



முகாமைத்துவ அபிவிருத்தி பயிற்சி அலகு - வடமாகாணம்

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Management Development Training Unit - Northern Province

கனகபுரம் வீதி
கிளிநொச்சி

කනකපුරම් පාර
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Kanakapuram Road
Kilinochchi



எனது இல }
மேல்கூறிய }
My No } NP/33/02/34/2022

திகதி }
நாள் } 2022.09.07
Date }

Secretaries of Provincial Ministries
District Secretaries
Deputy Chief Secretaries
Heads of Departments
Northern Province

Certificate Course in Procurement Procedure and Contract Administration (CIPPCA) 2022/2023 (Batch 6)

Applications are invited from suitable officers in the Public-Sector Organizations for the Certificate Course in Procurement Procedure and Contract Administration (CIPPCA), conducted by Management Development Training Unit (MDTU) Northern Province.
(The course detail is annexed here with)

Detail of the course and Application Process can be obtained from the brochure annexed or visiting www.np.gov.lk Click the following google form link and submit the details as early.
<https://forms.gle/NYh93q3FFocndmvF7>

You are kindly requested to disseminate this information among the officers in the institutions coming under your purview.

Please note that the **closing date** of receiving application is on **23rd September 2022**.

A. Seeralan
A.Seeralan
Director

A.Seeralan
Director
Management Development Training Unit
Northern Province

Copy: Chief Secretary, Northern Province

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பணிப்பாளர் }
உதவி }
Director }

021 228 2006 (Gen)
021 739 1250 (Dir)

Admin : 021 739 1251
General : 021 739 1254
Fax : 021 228 2006
e-mail : npmdti@gmail.com

Training Officer: 021 739 1252
Financial Asst. : 021 739 1253

Who are Resource Personnel?

Qualified and experienced procurement specialist & consultants from public service and projects.

Who can apply?

Exclusively designed for Staff Grade officers and officers involved in procurement activities in public sector.

How to Select?

Maximum number of candidates – 60

Selection of candidates will be based on two hours written exam on Following topics.

1. Basic English (1 hr)
2. Aptitude & Procurement Basics (1 hr)

Charges

The whole charges pertaining to the course will be met by NPC.

How to Apply?

Application form will be available in the NPC website (www.np.gov.lk) or Director, Management Development Training Unit, NP, Kanagapuram Road, Kilinochchi and send to the Director, Management Development Training Unit, NP, Kanagapuram Road, Kilinochchi.

For Further Information

Please address all inquiries to the Director, MDTU – NP, Kanagapuram Road, Kilinochchi.

Tel : 0217391250

Fax : 021-228-2006

Email : npmdti@gmail.com

Course Coordinator

Training Officer - 0217391252



Management Development Training Unit

Northern Province



Certificate Course in Procurement Procedure & Contract Administration (CIPPCA) – 2022/2023 Batch 6

2022/2023

Objective

To develop capacity of the public sector officials in various aspects of procurement process and to improve the quality of public procurement system.

CIPPCA consists of the following

12 Modules

MNo	Name of the Module	Hrs	Days
CP01	Introduction to Public Procurement and Value for Money	7	1
CP02	Responsibility for Procurement Actions	7	1
CP03	Procurement Methods	7	1
CP04	Procurement Preparedness and Planning	7	1
CP05	Bidding Documents	21	3
CP06	Special Procurements	14	2
First Exam for CP01 – CP06		3.5	0.5
CP07	Bid Evaluation and Award of Contract	35	5
CP08	Stores Management	14	2
CP09	Selection of Consultancy	14	2
Second Exam for CP07 – CP09		3.5	0.5
CP10	Contract Administration	49	7
CP11	Supply Chain Management	7	1
CP12	Risk Management and Public Assets Disposal Procedure	7	1
Third Exam for CP10 – CP12		3.5	0.5
	Presentation	7	1
	Final Examination	3.5	0.5
	Total	210	30

Methodology

Multimedia presentation, Assignments, Case Studies, Group exercises, Role Play, Field Visits, Presentation Demonstrations, Debates & Quiz

Scheme of Evaluation

Examination & Presentation will be conducted at the end of each module.

Attendance	--	10 marks
1 st Exam	(Modules 1 to 5)	15 marks
2 nd Exam	(Modules 6 & 8)	15 marks
3 rd Exam	(Modules 9 to 12)	15 marks
Written Assignments	(Modules 1 to 12)	10 marks
Presentation	(Modules 1 to 12)	10 marks
Final Exam	(Modules 1 to 12)	25 marks

Duration of the CIPPCA

08 Month

Medium of Instructions

The medium of lectures, examinations, instructions, assignments, presentations and all related activities will be in English.

Credit Requirements & Pass Marks

Participants should get average at least 40 Marks to be eligible to award Certificate Course in Procurement Procedure & Contract Administration (CIPPCA)



Management Development Training Unit Northern Provincial Council

APPLICATION FOR THE CERTIFICATE COURSE IN PROCUREMENT PROCEDURE AND CONTRACT ADMINISTRATION (CIPPCA)

2022/2023

For Office Use Only

(Please use Block Letters / All cages must be completed)	
1. Full Name: (Mr./Mrs./Miss.)	
2. National Identity Card No.:	
3. Department/Institution:	
4. i. Service: (Class and Grade of the Service if any)	
ii. Designation:	
5. Address	
Office:	Personal:
Tel:	Tel:
Fax:	Mobile:
e-mail:	e-mail:
7. Educational Qualifications:	
8. Professional Qualifications:	

9. Working Experience:

Post	Period

10. Experience in Procurement field if any: (Describe Briefly)

I certify that the particulars given above are true and correct.

.....
Date

.....
Signature of the Applicant

Director,
MDTU – NPC

I am nominating Mr./Mrs./Miss. to follow in the Certificate Course in Procurement Procedure and Contract Administration (CIPPCA). The nominee's application is duly completed. He/She will be released to follow the Course if selected.

.....
Signature
(Head of the Organization)

.....
Date

Name and Designation:
(Official Seal)

Note:

* Please address all inquiries to Director, Management Development Training Unit, NPC.

Important: The application should reach the MDTU – NP, Kanagapuram Road, Kilinochchi. on or before 23 September 2022.

Lectures will be conducted in every Fridays OR Thursdays (08.30am-04.30pm) at MDTU Training Complex, Kanagapuram Road, Kilinochchi.