

Your File No: ED/3/39/1/ /

(Please make aware, your file No. and fill blanks when you attached this to the (above) report

Cover page of the report

Report Furnished after Official Abroad

(To be furnished within 7 days from the date of return to the country)

Name:

Designation:

Ministry/Department/Corporation/Provincial Council/Local Authority:

Date of Departure from Sri Lanka:

Country/Countries visited (with days)

Benefits that have acquired to the country from each of the visits indicating new Ideas, Proposals, Projects etc., which are feasible & adaptable to the local situation (to be given on a separate sheet)

Foreign exchange taken

- (a) At state expense :
- (b) At personal expense :

Date of return to the country:

Remarks if any:

Date:

Signature:

Designation: