

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:  Passport No   
Date of Issue   
Date of Expiry

01. Name with Initials (Last name first, in English Capital Letters. *Eg. Perera. A.B.*):

02. Name in Full (in Block Capitals)

03. Private Address

04.(i). Date of Birth: Day  Month  Year   
(ii). Age: (To the Programme Commencing Date) Day  Month  Year

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/Unit (in Block Capitals)

08.2. Province.  8.3. 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 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 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

Official Stamp

**For Approval of the Hon. Minister of Education**

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

**For Office Use Only**

01. Name of the Programme :- .....

02. Name of the Foreign Institute :- .....

03. Country to be Visited :- ..... 04. Duration :- .....

05. Name of the applicant: - .....

06. Official Address of the Participant :- .....

07.1. Date of Birth :- .....07.2. Age:- Years  Months  Days

(Documents Pertaining to No: 11 to 17 in this form should be Provided by the Participant as on their relevancy) .....

Signature of the Participant

Expenditure - Local:

|                                                   |             |                      |
|---------------------------------------------------|-------------|----------------------|
| 08.1.0. Air Fare                                  | = Rs.....   | <input type="text"/> |
| 08.1.1. Incidental .....USD* .....Days* .....Rs.  | = Rs.....   | <input type="text"/> |
| 08.1.2. Subsistence .....USD* .....Days* .....Rs. | = Rs.....   | <input type="text"/> |
| 08.1.3. Course/Pro. Fee .....USD                  | = Rs.....   | <input type="text"/> |
| 08.1.4. Out-fit Allowances                        | = Rs.....   | <input type="text"/> |
| 08.1.5. Insurance                                 | = Rs.....   | <input type="text"/> |
| 08.1.6. Passport Fee                              | = Rs.....   | <input type="text"/> |
| 08.1.7. Visa Fee                                  | = Rs.....   | <input type="text"/> |
| 08.1.8. ....                                      | = Rs.....   | <input type="text"/> |
| 08.1.9. ....                                      | = Rs.....   | <input type="text"/> |
| <b>Total</b>                                      | <b>= Rs</b> | <input type="text"/> |

08.2.0. Local Funding Source :-.....08.2.1. Vote No :- .....

Contributions - Foreign:

09. Items : Air fare / Meal / Accommodation / Visa fee / Course fee / Insurance fee / other.....

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

Documents of Evidence Included.

11. Letter of Official Invitation.

12. Documents of contributions by the Foreign Organization.

13. Documents of Local Funding.

14. Letter of Duty Coverage Procedure.

15. Recommendation Letter of the Head of the Department / Institute / Division.

16. Evidence for initial instructions/ Comments of the Hon. Minister (If Necessary)

17. Initial approval of Secretary / MoE (If Necessary)

★ Checked & Submitted By, .....  
 Director, F/A & E/ABranch.

★ Recommended By, .....  
 Addl. Secretary (School Affairs)

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★ Recommend to the Hon. Minister, .....  
 Secretary / MoE.

★ Approval of the Hon. Minister, .....  
 Hon. Minister / MoE.

