

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

**(For principals, teachers and non academic staff in western provincial schools)**

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

01. Name of the applicant with initials (in Sinhala)-  
.....  
.....
02. Name of the applicant with initials (in English) - Mr. /Mrs. / Miss  
.....
03. Name in Full (in Sinhala)-  
.....  
.....
04. Name in Full (in English)-  
.....  
.....
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 School-.....
11. Telephone No. of the School- .....
12. Designation-.....
13. Grades, the applicant is teaching-.....
14. Subjects the applicant is teaching-.....
15. Reasons for going abroad-.....
16. Country/Countries that the applicant will visit:.....
17. (1) Date of departure-.....  
(2) Date of returning-.....

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

Country	Date of the departure	Date of arrival	Nature of the foreign tour

.....  
Date

.....  
Signature of the Applicant

Reference Number of the School- .....

Zonal Education Director- .....

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

20. (1) Name of the Officer-..... (2)

Designation - .....

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

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

22. (1) I recommend this leaving the country and leave abroad.

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

.....

.....  
Date

.....  
Signature of the Principal

Reference number of the Zonal Education Office- .....

Director of Provincial Education,  
Western Province.

23. Date appointed to the Service - .....

24. Date confirmed in the service- .....

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

- 26. Is the applicant an executive officer- Yes/ No
- 27. I am satisfied with the arrangements made for covering the duties for the period spend outside the country.
- 28. I certify that no disciplinary action has been taken against this application and there is no intension in taking such disciplinary action.
- 29. (1) I recommend leaving the country and leave abroad from ..... To.....  
 (2) I do not recommend leaving the country for the below mentioned reasons.

.....

.....  
 Date Director of the Zonal Education

Reference number of the department of the provincial education-.....

Secretary to the Education  
 Ministry, Western  
 Province.

- 30. I am satisfied with the arrangements made for covering the duties for the period spend outside the country.
- 31. I certify that no disciplinary action has been taken against this application and there is no intension in taking such disciplinary action
- 32. (1) I recommend leaving the country from ..... To..... Of Mr/Mrs/Miss.

.....

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

.....  
 .....

.....  
 Date Director of Provincial Education

Reference number of the ministry of provincial education: .....  
Secretary to the Governor,  
Western Province.

33. Agreement of Hon. Minister of Education in Western Province 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.

.....  
.....

.....  
Date

.....  
Secretary

### **Instructions**

- 01) All the information required in the application should be filled clearly and accurately.
- 02) A completed application should be forwarded to the Secretariat of the Governor at least 07 days before leaving the country.
- 03) Applications for leaving the country should not be submitted during the term of School or in occasions (e.g. before completing the 04 years service period) where the approval cannot be given according to the provisions mentioned in the Establishment Code. But if it is required to leave the country for medical reasons or other special reasons, documents proving that should be submitted along with the application to the Secretariat of the Governor.
- 04) The director of Provincial Education and the relevant Heads of the Departments are responsible for the accuracy of the application 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.
- 05) If you wish to obtain the approval letter for leaving the country in English, the designation mentioned under no.12 of the application should be mentioned in English.