

Management Development & Training Department

1. History and Background

The North East Provincial Council was established in Dec 1988 and a training unit called “The Training and Personnel Unit” under the purview of the Chief Secretary was organized in 1989 to train the public servants in the nascent NEPC. This training unit was upgraded in 1991 to the level of a department named Management Development & Training Department (MDTD) in view of the National Public Service Training Policy to strengthen the manpower resources of NEP and to acquire optimum benefit of the capabilities of public servants at all levels. It is now under the Ministry of Provincial Public Administration with a full time Director. Director has been drawn from class I of all Island Services 2.

1.1. Mission

Facilitate development of the Eastern Province through enhanced public sector competence by serving as premier and principal agent for human resource development.

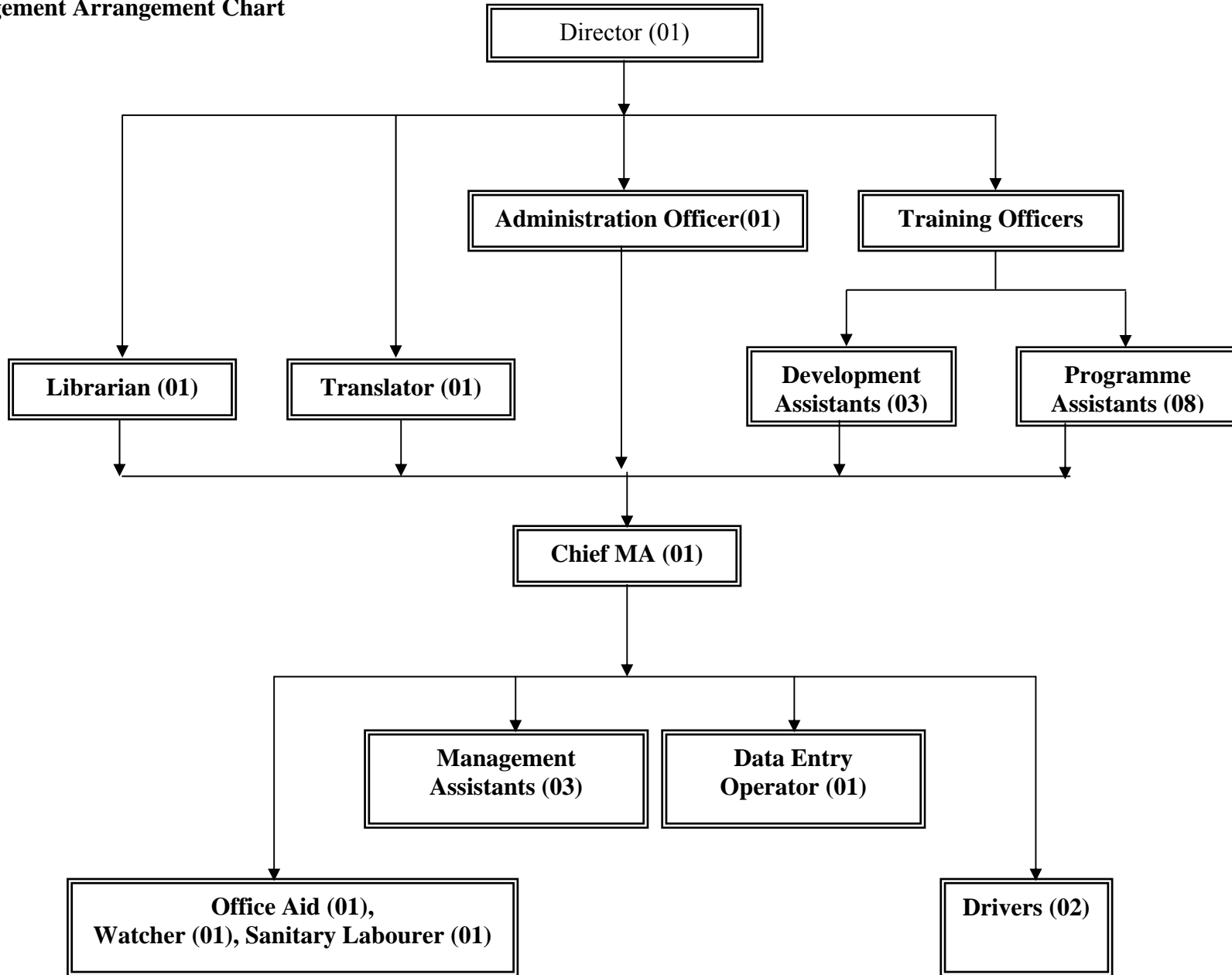
1.2. Strategies.

- Training Programmes are conducted through “Training of Trainers” Programmes.
- Selecting Participants to follow Training Programmes in National Institutes.
- Using available Resource Person within the Districts for conducting programmes in the District
- Arranging Training Programmes with the Collaboration of Resource Persons from other Training Institutions.
- Obtaining funds from various donor Projects.

