

**DEPARTMENT OF PERSONNEL AND TRAINING**  
(CS-I Division)

**Proforma for seeking cadre clearance  
for  
Foreign Training / Domestic Long Term Training  
in respect of CSS officers**

1	Name of the Officer	
2	Common Seniority List (CSL) No.	
3	Date of birth	
4	(a) Present post held	
	(b) Whether Regular/Ad-hoc	
5	Whether completed probation, if applicable (indicate Yes/No)	
6	Details of training for which nominated/ applied  (a) Domestic long term training (b) Foreign training short term (c) Foreign training long term  (Note: upto six months – short term training; six months or more – long term training)	
7	Whether under the Domestic Funding of Foreign Training (DEFT) Scheme of DoPT	

8 Details of proposed training (including domestic long term training)

Period		Country in which training is held	Organisation conducting the training	Topic of the training	Remarks
From	To				

9. Details of foreign trainings already attended

Period		Country in which training held	Organisation conducted the training	Topic of the training	Remarks
From	To				

10	Whether the officer satisfies the eligibility conditions for the training applied for.	
11	Whether the officer is presently holding an ex-cadre post (indicate Yes/No)	
12	Whether any disciplinary case is pending or contemplated against the officer (indicate Yes/No).  If yes, the stage and reasons for recommendations by the cadre.	
13	Information regarding officers in position against the sanctioned strength in the Grade in which the officer is working  (a) Total number of posts in the Grade (b) No. of officers in position in the Grade	

(Signature)

Name :  
Designation & Seal :  
Date :

\* (This should be signed by officer in-charge of Administration in Ministry / Department/ Organization where the officer is working )