**OFFICIAL VISIT (OVERSEAS) REPORT**

1. **SECTION 1**

|  |  |
| --- | --- |
| **Title of the Seminar/ Conference /Meeting or Objective of the visit** |  |
| Date  Country |  |
| Name & Designation |  |
| Programme |  |

1. **SECTION TWO**

|  |  |
| --- | --- |
| Background of the Visit/MoU/Seminar/Meeting |  |
| Summary  (what are the things that  have been discussed/  obtained or agreed  upon?)  (what are the things that  MOHE can benefit) |  |
| Follow –up Plan (if any) |  |
| Conclusion |  |

1. **SECTION 3** 
   1. Attachment (Powerpoint presentation note/relevant papers/documents)

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Name:

Designation:

Date: