



# Miloda

## Academy of Financial Studies (AFS)

The Training Arm of the Ministry of Finance

School of Financial Management,  
Commercial Skills and Governance



# Vision

The Academy of Financial Studies (AFS) aims to become a world-class centre of academic and professional excellence in human capital development across the financial services sector.

## Mission

Producing high quality professionals for the Ministry of Finance through human capital development.

Working in partnership with the public and corporate sector to enhance the development, implementation and advocacy of professional standards and ethics in service delivery.

Developing and monitoring capacity building initiatives that drive efficiency, effectiveness and the structural development of the public sector.



## Our Goals

- ✓ Build the capacities of employees in the Ministry of Finance in particular and to offer professional services to rest of the public sector.
- ✓ Become the center of excellence for financial studies in the country by way of delivering innovative cutting edge programmes.
- ✓ Ensure professionalism at any cost in all work both academic and non- academic service delivery.
- ✓ Disseminate the most updated information in the best possible mode of delivery to reach a wider segment of public sector employees.
- ✓ Improve rational thinking skills of personnel in the public service to transform them to a more dynamic forward looking driving force.
- ✓ Inculcate best practices in principles of 'Value for Money' with a views to manage public funds more efficiently and effectively for the betterment of the masses.

# Content

	Page No:
<b>Seminars</b>	
1. <a href="#">Awareness Programme on e-Procurement</a>	5
2. <a href="#">Combating Corruption</a>	6
<b>Workshops</b>	
1. <a href="#">Advanced Budget Preparation and Monitoring</a>	7
2. <a href="#">Board of Survey Losses &amp; Write-Offs</a>	8
3. <a href="#">Financial Management in Foreign Funded Projects</a>	9
4. <a href="#">Information System Auditing</a>	10
5. <a href="#">Advanced Public Private Partnership</a>	11
6. <a href="#">Bid Documents and Tender Procedures</a>	12
7. <a href="#">Bid Evaluation in Public Procurement</a>	13
8. <a href="#">Essentials in Project Management</a>	14
9. <a href="#">General Office Administration and E-Code</a>	15
10. <a href="#">Government Payroll System</a>	16
11. <a href="#">Internal Auditing Practices in the Public Sector</a>	17
12. <a href="#">Personal File Management</a>	19
13. <a href="#">Procurement Guidelines, Planning &amp; Regulations</a>	20
14. <a href="#">Public Financial Regulations</a>	21
15. <a href="#">Public Service Disciplinary Procedures</a>	22
<b>Certificate Programmes</b>	
1. <a href="#">Certificate in Accountability and Governance</a>	23
2. <a href="#">Certificate in Public Procurement Management</a>	24
3. <a href="#">Certificate in Supply Chain Management</a>	25
<b>Diploma Programmes</b>	
1. <a href="#">Diploma in Public Procurement and Contract Administration (DIPPCA)</a>	26

## 1. Awareness Programme on e-Procurement

<b>Programme Name</b>	Awareness Programme on e-Procurement
<b>Purpose &amp; Aim</b>	Introduction of electronic government procurement (e-GP) for the public sector is a key reform activity which is being undertaken by the Department of Public Finance of the Ministry of Finance. e-GP is 'the use of information technology or the internet by the government for the procurement of works, goods, and consultancy services. e-GP has the potential to enhance the competitiveness in the procurement marketplace, reduce transaction costs for both the government and the private sector, improve transparency and minimize opportunities for corruption in public procurement. Use of e-GP in the world started as far back as in 1990s and by now many countries are very actively using e-GP. This seminar will disseminate knowledge on e-GP and its advantages, key practical considerations relevant to e-GP implementation in Sri Lanka, comparative international experiences of e-GP and a roadmap for implementing e-GP in Sri Lanka.
<b>Designed For</b>	Senior public officials in ministries, departments, statutory boards and corporations.
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: - Make procurement decisions effectively. - Perform efficiently and effectively in implementing e-GP procedures.
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>✓ Concept of e-GP, its benefits and costs for obtaining value for money.</li> <li>✓ Different options of e-GP.             <ul style="list-style-type: none"> <li>▪ e-Supplier registries.</li> <li>▪ e-Procuring entity detailed registries.</li> <li>▪ e-Notifications on bid opportunities.</li> <li>▪ e-Publication of information such as annual procurement plans.</li> <li>▪ e-Tendering portal.</li> <li>▪ e-Purchasing of low-value high volume goods.</li> <li>▪ e-Cataloguing which enables suppliers to maintain catalogues for e-purchasing.</li> <li>▪ e-Payments.</li> <li>▪ Procurement Management Information systems.</li> </ul> </li> <li>✓ International experiences of e-GP Georgia, Bangladesh, South Korea etc.</li> <li>✓ Roadmap for implementing e-GP.</li> <li>✓ Present status of implementation of e-GP in Sri Lanka.</li> </ul>
<b>Duration</b>	01 day
<b>Course Fee</b>	Rs. 7, 750/-
<b>Medium</b>	English
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

