

**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