

Ministry of Labour & Human Resources

Ex-country Travel Proposal Form (Seminar/Workshops/training/Visits)

I. Details of the Program

- a) Title of the Program:
- b) Institute:
- c) Country:
- d) Duration (Start date-end date).....
- e) Source of funding
- f) Adhoc or Planned

II. Objectives of the Program:

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III. Rationale for proposing the Program

(How will the proposed excountry travel benefit the dept/div or the proposed participants)

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IV. Target Group

- i. Number of Participants :
- ii. Targeted Position Category:
- iii. Target Position Level :

V. List of Nomination

Sl.#	Name of Employee	Position Title	Work Place	Justification for nomination based on relevance

VI. Cost Estimate of the program

Particulars	Rate	No. of Participants	Total Amount
Course Fee			
DSA			
Air Ticket			
Miscellaneous (Specify)			
Total Estimated Cost			

(Signature & Office Seal)
(Head of Agency/Department)