

Public Administration Circular No: 21/2007

My No: E/7/5/1/95-1

Ministry of Public Administration  
and Home Affairs,  
Independence Square,  
Colombo 07.

11 September, 2007.

To all Secretaries to Ministries,  
Chief Secretaries of Provincial Councils and  
Heads of Departments.

**Procedures to be followed in seeking approval for Public Officers who  
travel abroad**

Section 10 of Chapter XV of the Establishments Code and the Sub sections there under amended by Public Administration Circular No 3/2000 dated 21/01/2000 are hereby repealed and the amended Section 10 as given in Annex (A) is substituted therefor.

02. Accordingly Appendix 16 in Annex (B) is substituted for the existing Appendices 16 and 17 in the Establishments Code.

03. The provisions in the present Circular in regard to obtaining approval for foreign travel of Public Officers shall take effect superseding the provisions in all other Circulars issued in this regard.

Sgd./ D. Dissanayaka  
Secretary  
Ministry of Public Administration  
and Home Affairs

**Establishments Code Chapter XV, Section 10**

10. Procedures to be followed in seeking approval for Public Officers who travel abroad.

10.1 A Public Officer who intends to travel abroad for any of the purposes specified below, should obtain permission in terms of the schedule given at the end of this section, prior to departure.

- (a) For study or training or on a scholarship, on full pay or no pay.
- (b) For participating in a conference or seminar at the invitation of a Foreign Government, International Agency or a Foreign Organization.
- (c) For any official purpose other than on appointment to a Sri Lankan Foreign Mission.
- (d) To proceed as a member of a sport or cultural team representing Sri Lanka.
- (e) On a travel grant received from any Foreign Government, International Agency or a Foreign Organization.
- (f) On release to accept any assignment in a foreign country.

10.1.1 In the application for such leave, the full period of leave required for the purpose should be indicated inclusive of the dates of departure and return.

Any extension of such leave requires similar approval to be obtained on a timely application which sets out inter alia the reasons for

- (a) the extension and
- (b) failure to envisage its need at the time of the original application

10.2 Where permission is sought to accept an invitation from a Foreign Government or a Foreign Agency, unless such invitation is one extended to a distinguished personality in the field of Art, Science or in the professions by a Foreign Agency or other Institution, such invitation should have been, in the first instance offered to the Government of Sri Lanka, and the officer in respect of whom the application is made, should be the nominee of the Government of Sri Lanka. The invitation or the formal letter of award should be attached to the application.

10.3 An application in respect of an officer leaving the country should be sent at least 10 days before the due date of the officer's departure, and in the case of a scholarship etc, 10 days before the date on which the nomination is expected to reach the awarding authority,

- 10.4 In respect of an officer proceeding abroad for such purpose as study or training, scholarship, seminar or workshop awarded by a sponsoring Foreign Institution, the application perfected as in Appendix 16, should be addressed to the Secretary to the President/ Secretary to the Prime Minister/Secretary to the appropriate Ministry/Secretary to the Provincial Governor by the Secretary to the Ministry/Chief Secretary to the Provincial Council as appropriate. An additional copy of the application should be forwarded to the Director-General of Foreign Resources.
- 10.5 In respect of an Officer referred to in Sub section 10.1 above, who is specifically nominated by a Minister to proceed abroad at Government expense for such purpose as participation in an international conference, and discussion and negotiations for any international agreement, the application perfected as in Appendix 16, should be forwarded by the Secretary to the Ministry/Chief Secretary of the Provincial Council as appropriate, to the Secretary concerned under 10.4 above.
- 10.6 When a team of representatives is participating in a foreign tour, in case any single member is required to obtain the prior approval of His Excellency the President, permission of His Excellency the President should be obtained for all members of the team at one and the same time. Moreover, in the case of such a team of representatives, permission should be obtained from the Prime Minister/Minister/Governor as the case may be, as a team at one and the same time. In such a case, coordination of such procedures should be done by the Ministry where the leader of the team is working, or by the Ministry in charge of the subject, as most appropriate. In the case of discussions and agreements to be concluded for the purpose of obtaining foreign aid for the Government of Sri Lanka, the Ministry of Finance and Planning shall be the coordinating Ministry.
- 10.7 As soon as permission is granted by His Excellency the President/Prime Minister/Minister/Secretary to the Ministry for a foreign tour as referred to in Sub Section 10.5 above, particulars pertaining to the officer's foreign tour, together with a copy of the service agreement he has entered into with the Government where appropriate, should be furnished by the Secretary to the Ministry /Chief Secretary of the Provincial Council, to the administrative authority of the Service to which the officer belongs.

