



Metropolitan Campus



MC

PR2 - D

Ref No. MC/PROG/2022/01/01

23 August 2022

Dear Sir/Madam

Scheduled Programmes in September 2022

Metropolitan Campus is pleased to inform you that we have planned to conduct the following training courses for officers in your organization in the month of **September 2022**. We hereby call nominations for the same.

The details of programmes are given below.

No	Course Name	Tentative Dates	Programme Fee
1	Government Payroll System (Online)	05, 06 & 07	Rs. 18,000.00
2	Procurement Guidelines, Planning & Regulation (Online)	08, 09 & 12	Rs. 18,000.00
3	Public Financial Regulations (Online)	21, 22 & 23	Rs. 18,000.00

We highly appreciate if you send your nominations for the above courses, **14 working days prior to the programme commencement.**

Your application(s) can be submitted;

Online : (visit : http://mpc.gov.lk/online_registration/)

As an email : (to : info@mpc.gov.lk or nipuni@mpc.gov.lk)

For further inquiries, if any please, contact Ms. Nipuni Thakshila on 011 217 63 00 or 076 135 9 779.

Thank you

Yours faithfully

Kanchana De Silva
Head of Programmes

CONTENTS OF PROGRAMME.

Government Payroll System

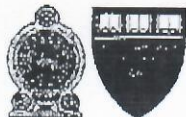
- Installation & initiation of GPS
- Maintenance of files
- Employee master file
- Data entering
- Loans to public Officers
- Departments of supported bank loans
- EPF, ETF & PSPF
- Miscellaneous operational activities
- Payroll processing
- Reporting & printing
- GPS SLIP system (Sri Lanka Inter Banking Payment System)
- Error handling routine

Public Financial Regulations

- Parliamentary control over public finance
- Expenditure and revenue estimation
- Variations to budget estimates
- Warrants and imprest limits
- Losses and write-offs
- Delegation of financial authority
- Documents for receipts and payments
- Advance and deposit account

Procurement Guidelines, Planning & Regulations

- Introduction to Procurement Guideline, Manuals, Circulars and Supplements
- Procurement Entity, Procurement Committees, Technical Evaluation Committees and Bid Opening Committees and their functions
- Methods of procurement
- Procurement Planning
- Standard Bidding Documents
- Bid Evaluation
- Bid Examination
- Detailed Bid Evaluation
- Post Qualifications
- Writing Evaluation Reports
- Payment Procedures



METROPOLITAN CAMPUS

APPLICATION FORM

PR2 - E

Office Use Only

01 Course Title

02 Name of Applicant

03 NIC Number (National Identity Card Number)

04 Date of Birth

05 Designation

06 Organization

07 Official Address

Tele
Fax

Email

08 Private Address

Tele
Mob

Email

09 How did you get to know about this programme ?
 Website Facebook Bulletin Programme Coordinator

Other :

10 I do hereby certify that the above information is true and correct

Signature : Date :

11 Payment Confirmation

A) Head of Department

Mr/Ms is nominated
for the training programme on
his/her course fee will be/will not be paid by our department.

Signature : Date :
Name/Designation :

B) Paid by

Cheque Cash Credit Card Receipt Number :

Please attach a copy of the payment receipt to the Application.