

BIO – DATA FORM

ANNEXURE – II

Name of Programme: _____

Name of Place/Country: _____

Name of course for which
Nomination is made: _____

Duration: _____

1. Full Name (in capital): _____
(Surname) (First) (Middle)

2. Designation (in full): _____

3. Address: (a) Office: _____

(b) Residence: _____

(c) Telegraphic address, if any: _____

(d) Telephone numbers: Office _____ Residence _____

4. Age/Date of birth: _____
(Age) (Date) (Month) (Year)

5. Nationality: _____

6. Whether belong to SC/ST/Others : _____ Community: _____

7. Academic qualification: _____

8. Professional qualifications : _____

9. Number of completed years of service in :

(a) Group 'A' (Class I): _____

(b) Group 'B' (Class II): _____
(Gazetted only)

10. Name of service to which the Officer belongs with year of allotment:

Service	Year of allotment	Date of entry
(a) All India Services (i.e. IAS/IPS/IFS)		
(b) State Civil Services (MCS/MPS)		
(C) State Services (Technical or non- Technical)		

11. Have you attended any course earlier?

(If yes, details of training course attended in India or abroad)

Name of course/ Title of programme	Sponsored by	Duration from	With dates to	Institution/Venue

12. Details of experience:

From	to	Office held

ANNEXURE – II

Training Plan of the Department of _____ as on _____

Part-I

Sl. No.	Category of post	Name of Officer	Training undertaken			Further training necessary	How training being utilized	Remarks
			Subject	period	Institution			
1	2	3	4	5	6	7	8	9

*Notes: Please give period, Institution and subject of training
Part II – Training Inside the State (use the same form)
Part III- Training, if any for voluntary sector

PROFORMA

PROMORMA SHOWING THE NAMES OF OFFICERS (IN ORDER OF SENIORITY)
BELONGING TO DIFFERENT CADRES FOR TRAINING IN INDIAN ABROAD

Sl. No.	Name of officer in order of seniority	Date of birth	Academic qualification	present post held by officer & scale of pay	Whether the officer belongs to IAS/MCS/ Others	Experience	Name of the course, place, country & duration		Qualification required for the course	Remarks
							Availed of earlier	Now processed		
1	2	3	4	5	6	7	8	9	10	11

* Remarks to include how the services of the Officer are Proposed to be utilized after the training