## 2. Combating Corruption

<b>Programme Name</b>	Combating Corruption
<b>Purpose &amp; Aim</b>	The aim of this seminar is to raise awareness among public sector officials on Bribery and Corruption Laws, rules and regulations with a view to strengthen good governance principles. Public sector officials are held accountable to all the dealings that they engage in their official capacity. There can be instances where corruption can occur in their dealings due to ignorance or omission. Therefore, Miloda believes that these officers should be enlightened on prevailing bribery and corruption laws in the country, and help create a corruption free society
<b>Designed For</b>	Staff grade officers in the public service and for officers in state owned enterprises
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Identify laws to combat bribery and corruption.</li> <li>• Introduce systems and procedures to reduce bribery and corruption in their work places.</li> <li>• Ensure transparency and accountability principles in delivery of services.</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• Bribery and corruption: nature and types.</li> <li>• Bribery and corruption laws.</li> <li>• International perspective on corruption.</li> <li>• Corruption and good governance indices.</li> <li>• Accountability and governance principles.</li> <li>• Roles and functions of commission to investigate bribery or corruption.</li> <li>• Public service and constitutional provisions to combat bribery and corruption.</li> </ul>
<b>Duration</b>	01 day
<b>Course Fee</b>	Rs. 7, 750/-
<b>Medium</b>	English
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

### 3. Advanced Budget Preparation and Monitoring

<b>Programme Name</b>	Advanced Budget Preparation and Monitoring
<b>Purpose &amp; Aim</b>	This programme intends to provide public sector officers with comprehensive knowledge on budget preparation and monitoring in the modern context using proper tools and techniques. Those who hold senior positions in the central government, provincial councils, local government authorities and semi-governmental organizations are encouraged to apply for this programme. The programme enables participants to discuss issues in budget preparation and monitoring outcome in accordance with set guidelines and directions by authorities concerned.
<b>Designed For</b>	Officers in the central government, provincial councils, local government authorities and in semi-governmental organizations.
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Plan annual budget estimates in a rational manner.</li> <li>• Monitor outcome against value for money principles.</li> <li>• Discuss issues, implications, and complications in budget preparation monitoring.</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• Macro-economic framework.</li> <li>• Public investment programme.</li> <li>• Budget cycle.</li> <li>• Types of budgets.</li> <li>• Parliamentary procedures on the national budget.</li> <li>• Classification of budget codes.</li> <li>• Relationship of budget to treasury accounting.</li> </ul>
<b>Duration</b>	02 days
<b>Course Fee</b>	Rs. 13,000/-
<b>Medium</b>	Sinhala & English
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>



## 4. Board of Survey Losses & Write-Offs

<b>Programme Name</b>	Board of Survey Losses & Write-Offs
<b>Purpose &amp; Aim</b>	Conducting a Board of Survey is a complex process in an organization. This is an annual event in most of the organizations, and it is a mandatory requirement to ensure the status of assets and their records. Those who are in Administration need to widen their knowledge on this subject and this programme would introduce proper tools and techniques in conducting board of surveys, actions to be taken on the results of board of surveys and procedures to be followed on losses and write-offs. Officers in the Central Government, Provincial Councils, Local Government Authorities and in Semi-Governmental Organizations are encouraged to apply for this programme.
<b>Designed For</b>	Officers in the central government, provincial councils, local government authorities and semi-governmental organizations.
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Conduct a board of survey.</li> <li>• Apply proper methods on losses and write-offs.</li> <li>• Provide technical assistance to other organizations and fellow employees.</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• Appointment of annual board of survey teams.</li> <li>• Functions of board of surveys for verification.</li> <li>• Types of surveys.</li> <li>• Stock levels.</li> <li>• Procedures for board of surveys.</li> <li>• Actions to be taken on the results of the board of surveys.</li> <li>• Unserviceable articles.</li> <li>• Condemning and disposal of unserviceable articles.</li> <li>• Losses and waivers.</li> <li>• Actions to be taken on losses.</li> <li>• Conducting inquiries on losses.</li> <li>• Valuation of losses and determination of amount to be recovered.</li> <li>• Accounting procedure for loss of cash, ticket stamps etc.</li> <li>• Authorities to deal with losses and order of write-offs.</li> <li>• Record of losses.</li> <li>• Waivers - statutory waivers and other waivers.</li> </ul>
<b>Duration</b>	02 days
<b>Course Fee</b>	Rs. 13,000/-
<b>Medium</b>	Sinhala
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>



