

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

(Personal- Short term- for 03/06 months)

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 office-.....
- 11. Telephone No. of the office -
- 12. Designation-.....
- 13. Reasons for going abroad-.....
- 14. Country/Countries that the applicant will visit:.....
- 15. (1) Date of departure.....
(2) Date of returning-.....

.....
Date

.....
Signature of the Applicant

Reference Number of the Institute-

..... department (W.P)

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

| Country | Date of the departure | Date of arrival | Nature of the foreign tour (Official/ Personal) |
|---------|-----------------------|-----------------|---|
| | | | |
| | | | |
| | | | |

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

18. Date of the first appointment to the Service -

.....

19. Date confirmed in the service-

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

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

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

(2) Designation -

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

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

24. (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

.....

Head of the Institute

Reference number of the department -.....

Secretary,

..... Ministry(W.P)

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

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

27. (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

.....
Head of the Department

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

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. (1) I recommend leaving the country of Mr. /Mrs./ Miss.
..... from to.....

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

.....
.....

I approve/ do not approve the leave abroad

.....
Date

.....
Head of the Department