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Miloda - Academy of Financial Studies
The Training Arm of the Ministry of Finance.

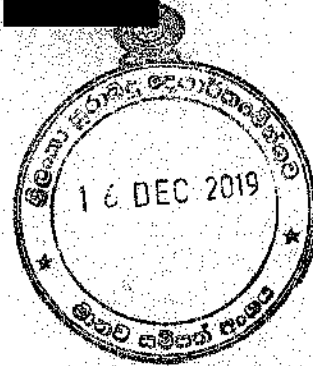
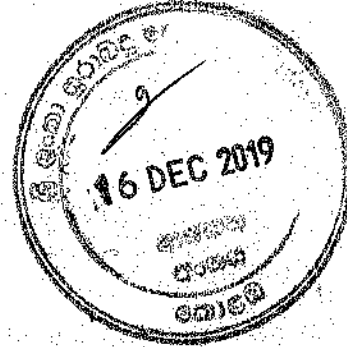


HR

AFS/AC/02/69

03 December 2019

The Commissioner General
Department of Excise
353 Kotte Road
Rajagiriya



Dear Sir / Madam

Three Month Training Bulletin (January - March 2020)

Miloda Academy of Financial Studies (AFS) is dedicated to improve the capacities of staff in the Ministry of Finance, and in other ministries/departments with a view to optimize their service delivery. As such, we are circulating a Training Bulletin every three months amongst the Ministries/ Departments and Statutory Bodies in the country calling nominations for capacity building programmes on selected area of disciplines.

Accordingly, we are pleased to enclose the January - March 2020 Training Bulletin for your information. We kindly request you to circulate the same amongst your heads of divisions to nominate the suitable employees to follow the courses at our institute. We also have enclosed the specimen application form for your convenience. For further details, you may visit our website; www.afs.gov.lk.

We also kindly request you to nominate a responsible officer from your organization with whom we can liaise regarding our correspondence and training matters during the year 2020.

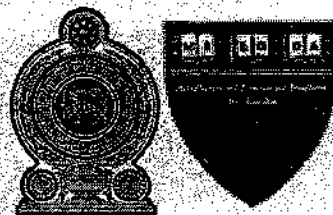
We would appreciate it very much if you kindly send your nominations on or before 01st of January 2020.

Thank You

Yours faithfully

Jayani Ulagoda
Senior Assistant Registrar

Academy of Financial Studies
"Miloda"
Times Building
Bristol Street
Colombo 01.



MILODA ACADEMY OF FINANCIAL STUDIES

The Training Arm of the Ministry of Finance

The Quarterly Training Bulletin

January – March 2020

www.afs.gov.lk

An ISO 9001:2015 Certified Training Institute



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No 3 Bristol Street Colombo 01

School of Financial Management, Commercial Skills and Governance

No	Name of the Programme	Medium	Duration	For Whom	Course Fee Rs.	Tentative Programme Dates
January 2020						
Diploma Programmes						
1	Diploma in Public Procurement and Contract Administration (DIPPCA)	English	1 Year	Staff Grade Officers	100,000/-	-
Certificate Programmes						
2	Certificate in Supply Chain Management (CSCM)	Sinhala & English	5 Days	Staff Grade Officers & Non-Staff Grade Officers	29,000/-	Every Friday
3	Certificate in Office Management & Administration (COMA)	English	5 Days	Middle Level Managers and Staff Grade Officers	29,000/-	Every Monday
4	Certificate in Public Procurement Management (CPPM)	Sinhala & English	5 Days	Non-Staff Grade Officers	29,000/-	Every Tuesday
Workshops						
5	Bid Documents and Tender Procedures	Sinhala & English	3 Days	Staff Grade Officers & Non-Staff Grade Officers	18,000/-	7, 8 & 9
6	Information System Auditing	Sinhala & English	2 Days	Staff Grade Officers	13,000/-	23 & 24
7	Government Payroll System	Sinhala	3 Days	Non-Staff Grade Officers	18,000/-	29, 30 & 31
February 2020						
Workshops						
1	Bid Evaluation in Public Procurement	Sinhala & English	3 Days	Staff Grade Officers	18,000/-	05, 06 & 07
2	Public Financial Regulations	Sinhala	3 Days	Technical and Finance Officers	18,000/-	12, 13 & 14
3	General Office Administration & E-Code	Sinhala	3 Days	Non-Staff Grade Officers	18,000/-	17, 18 & 19
4	Government Payroll System	Sinhala	3 Days	Non-Staff Grade Officers	18,000/-	26, 27 & 28
Seminars						
5	Awareness Programme on e-Procurement	English	1 Day	Staff Grade Officers	7,750/-	20



