

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- (v) Status of Nomination: Materialised [] Under consideration [] Rejected [] Withdrawn []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

Endorsed by Reporting Officer *

Certified correct by HR Section

Name:

Name:

Designation:

Designation:

Signature :.....

Signature :.....

Date Tel No.:

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