

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**



No. 5(1)/2022-Admn-I/HR-I

Islamabad, the 18th April, 2022

CIRCULAR

SUBJECT: - REQUIRED DOCUMENTS FOR PROCESSING OF 'NOC' FOR APPLYING/AVAILING FOREIGN TRAININGS / SCHOLARSHIPS.

All cases of NOC for applying/ availing foreign trainings /scholarships should be accompanied by the duly filled attached proformas. All Attached Organizations and Autonomous Bodies should also ensure process of subject cases through said documents:

NOC to apply	
Sr. No.	Required Documents
1.	Forwarding letter of Ministry / Division / Department / Provincial Governments
2.	Request of the officer
3.	CV including details of pervious foreign training, if any.
4.	Copy of advertisement (mentioned deadline for submission of online application)
NOC to avail	
1.	Forwarding letter of Ministry / Division / Department / Provincial Governments
2.	Request of the officer
3.	Copy of application form duly filled in for scholarship
4.	Final award letter / terms and conditions of scholarship
5.	Surety bond (Specimen is attached)
6.	Undertaking (Specimen is attached)
7.	Revised 'T' form (Specimen is attached)



(Dr. Beenish Noor)
Deputy Director (HR-I)

Distribution:

**All Officers of the Ministry of Commerce, Islamabad.
All Attached Organizations of Ministry of Commerce.**

Copy for information:

Database Administrator, Ministry of Commerce, Islamabad with the request to upload the same on the Ministry's official website for information of all the concerned

SPECIMEN

On Stamp Paper of Rs. 30/-

UNDERTAKING BY TRAINEE

Ithe nominee of the Govt. of Pakistan against a training facility in the field of hereby declare / undertake that: -

1. I have not applied for any other foreign training and I shall also inform the Govt., if I apply for any training prior to my application for training.
2. I declare that I have not been abroad for training before this application.
3. I shall serve the Government of Pakistan for at least five years after the completion of my training abroad.
4. I shall make myself available to proceed for training as and when required by the aid giving agency and directed by the government
5. I shall conduct myself at all times in a manner compatible with my status as a fellowship holder.
6. I shall devote myself full time to the training program as directed by the supervising agency to the country of training.
7. I shall not hesitate to do any practical work of manual labour which I may be required to do as part of my training.
8. I shall not make any correspondence with foreign authorities except, on routine matters.
9. I shall refrain from engaging in any political commercial or any other activity incompatible with my work program.
10. I shall not seek domicile in the foreign country and shall irately after training.
11. I shall not owe any return to Pakistan immed debt during the training period and shall clear all outstanding bills before leaving the country of training.
12. I shall submit such periodical reports as my be required by the training authority during the period of training and shall submit that authority a final report immediately on completion of training

Dated: _____

Signature of the Nominee _____

(To be witnessed by class I Gazetted Officer)

SPECIMEN

On Stamp Paper of Rs. 30/-

Surety Bond

I..... S/O a nominee Country..... Name of Training for training infromtofor solemnly declare that:

C

1. I shall return to Pakistan after completion of the training and serve the Government of Pakistan / the organization, being served at present, for at least five years.
2. I shall devote myself fully to the training programme as directed by the supervising agency of the country of training.
3. I shall not undertake any contact / correspondence with foreign authorities.
4. I shall refrain from engaging myself in any political, commercial or any other activity incompatible with my work.
5. I shall refrain from engaging in activities of profit or gain and shall observe rules and regulations of the nominating country.
6. If I do not return to Pakistan within one week after the completion of my training authorized period abroad my services may be terminated by the Govt. of Pakistan, in its discretion, without any notice to me.

I the surety,
undertake to pay back full expenditure incurred (to be indicated by Govt. of Pakistan (Economic Affairs Division) on the training of Mr. if the fails to return to Pakistan and report for duty after completing his / her training

Signature of the Nominee

Name

Address

N.I.C No.

Surety:

Name:

Countersigned by the nominating authority

Address:

NIC No.:

REVISED FORM 'T'

1. i) (a) Name, designation and Deptt.

ii) Length of Service

iii) Whether the appointment is adhoc or regular (temporary permanent and if temporary a Certificate should be attached to be effect the candidate on return from abroad will serve the Government of Pakistan for five years.

iv) Grade No. of National Pay Scale.

(b) Service to which belongs.

(c) Domicile.

2. (a) Qualifications.

(b) Age.

3. Field of Training.

4. Country /Programme (in block letters).

5. Duration of training /Seminar etc.

(a) Date of commencement of the course.

(b) Date of submitting the nomination to the donor agency.

6. Qualifications, etc. prescribed for the training if any does the candidate fulfill these qualifications.

7. Is there any foreign exchange liability on the part of Govt. of Pakistan? If so, details thereof may please be furnished.

8. Whether travelling and other expenses would be paid by the donor agency concerned.

9. Has the candidate received training in any of the National Training Institutes (NIPH, PASC. etc.)

10. Has the candidates received any foreign training previously? If so, or attended Seminar /Symposium etc? if so.

(a) Field, Period (with exact date) and country of the training/ seminars/symposium etc.

(b) Justifications for the second training.

11. Has the nomination been approved by the Department Selection Committee and Secretary concerned?

12. Has the nomination been approved by the Establishment Division?

13. Whether facilities for the described training are not available in Pakistan?

14. Relation of the proposed training to any scheme /project in the approved development programme.

15. Full Justification for the propose training / seminar.

16. How the services of the candidate will be utilized on return from training?

17. Whether DIB clearance for the candidates visit abroad has been obtained.

18. Whether nomination papers have been completed according to the standard instruction etc. and surety bond and undertaking furnished?

19. Other Remarks, if any.

Signature & complete official _____

Postal address of nominee.

(Telephone No. _____)

Signature of the Nominating Agency

**(Counter Signature
(atleast a Grade 20 Officer)**

This applies to Officers belonging to cadres controlled by the Establishment Division.

It is certified that:

1) no disciplinary proceedings are pending against the nominee.

2). no further extension would be asked beyond the period to training.

Signature of Nominating Agency