

INSTRUCTIONS FOR OBTAINING REGISTRATION AS AN ENGINEERING DIPLOMATE IN ENGINEERING COUNCIL, SRI LANKA (ECSL) THROUGH INSTITUTION OF INCORPORATED ENGINEERS, SRI LANKA (IIESL)

(1) WHO ARE ELIGIBLE TO APPLY?

Associate Members of IIESL who possess an Engineering Diploma recognized by IIESL.

(2) WHICH FORM IS TO BE FILLED.

There are four files available in the web site. Out of these four files, the two files relevant to FORM No. IIESL-ECSL-REG-EngDip under the caption "REGISTRATION IN THE ENGINEERING COUNCIL, SRI LANKA AS AN ENGINEERING DIPLOMATE" and the "ECSL EngDip, Excel File" should be selected.

This FORM consists of a Letter of Requisition to be conveyed by the applicant addressed to Hony. Secretary, IIESL under the heading "REQUISITION TO OBTAIN REGISTRATION IN THE ENGINEERING COUNCIL (ECSL) AS AN ENGINEERING DIPLOMATE THROUGH THE INSTITUTION OF INCORPORATED ENGINEERS, SRI LANKA (IIESL)" and another seven (7) parts numbered as PART A, PART B, PART C, PART D, PART E, PART F, PART G.

PART A of this document is an Excel Sheet and all others are in Word Format.

(3) HOW TO SUBMIT THE APPLICATION.

(a) The above mentioned fillable word format file, (consists of PART B, PART C, PART D, PART E, PART F, PART G) and the excel format file (PART A) should be filled and attached to an email with all annexures, and conveyed to email address iesl@iesl.lk naming the email subject as EngDip (Associate Membership Number).

eg: EngDipAM1001.

(In the above example applicant's membership number is taken as AM1001
EngDip is the relevant category of engineering practitioners)

AND

(b) A printed copy (hard copy) of PART G (without the other parts) with the original signature (In addition to the scanned signature) should be sent by post or hand delivered to IIESL Secretariat, No 27/B, Udumulla Road, Battaramulla, Sri Lanka.

(4) CLOSING DATE OF RECEIVING OF APPLICATIONS : 31.05.2019

(5) HOW TO FILL EACH PART OF THE FORM.

5.(I) LETTER OF REQUISITION :

- (a) Insert a photograph of the applicant (bust, size: 1.8" x 1.3") at the space marked.
- (b) Enter the name of the applicant on the first line of the first paragraph.
- (c) Affix the scanned signature of the applicant on the space at the end of the letter.
- (d) Enter the membership number of the applicant below the signature.
- (e) Enter the date of sending the application.

5.(II) PART A : APPLICATION FOR THE REGISTRATION IN THE ECSL AS AN ENGINEERING DIPLOMATE.

- (a) Write full name and name with initials of the applicant in respect of information asked under 1 and 2 respectively. Commence writing with “Mr. or Miss. or Mrs.” whichever is applicable.
- (b) Do not write anything for information asked under 3.1 and 3.2. Applicant’s ECSL practitioner category is ENGINEERING DIPLOMATE and it has already been written at the relevant space. Applicant's registration number in ECSL will be allocated by ECSL subsequent to the registration.
- (c) Write applicant’s membership number in IIESL for information under 3.3
- (d) Select applicant’s main engineering discipline for information asked under 4.1 & 4.2. If the second discipline under 4.2 is not available, Select/Enter “Not Applicable”
- (e) Write three current engineering practices (practised currently by the applicant) for information asked under 4.3, 4.4,4.5
- (f) Select / Enter information asked under 5.1 and 5.2
- (g) Write /Enter information asked under 6 and 7
- (h) Select / Enter information asked under 8
- (i) Write / Enter information asked under 9.1,9.2,9.3, 9.4,9.5,10.1,10.2,10.3,10.4,10.5,11.1,11.2,11.3,12 and 13 as applicable to the applicant.
- (j) Affix scanned signature of the applicant at the space given.

5.(III) PART B: DETAILS OF PAYMENTS TO BE MADE IN RESPECT OF REGISTRATION PROCESS.

- (a) Payments to be made by the applicant are as shown in the first Table under PART B.
- (b) Enter the applicant's mode of payment and allied details in the second Table under PART B.
- (c) Payments can be made in any of the following modes.
 - (i). Pay cash directly to the IIESL Secretariat.
 - (ii). By a cheque. (This is not encouraged due to time consumption for realization of cheques)
 - (iii). Deposit money in a bank.

(d) If payment is made to the bank, applicant is required to write his/her membership number in the reference cage of the bank paying slip. A scanned copy of the Paying Slip should be attached to this form. Before scanning the bank paying slip it should be numbered as per the following example.

eg: AM 1001-Annex PS
(PS stands for Paying Slip)

This number should be entered under the reference column in the second Table under PART B.

5.(IV) PART C : HISTORY OF APPLICANT'S TRANSFER OF MEMBERSHIP CLASSES OF IIESL FROM TIME TO TIME .

- (a) If the applicant was an 'Associate ' of the IIESL, Enter 'date of election to that class, membership number ' in the Table given under PART C.
- (b) Similar details relevant to 'Associate Member class should also be entered in the same Table .

Eng. P.A.D.R. Chandrasiri, President Elect

077 3339064/071 8069352

Eng. W.D. Fonseka, Vice President/Chairman, Membership Functional Committee

071 8263336

Eng. R.M.S. Upali, Vice President/Chairman, Professional Affairs Functional Committee

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