

For Approval of the Hon. Minister of Education

(To be proceeded by the Foreign Agencies & External Affairs Branch)

For Office Use

01. Name of the Programme :-
02. Name of the Foreign Institute :-
03. Country/ies to be Visited: - 04. From To.....
05. Name of the applicant :-.....
- 06.1. Designation :- 06.2. Service /Grade.....
07. Official Address of the Participant: -
- 08.1. Date of Birth :- 08.2. Age:- Years Months Days
- (To the programme commencing Date)

(Documents Pertaining to No: 12 to 18 in this form should
Be Provided by the Participants an on their relevancy) **Signature of the Participant**

Expenditure – Local:

- 09.1.0. Air Fare = Rs.....
- 09.1.1. Incidental USD xDays xRs. = Rs.....
- 09.1.2. Subsistence USD xDays xRs. = Rs.....
- 09.1.3. Course/Pro. Fee.....USD = Rs.....
- 09.1.4. Out-fit Allowances = Rs.....
- 09.1.5. Insurance = Rs.....
- 09.1.6. Passport Fee = Rs.....
- 09.1.7. Visa Fee = Rs.....
- 09.1.8. = Rs.....
- 09.1.9. = Rs.....

Total

= Rs

09.2.0. Local Funding Source :- 09.2.1. Vote No :-.....

Contributions – Foreign :

10. Items : Air fare/ Meals/ Accommodation/ Visa fee/ Course/ Insurance fee/ other.....

11. **If Necessary** (i) Procurement Proceed (ii) Tender Proceed (iii) ERD Approval

Documents of Evidence Included.

12. Letter of Official Invitation.
13. Documents of contributions by the Foreign Organization.
14. Documents of Local Funding.
15. Letter of Duty Coverage Procedure
16. Recommendation Letter of the Head of the Department/ Institute/ Division.
17. Evidence for initial instructions/ Comments of the Hon. Minister (If Necessary)
18. Initial approval of Secretary/ MoE (If Necessary)

★Recommended & Submitted By

★Recommended By

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Director, F/A & E/A Branch

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Addl. Secretary (School Affairs)

★Recommended to the Hon. Minister

★Approval of the Hon. Minister

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Secretary/MoE

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Hon. Minister / MoE