Annex(B)

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. Date of birth. Date ...........................Month......................Year.............................

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 |  | | | | | | | |
|  | Through Dept. of External Resources | Through a project | | Direct award | | | Private funds | Government of SL |
| 5.4 How expenses are mainly to be met (Mark in cage) |  |  | |  | | |  |  |
|  |  | | | | | | | |
| 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 thereof |  | | | | | | | |
|  |  | | | | | | | |
| 5.7 Date of Commencement of course/training |  | | | | |
| 5.8 Date of completion |  | | | | |
|  |  | | | | |  | | |
| 5.9 Date of departure and of return |  | | | | |  | | |

5.10 Ccountries to be visited :

5.11 foreign addresses, 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 preced1ng three years.

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Purpose of travel | Pperiod | Ccountry |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

6.1 Will the Minister of 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 is true

|  |  |
| --- | --- |
| Date .............................. | ...................................  Signature of applicant |

Arrangements have been made to cover up duties of this officer. Recommended and forwarded.

|  |  |
| --- | --- |
| Date .............................. | .........................................................  Signature, Name and official stamp of Department |

Part 2 (a)

Recommendation of Head of Department/Recommendation of the Chief secretary of the Provincial Council

Ref: No. Ministry/Department /Provencal Council............................................................................................

Secretary to the President Secretary to the Prime Minister/Secretary to the Ministry / Sectary to the Governor

This nomination has been approved by the Hon. Minister...............................................................................

Hon. Governor............................................................... Province. Arrangement have been mace to cover up duties/Acting arrangements have been made.

Submitted for prior permission of His' Excellency the President.Prime Minister. Hon, Minister I Hon. Governor

|  |  |
| --- | --- |
| Date....................................... | ...........................................................  Signature of the head of department/ Ssecretary to the Ministry/Chief Ssecretary of provincial council  Name and designation |