

PROFORMA

1.	Name	
2.	Date of birth	
3.	(A) Post held at present (B) Office address (C) Telephone Number	
4.	Date from which the post held in grade of (A) Asstt. Director/AEE (B) Dy. Director (C) Director	
5.	Educational Qualification	
6.	Membership of Professional Societies	
7.	Whether SC/ST	
8.	Professional Experience	As per ANNEXURE-I
9.	Training/Conference/Seminar/ workshop attended (A) In India	
	(B) Abroad	
10.	Foreign assignment, if any	
11.	Any other remarks	

ANNEXURE-I

PROFESSIONAL EXPERIENCE

Sl. No.	Post held (From present to backwards)	Unit	From	To	Nature of work handled
1					
2					
3					

Performa for furnishing information to Minister (Water Resources) for consideration of proposal for participation in any training.

1. Sponsoring organisation : Central Water Commission
(Ministry of Water Resources)
2. Brief details of the officer :
 - a) Name of the officer :
 - b) Designation & Pay :
 - c) Date of birth :
 - d) Qualification :
 - e) Experience :
- 3 (a) Training objectives of the present training :
- (b) Relevance of the subject of training to present job :
4. How is the officer going to be deployed and utilised after the completion of the training? :
5. Details of officers trained under this subject area of Training programme during the last 10 years and their present deployment :
6. Long-term/short-term training received by the officer so far in the career :
 - a) In India :
 - b) Abroad :
- 7 (a) Participation in seminars/ workshops/ symposia abroad and list of papers presented :
- (b) Participation in national/international seminars/symposia held in India and list of papers presented :
8. Details of any remarkable achievement of the officer :
9. Recommendation of the Head of the Organisation :

Proforma submission of proposal to accredited finance form for deputations/ delegations to be sent abroad.

1. Sponsoring authority : Central Water Commission
- 2 a) Name of the officer :
- b) Designation & Pay :
- c) Date of birth :
3. Whether belongs to SC/ST :
4. Name of the employer :
- 5 a) Country or countries to be visited and purpose of visit :
- b) Proposed date of departure from India :
6. Period of stay in each country :
- 7 a) Estimated cost :
- b) If the estimated cost includes the cost of any present(s) to be given, is customary to exchange gifts, presented, if any, may be cited :
- c) Is the foreign exchange component of the expenditure not wholly or partly by a foreign govt. agency? If so, state its name and the extent of assistance. :
- d) Is the expenditure to be met from within the sanctioned budget grant? If not, how it is proposed to be met? :
8. What purpose is likely to be served by the proposed deputations/delegations :
- 9 a) Is it absolutely essential to send the deputation as composed?
- b) Cannot be number of delegation be curtailed?

10. How will the interests of the department/country suffer if the deputation/delegation is not sent?
- 11 a) Were deputations/delegations sent :
in the past for similar purpose? If so, give a brief evaluation of the work/report of the previous deputations.
- b) Is an increase proposed in the :
number of delegates over what was at the last occasion? If so, why?
12. Why cannot purpose be served by :
utilising the services of our missions abroad or of another officer already abroad or being sent abroad.
13. Was this officer deputed abroad :
during the last 2 years? Is so, state the occasion(s) of deputation, countries visited, period of stay, purpose, etc.
14. Is the post held by the official :
purpose to be filled during his absence from India? If so, why?
15. Whether there is any vigilance case :
pending against the officer?
16. Has the concurrence of the :
Ministry of External Affairs been obtained separately?

Signature of Sponsoring Authority

PROFORMA FOR APPROVAL OF DEPUTATION ABROAD

1. Sponsoring Ministry/Department : Central Water Commission

Officer's Name	Designation	Ministry Deptt	Scale of pay	Date of Super-annuation	Source of Funding
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2. Purpose(s) of visit:
(Detailed reason, copies of the Agenda etc. to be Enclosed)

3 Country / countries to be visited:
(City/country) all places

4. Duration of the visit (per country)

<u>Country</u>	<u>From</u>	<u>To</u>	<u>Days</u>
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5. Excluding Journey time to and fro

6. (a) Actual expenditure in 2002-2003

(b) Budget provision for the year 2003-2004

Revised budget provision for foreign travel for the financial year 2003-2004 (in 2002-2003 or the current year's budget provision, whichever is less)

7. Actual expenditure incurred so far (Courses/Visits to be stated) (details to be given in respect of all foreign visit it, a statement to be enclosed)

8. Commitment already made for the current year (Visits/Courses supported excluding serial 7(including hotel charges/bills not received etc.)

