

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY
APPLICATION FOR FINANCIAL SUPPORT TO COMPLETE POSTGRADUATE
QUALIFICATIONS

For Office Use only	

01. Name of Applicant :
02. Designation :
03. Status of Appointment : Permanent Probationary
04. Faculty:
05. Department/ Section:
06. Date of first Appointment :
07. Whether confirmed in the post : Yes No
08. Contact No :
09. Email Address :
10. Details of Course Fee obtained Earlier :

Institute	Degree Programme	Obligatory Period	Monitory Value of the Bond

11. Details of Study leave obtained

Study leave period		Institute	Purpose	Obligatory Service Period		Monitory Value of the Bond	Relevant UGC Cir/KDU Guidelines
From	To			Date of Commencement	Date of Expire		

12. Details of the course fees applied for:

- I. Postgraduate Degree/Diploma/Course:
- II. Date of Registration:

Details of the Course fee	
01st Installment (Breakdown)	
01.	LKR
02.	LKR
03.	LKR
04.	LKR
05.	LKR
Total	LKR

Details of the Course fee	
02nd Installment (Breakdown)	
01.	LKR
02.	LKR
03.	LKR
04.	LKR
05.	LKR
Total	LKR

Details of the Course fee	
03rd Installment (Breakdown)	
01.	LKR
02.	LKR
03.	LKR
04.	LKR
05.	LKR
Total	LKR

13. I certify above details are true and correct and following are attached

Registration Letter :

Original Slip/Certified Copies:

Request Letter :

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Date

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Signature of the Applicant

14. Verification from the HOD regarding relevancy of the postgraduate programme.

I verify that in is required/ not required for the confirmation and/ or promotion and /or career development and recommend to grant financial assistance for above programme.

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Date

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Signature of Head of Department

Official Seal :

15. Recommendations and/or Observations of Dean :

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Date

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Signature of Dean

Official Seal :

16. Recommendations of Deputy Vice Chancellor (Academic):

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Date

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Signature of DVC(Academic)

Official Seal :

17. Observations of Deputy Registrar (Establishment)/ Senior Assistant Registrar (Establishment).

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Date

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Signature of DR-(Estb.)/ SAR -(Estb.)

Official Seal :

18. Observations of the Registrar.

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Date

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Signature of the Registrar

Official Seal :

19. Recommendations of Deputy Vice Chancellor (Defence & Administration): (Chairman - Leave and Awards Committee)

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Date Signature of Chairman - Leave and Awards Committee

20. Approval of the Vice Chancellor:

As per the recommendations made by the Leave and Awards committee, Course fee is approved. (subject to approval of the Board of Management/MOD)
Course fee is not approved due to following reasons.

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Date Signature of the Vice Chancellor

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- i. Date of the Leave and Award committee :
- ii. Board of Management approval :
- iii. Informed the Decision to applicant :
- iv. 1st Installment voucher details :
- v. 2nd installment voucher details :
- vi. 3rd installment voucher details :

Instructions to applicants:

- Applicant should submit dully filled application with all relevant supporting documents by 4th week of every month in order to submit to L&A Committee.
- L&A Committee will meet on every 1st week of the month.
- The applicant should submit bi – annual progress reports on time to process the payment vouchers.
- Reimbursements will be done with prior approval only.