

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 Ministry of Education, you are advised to fill this form 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.....from.....to.....

NIC No Passport No
Date of Issue
Date of Expiry

01. Name with Initials (Last name first, in Block Capitals. *Eg. PERERA. A.D.*)

02. Name in Full (in Block Capitals)

03. Private Address

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

(ii). Age (To the Programme Commencing Date) Date Month Year

05. Sex Male Female

06. (i) Present Designation

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

07. (i) Service/Grade

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

08. (i) Official Address, Including Branch/Unit (in Block Capitals)

08. (ii) Province 8. (iii) District

09. Office from which Salary is drawn

10. Telephone Number Home Office

E-mail Mobile

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

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

12. Funding source: Foreign/Government

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 foreign visits? Yes No

17. If so when? Date 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./Ms.

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

Date

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

