

Appendix – 16  
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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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**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)