

APPENDIX – 16
APPLICATION FOR PRIOR PERMISSION TO BE OBTAINED BY PUBLIC OFFICERS TO TRAVEL ABROAD

Part I

1.	1.1	Name					
	1.2	Post					
	1.3	Service to which the officer belongs					
2.	Date of Birth					
	2.1	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	NOT APPLICABLE				
	5.4	How expenses are mainly to be met	Through Dept. of External Resources	Through a Project	Direct award	Private funds	Govt of SL
	5.5	If met from GOSL, funds Nature and amount	Air Travel	Subsistence	Course fees	Additional expenses	Other personal expense
	5.6	In the case of foreign loan/project/particulars thereof: Date of commencement of					
	5.7	Course/training Date of Completion					
	5.8	Date of departure and of return					
	5.9	Countries to be visited Foreign address, telephone, fax				

7 Declaration by Applicant

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

Date:

Signature of the Applicant

Date:

Head of the Department

Date:

Dean of the Faculty

8 Recommendation of the Head of the Institution to the Secretary of the Cabinet
Ministry

Ref No of Department
Secretary/Chief Secretary

Ministry of

Arrangements have been made to cover up duties of this Officer/Acting arrangements
have been made

Recommended and Forwarded

Date:

.....
Signature, Name and Official stamp of
Head of Department

Summary Report Regarding the Outcomes/Benefit of the Visit

Name & Designation	
Country/ies to be visited	
Benefit/Outcomes of the tour to the person, faculty and the country	
Signature & Date	