**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 | 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. | 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 Resources | Through a Project | Direct award | Private funds | Government of Sri Lanka |
|  |  |  |  |  |  |  |   |
|  |  |  |  |
|  | 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/ |  |
|  |  | Particulars there of  |  |
|  | 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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

Date: ……………......................... ……………………………………

 Head of the Department

Date: ……………......................... ……………………………………

 Dean of the Faculty

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

1. Recommendation of the Head of the Institution to the Secretary of the Cabinet Ministry

Ref. No. of Department …………………………………………………..

Ministry of …………………………………………………………………………………………………….

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

**Recommended and Forward**

Date:……………………………. ………..……………………………………….

 Signature, Name and Official stamp of

 Head of Institution

**Part 2(a)**

Recommendation of Head of the 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 the Department/

 Secretary to the Ministry/

 Chief Secretary of Provincial Council

 Name and Designation