## 5. Financial Management in Foreign Funded Projects

<b>Programme Name</b>	Financial Management in Foreign Funded Projects
<b>Purpose &amp; Aim</b>	In Sri Lanka, many funding agencies are operating. The World Bank, ADB, UNDP, JICA, KOICA, USAID are a few to name. There are hundreds of projects funded by these international organizations and the financial management rules and regulations in those projects are quite different from the local rules and regulations. The government officers who are engaged in financial management activities in those foreign funded projects need a proper understanding about the rules and regulations of respective organizations when it comes to managing of funds of those projects. This programme is designed to upgrade the capacities of officers who are engaged in foreign funded projects.
<b>Designed For</b>	Officers who work in foreign funded projects or officers who wish to join foreign funded project management teams.
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Manage finances in foreign funded projects.</li> <li>• Follow correct procedures for Payments.</li> <li>• Ensure value for money principles</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• Provisions made in financial agreements.</li> <li>• Availability of funds.</li> <li>• Making budgetary provisions for implementation of project methods of disbursements.</li> <li>• Direct payment procedure.</li> <li>• Reimbursement procedure.</li> <li>• Commitment procedure.</li> <li>• Transfer procedure.</li> <li>• Special currency account.</li> <li>• Application for withdrawal.</li> <li>• Legal clearance from the donor agency.</li> <li>• Disbursement of funds.</li> <li>• Preparation of financial statements.</li> <li>• Interim financial reports.</li> <li>• Annual financial reports.</li> <li>• Comments of donor agencies for financial statements</li> </ul>
<b>Duration</b>	02 days
<b>Course Fee</b>	Rs. 13,000/-
<b>Medium</b>	Sinhala
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

## 6. Information System Auditing

<b>Programme Name</b>	Information System Auditing
<b>Purpose &amp; Aim</b>	Not like general auditing, Information System Auditing needs the skill in auditing and proper knowledge on computer applications and tools. As such, this programme intends to deliver a comprehensive knowledge on auditing of Information Systems in public sector offices. In addition, the course will cover several important areas in internal auditing and controls.
<b>Designed For</b>	Officers who are engaged in internal auditing and those who have interest in auditing using computer applications.
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"><li>• Conduct Information System auditing (IS auditing).</li><li>• Troubleshoot problems that may encounter in software applications for auditing.</li></ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"><li>• Introduction to IS auditing.</li><li>• IT audit planning.</li><li>• Internal controls in IT environment.</li><li>• Risk assessment.</li><li>• Disaster Recovery Planning and Business Continuity Planning (DRP &amp; BCP).</li><li>• Computer Assisted Audit Techniques (CATTs).</li><li>• Case studies.</li></ul>
<b>Duration</b>	02 days
<b>Course Fee</b>	Rs. 13,000/-
<b>Medium</b>	Sinhala & English
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

## 7. Advanced Public Private Partnership

<b>Programme Name</b>	Advanced Public Private Partnership
<b>Purpose &amp; Aim</b>	Public Private Partnership (PPP) has become a common phenomenon in the modern economies. There are many such projects being promoted in Sri Lanka and the government encourages such projects to come. The public sector officers who engage in procurement and project management areas should have higher knowledge on processes, regulations, and procedures on PPP so as to ensure optimum benefit to the beneficiaries. Therefore, this programme aims to provide sufficient knowledge on PPP projects and to make the interested officers confident on the subject to meet the challenges in the future.
<b>Designed For</b>	Managerial level officers in the central government, provincial councils, departments and statutory bodies.
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Understand the activities of the PPP management cycle and the legal framework.</li> <li>• Manage activities relating to project implementation and performance monitoring.</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• Introduction to PPP projects, PPP structuring options and overview of the PPP project management cycle.</li> <li>• Legal framework governing PPP projects.</li> <li>• PPP Project Identification &amp; Selection procedures.</li> <li>• Project Financing Structures &amp; Compensation Mechanisms for PPPs.</li> <li>• PPP feasibility studies.</li> <li>• Development of FRQ documents.</li> <li>• Development of RFP documents.</li> <li>• Evaluation of competitive PPP proposals.</li> <li>• Development of PPP documents.</li> <li>• Implementation of PPP contracts &amp; performance monitoring.</li> </ul>
<b>Duration</b>	03 days
<b>Course Fee</b>	Rs. 18,000/-
<b>Medium</b>	Sinhala
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

## 8. Bid Documents and Tender Procedures

<b>Programme Name</b>	Bid Documents and Tender Procedures
<b>Purpose &amp; Aim</b>	Although Standard Bidding Documents (SBDs) are available, officers need to have a fair knowledge on completing those documents according to institutional requirements. Flaws in bidding documents can cause many issues and they may even result in financial losses and face legal problems. Therefore, it is important for officers gain both practical and theoretical experience in preparing SBDs. This course is designed to equip officers with sufficient knowledge and skill to design all forms of bidding documents.
<b>Designed For</b>	Officers who are working in the procurement divisions or those who wish to gain knowledge on such areas.
<b>Learning Outcome</b>	By the end of the programme, the participants should be able to; <ul style="list-style-type: none"> <li>• Prepare Standard Bidding Documents</li> <li>• Follow NPC guidelines to ensure “Value for Money” principles in Procurement</li> <li>• Work independently in a procurement entity and be confident to make decisions</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• Introduction to Public Procurement (Tender Procedures)</li> <li>• Basic Rules &amp; Principles in Procurement</li> <li>• Responsibilities of Procurement Officers</li> <li>• Preparation of procurement Plans, schedules &amp; files</li> <li>• Introduction to NPC, General Treasury, Department of Public Finance &amp; Other Related Agencies</li> <li>• Bidding Documents</li> <li>• Preparation of Bidding Documents</li> <li>• Procurement Methods</li> <li>• SBD for Goods &amp; Works</li> <li>• SBD for Shopping</li> </ul>
<b>Duration</b>	03 days
<b>Course Fee</b>	Rs. 18,000/-
<b>Medium</b>	Sinhala
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

