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இலங்கை நில அளவைத் திணைக்களம்  
SURVEY DEPARTMENT OF SRI LANKA



මැනුම් හා සිතියම් ගත කිරීමේ ආයතනය - දියතලාව  
அளவையியல் படமாக்கல் நிறுவனம் - தியத்தலாவை  
INSTITUTE OF SURVEYING & MAPPING - DIYATALAWA

මගේ අංකය }  
உமது இல. }  
Your No. }

මගේ අංකය }  
எனது இல. }  
My No. }

I/Tr/4/OCSG/2023/  
Practical Training

දිනය }  
திகதி }  
Date }

2023.01.09

To all the surveying graduates who have been selected for practical training in the Survey Department,

**Recruiting Surveying Graduates for Practical Training in the Survey Department and Reporting to the Institute of Surveying and Mapping, Diyatalawa (ISMD) for Prerequisite Course**

We are pleased to inform you that you have been selected for the practical training which is scheduled to be conducted at Institute of Surveying and Mapping, Diyatalawa (ISMD), you are requested to report ISMD subjected to the following instructions.

- I. The proposed course will be commenced on January 16, 2023 at 7.00 a.m. at ISMD. Therefore, all participants are requested to report to the institute on or before 3.00 p.m. on January 15, 2023 where you will be guided to take up your accommodation facilities.
- II. You will be provided bachelor's accommodation during the training period. But, if both you and your spouse are selected for respective course, family accommodation can be considered on your request.
- III. Under exceptional circumstances if there any participants, if accommodation are required other than the participants, it should be brought to notice of the Director with valid reasons on or before January 12, 2023 via Fax Numbers; 057-2229004 and 057-2229235.
- IV. You can buy food and meals at the canteen of the institute at the approved cost. Hence, the preparation of meals within the hostel is strictly prohibited.
- V. Since the ISMD is located in a region of cool climate, all participants are expected to bring the suitable clothes, shoes and caps. Instructions for the dress code for you are given over leaf.
- VI. As you are already informed, the course fee (Rs. 15,000.00) should be paid to the ISMD on January 16, 2023 and a receipt should be obtained.
- VII. In addition to the course fee, you are required to pay the fee for the minimum cost for the accommodation and other facilities provided for the said period.
- VIII. If you need further information you can call to Deputy Surveyor General (Academic) through 057-2229235 within the office hours.

C.D.P.R. Basnayake  
Sr. Deputy Surveyor General (Training)  
Director  
Institute of Surveying & Mapping  
Diyatalawa.

  
C.D.P.R. Basnayake  
Senior Deputy Surveyor General (Training)

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## **Instructions on Dress Code for Officers Undergoing Training at the Institute of Surveying and Mapping**

According to the Para 2 of the Field Staff Circular No. 05/2014, your dress code should be as follows during the training period at the Institute of Surveying and Mapping.

### **1. Male Trainee Officers;**

- Should wear national dress or long/short sleeve shirt, trouser and pair of shoes suitable for office work when attending lectures and other office duties.
- Should wear long/short sleeve shirt, trouser and a pair of canvas or suitable pair of shoes for field work when attending field work.
- Should wear long sleeve shirt, trouser, tie and a pair of shoes suitable for office when participating special occasions at the Institute of Surveying and Mapping.

### **Female Trainee Officers;**

- Should wear a kandian/Indian saree, a frock covers up to knee height or a skirt covers up to knee height with a blouse having sleeves and a pair of foot-wear suitable for an office when attending lectures and other office duties. Sleeveless dresses, short skirts/frocks and opened skirts/frocks are not permitted in office for any reason.
  - Should wear a long shirt/Kurta having sleeves with trouser and a pair of canvas or pair of suitable shoes when attending to field work. Sleeveless, short shirts/ T-shirts are not permitted in field for any reason.
  - Dress for field work as mentioned above is allowed in office when lectures/office work and field work are on the same day.
  - Should be dressed with a kandian/Indian saree suitable for the state service and a pair of suitable foot-wear.
2. During sports activities each male/female students should wear a trouser & T-shirt (track suit) and a pair of shoes suitable for sports. Students are not allowed to leave their hostels with night dresses, sarongs, shorts and rubber slippers etc., for any reason.
  3. Students should properly dress when leaving the institute in appropriate manner to maintain dignity and respect of the Institute, Survey Department and the Government Service.