



General 21  
(F 2\* S & E) 11/58

**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 Excursion	Full or Half
Applicant:					
If married, Wife / Husband :					
If Single / Widow / Widower:					
Mother's Name:					
Sister's Name:					
Children:					
Name	Sex	Age			
1)					
2)					
3)					
4)					
5)					

**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:** The above details are true and correct and eligible / not eligible to get railway warrant.

**Subject Clerk:** .....

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**Deputy Registrar/ Establishments**

- \* 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 Excursion 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: .....

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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 – Signature:.....

Date of Issue: .....