

Appendix 16 B

Application for Prior Permission to be Obtained by Public Officers to Travel Abroad

Part 1

1. 1.1 Name

1.2 Post

1.3 Service to which the officer belongs

2. 2.1 Date of Birth 2.2 NIC 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 a cage)

Through Dept. of External Res	Through a Project	Direct Award	Private Funds	Government of Sri Lanka
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5.5 If met from GOSL funds, nature and amount

Air Travel	Subsistence	Course Fee	Additional Expenses	Other Personal Expenses (to be specified)

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 :

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

Arrangements have been made to cover up duties of this officer. Recommended and forwarded.

Date:

Signature, Name and Official Stamp of
Head of Department.

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