

# MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

## SURVEY FORM

### **SECTION A – PARTICULARS OF CANDIDATE**

- (i) Ministry/Agency submitting nomination .....
- (ii) Name of Candidate: Surname (Mr/Mrs/Miss) .....  
Other Names .....
- (iii) Date of Birth: ..... Age: ..... I.D No: .....
- (iv) Designation: .....
- (v) Date joined service ..... Date of Confirmation.....
- (vi) Qualification: .....

### **SECTION B – COURSE DETAILS**

- (i) Type of training: Course [ ] Seminar [ ] Workshop [ ] Study Tour [ ] *(Tick as appropriate)*
- (ii) Title: .....
- (iii) Dates: From ..... To: .....
- (iv) Country: .....
- (v) Financing Institution/Organisation .....

### **SECTION C –DETAILS ON FINANCIAL IMPLICATION**

- (i) Costs to be met by donor Country/Agency: .....
- (ii) Costs to be met by Government: ..... Estimated costs: .....

### **SECTION D – OTHER TRAINING FOR WHICH THE CANDIDATE HAS BEEN NOMINATED**

- (i) Type of training: Course [ ] Seminar [ ] Workshop [ ] Study Tour [ ] *(Tick as appropriate)*
- (ii) Title: .....
- (iii) Dates: From ..... To: .....
- (iv) Country: .....
- (v) Status of Nomination: Materialised [ ] Under consideration [ ] Rejected [ ] Withdrawn [ ]  
*(Tick as appropriate)*

### **SECTION E – DETAILS OF PREVIOUS TRAINING/WORKSHOP/SEMINAR/STUDY TOUR FOLLOWED ABROAD BY OFFICER OVER THE LAST THREE YEARS**

Type of Training	Title	Country	Date	
			From	To

I certify that the information provided above is accurate.

.....

Date: ..... Tel No.: .....

Candidate's Signature

#### **Certified correct by HR Section**

Name: .....

Designation: .....

Signature :.....

Date ..... Tel No.: .....

#### **Endorsed by Reporting Officer \***

Name: .....

Designation: .....

Signature :.....

Date ..... Tel No.: .....

(Affix Ministry's seal)

\* The Reporting Officer should not be below the rank of Deputy Permanent Secretary

**Note1: Any inaccuracy will delay processing of the nomination**

**Note2: The Reporting Officer certifies the accuracy of information and the suitability of the nominee**

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**Undertaking by the Applicant / Nominee**

I have taken cognizance of the terms and conditions of the Training Award.

If accepted for a training award, I **undertake** to -

- (i) carry out such instructions and abide by such conditions as may be stipulated by both the nominating and host Government and the sponsoring Government / agency / organisation in respect of the course of training;
- (ii) follow the full course of training / study and abide by the rules and regulations of the university / institution / establishment in which I undertake to study or gain training;
- (iii) refrain from engaging in political activities, or any form of employment for profit or gain;
- (iv) submit any progress report which may be required / prescribed by the university / institution / establishment / sponsor / host Government;
- (v) return to my home country promptly upon completion of the course of study / training; and
- (vi) pledge to observe the laws and regulations, and respect the local customs of the host country where the study / training course will be held.

I also fully understand that if I am granted a fellowship / training award, it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government / sponsoring agency.

Signature of Applicant / Nominee : .....

Name : .....

Date : .....