



Your ref:

My ref: DGM(Tr)/TO(IT)/1.3/2021

Date: April 19, 2021

Mr.M.D.D. Perera
NIC No. 970751416V

Dear Student

**In-plant Training for
Electrical Resources Engineering Undergraduate Apprentices
University of Moratuwa – Year 2021 (Batch -B)**

G/MU/2021/E/50

Your name has been proposed as an apprentice to undergo training at Ceylon Electricity Board (CEB) by University of Moratuwa (UOM) for Industrial Training component of your Engineering degree course.

We are pleased to welcome you to CEB for your Industrial Training & wish to draw your attention to the following points.

- Your Training period is from **2021-04-19 (16th week)** to **2021-05-28 (21st week)**. This letter is valid only for your training period.
- Training schedule of your batch & Guide line for training in different branches & units of CEB are attached herewith.
- You are required to report to relevant Head of branch / unit on the dates mentioned in this programme, where you will be deployed for your training.
- You are required to show a recently taken PCR report before reporting to the complex.
- You are advised to follow sanitization procedure adopted by each branch/ unit while you are trained.

OFFICE OF THE DEPUTY GENERAL MANAGER - TRAINING

CEB Training Center, Sri Devananda Road, Piliyandala 10300, Sri Lanka.
Tel: +94 11 261 4468 / Fax: +94 11 261 4469 | e-mail: dgmtraining@ceb.lk | www.ceb.lk |

- You are required to maintain your training log book entering details relevant to your training & to obtain the signature of the relevant unit heads at the completion of training in the particular unit.
- We regret to note that CEB cannot bear the responsibility of lodging during your training & students are advised to arrange their lodging closer to training places.
- On completion of training period, you are required to submit duly filled & authorized attendance certificates (Tr/IT/20/Rev2) along with your training log books to me for necessary action.

You are strictly required to adhere to the following dates for submission of log book & attendance details and for collection of your training certificate. You must stick to these days as alternate dates cannot be given for them.

➤ Submission of Training log book with attendance details
& collection of Training Certificate - **2021-06-04**

We hope that you will get the best out of this valuable opportunity given to you to complete your Industrial Training in this prestigious institution, Ceylon Electricity Board.

You are allocated the student code **G/MU/2021/E/50** for this training. Please quote this number for your future correspondence with us.

You are advised to give top priority to “Safety” during your training & are required to maintain a good discipline at work places during your training.

I hope that you will experience a very good learning opportunity in CEB to become a future Professional Engineer to serve our country Sri Lanka.

Yours faithfully

Eng. (Ms.) K. A. C. K. Premarathne
Training Officer (Internal Training)
For Deputy General Manager (Training)

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