

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; to go abroad with one's spouse for foreign employments/ private education)

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 (Mandatory)-
.....
- 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. Nature of abroad

16. Reasons for going abroad-
.....
.....
.....

17. Country/Countries -.....

18. (1) Date, leaving the country
.....

(2) Returning Date-
.....

.....
Date

.....
Signature of the Applicant

Reference Number of the School-

Director of Zonal Education -

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

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

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

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

(2) Designation -

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

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

23. (1) I recommend this leaving the country.

(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.

24. Date of the first appointment -

25. Date confirmed in the service-

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

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

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

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

30. I certify that there is no money levied to the Government

31. (1)I recommend leaving the country from To.....

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

.....
.....

.....
Date

.....
Director of Zonal Education

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

Secretary of Provincial Education,
Western Province.

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

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

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

(Below paragraphs no. 34 and 35 are relevant in leaving the country for academic purposes)

35. (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.

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

37. (1) I recommend leaving the country from To..... Of Mr/Mrs/Miss.

.....

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

.....
.....

.....
Date

.....
Director of Provincial Education

Reference number of the ministry of provincial education:.....

Secretary to the Governor,

Western Province.

38. Agreement of Hon. Minister of Education in Western Province in charge of the subject is given/ not given.

39. (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

Secretariat of Provincial Education

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 the date of leaving the country.
- 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 Education 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 3rd paragraph.