

(A copy of this page should be returned, under your signature).

File No: ED/9/39/L/...../.....

Important Guidelines to observe.

01.0. Before journey.

- 01.1. Submission of necessary documents to the *Foreign Agencies & External Affairs (FAEA) Branch* to obtain Hon. Ministers approval (Invitation, copy of the passport and others relevant)
If the Ministry of Education has not involved in organizing the visit, please see No: 03.0 of these guidelines. But, No: 02.3 and 02.4 is applied on your visit.
- 01.2. Making arrangements with the *FAEA* Branch to obtain visa (if necessary).
- 01.3. Immediate steps for obtaining necessary leave approval. (with the help of the *FAEA* Branch)
- 01.4. Submission of completed vouchers to the *FAEA* Branch (if Necessary). Out fit allowance is provided only for entitled visits to relevant countries on submission of a letter from the personal file mentioning that he/she hasn't obtained such a allowance for the period of past five years.
- 01.5. Submission of completed agreement to the *FAEA* Branch, (if journey takes thirty days including the duration of air travel or more.
- 01.6. Taking precautions to inform the leave officer, if the leave approval document is not prepaid before the journey, due to unavoidable circumstances (Please remember to check the Situation soon, on your returning to the country)
- 01.7. Obtaining air ticket and foreign currency before the departure as necessary (having coordinated with the *FAEA* Branch).
- 01.8. Comparison of air ticket and travel itinerary to confirm its accuracy.

02.0. After Journey.

- 02.1. All your advanced payments should be settled (received by you) without delay. Duly filled vouchers and receipts (if any) should be submitted. It is your responsibility to check about the settlement of your advanced payments, after the journey.
- 02.2. Submission of receipts and vouchers, if you have any reimbursements to obtain.
- 02.3. **Essential necessity of submission of two copies (02) of the report on attended foreign programme. (with in 07 days) included with relevancy of the programme for institutional and professional development of the participant. (one copy to be sent to the public employee Relations officer of the Ministry of Finance)**
- 02.4. **It is also essential to submit certified copies of date stamped pages on your passport, pertaining to departure and arrival to and from Sri Lanka.**

03.0. Further Instructions.

- 03.1. If your foreign visit is organized by any institute outside the Ministry of Education Isurupaya, you should prepare two sets of necessary documents (including copies of information page / pages of your passport, identity card, invitation letter; certification letter of acting procedure from the head of your institute, flight Itinerary, ID copy etc). from which the first set of documents should be submitted to the Director of Education at relevant Branch of this Ministry (related to the filed of your visit) to review and obtain the prior approval from Hon. Minister / Secretary (MoE) for your official participation and duty leave of the Programme, and the second set should be submitted to this branch (followed by the prior approval) to obtain the permission of "travel abroad" and for issuance of official leave approval letter on your visit. This is more important for teachers who visit abroad on events of sports, extra curricular activities or other visits on duty leave, where the Ministry of Education do not involve in selection or nomination of them. (when school children are participating in foreign visits, permission of their parents or guardian and recommendation of principals of respective school should essentially be submitted with above mentioned first set of documents to the relevant authority).

04.0. Be careful about your passport, air tickets, currency and other valuables throughout your journey.

05.0. It is important to keep good behavior thought the journey to secure the dignity of your motherland.

Foreign Agencies & External Affairs Branch.

It is certified that, I received a copy of these guidelines for my personal reference and I shall attend these guidelines as necessary.

Name :

Date :

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Signature.