

Deputy Chief Secretary – Administration,  
Provincial Council Complex,  
A9 Road,  
Kaithady.

Serial No -

**Application to Stay at the Circuit Bungalow - Ratmalana / Athurugiriya / Kilinochchi**

- 01: Full Name of the occupant: - .....  
02: Designation: - .....  
03: Phone No: - .....  
04: NIC Number: - .....  
05: Office Address:-.....  
06: Purpose of the Visit:-.....  
07: Duration of Stay:-.....  
08: Others accompanying with occupant (if any)

S/N	Full Name	Relationship	NIC Number
01			
02			
03			
04			
05			

09. If the officer has come by Vehicle

- Vehicle Number: - .....
- Name of the Driver: - .....
- NIC Number of the Driver:-.....

I declare that the details furnished by me are true and I kindly request you to grant me permission to stay with aforementioned members of my family/accompanied persons ....., in number from .....till .....

.....  
Date

.....  
Signature of the occupant

Recommended / Not Recommended

Reason: - .....

(If not recommended please specify the reason)

Date:-.....

.....  
Head of Department  
(Official Frank)

Care Taker

Circuit Bungalow – Ratmalana / Athurugiriya / Kilinochchi

Please allow this officer and aforementioned his/her family members / accompanied to stay at the Circuit Bungalow persons during the said period

.....  
Date

.....  
Deputy Chief Secretary / Assistant Chief Secretary

Deputy Chief Secretary – Administration –N.P

Arrival Date & Time.....

Departure Date & Time.....

Payment sum of Rs.....is received from Mr./Mrs./Miss..... as room charges. Receipt no. .... issued.

Deposit Date: - .....

Deposit Amount: Rs.....

Date: - .....

.....  
Signature of the caretaker