

**Application form that should be submitted by the officers of Western Provincial Public Service in obtaining the approval for Leaving the Country**

**(For leaving the country with spouse/ foreign employment/)**

**Before filling the application please refer to the instruction given in the last page.**

01. Name of the applicant with initials (in Sinhala)-

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02. Name of the applicant with initials (in English) - Mr. /Mrs. / Miss

.....

03. Name in Full (in Sinhala)-

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.....

04. Name in Full (in English)-

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05. Date of Birth-..... Age:- Years..... Months..... Days.....

06. Number of national identity card:-.....

07. Personal Address- .....

08. Personal Telephone Number- Mobile..... Residence.....

09. E-mail Address (if there is)-

.....

10. Address of the office-.....

11. Telephone No. of the office - .....

12. Designation-.....

13. Nature of travel-.....

14. Reasons for going abroad-.....

15. Country/Countries to be visited:.....

16. (1) Date of departure.....

(2) Date of returning-.....

.....

Date

.....

Signature of the Applicant

17. Details about foreign tours in the last 03 years.

Country	Date of the departure	Date of arrival	Nature of the foreign tour( Official/ Private)

Date:.....

.....

Signature of the applicant

Reference Number of the Department .....

Secretary,

..... ministry (W.P)

18. The information given in this application form is true and accurate.

19. Date of the first appointment to the Service -

.....

20. Date confirmed in the service- .....

21. If the applicant is in a service before, Date of the first appointment and confirmation in the service-.....

22. Is the applicant an executive officer- Yes/ No

23. (1) Name of the Officer-.....

(2) Designation - .....

Appointed to cover the duties/ act for the applicant for the period staying outside the country.

24. I certify that no disciplinary action has been taken against this application and there is no intension in taking such disciplinary action.

25. (1)I recommend leaving the country and the foreign leave.

(2) I do not recommend leaving the country for the below mentioned reasons.

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.....

.....

Date

.....

Head of the Institute

Reference number of the department -.....

Secretary,

..... Ministry( W.P)

26. I am satisfied with the arrangements made for covering the duties for the period spend outside the country.

27. I certify that no disciplinary action has been taken against this application and there is no intension in taking such disciplinary action.

28. I certify that there is no money levied to the government.

29. I certify that the agreements have been signed according to the provisions in the Establishment Code.

**(Below 29 and 30 paragraphs are only relevant in going abroad for academic purposes)**

30. (1) I certify that the training/ study is required for performing the duties in the department/ for the promotions of the officer and

(2) There is no scholar scheme for this purpose in the department,

(3) And there are no facilities for this purpose in this country.

31. As this officer is temporary/ not confirmed in the service, according to the provisions in the Establishment Code he is bound by a bond.

32. (1) I recommend leaving the country and leave abroad from ..... To.....

(2) I do not recommend this leave abroad for the below mentioned reasons.

.....  
.....

.....  
Date

.....  
Head of the Department

Reference number of the Provincial Ministry.  
Secretariat of the Governor,  
Western Province.

33. The agreement of the Hon. Minister in charge of the subject is given/ not given.

34. (1) Considering the above facts and recommendations I recommend leaving the country of Mr. /Mrs. / Miss..... from .....  
To .....

(2) I do not recommend this leave abroad for the below mentioned reasons.

.....  
.....

(3) I approve/ do not approve this leave abroad

.....  
Date

.....  
Secretary to the Provincial Ministry

**Instructions**

- 01) All the information required in the application should be filled clearly and accurately.
- 02) A completed application should be submitted to the Secretariat of the Governor at least 07 days before the due date.
- 03) A Copy of the letter saying that the applicant is selected to the job/academics, copies of the signed agreements/bonds should be sent along with the application to the Secretariat of the Governor.
- 04) The Secretary of Provincial Ministry and the relevant Heads of the Departments are responsible for the accuracy of the applications and when forwarding the applications to the Secretariat of the Governor from the Department of Provincial Education it is not necessary to send the other documents other than the documents mentioned in the above 3<sup>rd</sup> paragraph.