## 9. Bid Evaluation in Public Procurement

<b>Programme Name</b>	Bid Evaluation in Public Procurement
<b>Purpose &amp; Aim</b>	Bid Evaluation is a long process that requires high standard of knowledge and competence in procurement guidelines and manuals. Public officers who sit in procurement committees need to be equipped with confidence and skill to maintain their integrity and professionalism in their dealings. Such confident officers can minimize risks and ensure "Value for Money", whereby a lot of public funds can be saved. Therefore, this programme will introduce bid evaluation procedures, techniques, tools and techniques as per the NPC/NPA rules and guidelines
<b>Designed For</b>	Staff Grade Officers in the central government, provincial councils, local governmental and semi-governmental organizations
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Acquire knowledge on bid evaluation procedures.</li> <li>• Evaluate bids of different levels.</li> <li>• Write bid evaluation reports.</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>✓ Principles of bid evaluation.</li> <li>✓ Bid examinations.</li> <li>✓ Eligibility criteria.</li> <li>✓ Deviations: <ul style="list-style-type: none"> <li>▪ Minor deviations.</li> <li>▪ Major deviations.</li> </ul> </li> <li>✓ Detailed bid evaluations.</li> <li>✓ Post qualification.</li> <li>✓ Writing bid evaluation reports.</li> </ul>
<b>Duration</b>	03 days
<b>Course Fee</b>	Rs. 18,000/-
<b>Medium</b>	Sinhala
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

## 10. Essentials in Project Management

<b>Programme Name</b>	Essentials in Project Management
<b>Purpose &amp; Aim</b>	This project management training provides you with the fundamental knowledge and skills to successfully lead a project from beginning to end. Participants will be able to learn to leverage key project management concepts, implement effective project management processes, and develop leadership skills needed for successfully planning, managing, and delivering projects of any size and scope.
<b>Designed For</b>	Middle level managers in the central government, provincial councils, local government authorities and semi-governmental organizations.
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Lead a project from beginning to end</li> <li>• Setup a project for success</li> <li>• Turn a project objective into action steps</li> <li>• Manage stakeholders</li> <li>• Prepare a project plan</li> <li>• Create a project schedule</li> <li>• Identify and manage risk</li> <li>• Motivate and lead your project team</li> <li>• Execute the plan and keep it on track</li> <li>• Deliver and transition the project solution(s)</li> <li>• Close out the project and capture lessons learned</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• Project management concepts</li> <li>• Steps of managing a project</li> <li>• The Work Breakdown Structure</li> <li>• Scheduling and Planning with Gantt chart</li> <li>• Budgeting</li> <li>• Project Risks</li> <li>• Preparing the Final Plan</li> <li>• Choosing the Project Team</li> <li>• Building a Winning Team</li> <li>• Team Meetings</li> <li>• Project Communication Plan</li> <li>• The Execution Phase</li> <li>• Controlling Changes</li> <li>• Closing out a Project</li> <li>• Your Personal Action Plan</li> </ul>
<b>Duration</b>	03 days
<b>Course Fee</b>	Rs. 18,000/-
<b>Medium</b>	Sinhala
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

## 11. General Office Administration and E-Code

<b>Programme Name</b>	General Office Administration and E-Code
<b>Purpose &amp; Aim</b>	Office Administration ensures the efficient performance of all departments of the organization as it connects senior management and the employees. Therefore, the management of office functions and following regulations will improve the delivery of services.
<b>Designed For</b>	Newly recruited staff and officers in the administration division in government and semi-government organizations, provincial councils and local authorities.
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Manage office files effectively and systematically.</li> <li>• Follow directions and regulations in the establishment code in service delivery.</li> <li>• Manage office functions efficiently and ensure quality service delivery.</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• Introduction to office management, office systems, procedures.</li> <li>• File management - maintaining and administration of different types of files/ record management.</li> <li>• Office communication-writing effective file minutes/ drafting official letters.</li> <li>• Introduction to e-code and relevant sections.</li> <li>• Public sector modernization and office automation.</li> <li>• Practice good housekeeping in file management.</li> </ul>
<b>Duration</b>	03 days
<b>Course Fee</b>	Rs. 18,000/-
<b>Medium</b>	Sinhala
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>



## 12. Government Payroll System

<b>Programme Name</b>	Government Payroll System
<b>Purpose &amp; Aim</b>	Government payroll System (GPS) is being used in many government organizations and in state owned enterprises to prepare salaries. Most of the employees who are engaged in salary preparation have not been provided with sufficient knowledge on GPS applications. As a result, there are instances where unnecessary delays occur. This programme will provide both practical and theoretical knowledge on GPS in a modern computer based environment where each participant will have hands on experience in preparing payroll.
<b>Designed For</b>	Middle and junior level staff who engage in payroll preparation attached to accounts and payment divisions.
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Ensure accountability and good governance principles in their actions.</li> <li>• Deliver services effectively and efficiently.</li> <li>• Maintain transparency in all dealings towards the public.</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• Installation &amp; initiation of GPS.</li> <li>• Maintenance of files.</li> <li>• Employee master file.</li> <li>• Data entering.</li> <li>• Loans to public officers.</li> <li>• Department of supported bank loans.</li> <li>• EPF, ETF &amp; PSPF.</li> <li>• Miscellaneous operational activities.</li> <li>• Payroll processing. Reporting &amp; printing.</li> <li>• GPS SLIP system (Sri Lanka Inter Banking Payment System).</li> <li>• Error handling routine.</li> </ul>
<b>Duration</b>	03 days
<b>Course Fee</b>	Rs. 18,000/-
<b>Medium</b>	Sinhala
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

