

### Sri Lanka Institute of Advanced Technological Education Overseas Leave Application

To be submitted by Teachers or Officers seeking approval for overseas leave before 24 days<sup>1</sup> of commencement of leave to the Administration Division to be forwarded to the Ministry.

1.01.	Name				
1.02.	Designation				
1.03.	Department/Division				
1.04.	Type of leave <sup>2</sup>				
1.05.	Indicate the name of the country				
1.06.	Purpose for which the leave is required (supported by documents)				
1.07.	Duration of leave	From		To	
1.08.	Arrangements made to cover the duties of the applicant during his/her absence (Attach a separate sheet if required)				
	<b>Note: The Staff Members whose names are given in Sections 1.08.01. to 1.08.04 have to sign in the space provided to indicate their consent to cover the duties of the applicant during the period of leave requested by the applicant.</b>				
	Duties	Name		Signature	
1.08.01.	Teaching				
1.08.02.	Examinations				
1.08.03.	Paper Marking				
1.08.04.	Other responsibilities				

<sup>1</sup> If applications and relevant documents are not submitted 24 days prior to the commencement date of overseas leave it is the responsibility of the staff member concerned to send the recommended Appendix 16 to the Ministry of Higher Education.

<sup>2</sup> Study Leave/Training Leave/Conference & Seminar Leave/Workshop Leave/Special Overseas Leave/Duty Leave.

1.09.	Overseas leave taken during the current year				
Period		Type of leave	Purpose		
From	To				
1.10.	I certify that following documents are attached				
1.10.01.	Two copies of Awarding Letter are attached	Yes		No	N/A
1.10.02.	Duly completed information letter is attached	Yes		No	N/A
1.10.03.	Three copies of duly completed application for permission to travel abroad (Appendix 16) are attached	Yes		No	N/A
1.10.04.	Two copies of funding source letter are attached	Yes		No	N/A
1.11.	I declare that I am entitled for requested leave.				
	Date	Signature of the Applicant			
<b>Director/ Academic Coordinator, Advanced Technological Institute/Institute Section</b>					
2.01.	I recommend / do not recommend the leave. Please forward / do not forward application for permission to leave the county to the Ministry.				
	Date	Director/Academic Coordinator			

Appendix 16  
prior permission to be obtained by public officers to travel abroad  
Part - I

the officer belongs


Date ..... Month ..... Year .....

Council .....  
ion .....

cover up .....  
ents .....

Field of training:

Official		Private	

ing the awarding Agency

Through Dept. of External Resources	Through a Project	Direct award	Private funds	Government of S.L

e mainly to be met (Mark in

funds, nature and amount

Air travel	Subsistence	Course fees	Additional expenses	Other personal expenses (to be specified)

on loan/Project/particulars

--

ement of course/training


and of return

sited : .....

Telephone, Fax, E-mail, indicating numbers :  
.....  
.....

the previous official trip been submitted .....

6. Particulars of foreign travel of applicant during the current year and the preceding three years

Year	Purpose of travel	Period	Country

6.1 Will the Minister of the Ministry concerned be away from the country during the relevant period  
(Information to be furnished in the applications of Secretaries to Ministries only)

7. Declaration by applicant

I certify that the particulars furnished in this application are true

Date.....

.....  
Signature of Applicant

Arrangements have been made to cover up duties of this officer. Recommended and forwarded.

Date.....

.....  
Signature, Name and Official Stamp of Head  
of Department

**Part 2 (a)**

Recommendation of Head of Department/Recommendation of the Chief Secretary of the Provincial Council

Ref. No. Ministry/Department/Provincial Council.....

Secretary to the President/Secretary to the Prime Minister/Secretary to the Ministry/Secretary to the Governor

This nomination has been approved by the Hon. Minister .....  
Hon. Governor..... Province. Arrangements have been made to cover up  
duties/Acting arrangements have been made.

Submitted for prior permission of His Excellency the President/Hon. Prime Minister/ Hon. Minister / Hon.  
Governor

Date:.....

.....  
Signature of the Head of Department /  
Secretary to the Ministry / Chief Secretary  
of Provincial Council  
Name and Designation