



INSTITUTE OF BUSINESS ADMINISTRATION KARACHI

INFORMATION CONCERNING PROPOSAL OF PARTICIPATION IN INTERNATIONAL CONFERENCE / SYMPOSIUM / STUDIES / DEPUTATION / TRAINING / MEETINGS ETC.

1. Name: _____
(a) Qualification: _____
(b) Post Held: _____
2. Father's Name: _____
3. Address: _____
_____ Contact # _____
4. Nature of Appointment: _____
(Regular / Temporary / Adhoc)
5. Date of Regular Appointment in Present post: _____
6. Date of Superannuation: _____
7. Position of Categorization of the proposal: _____
8. What benefits (Political, Economical, _____
Technical, Educational etc.) are to be achieved: _____

9. Number of participation's, if any, made by
the nominee in the last five years: _____
10. Whether previous similar conference /
symposium / studies / training etc. attended
and if so, when, by whom? _____

11. Whether by providing a suitable brief, the
meeting can be attended by personnel in our
diplomatic missions abroad? _____

12. Whether expenditure is involved in foreign
exchange or in local currency and how, it is
proposed to be met? _____

13. If part of the travel expenses and / or local
hospitality are being provided by the foreign
sponsors, the expenditure, if any to be borne
by the Government / IBA towards payment
difference of Daily Allowance etc. _____

14. Please indicate when the individual had gone abroad last and for what purpose? _____

15. Arrangement of teaching during absence: _____

16. Nature of leave applied / absence and how it is to be treated: _____

Recommended, verified and forwarded: Signature of applicant _____

Designation _____

Department _____

Date _____

Date: _____

Certified that the above information is correct.

REGISTRAR

DIRECTOR

DECLARATION OF APPLICANT
(Vide) SO-II (S&GAD)-3/97 of July 3, 1997
Government of Sindh

1. Application on prescribed proforma duly counter-signed by the Administrative Secretary of the concerned department. _____

2. Details of pending disciplinary / anti-corruption enquiry if any. _____

3. Leave credit certificate issued from the Administration. _____

4. Reasons / grounds for leave. _____

5. In case of Ex-Pakistan leave, who will bear the expenditure, indicate the source of income. _____

6. Undertaking of the applicant that he will not make request for extension in Ex-Pakistan leave. _____

7. Undertaking to the effect that applicant will not claim salary in foreign currency. _____

Signature of Applicant

Registrar

Director