## 13. Internal Auditing Practices in the Public Sector

<b>Programme Name</b>	Internal Auditing Practices in the Public Sector
<b>Purpose &amp; Aim</b>	Internal Auditing is an important function in a government office as it ensures checks and balances in financial management of the organization gives directions to the Finance Department in the event proper procedures have not been followed by officers. This enables the management to make decisions on matters of importance. In addition, the internal Auditor of an organization assists the Auditor General by way of ensuring Value for Money Principles. Also, many government officers have not had proper experience in answering audit queries as such they have to go before parliamentary committees like Committee on Public Accounts (COPA) and Committee on Public Enterprises (COPE).
<b>Designed For</b>	Officers in the central government, provincial councils, local authorities and semi-governmental organizations
<b>Learning Outcome</b>	By the end of this programme, participant would be able to: <ul style="list-style-type: none"> <li>• Conduct internal audit functions of an organization more effectively and efficiently</li> <li>• Write answers to Auditor General's audit queries</li> <li>• Provide proper reports to the management on financial management</li> <li>• Minimize financial misappropriation and ensure Value for Money Principles</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• Principles of Internal Auditing</li> <li>• Internal Auditing Charter</li> <li>• Independence of Internal Auditor</li> <li>• Functions of Internal Auditing</li> <li>• Value for Money Auditing, Performance Auditing and Management Auditing</li> <li>• Functions of Auditor General, Committee on Public Accounts and Committee on Public Enterprise</li> <li>• Audit and Management Committees and their functions</li> <li>• Circulars issued by Department of Management Audit with regard to Internal Auditing</li> <li>• Answering Audit Queries</li> <li>• Case Studies</li> </ul>
<b>Duration</b>	03 days
<b>Course Fee</b>	Rs. 18,000/-
<b>Medium</b>	Sinhala
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

## 14. Personal File Management

<b>Programme Name</b>	Personal File Management
<b>Purpose &amp; Aim</b>	Personal File Management has been a very important function in an organization because from the enlistment to a service until the retirement of an employee, all his particulars are led in the Personal File. Managing Personal Files is the responsibility of the Administration Division of an organization, and a responsible officer should be in charge of Personal Files. This programme is designed to equip a selected group of senior employees who can be entrusted with the responsibility of managing personal files in an organization.
<b>Designed For</b>	Administrative officers and those who handle personal files in government and semi-governmental organizations, provincial councils and local authorities.
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Acquire rules and regulations stipulated in handling personal files in the public sector.</li> <li>• Understand the important aspects of establishment code and PSC rules with regard to maintaining of personal files</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• File management systems.</li> <li>• Establishment code and PSC rules and their applications on personal file management.</li> <li>• Recruitment procedures in the public sector.</li> <li>• Letter of appointment, agreements, security etc.</li> <li>• Probation and efficiency bars.</li> <li>• Disciplinary procedures and regulations.</li> <li>• Vacation of post.</li> <li>• Retirement and termination of service.</li> <li>• E-file management.</li> </ul>
<b>Duration</b>	03 days
<b>Course Fee</b>	Rs. 18,000/-
<b>Medium</b>	Sinhala
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

## 15. Procurement Guidelines, Planning & Regulations

<b>Programme Name</b>	Procurement Guidelines, Planning & Regulations
<b>Purpose &amp; Aim</b>	Officers who become members of various procurement committees are expected to possess sufficient knowledge and experience in the application of procurement guidelines and manuals. If the members are not sufficiently competent, there can be instances that result in loss of millions of public funds due to flaws in the procurement process. Therefore, middle level managers who sit in procurement committees are encouraged to apply for this course as it aims to provide comprehensive knowledge on procurement related guidelines, regulations and processes.
<b>Designed For</b>	Officers in the public sector, semi-governmental organizations and in the private sector who are involved in procurement, logistics, finance, auditing, and transport related jobs
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• A thorough knowledge on procurement guidelines.</li> <li>• Function effectively as sitting members of procurement committees.</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>✓ Introduction to procurement guideline, manuals, circulars and supplements.</li> <li>✓ Functions and powers of National Procurement Commission.</li> <li>✓ Procurement entity, procurement committees, Technical Evaluation committees and bid opening committees and their functions.</li> <li>✓ Methods of procurement: <ul style="list-style-type: none"> <li>▪ International Competitive Bidding (ICB).</li> <li>▪ National Competitive Bidding (NCB).</li> <li>▪ Limited, national and international bidding.</li> <li>▪ Shopping.</li> <li>▪ Direct contracting.</li> <li>▪ Repeat orders.</li> <li>▪ Emergency procurement.</li> </ul> </li> <li>✓ Procurement planning.</li> <li>✓ Standard bidding documents.</li> <li>✓ Bid evaluation.</li> <li>✓ Bid examination.</li> <li>✓ Detailed bid evaluation.</li> <li>✓ Post qualifications.</li> <li>✓ Writing evaluation reports.</li> <li>✓ Payment procedures.</li> </ul>
<b>Duration</b>	03 days
<b>Course Fee</b>	Rs. 18,000/-
<b>Medium</b>	Sinhala
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

