

Giving the pre – approval for leave abroad

(Leave abroad- Private)

(Officer should fill No. 1- 7 and submit it to his office)

1. Full Name of the Officer :.....
2. Institute :.....
3. Post :.....
4. Telephone No :Mobile..... Fixed.....
5. Country of Departure :.....
6. Reasons for the Departure :.....

(The relevant documents to prove the medical or the any other special matter have been attached)

7. Duration of the foreign leave: From:..... To

Date:

Signature of the applicant

(From No. 08 to 14 should be filled by the institute of the officer)

8. Date of the first appointment: confirmed in the service: yes/no
9. Under which Section of the Establishment Code that the foreign leave is recommended?:
10. Whether the foreign leave is with/without pay: with/ without pay
11. Cover the duties: yes/ no
12. Whether there is a disciplinary investigation and an audit inquiry : Disciplinary action Yes/No
Audit inquiry Yes/No
13. Whether there are credit balances levied to the Government: Yes/No
14. The remaining leave of the relevant officer:

	year	No. of Leave
In this year		
In the last year		

I certify that the information furnished from 01- 14 are true and accurate.

Date:.....

Signature and the seal of the Head of the Institute

Recommendation of the Secretary to the Ministry:.....

Date:.....

Signature

Recommendation of the Assistant Secretary to the Governor:.....

Date:.....

Signature

Recommendation of the Secretary to the Governor:.....

Date:.....

Signature

Approval of the Hon. Governor:.....

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