

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

(For official/ educational and scholarships)

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-.....
16. Sources of funds/ sponsorships for the travel-.....
(e.g.: World Bank/ Asian Development Bank/ Department of External Resources)
17. Expenditure incurred by the Western Provincial Council/ Local Government institutes-

- (1) Course Fee -.....
- (2) Air Fares -.....
- (3) Accommodation and subsistence allowance-.....
- (4) Other expenditure allowances.....
- (5) Warm clothing allowance.....

18. Number of foreign travels for academic/ scholarships and official purposes and the total amount spent by the Western Provincial Council.

year	Country	The amount spent by the provincial council (RS.)						
		Course Fee	Air Fares	Accommodation and subsistence allowance	Other expenditure allowances	Warm clothing allowance	Other	Total

Date-.....

Signature of the applicant

Reference Number of the Institute-

.....,

..... department (W.P)

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

20. Date of the first appointment -

21. Date confirmed in the service-

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

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

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

(2) Designation -

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

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

26. The expenses to be spent by the western provincial council- Rs.....

27. (1)I forward the leaving abroad with recommendations.

(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)

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. This applicant has been properly selected for this tour.

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

32. (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.

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

34. (1) I recommend leaving the country and leave abroad from To.....

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

.....
.....

.....
Date Head of the Institute
Reference number of the Provincial Ministry.
Chief Secretary,
Western Province.

35. Agreement of the Hon. Minister who is in charge of the subject is given/ not given.

36. (1) After considering the above facts and recommendations, I recommend leaving abroad of Mr./Mrs./ Miss..... From
To.....

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

.....
.....
I approve/ do not approve this leave abroad.

.....
Date Secretary of Provincial Ministry

Reference number of the Chief Secretary-.....
Secretariat of the Governor,
Western Province.

37. Approval of the treasury has been given/ not given/ not relevant.

38. Approval of the Presidential Secretariat has been given/ not given/ not relevant.

39. I approve the below expenses to be spent by the Provincial Council/ Local Government Institutes

(1) Course Fee -.....

(2) Air Fares -.....

(3) Accommodation and subsistence allowance-.....

(4) Other expenditure allowances.....

(5) Warm clothing allowance.....

40. (1) After considering the above facts and recommendations, I recommend leaving abroad of Mr./Mrs./ Miss..... From
To.....

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

.....
.....

.....
Date

.....
Chief Secretary (w.p)

Instructions

- 01) All the information required in the application should be filled clearly and accurately.
- 02) A completed application should be submitted to the Secretariat of the Governor at least 07 days before the due date.
- 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 Ministry 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.