

**SOUTH EASTERN UNIVERSITY OF SRI LANKA**  
**APPLICATION FOR FREE RAILWAY (HOLIDAY / DUTY) WARRANT**

Service No: ..... Faculty/Department: .....

1. Name of Applicant: .....
2. Designation : ..... Grade: .....
3. Present Annual Salary Rs. .... 4. Date of First Appointment: .....
5. Is the Applicant Permanent or Temporary: .....
6. Is the Applicant Married/ Single/Widower/Widow/Legally separated/Divorce: .....
7. Is the spouse in the public Service: ..... if so please state: .....  
 Department in which spouse is employed: .....  
 Post held by spouse: .....
8. If legally separated or divorced, the spouse to whom the custody of the children has been granted by Court: .....
9. Particulars of Warrant required:

			Class	Ord. Single, Ord. Return, Weekend, or Excruciation	Full or Half
Applicant:.....					
If married, wife/Husband:.....					
If Single/ Widow/Widower:.....					
Mother's Name:.....					
Sister's Name:.....					
Children:					
<b>Name</b>	<b>Sex</b>	<b>Age</b>			
(1).....					
(2).....					
(3).....					
(4).....					
(5).....					
(6).....					

Note: the staff members who are entitled for sabbatical leave are not eligible to get Holiday Railway Warrant as per the circular no: 459 and 409

**Head/ Establishment:** recommended for above details are true and correct and eligible/not eligible to get railway warrant

Subject Clerk: .....  
.....  
 Senior Assistant Registrar/ Establishment

- \* Teacher in the Education Department should give their officials designation and the name of their school
- \* Warrant in favour of Mother or Sister to be applied only if dependent on applicant
- \* Married children, male children of 18 years and upwards and children under 3 years should not be included
- \* Ordinary single or ordinary return tickets must be applied for When Week end or Exclusion tickets serve the purpose

Date of Out ward Journey: ..... Departure from Station: .....To: .....

Date of Return Journey: ..... Arrival to Station: ..... To: .....

10. I declare on honour that the persons named in this application are entitled to the Warrant in accordance with the Financial Regulation in force and that my Mother and / or Sister / is / are dependent on me.:

Address: .....

..... *Signature of Applicant*

..... Date: .....

Head of the Department: Recommended / Not recommended

*Signature of Head of Dept:* .....

Date: .....

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**NOT TO BE FILLED IN BY THE APPLICANT**

11. Remarks of checking clerk (vide Financial Regulations 1488 – 1500)

	Officer	Wife	Mother	Sister	Children					
					1	2	3	4	5	6
No. of warrant sets already taken*										
No. of Warrant sets available*										

Reference to Leave Purpose:-

Signature of Warrant Clerk: .....

Date: .....

\* A warrant for a double journey is a set and that for a single journey should be counted as half a set

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12. Order of the Head of the Department or Assistant:

*Signature :*.....

Date: .....

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13. Number of Warrant Issued: .....

Warrant No: .....

Warrant No: .....

14. Warrant Received - Sign:

Date of Issue: