To whom, expecting to visit abroad on official duty/study leave may concern

Unless your visit is completely organized by the Ministry of Education (Isurupaya), undermentioned documents should be provided inclusive with evidence that the extended official invitation is addressed, to the government of Sri Lanka or to the relevant Ministry of Sri Lanka. (If the tour is completely organized by the Ministry of Education (Isurupaya), go to the instructions accordingly mentioned in "important Guidelines to be observed")

(1) **Invitation/Acceptance letter as mentioned above.** (address to the government of Sri Lanka or to the Ministry of Education through the relevant Ministry or directly to the Ministry of Education.)

(2) Recommendation from the immediate head of the Department, inclusive with recommendation of duty coverage procedure.

(3) Copies of the passport (information pages) and National Identity Card - (Certified copies).

(4) Flight schedule

(5) Boucher, Programme Itinerary, Details of expenses and related documents.

Every participant is requested to make two sets of above mentioned documents, where the tour is not directly organized by the Ministry of Education "Isurupaya" and one set is to be submitted to the head of the branch in this Ministry who is responsible on relevant field/subject of the programme, to obtain initial approval of the Secretary.

The other set of above mentioned documents should be submitted to the Foreign Agencies and External Affairs Branch attached with duly completed following forms.

(1) Foreign Agencies Bio-Data form with a passport size photo
(2) Appendix 16 form (original + 1, or original + 3 – accordingly on instructions below; all copies should also be signed originally).
(3) Proposal form to the Hon. Minister of Education – (on relevancy)
(4) Signed copy of "Important Guide Lines"
(These instructions are also in "Important Guidelines to be observed" attached herein)

N.B. (i) Here "Appendix 16" (original + 3) and proposal form to the Hon. Minister of Education are to be submitted by the all officers if the group of participants consist of any staff grade officer.

(ii) Any officer, whose approval is to be granted by the Hon. Minister of Education are stressed to confirm about the permission granted by the Hon. Minister of Education to go abroad, before leaving the country.

(iii) Also stressed to confirm by him/her self about the completion of prior approval applications and lodging them to Hon. Prime Minister's Office, in respect of official visits of staff grade officers.

(iv) It is essential for every officer to submit a comprehensive report, after his/her official tour as mentioned in "Important Guidelines to be observed"

(v) Whenever you find any form/application consisting two pages, but shown as separated pages on the web site, get those two pages on a both sides of one A4 size paper (for each of applications/forms) when you prepare hard copies.