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No 3 Bristol Street Colombo 01

School of Information Communication & Digital Management

No	Name of the Programme	Medium	Duration	For Whom	Course Fee Rs.	Tentative Programme Dates
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January 2020

Workshops

1	Essential IT Skills for Non-IT Officers	Sinhala & English	2 Days	Staff Grade Officers & Non-Staff Grade Officers	13,000/-	8 & 9
2	Essentials in Cyber Security	Sinhala & English	2 Days	Staff Grade Officers & Non-Staff Grade Officers	13,000/-	22 & 23
3	MS Word Applications	Sinhala & English	2 Days	Staff Grade Officers & Non-Staff Grade Officers	13,000/-	29 & 30

February 2020

Workshops

1	ICT for Management Assistants	Sinhala & English	2 Days	Non-Staff Grade Officers	13,000/-	12 & 13
2	Database Management using MS Access	Sinhala & English	2 Days	Non-Staff Grade Officers and ICT Assistants	13,000/-	18 & 19
3	Basic Statistics and Quantitative Data Analyze	Sinhala & English	3 Days	Staff Grade Officers	18,000/-	25, 26 & 27
4	Fundamentals of Computer Networking	Sinhala & English	3 Days	ICT Officers and Technicians	18,000/-	26, 27 & 28

March 2020

Workshops

1	Introduction to Web Designing	Sinhala & English	3 Days	ICT Officers	18,000/-	11, 12 & 13
2	Basic IT Applications	Sinhala & English	2 Days	Staff Grade Officers & Non-Staff Grade Officers	13,000/-	19 & 20
3	Advanced MS Excel Skills for Government Officers	Sinhala & English	2 Days	Staff Grade Officers & Non-Staff Grade Officers	13,000/-	18 & 19
4	Computer Hardware & PC Maintenance	Sinhala & English	2 Days	ICT Officers	13,000/-	25 & 26



School of Communication and Transformation Skills

No	Name of the Programme	Medium	Duration	For Whom	Course Fee Rs.	Tentative Programme Dates
January 2020						
Certificate Programmes						
1	Certificate in English for Employment Purposes (CEEP)	English	1 Year	Non-Staff Grade Officers	75,000/-	16
2	Certificate in Conversational Tamil (CCT)	Tamil	03 Months	Non-Staff Grade Officers	26,500/-	24
Workshops						
3	Report Writing Skills	English	3 Days	Staff Grade Officers	18,000/-	13,14 & 15
4	Formal Letter Writing Skills	English	3 Days	Non-Staff Grade Officers	18,000/-	29,30 & 31
February 2020						
Diploma Programmes						
1	Diploma in English for Professionals (DEP)	English	1 Year	Staff Grade Officers	75,000/-	17
2	Diploma in Tamil for Employment Purposes	Tamil	1 Year	Staff & Non Staff Grade Officers	75,000/-	20
Certificate Programmes						
2	Certificate in Professional Presentation Techniques & Public Speaking Skills	English	5 Days	Staff Grade Officers	26,500/-	24
Workshops						
3	English for Office Use	English	3 Days	Staff Grade Officers	18,000/-	11,12 & 13
March 2020						
Diploma Programmes						
1	Diploma in English for Junior Executives (DEJE)	English	1 Year	Non-Staff Grade Officers	75,000/-	20
Certificate Programmes						
2	Certificate in English for Academic Purposes (CEAP)	English	10 Days	Non-Staff Grade Officers	26,500/-	23
Workshops						
3	Formal Letter Writing Skills	English	3 Days	Staff Grade Officers	18,000/-	10, 11 & 12
4	Report Writing Skills	English	3 Days	Staff Grade Officers	18,000/-	25,26 & 27



School of Leadership and Organizational Management

No	Name of the Programme	Medium	Duration	For Whom	Course Fee Rs.	Tentative Programme Dates
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January 2020

Workshops

1	Power of Positive Thinking	Sinhala & English	3 Days	Non-Staff Grade Officers	18,000/-	24, 28 & 29
2	Event Management in your Organization	Sinhala & English	2 Days	Staff Grade Officers	13,000/-	28 & 29

Seminars

3	Decision Making Tools and Techniques	Sinhala & English	1 Day	Staff Grade Officers	7,750/-	23
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February 2020

Workshops

1	Power of Positive Thinking	Sinhala & English	3 Days	Non-Staff Grade Officers	18,000/-	24, 25 & 26
2	Leading for the Next Generation	Sinhala & English	2 Days	Staff Grade Officers	13,000/-	24 & 25
3	Project Proposal Writing	English	2 Days	Staff Grade Officers & Non-Staff Grade Officers	13,000/-	11 & 12

March 2020

Workshops

2	Leading for the Next Generation	Sinhala & English	2 Days	Staff Grade Officers	13,000/-	17 & 18
3	Project Proposal Writing	English	2 Days	Staff Grade Officers & Non-Staff Grade Officers	13,000/-	10 & 11
4	Event Management in your Organization	Sinhala & English	2 Days	Staff Grade Officers	13,000/-	24 & 25



Certificate Programmes

1	Certificate in Accountability & Governance	Sinhala & English	5 Days	Staff Grade Officers	29,000/-	Every Monday
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Workshops

2	Government Payroll System	Sinhala	3 Days	Non-Staff Grade Officers	18,000/-	04, 05 & 06
3	Board of Survey, Losses and Write-Offs	Sinhala	2 Days	Non-Staff Grade Officers	13,000/-	12 & 13
4	Procurement Guidelines, Planning and Regulations	Sinhala	3 Days	Middle Level Managers	18,000/-	18, 19 & 20
5	Public Service Disciplinary Procedures	Sinhala	3 Days	Non-Staff Grade Officers	18,000/-	24, 25 & 26
6	Advanced Budget Preparation & Monitoring	Sinhala & English	2 Days	Staff Grade Officers & Non-Staff Grade Officers	13,000/-	26 & 27



Panel of Resource Persons

School of Financial Management, Commercial Skills & Governance

Resource Person	Credentials
Mr. H.M. Ajith Chandra	MBA (PIM), PGD in Mgt. (PIM), B.Com (Special), USI Add. Director General (Rtd), Department of Budget Operations, Ministry of Finance Senior Consultant, Miloda
Mr. Nishantha Kamaladasa	MBA (SJP), BSc (Eng), FIE Sri Lanka, C Eng, Former Senior Consultant, SLIDA, Former CEO, Distance Learning Centre, Senior Consultant, Miloda
Ms. Gayani De Alwis	MBA (PIM), MSc (Reading, UK), CSCM, FISMM, CMILT Former Director Supply Chain Management Unilever, Sri Lanka Senior Consultant (Visiting), Miloda
Wing Commander Malinda Wijenayake	MBA, MSc, BSc, PGD(Scm), PGD (Mat Mgt), PGD (HRM), CEO/Director, University of Vocational Technology, Senior Consultant (Visiting), Miloda
Mr. I.G Perera	MBA (Supply Chain Management), International Diploma in Supply Chain Management, (ITC-Geneva), Six Sigma (Black Belt) Visiting Lecturer- NSBM, University of Colombo, ISMM, Birmingham City University, University of Plymouth, UK and RMIT (Australia), Senior Consultant, Miloda
Mr. Christy Perera	BSc (Peradeniya), PGD In Equipment Procurement Management, PGD in Information Technology Procurement Management (ITC-ILO, Torino) Procurement Specialist/Consultant/Head of Procurement for FFA projects National and International Procurement Consultant for ADB Visiting lecturer for IT Procurement Management (UCSC) Commission Member of the National Procurement Commission (NPC) of Sri Lanka Senior Consultant (Visiting), Miloda

Resource Person	Credentials
Dr. N.R. Asoka De Silva	BSc(Eng)(Peradeniya), Msc(Eng)(National University of Ireland), Member of Institute of Industrial Engineers (USA) Senior Consultant (Visiting), Miloda
Mr. Pius Fernando	MSc. (Teesside, England) Consultant - The World Bank, Retired Director General of Public Finance, General Treasury, Ministry of Finance, Senior Consultant, Miloda
Mr. Saliya Dharmawardhane	BSc. Business Administration (USJ), MPA (PIM USJ), CPA Ireland, CPA SL, DPFM, DIPCA Senior Consultant (Visiting), Miloda
Mr. P. Suriyabandara	BSc Engineering (Hons) MSc in Construction Project Management DIPPCA (SLIDA), Senior Consultant (Visiting), Miloda
Mr. R.S. Weerawickrama	LLB (Col), LLM(HK). Attorney-at-Law Senior Consultant (Visiting), Miloda
Ms. W. G. Chandrika	B.com (Special) (Kelaniya), MA (Kelaniya), MAAT, APFA, CPFA, Senior Consultant (Visiting), Miloda
Mr. W.A. Jayasundera	B.Ed. (Hons) MSc. Marketing (Strathclyde University, Glasgow-UK) Legislative Drafting Post Graduate (Boston University-USA) Attorney-at-law, Senior Consultant, Miloda
Eng. M. K. D. Lawrance	BSc Eng. (Peradeniya) M.Eng. (Moratuwa), MBA (Wayamba University), C. Eng. Member of Institute of Environment professional in Sri Lanka Senior Consultant (Visiting), Miloda
Mr. S. Upananda	MSc in IT, BSc(SJP), CPFA, ACMA, DISSCA, FPFA, PG Diploma in IT, PG Diploma in Management Over 25 years' experience in green Procurement and E-Procurement, Visiting Consultant (Procurement) Miloda



