

**AN APPLICATION FORM TO BE FILLED BY THE LECTURER
(PROBATIONARY)/LECTURER/SENIOR LECTURER WHEN APPLYING FOR
FINANCIAL ASSISTANCE FOR TRAVEL GRANT FOR POSTGRADUATE
STUDIES/POST MD TRAINING ABROAD**

01. Name of the Higher Educational Institution:
02. Name:
03. Designation:
04. Department of Study:
05. Date of appointment :
 - (i) as Lecturer (Probationary):
 - (ii) as Lecturer:
 - (iii) as Senior Lecturer (if direct recruited):
 - (iv) as Senior Lecturer (promoted):
06. Date of Birth:
07. (a) Has the teacher obtained any postgraduate qualifications locally/abroad:
(b) If so, specify qualifications obtained:
08. Title of the foreign postgraduate qualification sought (PhD/Masters/Post MD Training etc.):
09. Field of Study:
10. Name of the Foreign Institution:
11. Whether a placement has been obtained in the above Institution for qualification stated in No.08
12. Whether a scholarship or a teaching/research assistantship or other paid employment has been offered:
 - (i) if so, particulars of the employment including the funding
 - (ii) if past-financed or self-financed evidence of availability of funding
13. Probable date of commencement of course of study and its duration:
14. Any other particulars:

I certify above details are true and correct

..... Date :.....
Signature of the Lecturer(Probationary)/Lecturer/Senior Lecturer

I nominate the above named Lecturer (Probationary) /Lecturer/Senior Lecturer for postgraduate training abroad.

.....
Date Head of the Department

.....
Date Dean of the Faculty

Application for travel grant is approved.

.....
Date Vice Chancellor/Director

FORMAT FOR THE OUTWARD JOURNEY

Reference No
 Mr./ Ms.
 Lecturer (Prob.)/Lecturer/Senior Lecturer
 Dept.....
 Faculty.....
 University

Financial assistance by way of travel grant for postgraduate training abroad

Mr/Ms..... ... Lecturer(Prob.)/Lecturer/Senior Lecturer

This refers to your letter dated relating to the application of in the Department of of Faculty of

01. You are kindly informed that approval has been granted to you by the University for financial assistance by way of travel grant to proceed to the University of, (Country) to read for a (Postgraduate Studies i.e. PhD/MS.C./Post MD Training Degree).

02. The financial assistance will consist of Economy Class Air Passage (inclusive of taxes) from Sri Lanka to the Country which study leave is to be availed of and return. Where passage cheaper than Economy Class Air fare (such as apex or budget fare) is available, payment will be limited to such cheaper fare. For the purpose of reservation of passage, Sri Lankan Airlines Ltd. should be selected through recognized air travel agencies/companies registered under Civil Aviation Authority as specified in Public Finance Circular Nos. 431 dated 24.04.2008 and 431(i) dated 16.02.2016 issued by the Secretary to the Treasury of the Ministry of Finance, adopted by UGC Finance Circular Letter Nos. 6/2008 dated 02.07.2008 and 05/2016 dated 20.06.2016. However, any other Air line could be selected with the approval of the Secretary to the relevant line Ministry provided it would result in a substantial reduction of associated costs to the Government or of the flying time due to non availability of seats or Sri Lankan Air line do not fly at all in that route.

03. University will arrange purchasing of air passage for outward journey in keeping with paragraph 2 hereof and on successful completion of the programme, you are requested to inform the University for return air ticket well in advance, so that University will make arrangement for your return journey. Please also note that the request for reimbursement of air fare submitted by you on arrival in Sri Lanka will not be considered by the University.

04.You should enter into agreement/bond as per the terms stipulated in Commission Circulars No. 377 of 01st August 1998, No.907 of 09th March 2009 and No.920 of 05th February 2010 which shall include the cost of air passage.

.....
Vice Chancellor/Director/Rector

Cc:

1. Registrar/.....
2. Bursar/.....

FORMAT FOR THE INWARD JOURNEY

Reference No
 Mr./Ms
 Lecturer (Prob.)/ Lecturer/ Senior Lecturer
 Dept.....
 Faculty.....
 University

Financial Assistance by way of Travel Grant for Postgraduate Studies Abroad

I write with reference to your letter datedon the above subject.

I am pleased to inform you that the University has approved air passage to you to enable you to return to Sri Lanka subject to the following conditions that:

- i. you should have successfully completed the Postgraduate Programme of Studies for confirmation in the post and next promotion.
 and
- ii. travel arrangements have to be made in terms of the following regulations

For the purpose of reservation of passage for the return journey, Sri Lankan Air line should be selected through recognized air travel agencies/companies registered under Civil Aviation Authority or any other Air Line with the approval of the Secretary to the relevant Ministry subject to the conditions indicated in the Public Finance Circular Nos.431 of 24.04.2008 and 431 (i) of 16.02.2016 adopted by UGC Finance Circular No.6/2008 dated 02.07.2008 and 05/2016 of 20.06.2016.

University will make arrangements to purchase the airline ticket for return journey by following the above instructions. **Please note that the request for reimbursement of air fare submitted by you on returning to Sri Lanka will not be considered by the University.**

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Vice Chancellor/Director/Rector

Cc: Registrar, University of
 Bursar, University of