, the investigations unit of the Ministry of Health advised to obtain the followings,

- (I) Date of first appointment
- (II) Date of confirmation of service
- (III) Available Number of un-used vacation leave days
- (IV) Whether the personal file branch is agreeable to grant full pay leave abroad/ half pay or no pay
- (V) Balance of payment to be paid with regard to loans
- (VI) Place of payment of salary with a copy of last month's salary slip
- (VII) Whether any disciplinary procedure initiated**
- (VIII) With regard to PGIM trainees, concurrence of PGIM
- (IX) Whether attended programmes in the same country before with full pay leave
- (X) Remaining sections of bonds signed before.
- (XI) Please ensure that DDG and Directors under the particular DDG will not be in Overseas at the same duration.**
- (XII) At a given time , a DDG should cover up duties of another one DDG only.**

Please make necessary action to receive the nominations to the Director/ International Health on or before 07th August 2026.

Dr. Anil Samaranayake
Director (International Health)

ID/54/2026

Secretary /Ministry of Health& Mass Media

Nomination of Officer/s for Fellowship / Seminar / Workshop

Description of Fellowship: Knowledge Co- Creation Program:
Prevention and Control of Non- Communicable Diseases (NCDs)

Duration : 15th November 2026 - 05th December 2026

Country : Japan

Nominations : Nominations should be submitted according to the requested criteria.

(Please refer attached invitation letter)

Description of the nominee/s Name, Designation, ID No. & contact details	Age	Previous trips abroad(This Year & Last three years)	Justifications for nomination/s
Name : Designation: Institution : National Identity Card Number : Date of Birth: Mobile Phone Number: E-mail address:		2026 2025 2024	1. 2. 3.

Signature :- _____

Designation & official frank :- _____

Date :- _____



DDG-NCD



Japan International Cooperation Agency
Level 17, Parkland

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Facebook : <https://www.facebook.com/jicasrilanka>

July 10, 2024.

Director General
Department of External Resources
Colombo 1.

Dear Sir,

KNOWLEDGE CO-CREATION PROGRAM:
PREVENTION AND CONTROL OF NON-COMMUNICABLE DISEASES (NCDs)
COURSE NO: 202514971J001

This is to inform you that Japan International Cooperation Agency (JICA) will consider completed applications of qualified participants nominated by the Government of the Democratic Socialist Republic of Sri Lanka for the above Technical Training Course.

The duration of the training course is from 15th November 2026 ~5 December 2026.

The participants for the above course should be nominated in accordance with the General Information (GI) regulations. One set of copy of the General Information (GI) booklets are attached for distribution to the relevant authorities.

To further expedite the selection procedures, let us suggest the following institution(s) as below mentioned that are considered as eligible in accordance with the stipulations of the GI.

- **Ministry of Health**
 - Division of International Health
 - Directorate for Non-Communicable Diseases

Please make necessary arrangements to submit duly completed documents to reach JICA Sri Lanka office on or before **16 September 2026**.

- **Application Form:** The Application Form is available at the JICA overseas office
- **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores (e.g. TOEFL, TOEIC, IELTS)
- **Photocopy of Passport:** You should submit it with the application form (P.S – should include Name, Date of Birth, Nationality & Sex, Passport Number and Expiry Date)
*It is recommended that your passport be valid for more than 6 months after the last day of the program.
- **Questionnaire:** to be submitted with the application form. Fill in Annex of this General Information.

In completing the application forms, kindly advise the nominees to use the same name order as given in the passport, where JICA shall issue official documents relevant to visa in the similar order on his/her acceptance by JICA. In case passports are not available at the time of nomination, on receipt of JICA acceptance notification letter, nominees are expected to issue passports in the same name order as mentioned in the training application.

We also note that, handwritten training applications shall not be accepted by JICA at any reason.

In addition, kindly advise the nominating organizations to share the GI Booklets with their nominees for a better understanding of the training requirements, whereas JICA conducts its selection interviews principally based on the contents of the respective GIs.

Thank you.

Yours sincerely,

山岡 麻美

Mami Yamaoka
Senior Representative
JICA Sri Lanka office

C. C - Secretary, Ministry of Health
- Division of International Health
- Directorate for Non-communicable Diseases
Mr. Kenji OHASHI, Head of Economic & Development Cooperation Section,
Embassy of Japan