

**Appendix 16**

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

**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 :

duties /Acting arrangements : COVER UP ARRANGED(                      )

5.  
5.1 Purpose of travel / Field of training

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5.2 Nature of travel

Official		Private	
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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 S.L.

5.5 If met from GOSL funds, NR  
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/

5.7 Date of commencement of  
Course/ training


5.8 Date of completion

5.9 Date of departure and  
Of return

DEPARTURE	RETURN

5.10 Countries to be visited :

5.11 Foreign address, Telephone, Fax, E-mail: Not known yet  
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 Ministers only)**

**7. Declaration by Applicant.**

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

Date.....

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Signature of Applicant

**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