

Part 1 Training Program Details

(1.1) Title of the Program

(1.2) ERD Code (1.3) Duration in Weeks

Part 2 Official Information

(2.1) Ministry

(2.2) Agency

(2.3) Official Address

(2.4) Telephone Number (2.5) Fax

(2.6) Email

Part 3 Personal Information

(3.1) Name of Nominee (As shown in the Passport)

(3.2) Sex (3.3) Present Designation

(3.4) Home Address

(3.5) National Identity Card Number

(3.6) Passport No. (3.7) Mobile Number

(3.8) Email

(3.9) Date of Birth (DD/MM/YY) (3.10) Age (Years)

(3.11) Years of Service to the Government in the Nominee's Career

(3.12) Years of Service in the present Agency

(3.13) Name of the contact person in an emergency

(3.13.1) Relationship (3.13.2) Mobile Number

Part 4 Academic Qualifications (Higher Education)

Name of the Institution	Country	Qualification	Year

Part 5 No. of Previous Foreign Training Attended in the past 3 years by the Nominee

Duration	Countries	No. of trainings
Less than one week		
Greater than one week & Less than 12 weeks(three months)		
Greater than 12 weeks & Less than 32 weeks (8 months)		
Greater than 32 weeks		

Part 6 Nominee's Declaration

I, the undersigned, certify that the details provided in this form describe myself, my qualifications and my experience, truly and correctly.

Date: _____ Nominee's Signature _____

Part 7 Certification of the Head of Department

Relevancy of this Training Programme to Nominee's Work (Please Check only one Box)	Vital for present work	Directly Related to Present Work	Connected to Present Work	Helpful in Future Work	For Promotions	Other (Specify)

I certify the accuracy of the information given above.

Date _____ Signature of Head of the Department & the Stamp _____