

Appendix – 16
(XV - 10:4, 10:5)

Application for prior permission to be obtained by public officers to travel abroad
Part 01

1

1.1. Name

1.2. Post

1.3. Service to which the officer belongs

2.1. Date of Birth Date Month Year

2.2. 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

5.4. How expenses are mainly to be met (Mark in cage)

| Through Dept. of External Resources | Through a project | Direct Award | Private Funds | Government of Sri Lanka |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5.5. If met from GOSL funds, nature and amount

| Air Travel | Subsistence | Course Fees | Additional Expenses | Other Personal Expenses. (to be Specified) |
|----------------------|----------------------|----------------------|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

5.6. In case of a Foreign loan/
Project/Particulars thereof :

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 |
|------|-------------------|--------|---------|
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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

Part 2 (a)

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

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

Secretary to the President/ Secretary to the Prime Minister/ Secretary to the Minister/ 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)