ANNEXURE - I

Capacity Building Programme on Digitalization for the Civil Servants of Sri Lanka at National Centre For Good Governance, Department Of

Administrative Reforms & Public Grievances, India.

Please paste a recent Passport size photo

[21 April – 02 May 2025] APPLICATION FORM

PLEASE FILL IN BLOCK LETTERS

|  |  |
| --- | --- |
| Name (as in Passport) | Mr./Ms. |
| Date of Birth |  |
| Passport No. |  |
| Type of Passport: Ordinary/Official/Diplomatic |  |
| Designation |  |
| Ministry/ Department |  |
| Mobile Number |  |
| E-mail Address |  |
| Previous Courses attended in India funded by the Government of India |  |
| Please attach one-page CV |  |

Signature of the Participant:

Name:

Date:

ANNEXURE – I

# LIST OF GUIDELINES FOR THE PARTICIPANTS

* Participants must ensure that they have appropriate visa for India, valid for the entire duration of the training programme before departure.
* Participants must familiarize themselves with the weather conditions at the place of training and carry appropriate clothing with them.
* Participants are required to conduct themselves with discipline and abide by conduct rules, regulations and guidelines as stipulated by both the Government of Sri Lanka and the Government of India.
* Participants are required to abide by the rules of the to undergo the training programme as well as participate in all training-related activities including submission of periodic assessments/tests conducted by the Institute.
* Participants may be taken on field visits as part of their training curriculum. Participation is mandatory. No requests for any additional private tourism, etc. will be entertained during the programme.
* Participants must ensure that there are no family or official commitments during the training programme. Request for leave during the training programme may not be acceded to by the Government of India. Participants are required to return to their countries upon completion of the training programme.
* Participants are required to complete the training programme. Participants who leave the training programme midway without prior intimation/permission of the NCGG or remain absent from the training programme are required to refund the cost of training including airfare to Government of India.
* Participants must refrain from engaging in any political activity and/or any form of employment for profit or gain while on training.
* Participants must not to carry any arms, ammunition drugs or any other prohibited and illegal items.
* Participants are not allowed to bring along their spouses or families for the duration of the training programme. No such request will be entertained by the Government of India.
* Sponsorship could be canceled at any time due to unsatisfactory conduct, breach of conditions of the Programme, violation of rules of the institute, failure to make satisfactory progress in the training programme or for other sufficient cause as determined by the Government of India.
* Female participants are advised that if they are pregnant, issues related to their pregnancy will not be covered during their training on India.
* If any special assistance is required by a participant during his/her stay in India, it should be intimated to Mission as well as to the NCGG prior to departure for India.
* Participants are expected to be medically fit. The Government of India will cover medical treatment only for ailments of immediate and emergency nature occurring in India. No medical reimbursement will be provided for ailments of chronic nature or for pre- existing medical condition. Participants must carry their medicines for chronic ailments like diabetes, hypertension, etc. and have to bear the expenditure for medicines and consultation of doctors on their own.

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UNDERTAKING BY THE PARTICIPANT

ANNEXURE – I

I, (name, middle name, family name) employed at the (Ministry/Department) as (designation)certify that the information provided by me in this form is true, complete and correct.

I also certify that: -

1. I have read the above-mentioned guidelines and that I am aware of the contents of the training programme and living conditions in India.
2. I have sufficient knowledge of English to participate in the training programme.
3. I am medically fit to participate in the training programme and have submitted a medical certificate from the designated doctor.
4. I have not attended any training programme previously sponsored by Government of India.
5. I have not applied for or am not required to attend any other training programme/course/conference/meeting etc. during the period of the training programme applied for.

Date:

Place:

(SIGNATURE OF THE PARTICIPANT)