

APPENDIX 16

APPLICATION FOR PRIOR PERMISSION TO BE OBTAINED BY PUBLIC OFFICERS TO TRAVEL ABROAD

PART-1

1.
1.1 Name :

1.2 Post :

1.3 The service to which
The officer belongs

2. Date of Birth : Date: Month: Year:

2.1 N.I.C.Number :

3

3.1 Ministry/Provincial Council :

3.2 Department/Institution :

4. Arrangement made to cover
Up duties/Acting arrangements :

5.
5.1 Purpose of travel/field of training

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5.2 Nature of travel

Official		Private	
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5.3 In the case of training the
Awarding Agency

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5.4 How expenses are mainly to be
Met (Mark in a cage)

Through Dept Of External Resources	Through a Project	Direct award	Private funds	Government of S.L

5.5 If met from GOSL funds
Nature and amount

Air travel	Subsistence	Course Fees	Additional expenses	Other personal expenses (to Be specified)

5.6 In case of a Foreign loan/Project/ ;
Particular thereof

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5.7 Date of commencement of course/
Training

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5.8 Date of completion

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5.9 Date of departure and of return

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5.10 Countries to be visited :

5.11 Foreign address, Telephone, Fax, ;
E-mail including numbers

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 Visit	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.....

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 (Signature of Applicant)

PART-2(a)

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

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

Secretary to the President/Secretary to the Prime Minister/ Secretary to the Ministry/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:

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 Signature of the Head of Department/
 Secretary to the Ministry/Chief Secretary
 of Provincial Council.
 Name and Designation