

**FOREIGN TRAINING COMMITTEE PROFORMA**

**Note: - Incomplete or incorrectly filled forms will not be Considered.**

PERSONAL INFORMATION								
Photograph	Name	Gender	Date of Birth	Domicile	CNIC Number (Attach Photocopy)	Educational Qualifications		
PROFESSIONAL INFORMATION								
Ministry/Division/Department (Name and Address)	Present Designation / Grade (BPS)	Service Group	Date of Joining Govt. Service	Date of Present Posting	Regular or Contract Appointment	Probation	Inquiries Pending	Present Professional Responsibilities
TRAINING INFORMATION								
List of all Foreign Trainings received previously (Name of Trainings)	Dates of Trainings Received	Relevance of proposed training with job responsibilities				Whether Nominated by the Ministry or Provincial Govt. or Department		

Signature of the Candidate \_\_\_\_\_

# **SPECIMEN**

**On Stamp Paper of Rs. 30 /-**

## **UNDERTAKING BY TRAINEE**

I.....the nominee of the Govt. of Pakistan against a training facility in the field of .....hereby declare / undertake that: -

1. I have not applied for any other foreign training and I shall also inform the Govt., if I apply for any training prior to my application for training.
2. I declare that I have not been abroad for training before this application.
3. I shall serve the Government of Pakistan for at least five years after the completion of my training abroad.
4. I shall make myself available to proceed for training as and when required by the aid giving agency and directed by the government.
5. I shall conduct myself at all times in a manner compatible with my status as a fellowship holder.
6. I shall devote my self full time to the training program as directed by the supervising agency to the country of trainings.
7. I shall not hesitate to do any practical work of manual labour which I may be required to do as part of my training.
8. I shall not make any correspondence with foreign authorities except, on routine matters.
9. I shall refrain from engaging in any political commercial or any other activity incompatible with my work program.
10. I shall not seek domicile in the foreign country and shall return to Pakistan immediately after training.
11. I shall not owe any debt during the training period and shall clear all outstanding bills before leaving the country of training.
12. I shall submit such periodical reports as may be required by the training authority during the period of training and shall submit that authority a final report immediately on completion of training.

Dated: \_\_\_\_\_

Signature of the Nominee \_\_\_\_\_  
(To be witnessed by class I Gazetted Officer)

**SPECIMEN**

**On Stamp Paper of Rs30/-**

**Surety Bond**

I..... S/O ..... a nominee Country..... Name  
of Training ..... for training in .....from .....to  
.....for solemnly declare that:

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1. I shall return to Pakistan after completion of the training and serve the Government of Pakistan / the organization, being served at present, for at least five years.
2. I shall devote myself fully to the training programme as directed by the supervising agency of the country of training.
3. I shall not undertake any contact / correspondence with foreign authorities.
4. I shall refrain from engaging myself in any political, commercial or any other activity incompatible with my work.
5. I shall refrain from engaging in activities of profit or gain and shall observe rules and regulations of the nominating country.
6. If I do not return to Pakistan within one week after the completion of my training authorized period abroad my services may be terminated by the Govt. of Pakistan, in its discretion, without any notice to me.

I ..... the surety,  
undertake to pay back full expenditure  
incurred (to be indicated by Govt. of  
Pakistan (Economic Affairs Division) on  
the training of Mr. .... if the  
fails to return to Pakistan and report for  
duty after completing his / her training

Signature of the Nominee

Name .....

Address .....

N.I.C No. ....

Surety:

Name: .....

Address: .....

Countersigned by the nominating  
authority

NIC No.: .....