## 16. Public Financial Regulations

<b>Programme Name</b>	Public Financial Regulations
<b>Purpose &amp; Aim</b>	Knowledge on Public Financial Regulations is a pre-requisite of any responsible government employee. However, there have been many instances reported where officers have been inconvenienced for not following set regulations due to omission or negligence. Public officers are accountable to expenses of public money and they are always subjected to scrutiny by the authorities or the general public. Therefore, officers of all levels in the central government or provincial administration are encouraged to follow this programme as it provides a comprehensive knowledge on all required public financial regulations.
<b>Designed For</b>	Officers in the central government, provincial councils, local government and semi-governmental organizations
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Adhere to public financial management regulations.</li> <li>• Minimize lapses and misappropriation of public funds.</li> <li>• Hold accountability to all financial commitments they engage in while being in service.</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• Parliamentary control over public finance.</li> <li>• Expenditure and revenue estimation.</li> <li>• Variations to budget estimates.</li> <li>• Warrants and imprest limits.</li> <li>• Losses and write-offs.</li> <li>• Delegation of financial authority.</li> <li>• Documents for receipts and payments.</li> <li>• Advance and deposit accounts.</li> </ul>
<b>Duration</b>	03 days
<b>Course Fee</b>	Rs. 18,000/-
<b>Medium</b>	Sinhala
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

## 17. Public Service Disciplinary Procedures

<b>Programme Name</b>	Public Service Disciplinary Procedures
<b>Purpose &amp; Aim</b>	Administrative Officers who conduct disciplinary inquiries should possess a comprehensive knowledge on regulations and procedures outlined in the establishment Code so as to ensure fair opinion on matters that come before them. This programme is designed to equip the inquiry officers with sufficient knowledge on relevant sections in the Establishment Code, inquiry procedures, and proper documentation. They will have practical sessions of conducting inquiries, writing of charge sheets and inquiry reports during the training.
<b>Designed For</b>	Those who handle disciplinary matters in the public service including provincial councils, local government and semi- governmental organizations.
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Conduct disciplinary inquiries according to set guidelines.</li> <li>• Arrive at fair opinions on matters that come before them.</li> <li>• Document matters as per the guidelines in the establishment code</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• The meaning of discipline.</li> <li>• Establishment code and its relevance to public officers.</li> <li>• Delegation of powers and authority.</li> <li>• Misconduct and reporting of misconducts.</li> <li>• Preliminary investigation.</li> <li>• Framing a charge sheet.</li> <li>• Conducting formal inquiry and evidence recording.</li> <li>• Prosecution &amp; defense.</li> <li>• Disciplinary order.</li> <li>• Punishments &amp; appeals.</li> <li>• Related acts, statutes &amp; circulars.</li> </ul>
<b>Duration</b>	03 days
<b>Course Fee</b>	Rs. 18,000/-
<b>Medium</b>	Sinhala
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

## 18. Certificate in Accountability and Governance

<b>Programme Name</b>	Certificate in Accountability and Governance
<b>Purpose &amp; Aim</b>	Governance has been a widely spoken topic in the country today, and the policies of the government are geared to ensure the principles and practices of good governance. In this respect, the public officials are held accountable for actions they take to in their official capacity or failing to perform as required by rules and regulations. Hence, it is paramount for the public sector senior managers to be equipped with necessary skills and attitudes to discharge their functions. This programme would introduce key principles with regard to accountability and good governance for senior public officials to follow.
<b>Designed For</b>	Staff grade officers in public service and state owned enterprises or semi-government organizations
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Gain an understanding of global frameworks and developments in governance accountability</li> <li>• Ensure accountability and good governance principles in their actions</li> <li>• Learn about methods of empowerment of organizations</li> <li>• Examine various forms of accountability and governance</li> <li>• Deliver services effectively, efficiently and maintain transparency in all dealing towards the public</li> <li>• Determine the pros and cons of monitoring frameworks and enforcement mechanisms</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• Concept of Governance</li> <li>• Governance principles</li> <li>• Participation in decision making</li> <li>• Responsiveness</li> <li>• Efficiency and Effectiveness</li> <li>• Openness and transparency – Right to information</li> <li>• Rule of Law and ethical conduct</li> <li>• Sound Financial management systems</li> <li>• Accountability and nonperformance of public duties</li> <li>• Innovation and openness to change</li> <li>• Combating corruption</li> <li>• Monitoring framework and enforcement mechanism</li> </ul>
<b>Duration</b>	05 days
<b>Course Fee</b>	Rs. 29,000/-
<b>Medium</b>	English & Sinhala
<b>Evaluation</b>	02 hour MCQ paper (English) and 01 Take Home Assignment (1500 words)
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>



