

My No. E/III/163/18/95/L/L
Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo – 07.

21 January, 2000.

To All Secretaries of Ministries,
Chief Secretaries of Provincial Councils and
Heads of Departments.

**Procedure for Granting Permission for
Travel Abroad by Public Officers**

All the Sub-Sections under Section 10 of Chapter XV of the Establishments Code are deleted and the revised Section 10 given in Annex – A is substituted.

02. Accordingly prevailing Appendices 16 and 17 of the Establishments Code are replaced by the revised Appendices 16 and 17 as given in Annexes-B and C referred to in new Sub-Sections 10:4, 10:5 and 10:8.

03. The provisions of this Circular supersedes the DER Circular No. 2/99 dated 15.09.1999 issued by the Secretary, Ministry of Finance and Planning in the case of travel abroad by Public Officers.

04. This Circular is issued with the concurrence of the Ministry of Finance and Planning.

Sgd./Mahinda Bandusena
Secretary,
Ministry of Public Administration & Home Affairs.

**REVISED SECTION 10 AND ITS SUB-SECTIONS TO CHAPTER -XV
OF THE ESTABLISHMENTS CODE**

" 10 Obtaining Permission

10:1 Senior-most Deputy Heads of Departments and officers above that level:-

A Senior-most Deputy Heads of Department, Senior Assistant Secretary of a Ministry and a officer holding a post higher to that level and an officer appointed by the President who intends to go abroad under the following circumstances should obtain the permission of the President before he leaves the country –

on study or training or on a scholarship whether on full-pay or no-pay leave.

on attending a conference or a seminar at the invitation of a foreign Government, an international agency or a foreign organization.

on duty except on an appointment to a Sri Lanka Mission abroad.
as a member of a team representing Sri Lanka in sports, travel events etc.

on a travel grant from a Foreign Government, International Agency or a Foreign Organization.

on release to accept an assignment abroad.

on leave for a private purpose such as on holiday, pilgrimage or for medical treatment.

10:1:1 The full period of leave required for the purpose should be indicated in the application for such leave.

Any extension of such period requires similar approval to be obtained by a timely application which sets out, inter alia the reasons for,

- (a) the extension, and
- (b) failure to envisage its need at the time of the original application.

10:2 When permission is sought to accept an invitation from a Foreign Government or a Foreign Agency, the invitation should in the first instance have been offered to the Government and the officer in respect of whom the application is made should be the nominee of the Government of Sri Lanka except where the invitation is one extended to a distinguished personality in the field of arts, science or in a professional field, by a foreign agency or an institution.

10:3 The application to be submitted to the Secretary to the President should be sent to reach him at least 10 days before the officer's departure or, in the case of a scholarship, etc. 10 days before the date on which the nomination is expected to reach the awarding authority.

10:4 An application duly filled in 3 copies as provided for in Appendix 16 for prior permission of the President should be submitted to the Secretary to the President through the Director General of External Resources by the Secretary of

the Ministry /Chief Secretary of Provincial Council in respect of travel abroad for a purpose such as study, training course, scholarship, seminar or workshop etc. sponsored by a foreign donor agency.

10:5 An application of an officer indicated in Sub-Section 10:1 specifically nominated by a Minister to proceed abroad at Government expense for such duty as participation in a conference negotiations for international agreement etc. should be forwarded in 2 copies as provided for in Appendix 16 by the Secretary of the Ministry / Chief Secretary of the Provincial Council directly to the Secretary to the President for prior permission of the President.

10:6 In the case of a delegation prior permission of the President should be sought for entire delegation on one and the same occasion under the co-ordination of the Ministry to which the head of delegation is attached. In the case of negotiations on foreign assistance to the Government of Sri Lanka the Ministry of Finance and Planning will be the co-ordinating Ministry.

10:7 As soon as the permission of the President is received in the case of a foreign travel referred to in sub-section 10:5 the Secretary of the Ministry /Chief Secretary of the Provincial Council should report the particulars relating to the officer's foreign travel together with a copy of the service agreement entered into by the officer with the Government in connection with this foreign travel to the relevant administrative authority of the Service to which the officer belongs.

Examples

In the case of an officer of the Sri Lanka Administrative Service	To the Secretary in charge of the Subject of Public Administration
In the case of Sri Lanka Planning Service	To the Secretary, Sri Lanka Planning Service Board
In the case of an officer of the Sri Lanka Engineering Service	To the Director of Engineering Service.
In the case of an officer of the Sri Lanka Scientific Service	To the Secretary, Sri Lanka Scientific Services Board.
In the case of an officer of the Sri Lanka Accountants Service	To the Secretary, Sri Lanka Accountants Service Board.
In the case of an officer of the Combined Service	To Director General of Combined Services.

10:8 Officers below the level Senior-most Deputy Heads of the Departments :-In the case of officers below the level of a Senior-most Deputy Head of Department the application that should be submitted for obtaining permission to proceed abroad on official leave for travel on study, training scholarship or participating in a seminar etc. should be as given in Appendix 17. The procedure laid down below should be followed to obtain permission for their foreign travel.

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