

DEPARTMENT OF PERSONNEL AND TRAINING (CS-I Division)

Proforma for seeking cadre clearance for Foreign / Domestic Long Term Training

(To be signed by Officer in-charge of Administration in Ministry / Department/ Organization where the officer is working)

1	Name of the Officer and Common Seniority List (CSL) No.	
2	Date of birth	
3	Present post held (Whether Regular/Ad-hoc)	
4	Whether completed probation, if applicable (indicate Yes/No)	
5	Nature of training for which nominated/ applied (a) Domestic long term/ short term training (b) Foreign short term / long term training (Note: Upto six months – short term training; Six months or more – long term training)	
6	Whether under the Domestic Funding of Foreign Training (DEFT) Scheme of DoPT	

7 Details of proposed training (including domestic long term training)

Period		Country in which training is held	Organisation conducting the training	Topic of the Training	Remarks
From	To				

8 Details of foreign trainings already attended

Period		Country in which training held	Organisation conducted the training	Topic of the training	Remarks
From	To				
9	Whether the officer satisfies the eligibility conditions				
10	Whether the officer is presently holding an ex-cadre post				
11	Whether any disciplinary case is pending or contemplated against the officer If yes, the details thereof				
12	Information regarding officers in position against the sanctioned strength in the Grade in which the officer is working (a) Total number of posts in the Grade (b) No. of officers in position in the Grade				

(Signature)

Name :

Designation & Seal :

Date :