## 19. Certificate in Public Procurement Management

<b>Programme Name</b>	Certificate in Public Procurement Management
<b>Purpose &amp; Aim</b>	Junior Officers are usually engaged in preliminary activities of procurement in an organization. They need to be aware of procurement guidelines, preparation of bidding documents, procurement planning, forming of procurement committees, and filing activities. This course aims at producing a group of junior level officers who would engage in procurement related activities with knowledge and confidence.
<b>Designed For</b>	Junior officers in government ministries, departments, local authorities, statutory bodies and provincial councils.
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Understand the government procurement guidelines, manuals, supplements and circulars.</li> <li>• Prepare procurement plan and monitor procurement activities.</li> <li>• Prepare bidding documents for RFQ and NCB level contracts.</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• Introduction to principles of public procurement.</li> <li>• Salient features of government procurement guidelines, manuals and supplements goods and works 2006.</li> <li>• How to align agency procurement plan with the strategic directions and action plan of the entity.</li> <li>• Activities of the public procurement cycle.</li> <li>• Selection of appropriate procurement methods.</li> <li>• Introduction to bidding documents.</li> <li>• Procurement packaging, slicing, proposed annual procurement plan and procurement preparatory plan for the financial year.</li> <li>• Preparation of PTS and detailed procurement plan.</li> <li>• Bidding procedures and bid opening procedures.</li> <li>• Principles and activities of preliminary bid examination, detailed evaluation, post qualification and evaluation report.</li> <li>• Preparation of NS bidding documents for works, goods and non-consultancy services.</li> <li>• Salient features of NCB goods bidding document and services bidding documents.</li> </ul>
<b>Duration</b>	05 days
<b>Course Fee</b>	Rs. 29,000/-
<b>Medium</b>	English & Sinhala
<b>Evaluation</b>	02 hour MCQ paper (English) and 01 Take Home Assignment (1500 words)
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

## 20. Certificate in Supply Chain Management

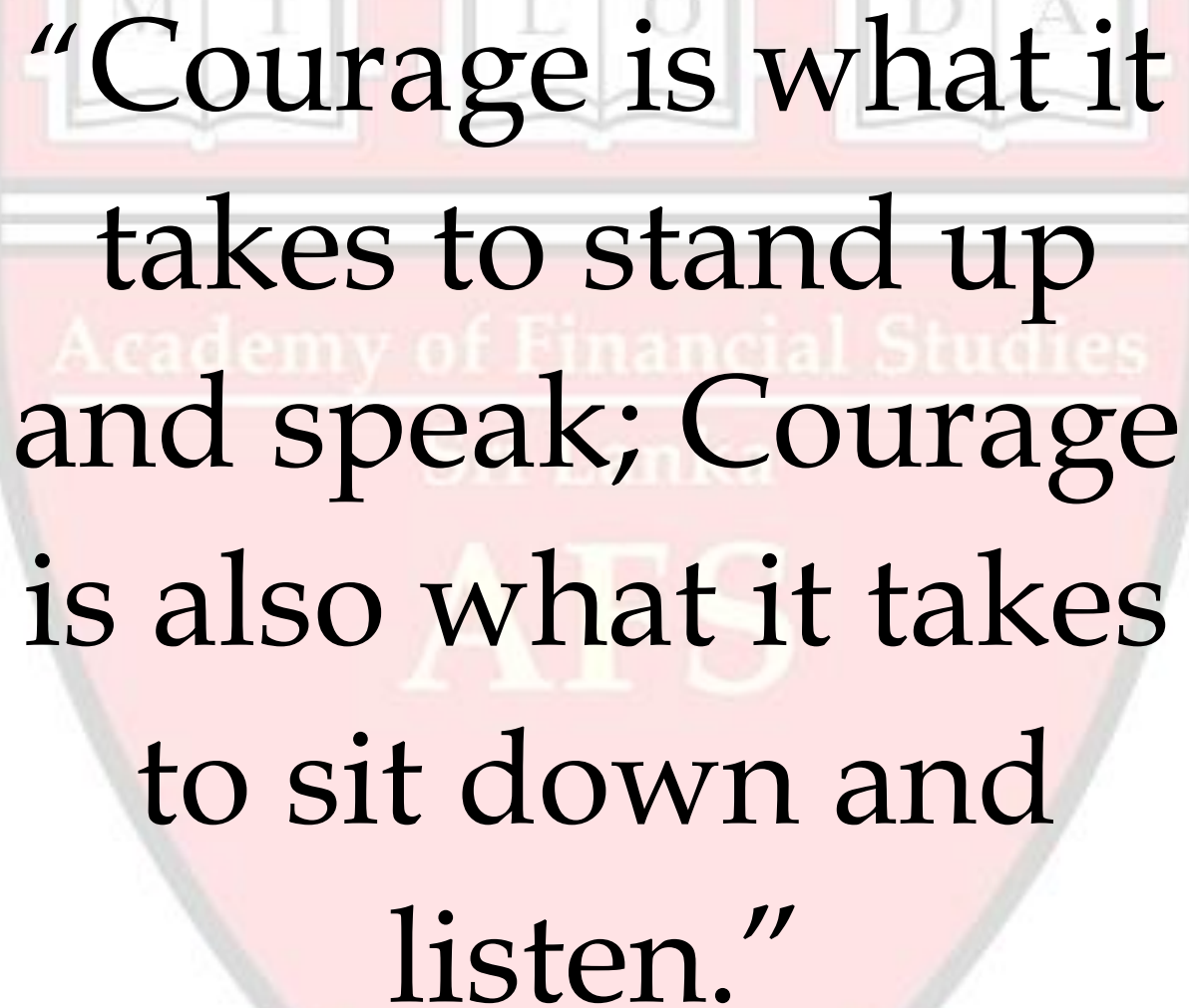
<b>Programme Name</b>	Certificate in Supply Chain Management
<b>Purpose &amp; Aim</b>	Certificate in Supply Chain Management programme creates the capability to handle any level of a supply chain, and provides skills to use latest tools and techniques. In the complex production and service sector today, unless one manages a supply chain effectively and efficiently, the continuity and sustainability of an organization is always at risk. Therefore, this programme has been designed to provide both theoretical and practical knowledge to participants to handle contemporary logistics and supply chains in keeping with internationally prescribed tools and techniques.
<b>Designed For</b>	Officers in the public sector, semi-governmental organizations and in the private sector who are involved in procurement, logistics, finance, auditing, and transport related jobs
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Manage a supply chain effectively and efficiently.</li> <li>• Handle issues and find appropriate solutions according to prescribed standards.</li> <li>• Follow standard procurement guidelines and principles</li> </ul>
<b>Programme Outline</b>	<ul style="list-style-type: none"> <li>• Introduction to supply chain management &amp; supply chain drivers.</li> <li>• Supply Chain Strategy.</li> <li>• Procurement management.</li> <li>• Inventory &amp; warehouse management</li> <li>• Principles of management.</li> <li>• Competitive advantage through supply chain management.</li> <li>• Cost elements of a supply chain.</li> <li>• Supply chain dynamics.</li> <li>• Organization for supply chain management.</li> <li>• Managing risks in a supply chain.</li> <li>• Legal aspects of SCM.</li> <li>• Methods for solving supply chain problems.</li> <li>• Measuring performance in supply chains.</li> <li>• Future trends in supply chain management.</li> </ul>
<b>Duration</b>	05 days
<b>Course Fee</b>	Rs. 29,000/-
<b>Medium</b>	English & Sinhala
<b>Evaluation</b>	02 hour MCQ paper (English) and 01 Take Home Assignment (1500 words)
<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>