9. Balance for the current financial year:

10. Estimated expenditure on the proposed visit:

(a) Air fare:

(b) Class to be traveled

(c) Whether entitled

(d) D.A.etc.

(e) Entertainment allowance, if any required:

(f) Contingencies, if any required:

(g) Hotel accommodation

(h) Excess Baggage:

- (i) Gifts:
 - (j) Any other (please specify)
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- (i) Total Estimated expenditure in Indian Currency:
 - (ii) Total Foreign Exchange component:
 - (iii) Total (i) + (ii) :
11. Full details of the Foreign Visits undertaken by the office(s) during the last three year (To be enclosed as per proforma enclosed)
 12. Why the number of delegates cannot be reduced?
 13. Were deputations/delegations sent in the past for similar purpose, if so, the names of officers deputed together with period of deputation and a copy of the report submitted on return to be enclosed
 14. Whether report has been submitted
 15. Is an increase proposed in the no. of delegates over what was at the last occasion, if so, why?
 16. Why cannot the purpose be served by utilising the services of (i) our Mission abroad, or (ii) of another officer already abroad in the same or neighbouring country in another officer under the Ministry/
Department or (iii) any other officer being sent abroad?
 17. Whether approval of the nodal Ministry has been obtained in case the subject matter is the concern of some other Ministry also.
 18. Whether any other officer is being sent for the same purpose (Details may please be given separately)
 19. In case the proposal is being sent less than 15 days Before the date of departure, justification duly Approved by Admn. Secretary may be annexed.

Signature of Jt. Secretary (Admn.)

Signature of Financial adviser

DETAILS OF VISITS ABROAD DURING LAST THREE YEARS.

	2001	2002	2003
(a) No. of Visits Made	-----	-----	-----
(b) Countries Visited	-----	-----	-----
(c) Period & Duration of stay in each Country with dates			
(d) Purpose of visit			

INTERNAL SCREENING COMMITTEE (MINISTRY OF WATER RESOURCES).
SCRUTINY OF PROPOSAL FOR FOREIGN DEPUTATION.

FACT - SHEET

A. Details of Visits

1.	Name/Nature of Visit (training*/ Conference**/ Delegation***)	
2.	Duration and Date of Commencement of the Visit	
3.	Host/Sponsoring Agency	
4.	Country to be Visited	
B. Reason for Nomination		
1.	Desirability of the Visit/Course/Conference etc.	
2.	Relevance of Visit to Nominee's Job	
3.	Justification for the Nomination/Remarks of SMD	
4.	Vigilance/Cadre Clearance	
5.	Gradings of Annual Confidential Report of the Applicant for the last five years	<u>Year</u> <u>Grade</u>
C.		

Financial Implication		
1.	Name of Organisation which will bear the cost.	
2.	If MOWR, then availability of necessary fund in the Budget Head.	
D. General Remarks		

Note: * Training: includes 1) under project 2) under International Institutes

** Conference includes 1) Workshops 2) Seminars 3) Conference 4) Paper presentation

*** Delegation includes 1) Delegation as part of the subject matter being dealt by the Officer 2) Being member representing the country in a technical/standing committees 3) As part of a study tour.

RECOMMENDATION OF THE INTRNAL SCREENING COMMITTEE.

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CANDIDATE PROFILE

<u>THE CANDIDATE</u>	
SERVICE CADRE / YEAR OF JOINING/ LENGTH OF SERVICE	
AGE	
POST HELD DURING LAST THREE YEARS	
SC/ST/OBC/OTHERS	
WHETHER FULFILLS CRITERIAN OF THE VISIT	
VISIT ABROAD DURING LAST 5 YEARS.	
EDUCATIONAL QUALIFICATIONS	

PROFORMA REGARDING ATTENDING NATIONAL / INTERNATIONAL PROGRAMMES SINCE JOINING.

NAME :

DESIGNATION :

OFFICE ADDRESS :

Sl.No	NATIONAL PROGRAMMS		INTERNATIONAL PROGRAMMES	
	Training	Seminar / Symposium / Workshops	Training	Seminar / Symposium / Workshops
1	2	3	4	5
1				
2				

