**Annex (B)**

**Appendix 16**

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

**Part - 1**

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

* 1. Name

* 1. Post

* 1. Service to which the officer belongs

1. Date of birth Date………… Month ………….. Year ………….
   1. N. I. C. Number ………………………………….
   2. Ministry / Provincial Council …………………………………………………….
   3. Department / Institution …………………………………………………….
2. Arrangements made to cover up

Duties / Acting arrangements …………………………………………………….

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Official |  | Private |  |

* 1. Purpose of travel / Field of training :
  2. Nature of travel :

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

* 1. In the case of training the awarding Agency
  2. How expenses are mainly to be met (Mark

in cage)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Air  travel | Subsistence | Course  fees | Additional  Expenses | Other personal expenses (to be  Specified) |
|  |  |  |  |  |

* 1. If met from GOSL funds, nature and

amount

|  |
| --- |
|  |

* 1. In case of a foreign loan / project / particulars

thereof

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

* 1. Date of commencement of course /training
  2. Date of completion
  3. Date of departure and of return
  4. Countries to be visited …………………………………………………….
  5. Foreign address, Telephone, Fax, E - mail, Indicating numbers

…………………………………………………………………………………………………...

…………………………………………………………………………………………………...

* 1. Has the report on the previous official trip been submitted ………………………………….....

1. Particulars of foreign travel of applicant the current year and the proceeding three years

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Purpose of travel | Period | Country |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. Will the Minister of the concerned be away from the country during therelevant period.

(Information to be furnished in the applications of Secretaries to Ministers only)

1. Declaration by applicant

I certify that the particulars furnished in this application are true.

Date: ……………………. ……………………………..

Signature of Applicant

Arrangements have been made to cover upduties of this officer. Recommended andforwarded.

Date: ……………………. ………………………………………

Signature, Name and Official

Stamp of Head of Department

Date: ……………………. ………………………………………

Signature, Name and Official

Stamp of the Director/Dean

Date: ……………………. ………………………………………

Signature, Name and Official

Stamp of Vice Chancellor of the University

Part 2 (a)

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

Provincial Council

Ref. No. 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 : ……………………. ………………………………………..

Signature of the Head of Department / Secretary to the

Ministry/ Chief Secretary of Provincial Council

Name and Designation