1.3. Objectives.

- To enhance the role of Public Servants in the East as guide, facilitator and regulator in the development process in the context of globalization.
- To develop knowledge, positive attitudes, analytical skills, decision making abilities and implementation capacity of Public Servants.
- To motivate Public Service in the EP to improve performance and productivity in service delivery in quality and quantity.
- To assist Public Service in the Eastern Province to work in partnership with the private sector and civil society in the context of globalization.
- To create a learning environment among the Public Servants in the Eastern Province.
- To equip Public Servants in the EP to utilize information technology
- To Transform Public Servants as catalyst for creation of a knowledge Society.

2. Management Arrangement Chart



3. Human Resource

Cadre Position	Cadre Requirement	Approved Care	Cadre Vacancies	Present Strength
Director	01	01	-	01
Training Officers	03	03	-	03
Administrative Officer	01	01	01	00
Development Assistants	03	03	-	03
Programme Assistants	08	08	01	07
Financial Assistant	01	-	-	-
Librarian	02	01	-	02
Clerk/Typist/Steno	07	04	-	04
Data Entry Operator	01	01	-	01
Translator	01	01	01	-
Roneo Operator	01	01	-	01
Driver	03	02	-	02
Watcher	02	-	-	-
Office Aide	05	01	-	06
Sanitary Labourer	01	01	01	-
Total	40	28	04	30

3.1. New Appointment

S.No	Name of Officer	Designation	Date
01.	Miss. M. Thanuja	Management Asst.	03.12.2007

4. Management Organizational Resource

4. i. Land & Building

Institution	Available Land	Building					
		Square Occupied sq. ft	Own Building sq. ft./ No	Rent Building sq. ft./ Nos.	Additional Space sq. ft	No. of Other Quarters	Store Space
MDTD	1.823 Heal	8047	8047	Nil	Nil	Nil	Nil

4. ii. Vehicle

Institution	Car	Pick-up	Jeep	Three Wheeler	Van	Bicycle	Bus	Other
MDTD		02					01	

4. iii. Furniture

Institution	Table		Chairs		Almyrah		Other	
	A	R	A	R	A	R	A	R
MDTD	76		165		20		2 Filter	

A :- Available R :- Requirement

4. iv. Equipment & Machinery

Institution	Computer	Photo Copier	Printer/ Roneo	Type writer	Tele phone	Fax	OHP	Any Other
MDTD	40	04	05 laser 01 dogmatic	05	04	01	02	Data Projector -03 Scanner - 01

5. Financial Performances

5. 1. Capital Expenditure -2007

Source of Fund	Amount Allocated	Amount Released	Amount Spent	Indicator Percentage on released funds
CBG	336.0	335.5	335.5	100%

5. 2. Recurrent Expenditure 2007

Item	Rs. 000's
Salaries and Wages	6,336.9
Overtime and Holiday pay	435.6
Other allowance	1,078.2
Contributory Pension Fund	-
Property Loan Interest	-
Traveling - Domestic	113.0
Stationery and Office Requisites	291.1
Fuel and Lubricants	434.3
Uniforms	9.9
Mechanical and Electrical Goods	-
Other	62.9
Vehicles	403.5
Plant, Machinery and Equipment	114.4
Buildings and Structures	150.2
Other	149.6
Telecommunication	819.3
Postal Charges	7.8
Electricity and Water	472.2
Rates and Taxes to Local Authorities	0.3
Other	544.0
Transfers to Public Institutions	-
Holiday Warrants	54.3
Other	-

Newspapers, Printing & Advertisement	14.4
Training	809.6
Welfare	9.5
Incidental	19.4
Books	122.8
Total	11,477.6

6. Human Resource Development

6. 1. Training Programmes attended by officers.

6. 1. (a). Foreign Training

English Language Training Programme at Bell School, UK

S.No	Name	Batch	Date
01.	Mr. K. Sritharan	1	22.09.2007 – 20.10.2007
02.	Mr. A. Collin Streetman	2	22.10.2007 – 19.11.2007

6. 1. (b). Local Training

6.1.(b).1. Skills through English for Public Servants (STEPS) Course Conducted by British Council Supported by GTZ-PIP

S.No	Name	Date
01.	Mr. K.M. Safeer Ali	22.01.2007 – 10.02.2007
02.	Mrs. L. Sritharan	23.07.2007 – 17.0 8.20 07

6.1.(B).2. Pre – Skills through English for Public Servants (STEPS) Course STEPS Facilitating Training for Trainers

S.No	Name	Date
01.	Mr. K. Sritharan	21.02.2007 – 10.03.2007
02.	Mr. M.S. Jeseer	21.02.2007 – 10.03.2007
03.	Miss. K. Thevaki	17.03.2007 – 24.03.2007
04.	Mr. A. Shanthinigaethan	17.03.2007 – 24.03.2007
05.	Mr. T. Ariraj	23.07.2007 – 03.08.2007
06.	Mr. K. Jayandran	23.07.2007 – 03.08.2007
07	Mr. M.S. Jeseer	07.08.2007 – 17.08.2007

03.1.3. Success in All Island service examination

Mr. A. Collin Streetman was selected to Sri Lanka Accountants Service based on the open competitive examination held during the year 2007.

6. 2. Training Programmes conducted by the department for the sector.

