

Ministry of Fisheries and Aquatic Resources Development
Obtaining the Approval of the Hon. Minister for official Foreign Tours
(Scholarships/ Conferences/ Training Courses)

1. Name of the Officer :
2. Designation :
3. Institution :
4. Date of Appointment & Service Period :
5. State whether the service has been confirmed :
6. Date of Birth and Age :
7. N.I.C. No. : Contact No :
8. Educational Qualifications :
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9. Professional Qualifications :
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10. Computer Literacy :
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11. English Language proficiency :
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12. State whether any disciplinary action has been taken against to you :
13. Details of the Programme to be participated :
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14. Purpose of the Programme :
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15. Duration of the Programme : From: To:
16. Expected benefits from participating the programme :
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17. Details of Foreign Tours made by the Officer :

Year and Month	Country	Duration	Training Obtained	Reports Submitted/ Not Submitted

18. On what basis have you been selected :
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19. State whether the letter related to the invitation/ grant has been attached :
20. I. Method of funding :
- II. If from GOSL funds, nature and amount:
- (a) Airfair/ Rs. (b) Incidental allowance/ Rs.
- (c) Subsistence allowance/ Rs. (d) Other/ Rs.
21. Arrangements made to cover up duties/ Acting arrangements:
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I certify that the particulars furnished by me are true and correct.

Date :

Signature of the Officer :

Request of Approval by the Head of the Institution for the Foreign Tour

1. The criteria of selection :
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2. Number of officers subjected to the interview :
3. Name of the officer/ officers in the interview panel:
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4. Panel Recommendation:
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5. State whether the Director Board approval has been obtained for the selected nominees:
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I certify that the particulars furnished above are true and correct.

Name :

Designation :

Date :

Signature of Department Head/
Chairman :