

**Ex- Country Travel Nomination Form**

**Nominee Details**

Name of the personnel :

EID :

Position Title :

Division & Department:

Contact No. :

**Program Details**

Program/ Purpose :

Institute & Country :

Duration:

i. Start Date :

ii. End Date :

iii. Total Number of Days :

Source of Funding:

Type (please tick)

Mandatory/Delegation/Job Related/Others

If others please specify:

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**Last Ex-Country Travel Details**

Program/Purpose:

Institute/Country:

Duration (Start Date- End Date):

Attachments:

- 1. Invitation Letter/Acceptance Letter
- 2. Recommendation/Remarks from the Department Head

  

For HRD only:

MHRC No. and Date:

Endorsed/Rejected: