

Giving the pre – approval for leave abroad

(Leave abroad- Official)

(Officer should fill No. 1- 8 and submit it to his/her 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
8. Expenditure on Foreign Leave:

Date:

Signature of the applicant

(From No. 09 to 15 should be filled by the institute of the officer)

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

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

16. The details on the foreign tours in which the applicant participated in this year and in the last three years

Year	Purpose of the tour	Duration	Country

I certify that the information furnished from 01- 16 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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