

## Certificate of Excellence for Industrial Conciliation

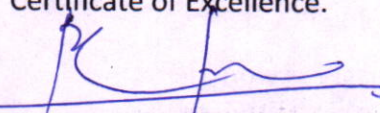
Applications are now being invited for the "Certificate of Excellence in Industrial Conciliation" administered by the Human Resource Development Division of the Department of Labour. This certificate of excellence is awarded to foster harmonious industrial relations between employers and employee in private and semi-government sectors of our country ultimately creating a more conducive working environment and promoting established industrial peace. The primary objective of this certification is to introduce the concept of social dialogue and workplace cooperation to the private and semi-government sectors within our country and to evaluate the practical implementation of these methods and other associated goals which seeks to recognize and honor organizations that actively promote and embody these principles. Additionally, this certification serves as a valuable tool to enhance the understanding of social dialogue and workplace cooperation methods among institutions in Sri Lanka whereby organizations can actively work towards building a healthy and collaborative work environment, with the ultimate goal of obtaining this esteemed certificate of excellence.

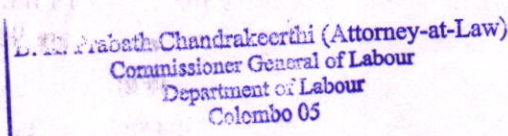
To apply for the Certificate of Excellence, it is essential to complete and submit the application form provided in Part II, along with the evaluation paper outlined in Part III, following the instructions detailed in Part I.

Once your organization has been selected for monitoring following the initial application review, you will be promptly notified. During the monitoring process, we will verify the information provided in the evaluation sheet by conducting discussions with both the employer and the employees on the designated day.

Upon evaluating your institution, we will offer the requisite advice and guidance to enhance social dialogue and workplace cooperation within the organization

Therefore, I cordially extend an invitation to you to step forward and accept this distinguished Certificate of Excellence.

  
B.K. Prabath Chandrakeerthi  
Commissioner General of Labour  
Department of Labour

  
B.K. Prabath Chandrakeerthi (Attorney-at-Law)  
Commissioner General of Labour  
Department of Labour  
Colombo 05

Part I

### Instructions for Completing the Application

1. This competition is running under 04 main sectors namely plantations, products, services and textile and applications have been invited through 12 categories as small scale, medium scale and large-scale sectors classified according to the number of employees in those 04 sectors.
2. Put a "√" mark in the appropriate place in the table on the front page of the application form as to which category your organization belongs to.
3. You should submit true and correct information about the institution from 1-13 of the application form mentioned in Part II.
4. In relation to point 14, enter a rough route description including how you can easily reach the establishment. (Enter a correct detailed route description as the Board of Supervisors requires to visit your institution)
5. Part III here gives the evaluation paper and it consists of 03 parts as "A", "B", "C".
6. Matters have been asked through 08 main topics in "A" section and 06 main topics in "B" section. The maximum number of marks obtained for each section in section "a" and the minimize marks for each section in section "b" are recorded in the evaluation paper. Give your marks within the maximum mark limit as per the instructions.
7. Mark the information asked from 01 to 06 in section "B" of the application form based on the true information that you can verify from the institution's documents.
8. It is your responsibility to verify the correctness of the information provided in the application form at all times.
9. The application referred by you may be withdrawn from the process at the first stage due to the following reasons.
  - a. In section "B" questions 1:1,2:1 to 2:5,4:1 to 4:3,5:1 to 5:4,6:3 have been answered "No".
  - b. The total number of negative marks for the questions asked in section "B" is more than fifty.
  - c. Having scored more than minus thirty (-30) marks in the questions asked under criterion 03 of section "B".
10. In order to obtain "Certificate of Excellence for Industrial Conciliation", total marks in Section "A" and Section "B" of the evaluation paper should be at least 80 marks.
11. Completed application should be reached us on or before 2023.07.25 via E – mail or post as mentioned below.

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Human Resource and Development Division  
12<sup>th</sup> Floor, Mehewara Piyesa,  
Department of Labour, Narahenpita,  
Colombo 05

E - mail:- labourhrddivision@gmail.com

**For Further clarifications :-**

T.P:- 011-2104828, 011-2104829, 011-2104830