Example:

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|---|---|
| In the case of an officer in the Sri Lanka Administrative service | - To the Secretary of the Ministry in charge of the subject of Public Administration. |
| In the case of an officer in the Sri Lanka Planning service       | - To the Secretary of the Sri Lanka Planning Service Board.                           |
| In the case of an officer in the Sri Lanka Engineering service    | - To the Director of Engineering Services   |

In the case of an officer in the Sri Lanka Scientific service	- To the Secretary of the Sri Lanka Scientific Service Board
In the case of an officer in the Sri Lanka Accountants' Service	- To the Secretary of the Accountants' Service Board
In the case of an officer in a Combined Services	- To the Director General of Combined Services

(Subject to amendment as required by delegation of powers of the Public Service Commission)

- 10.8 A Public officer proceeding abroad for any purpose such as spending a holiday, going on a pilgrimage or to obtain medical treatment or for any personal matter, should have his leave approved under the provisions of Section 23 of Chapter XII. No-pay leave abroad for study and / or employment abroad, should be approved under the provisions of Section 16 of Chapter XII. Even in such a situation, a Head of Department or a higher officer should obtain permission to leave the country as specified in the schedule.
- 10.9 The Secretary to the Ministry/ Chief Secretary of the Provincial Council and the Head of Department should satisfy themselves that the appropriate permission to leave the country has been obtained before officers in their Department / Ministry are granted leave to proceed abroad.
- 10.10 A copy of the letter approving leave to the officer should be forwarded to the Department of External Resources.
- 10.11 In the case of officers who do not come under part I and part II of the schedule, their application for leaving the Island shall be submitted to the Minister in charge of the subject or to the Non - Cabinet Minister or to a Deputy Minister who had been delegated by the Minister for approval of such application prior to submitting it either to His Excellency the President or to the Honorable Prime Minister.

## **Schedule (Section 10)**

### Part I

Officers required to obtain approval of His Excellency the President

- Secretary to the President
- All officers of the Presidential Secretariat
- Secretary to the Cabinet
- All officers of the Cabinet office
- Secretary to the Prime Minister
- Secretaries of Ministries
- Secretary General of Parliament
- Chief Secretaries
- Chairmen and Members of all Commissions appointed in terms of the Constitution
- Chairmen of Public Corporations, Statutory boards and Authorities appointed by His Excellency the President.
- Chancellors of Universities
- Vice Chancellors of Universities
- All officers of Ministries, Departments, Corporations and other Institutions directly under His Excellency the President.
- All state officers appointed by His Excellency the President not otherwise specifically mentioned above.

### Part II

**Officers required to obtain approval of the Hon. Prime Minister**

- Secretary to the Leader of the House
- Secretary to the Chief Government Whip
- All Parliamentary staff other than the Secretary to the Chief Government Whip
- Additional Secretaries to Ministries
- District Secretaries / Government Agents
- Heads of Departments
- Secretaries to Governors
- Chairmen of Public Corporations, Statutory Boards and Authorities and of governing boards of Public companies whose assets are, for the most part, owned by the state (other than the Chairmen mentioned in Part I of this Schedule)
- Vice Chairmen of the above Institutions
- Executive Directors of the above institutions.

- All other state officers of staff/ executive level (other than those employed in Provincial Councils and Local Government Institutions) and officers in Public Corporations/Statutory Boards /Companies whose assets are for the most part, owned by the State

### Part III

#### **Officers required to obtain approval of the appropriate Ministers**

All other state officers (other than those serving in Provincial Councils and Local Government Institutions and officers in statutory boards and Companies whose assets are, for the most part, owned by the state (ie. Officers below staff / executive level)

### Part IV

#### **Officers required to obtain approval of the appropriate Governor**

Officers serving in Provincial Councils and Local Government Institutions other than those listed in any other part of this Schedule.

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

1.

1:1 Name 

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1:2 Post 

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1.3 Service to which the officer belongs 

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2. Date of birth 

Date	Month	Year
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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 : 

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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, nature and amount

Air travel	Subsistence	Course Fees	Additional expenses	Other personal expenses (to be specified)

6.5 In case of a Foreign loan/Project/particulars thereof

5.7 Date of commencement of course/ training 

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5.8 Date of completion 

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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. 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

**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