Panel of Resource Persons

School of Financial Management, Commercial Skills & Governance

Resource Person	Credentials
Mr. H.M.P.B. Herath	MPA (University of Jayewardenepura), PGD. In Economic Development (University of Colombo), PGD. In Community Development (University of Colombo) Senior Management Consultant, Miloda.
Mr. Chaaminda Kumarasiri	B.Sc. Accy. (Sp.), MBA (Fin), FCA, FCCA, ACMA, FMAAT, Fellow member of Chartered Accountants, Corporate Trainer, Leadership Coach, Strategist, Management Consultant, Researcher, Senior Consultant, Miloda
Mr. Nalaka Dissanayake	BLE, LLB, Master of Human Resource Management (Reading), DIPPCA (SLIDA), Diploma in Journalism, Diploma in Environmental Journalism

School of Leadership & Organizational Management

Resource Person	Credentials
Mr. Sujan Nanayakkara	BA, MA(Sociology), MBA National Dip.in Counselling /Psychology, Senior Consultant (Visiting), Miloda
Ms. Kanthi Basnayake	MBA (UK) BBM (India), Management Consultant-APMI Certified Professional Coach – CPC, Fed Uni. (Aus), Senior Consultant, Miloda
Dr. Shamini Perera	PhD in Business Management (Malaysia), MBA (Edith Cowan University, Australia), Diploma in Training & Development & HR (IPM), Senior Consultant, Miloda

School of Information Communication and Digital Management

Resource Person	Credentials
Mr. Samantha Indika	MSc. in Computing (UK), BSc. In Computing (Hons) First Class (UK), MCT, ACS, MBCS, C EH, MCS (SL) CCNA R&S, CCNP R&S, CCNA Voice, CCNA Security, RHCSA, RHCVA, MCSE, MCSA, MCITP, MCTS, MCSE1, MCSE1 + Security + Messaging, MCSA1, MCSA1 + Security + Messaging, MCP, Senior Consultant Miloda
Mr. Chathura Palliyaguru	DIT, HDIT ucsc (BIT), MBCS, MCS(SL), MIEEE, Senior Consultant Miloda
Mr. Sumudu Sekarage	B Eng. in Computer Science, MSc in Strategic Marketing, Ms Certified Technology Specialist, Ms Certified

School of Communication and Transformation Skills

Resource Person	Credentials
Mr. Wishwajith Gunasekara	BA, MA, Senior Consultant, Miloda
Ms. Nalini Mahesan	MA in Linguistics (University of Kelaniya), BA in English (University of Colombo), Diploma in Teaching English as Foreign Language (TEFL), Senior Consultant, Miloda
Ms. Lalanthika Wijesinghe	B.Ed., M.Ed (Open University of Sri Lanka), M.phil (Open University of Sri Lanka), Senior Consultant, Miloda
Ms. J. Balaranjani	BA, MA, PhD (pending conferment), Former Lecturer (University of Kelaniya), Senior Consultant (Visiting), Miloda
Mr. M. Anas	BA, MA, Sworn Translator, Grade 1 Translator in the public service, Senior Consultant (Visiting), Miloda



School of Communication and Transformation Skills

Resource Person	Credentials
Ms. Anjane Sewvandika Wijewardana	CELTA- University of Cambridge, MA – University of Kelaniya , BA – University of Colombo, Senior Consultant (Visiting), Miloda
Dr. Shashinie Maneera Thenabadu	PhD -Monash University, Lecturer - University of Peradeniya, University of Kelaniya (Faculty of Medicine, Ragama), Kotalawela Defense University (KDU) former Academy (KDA) and the University of Colombo), Senior Consultant (Visiting), Miloda
Ms. Sumudu Nisala Embogama	BA, MA, Sworn Translator, Grade 1 Translator in the public service, Senior Consultant (Visiting), Miloda
Ms. Swetha Jinadari Jayakody	PGDE(TESL) – University of Colombo , PGD(TLSC) – Open University , BA – University of Sri Jayewardenepura , English Trained Teacher –NIE, Senior Consultant (Visiting), Miloda

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