A - General Programmes

1	Computer Training on PAYROLL at MDTD	5	MA	24
2	Training Programme on Excellence in Public Services at Kachcheri, Mannar, Vavuniya, Kilinochchi, Mullaitivu, Amparai, Sammanthurai, Batticaloa	5	DA & PA	313
3	Workshop on Positive Project Work Culture - Batch I & II at Kachcheri – Mannar, Vavuniya, Kilinochchi, Mullaitivu	2	TO, MA, Other Staff of Foreign funded Project	253
4	Enhancement on Revenue Local Authorities at Vavuniya, Amparai	2	Revenue Supervisor & Revenue Inspectors	69
5	Certificate Course in Productivity and Quality Improvement at MDTD ,Kachcheri, Mannar, Kilinochchi, Batticaloa	3	DA & PA	146
6	Training on Visual Basic for Northern Provincial Staff at MDTD	10	PA, MA & DEO	223
7	Computer Training on CIGAS for Survey Dept. Staff at MDTD	5	MA	18
8	Computer Training on Word & Excel for Local Govt. Staff	5	MA	11
9	Work Shop on Training of Trainers (CEFE - NET Sri Lanaka) at MDTD	21	DA & PA	25
10	Training Programme for Secretaries of Local Authorities at MDTD	3	Revenue Supervisor & Revenue Inspectors	21
11	Procurement Management at INGAF, Colombo	4	Secretaries & Head of Department, Engineers & Accountants	74
12	Training Programme on Current Needs of Supervisory and Managerial Grade Officers at Sri Lanka Foundation Institute, Colombo	3	Staff Grade Officers	60
14	Office Procedure for OES at MDTD	1	OES	57
15	Workshop on Performance Appraisal at MDTD	1	Secretaries & Head of Department	27
16	Basic Accounts at MDTD	5	PA (F)	24
17	Training on AUTOCAD at MDTD	5	Dragustmen & TO	15
18	Preparation of Final Accounts and Accounting Procedure of Local Authorities at ACLG office, Jaffna, Kilinochchi, Batticaloa	5	MA, PA ,Revenue Supervisors and LGA	101
19	Basic Accounts (Sinhala Medium) at MDTD	3	PA & MA	14
20	Induction Training for Newly Appointed Indigenous Medicine Doctors at MDTD	5	Indigenous Medicine Doctors	21

21	Administration Procedure (Sinhala Medium) at MDTD	2	PA & MA	21
22	Training Programme on M S Access at MDTD	10	ACLG Staff	15
23	Preparation of Quality Document at SLIDA	5	Public Officers	28
24	Certificate in Advanced Computer Application for Management at SLIDA	10	Public Officers	28
25	Work Shop on Logical Frame Work at MDTD	5	Development Cadres & PA	18
26	Positive Project Work Culture at Kachcheri, Amparai, Batticaloa, Sammanthurai	2	TO & MA	133
27	Planning Techniques	5	DA, PA, RDO, ADP	28
28	Work Shop on Capital Budgeting at MDTD	3	Staff Grade Officers	20

6.3. Special Programme

Course Title: Certificate Course on Basic Construction Techniques

Duration: 06 Months

Target Group: Educated Unemployed Youth

Funding Agency: NECORD

S. No	Districts	No. Trained	Date of commencement	Date of Completion	Expenditure (Rs 000's)
1	Trincomalee	49	01.12.2006	31.05.2007	12,008.0
2	Ampara	50	25.04.2007	29.10.2007	
3	Kalmunai	50	01.06.2007	30.11.2007	
4	Batticaloa	50	20.03.2007	19.09.2007	

6.4. Language Training Programmes

During the Year 2007 a Dept. of Official Languages has re-designed the entire Language Learning Programme for Sinhala & Tamil. Earlier the programmes were conducted at two levels Basic & Advance. Now the programmes are conducted at three levels. Level I, Level II & Level III. The syllabuses were also revised and also the teachers guide. All teachers had under gone "Training Of Trainers"(TOT) in Colombo. Due to these reason the programme commenced only by June 2007.

S. N	Language	Duration (Hours)	Venue	No. Trained
Eastern Province				

Trincomalee				
1	Tamil III	108	T/Sinhala MV, Trincomalee	40
2	Sinhala III (8 batches)	108	TRincomalee, Amparai , Batticaloa	320
	Tamil III (3 batches)	108	Ampara	112

7. Strength and Weakness

7.1 Problems and Constraints

The administration block, lecture halls, computer laboratories and language laboratories are still to be constructed. Immense difficulties are encountered in conducting programmes at different locations. depending on availability of premises. The available Training equipment had become obsolete and they need replacement

7.2 Capacity Development Programmes

- Special Training – Language Programmes & Personnel Improvement Programme
- Computer skill development programmes
- Technological improvements in office procedures –

7.3. Research made and Publicationson

- Training needs analysis was conducted and Designed training programme Training Modules were prepared and published.

7.4. Progress on MIS

- A programme installed for MIS for Library Books.
- Programme for MIS on Training Programme.

7.5. Innovative actions introduced / Experience gained

- Using of E-Mail & Web based Learning encouraged