

My No:

Education, Training and Research Unit.

Ministry of Health, Nutrition and Indigenous Medicine,

No. 385, Rev. Baddegama Wimalawansa Thero Mawatha,

Colombo - 10

15<sup>th</sup> March 2018

Deputy Director General - .....

Director / Medical Superintendent - .....,

Provincial Director of Health Services - .....

Regional Director of Health Services - .....

**Submission of Institutional / Individual In Service Training Proposals to the Education, Training and Research Unit**

You are hereby instructed to follow following process when submitting the individual and institutional training proposals to the Education, Training and Research Unit upon requesting financial allocations.

**Institutional Training Proposals**

1. Please fill the excel sheet format in soft copy and hard copy (Soft copies are available with the institutional focal points or Ministry of Health Website)
2. Please fill the google form (<https://goo.gl/XJHKHc>) and upload the filled soft copy to the above google form
3. Please submit the hard copies by post with the appropriate signatures.

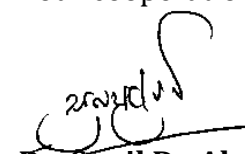
**Individual Training Proposals**

1. Please fill the excel sheet format in soft copy and hard copy (Soft copies are available with the institutional focal points or Ministry of Health Website)
2. Please fill the google form (<https://goo.gl/4HdcEQ>) and upload the filled soft copy to the above google form
3. Please submit the hard copies by post with the appropriate signatures.

The relevant circulars for fund allocation can be found within the Ministry of Health website. For any clarifications, please contact Mr. Anushka - 0112-692213.

Funds will not be allocated by the Education, Training and Research Unit from 15<sup>th</sup> May 2018, if the above procedure is not followed.

Your cooperation in this is greatly appreciated.



**Dr. Sunil De Alwis**

**Deputy Director General**

**Education, Training and Research**