Application for Permission for Hanthana Excursions

Route: Through Upper Hanthana Bungalow

Important:

The duly filled application should be forwarded to the Deputy Vice-Chancellor through the Student Services Division for approval at least 07 days prior to the date of the event. The letter of approval will be issued by the Student Services Division.

I…….of…… …… Society/Union solicit your kind approval to proceed on this excursion/trip, details of which are given below for your perusal please. I read and understand all the relevant instructions.

01.	Date of Departure		Time of Departure			
02.	Estimated time of return to the University					
03.	No. of Vehicle		Vehicle No's			
04.	No. of Participants(Attach 02 copies of the detailed list) Please use the attached format		Female	Male	Disabled	Clergy

05. Details of the Applicant

Name :		Department/ Faculty:	
Position:		Hall of residence:	
Registration No:		Mobile:	

By signing this, I take the responsibility of being the organizer for this excursion/trip.

Any changes in the plans of this excursion/ trip will be duly notified to the Deputy Vice-Chancellor.

The organizers will take full responsibility of the discipline and safety of the students participating in this excursion/trip.

I/We seek permission in accordance with the disciplinary rules of the University and the set of instructions imposed to Hantana Excursion. I have read understood and agree to comply with all of the above instructions.

……..
……..……

Date

06. Details of the Lecturer in charge of the excursion /trip
The Lecturer in charge should be a permanent member attached to the University of Peradeniya

Name:	
Department/Faculty:	
Mobile No:	

I hereby declare that I will accompany the group and take the responsibility of the participants and the properties.

……..
……...…….

Date **Signature**

07. Details of the lady Lecturer in charge of the excursion /trip
The Lecturer in charge should be a permanent member attached to the University of Peradeniya

Name:	
Department/Faculty:	
Mobile No:	

I hereby declare that I will accompany the group and take responsibility of the participants and the properties.

……..
……...…….

Date **Signature**

08. If organized by a registered Students' Society/Union

The above excursion/trip is recommended /not recommended as it is within the objectives of the Society/Union	
Name	
Department	
Telephone No:	
Date	The necessary instructions have been given and forwarded for recommendation in accordance with the set of instructions imposed for Hantana excursion. **Signature of Senior Treasurer**

Recommendation of the Chief Marshal

Date	……..... **Chief Marshal**

Recommendation of the Proctor

Date	……..... **Proctor**

Recommendation of the Student Services Division

Date	…… **Assistant Registrar / Senior Assistant Registrar**

Approval of the Deputy Vice Chancellor

The above excursion is approved / not approved

Date……

…….

Deputy Vice Chancellor