

Appendix 16
Application for prior permission to be obtained by public officers to travel abroad.
Part 1

1:1 Name

1:2 Post

1:3 Service to which the officer belongs

2.1 Date of birth : Date Month Year

2:2 N.I.C Number :

3.1 Ministry/Provincial Council :

3.2 Department/Institution :

4. Arrangements made to cover up duties/ Acting arrangements :

5.1 Purpose of travel/Field of training

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, nature and amount

Air Travel	Subsistences	Course fees	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

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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 :

6.1 Particulars of foreign travel of applicant during the current year and the preceding three years

Year	Purpose of Travel	Period	Country

6.2 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.....

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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. :

This nomination has been approved by the Hon. Governor Eastern Province. The arrangements have been made to cover up duties/ acting arrangements.

Submitted for prior permission of Hon. Governor.

Recommended and Forwarded

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Head of Department

.....
Date

Recommended and Forwarded

.....
Secretary

.....
Date

Recommended and Submitted for Hon. Governor's Approval

.....
Chief Secretary

.....
Date