

As this form is used to propose your name as a nominee for the relevant official Visit and for obtaining approval from the Hon. Minister of Education or Secretary to the Minister of Education, you are stressed to fill this application properly and clearly.

Please,
Attach your
Photograph.
4.5 cm x 3.5 cm
(don't use
glue)

Foreign Agencies Branch-Bio Data Form

File No: (For Office use) /

Proposal of an Officer to the Official Visit to..... for the
.....on

National Id No:	<input type="text"/>	Passport No	<input type="text"/>
		Date of Issue	<input type="text"/>
		Date of Expiry	<input type="text"/>

01. Name with Initial (Last name first, in English Capital Letters. Eg. PERERA. A.B.):

02. Name in Full (in English Capital Letters)

03. Private Address

04. (i). Date of Birth : Day Month Year

(ii). Age : (To the Programme Commencing Date) Days Months Years

05. Sex : Male Female

06. (i) Present Designation :

(ii) Date of Appointment to the Present Designation: Day Month Year

07. (i) Service / Grade :

(ii) Date of Appointment to the Service / Grade: Day Month Year

08.1. Official Address, Including Branch/Unite (in English Capital Letters) :

08.2. Province. 08.3. District

09. Office from which salary is drawn :

10. Telephone Number : Private Office

E-mail Mobile

11. Particulars of the proposed visit (N.B. If not properly filed, you may not be granted approval)

Country/Countries To Visited	From	To	Course/Purpose.	Benefits to the Field Education.

12. Funding source Foreign/ Democratic

13. Previous Foreign Visits in last three years (to the date of beginning of proposed visit) you must fill this properly and clearly.

No	Course/Purpose	Country/Countries	From			To		
			D	M	Y	D	M	Y

14. Educational Qualifications.

No	Description	University/ Institute	Year Obtained

15. Professional Qualifications.

No	Description	University/ Institute	Year Obtained

16. Whether you obtained outfit allowance on previous occasion ? Yes No

17. If so when ? Day Month Year

I certify that all above particulars are true and correct.

Date :

.....
Signature of the Applicant.

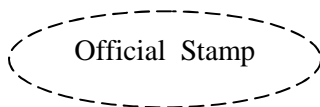
Certification (Reference to personal file)

(This certification is needed before submission of proposal of above nominee to the Secretary , Ministry of Education for obtaining Hon. Minister's approval).

I certify that Rev./ Mr./ Mrs.

..... belongs to my Division / Department / Zone, has no disciplinary inquiries pending against him / her.

Date :



.....
Signature
Head of the Division / Department / Zone.