**“OFVIS FORM”**

**INFORMATION ON OFFICER’S FOREIGN VISIT**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Ref. No. and Date |  | Earlier Ref. No. and Date |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Name-Last |  | First |  | Middle |  | Date of Birth |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Cadre/Dept/Org. |  | ID. No. (if any) |  | Passport No. |  | Date & Place of Issue |

Present Post, Name of Organization/Ministry

1A. PAST FOREIGN VISIT(S): (for the Past One year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

No. of Visit: **­** , Total Duration: **­**  Years  Month  Days

Country: , Purpose Code , Period:  **.**

(Example: U.S.A-5, 20.02.89-02.03.89)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. |  | 5. |  |
| 2. |  | 6. |  |
| 3. |  | 7. |  |
| 4. |  | 8. |  |

(use extra sheet if required)

1B. CURRENT VISIT(S):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Period |  | Source of Funding \* |  | Total Cost (in Taka) |

Country & Purpose Code\*: (For example U.S.A. 1)

Remarks (if any) :  **.**

2A. PAST FOREIGN EMPLOYMENT:  Years  Month  Days  **.**

Duration Employer(S)

2B. CURRENT FOREIGN EMPLOYMENT: **\_\_\_\_\_\_\_\_\_\_\_\_\_** To **\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Including GOB Posting) Period Designation/Post

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employer |  | Country of Posting Salary Earned (Taka) |
|  |  |  |
| Fund Remitted (Taka) |  | Remittance A/C’s No. with Bank Branch |
|  |  |  |
|  |  |  |
| Date & Place |  | Signature |

\* Purpose Code:

(1) State Discussion. (2) Signing of Agreement etc. (3) Office Inspection.

(4) Commercial Programme. (5) Seminar. (6) Workshop. (7) Study Tour. (8) Training.

(9) Course. (10) Cultural. (11) Sports. (12) Private Visit. (13) Medical Treatment. (14) Others.

Donor Agency/Country, GOB/Org or Loan/Grant

\*\*\* Fill in English & write for not applicable.