## 21. Diploma in Public Procurement and Contract Administration (DIPPCA)

<b>Programme Name</b>	Diploma in Public Procurement and Contract Administration (DIPPCA)
<b>Purpose &amp; Aim</b>	Public Procurement is becoming vitally important in the pursuit of sustainable development of the country so as to ensure transparency and accountability. In that context, staff grade officers in the public sector should be sufficiently knowledgeable on Procurement and Contract Administration which is an evolving subject. In the recent past, it is evident that an unprecedented international attention has been drawn to this area as it affects directly and indirectly on principles of good governance. In that backdrop, the Diploma in Public Procurement and Contract Administration (DIPPCA) delivered by Miloda Academy of Financial Studies (AFS) will undoubtedly provide an opportunity to public sector staff grade officers to widen their horizons on Public Procurement Practices and Processes which would invariably ensure effective service delivery to a wider section of masses.
<b>Designed For</b>	Staff grade officers in the government ministries, departments, provincial councils, local authorities and statutory bodies
<b>Learning Outcome</b>	By the end of the programme, participants would be able to: <ul style="list-style-type: none"> <li>• Ensure procurement processes happen in line with the national procurement guidelines in the country.</li> <li>• Develop skills and aptitudes of public officers to take informed decisions in contract administration and management.</li> <li>• Ensure best practices are being followed in effecting public procurement as per limits.</li> <li>• Adopt proper standards and processes in designing and planning procurement in their respective organizations.</li> </ul>
<b>Programme Outline</b>	Module 01: Policy, regulations, & guidelines of public procurement. Module 02: Procurement planning. Module 03: Pre-qualification in pp. Module 04: Bidding documents. Module 05: Bid evaluation. Module 06: Selection of consultants. Module 07: Supply chain management. Module 08: Contract administration. Module 09: Public private partnership in procurement. Module 10: New dimensions in public procurement. Module 11: Law for public procurement. Module 12: Dissertation (5000 words).
<b>Duration</b>	1 Year
<b>Course Fee</b>	Rs. 100,000/-
<b>Medium</b>	English
<b>Evaluation</b>	Module End Examinations (03 hour written paper, Take Home Assignment, Presentation)

<b>Contact</b>	Kanchana De Silva Programme Officer Mobile: 076 3180287 Office: 011 2176300 Fax: 0112 336439 Email: <a href="mailto:kanchana@afs.gov.lk">kanchana@afs.gov.lk</a>
----------------	---

[Back to Content Page](#)



“Courage is what it takes to stand up and speak; Courage is also what it takes to sit down and listen.”

Winston Churchill