

File Reference No:

Date:

PART A: (to be filled in by the individual)

Personal Information of the Civil Servant

Name :
EID :
Position Title :
Position Level :
Division/Department/Ministry/Agencies :

Member to other Board if any :

Within Civil Service Agency		Agency outside of Civil Service (<2)	
Sl. no	Agency Name	Sl. No	Agency Name

Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I shall be held liable for it.

Signature of the applicant

PART B: (to be filled in by Civil Service Agency making the request)

1. Please fill in the details of the Board membership request

1. Name of the Agency/Company :
2. Duration of the membership :
3. Start Date and End Date of Membership :
4. Sitting Fees(please tick): Yes/ No
5. Enclose Offer Letter from the Agency

1. Recommendation from Agency

Recommended by: (mention HRC no. and date)

Name and Signature of :

1) Head of Agency

2) HR Officer, HRD Division, Agency