



04 OCT 2022

VICE-CHANCELLOR'S OFFICE
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18, වෙරළ පෙදෙස, කොළඹ 07.

18, වොට් පිලේස්, කොළඹ 07.

18, Ward Place, Colombo 07.

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எனது இல.
My No.

HE/UD/01/Letters

ඔබේ අංකය
உமது இல.
Your No.දිනය
திகதி
Date

18 Sep 2022

Chairman, University Grants Commission
All the Vice Chancellors of Universities
Rectors / Directors of All the Universities

All Deans

Registrar

DR/AC, AR/Non

Ch 5/10

Regarding the Online System for Obtaining Approval for University Officials to Travel Aboard

This refers to the my letters of even number and dated 20/09/2019 and 29/03/2022 regarding the above matter. Copies are attached as Annexure I and II respectively for your easy reference.

02. It has been observed that the leave applications received through the Online System are not submitted on time. There were certain instances that the leave application had been forwarded for approval after the concerned official's departure from the country. It is important to note that leaving the island without obtaining due approval is a violation of legal provisions. Therefore, the leave application along with all necessary documents should be forwarded to the Ministry through the Online System at least 07 working days prior to the date of departure.

03. Furthermore, your special attention is drawn to the below mentioned requirements which are to be fulfilled when submitting the leave application.

- The Vice Chancellor's recommendation with the approval of the Leave and Awards Committee of the University shall be submitted.
- If any personal leave is obtained in addition to the period of duty leave, it shall be mentioned separately in the 'Remarks' column.
- In order to obtain official leave, an invitation letter addressed to the Vice Chancellor shall be forwarded with the application.
- As per the Budget Circular No.03/2021, an official letter shall be sent to the Ministry stating that any local funds, consolidated funds, university generated funds or government project funds will not be utilized for relevant tour of studies, conferences, discussions, workshops, training etc.

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v. An official letter confirming that the officers have acted in conformity with the Public Enterprises Circular No. PED 05/2022 when travel abroad for foreign employments, the agreement, and the letter confirming the approval of the university council shall be submitted to the ministry.

vi. When leaving the country for study purposes, the officer shall provide detailed information on how the expenses (Airfare, Visa Fee, Warm Cloth, Incidental Allowances, Combined Allowances, Course Fee) are to be met.

04. The access to the system will be blocked in such a way that no data can be entered into the system 07 days prior to the date of departure. So that there won't be opportunities to access the Online System, and you are kindly informed to bring the contents of this letter to the notice of all the responsible officers of your institution.

05. Furthermore, the applications of the officials who are prescribed to obtain prior permission from the Hon. President to travel abroad shall be submitted to the Presidential Secretariat before 10 days. Therefore, such leave applications together with all the required documents shall be sent to the Ministry via the Online System at least before 20 days.

06. Further, I wish to reiterate that, it is compulsory to confirm whether a formal approval has been obtained in that regard before leaving the country.



M.N. Ranasinghe
Secretary

Copy: Director (Information Technology)
Higher Education Division

} Block access to Online System 07 days prior to
departure date.