

Secretary,
Ministry of Public Administration and Home Affairs.

Requesting Government Funds to Follow Master / PGD in Sri Lanka.

I have been selected to follow the (Course name) in (Institution). Therefore, please be kind enough to pay (Course fee) amount of money on behalf of me to the relevant institution by government funds. Course duration is

I will give my consent to serve for the Ministry of Public Administration and Home Affairs or any institution which is coming under the mentioned Ministry for years after completing the above course.

I have not already paid / I have already paid amount of money personally for the above course. (Pay slips attached herewith)

I have not obtained / I have obtained government funds to follow Master degree programmes before.

If Obtained government funds, details

Amount :
Year of Obtained :
Programme followed :

Contact details

Office Tel No:
Mobile :
Fax :
e-mail :

I hereby certify that the above details are true & correct.

..... (Name)
(Signature) (Designation)
..... (Work Place)

Secretary,
Ministry of Public Administration and Home Affairs.

Recommendation on releasing funds for local Masters / PGD programmes

- 01) The officer has not obtained any government funds to follow a Master programme before.
- 02) The mentioned officer has completed 03 years service in his / her current position and he /she is confirmed in the service or the head of the department satisfied to the fact that the officer has possessed qualifications for confirmation.
- 03) According to the current service minute, which the officer belongs, the field of the above programme is accepted.
- 04) According to the service minute, which the officer belongs, the programme has been mentioned as a compulsory service requirement.
- 05) Officer has submitted the application through department head when applying for the above programme.
- 06) Officer has sent his / her details in last year, when collecting the details of the officers who are expecting to follow Master / PGD programmes in this year.
- 07) Necessary arrangements have been made to cover up the duties in his / her absence during the programme.

Please fill if applicable only,

- 08) The officer has not already paid the total / part of the programme fee personally without the prior permission.

Or

Officer has already paid amount of money personally for the above course.

- Officer has submitted the following documents herewith.

- Duly completed 5/98 agreement.
- Request letter of the officer
- Copy of the letter recommended by the department head when applying the mentioned officer for the above course.
- Selected letter issued by the relevant Institution.
- Details of the payments issued by relevant institution.

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Senior Assistant Secretary,
Human Resources.

I have personally looked whether(Name/ Designation)
has fulfilled the above conditions to obtain government funds to follow
(Course name) of the institution / university.

.....
Secretary / Additional Secretary/
Senior Assistant Secretary
.....
Date :

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|--------------|
| Rubber Stamp |
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Secretary,
Ministry of Public Administration and Home Affairs.

Requesting Government Funds for 02nd Installment

Please, be kind enough to release Amount of money as the second installment of the programme which I'm following at university / Institution.

My Student / registration number :

The progress report / attendance record issued by the University on behalf of me is submitting herewith for necessary actions please.

..... (Name)
..... (Designation)
..... (Work
Place)

I hereby, recommend the above request of (Name of the officer)
..... (Designation) and please, make necessary arrangements to pay the 2nd installment of the programme on behalf of the above officer to the relevant institution.

.....
District Secretary,
District Secretariat,
.....

