

Appendix 16

Application for prior permission to be obtained by public officers to travel abroad

Part - I

1. 1:1 Name
1:2 Post
1:3 Service to which the officer belongs

2. Date of birth Date Month Year

2:1 N.I.C. Number

3. 3:1 Ministry/Provincial Council

3:2 Department/Institution

4. Arrangements made to cover up duties/Acting arrangements

5. 5:1 Purpose of travel/Field of training:
5:2 Nature of travel:

Official	Private

5:3 In the case of training the awarding Agency

Through Dept. of External Resources	Through a Project	Direct award	Private funds	Government of S.L.

5:4 How expenses are mainly to be met (Mark in cage)

5:5 If met from GOSL funds, nature and amount

Air travel	Subsistence	Course fees	Additional expenses	Other personal expenses (to be specified)	

5:6 In case of a Foreign loan/Project/particulars thereof

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5:7 Date of commencement of course/training
5:8 Date of completion

5:9 Date of departure and of return

5:10 Countries to be visited

5:11 Foreign address, Telephone, Fax, E-mail, indicating numbers:
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.....

5:12 Has the report on the previous official trip been submitted

6. Particulars of foreign travel of applicant during the current year and the preceding three years

Year	Purpose of travel	Period	Country

6:1 Will the Minister of the Ministry concerned be away from the country during the relevant period.
(Information to be furnished in the applications of Secretaries to Ministries only)

7. Declaration by applicant

I certify that the particulars furnished in this application are true.

Date.....

.....
Signature of Applicant

Arrangements have been made to cover up duties of this officer. Recommended and forwarded.

Date.....

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Signature, Name and Official Stamp of Head
of Department

Part 2 (a)

Recommendation of Head of Department/Recommendation of the Chief Secretary of the Provincial Council

Ref. No. Ministry/Department/Provincial Council.....

Secretary to the President/Secretary to the Prime Minister/Secretary to the Ministry/Secretary to the Governor

This nomination has been approved by the Hon. Minister
Hon. Governor..... Province. Arrangements have been made to cover up
duties/Acting arrangements have been made.

Submitted for prior permission of His Excellency the President/Hon. Prime Minister/ Hon. Minister / Hon.
Governor

Date:.....

.....
Signature of the Head of Department /
Secretary to the Ministry / Chief Secretary
of Provincial Council
Name and Designation