

PROFORMA FOR NOMINATIONS OUTSIDE STATE TRAINING

1. Name of the course & Functional Area :
2. Name of the Person :
3. Date of Birth and Age :
4. Educational Qualification :
 - (1)
 - (2)
5. Additional Qualification if any, Technical/Management
 - (1)
 - (2)
6. Contact No.s:
 - (1) Phone No. (With STD Code) :
 - (2) Mob. No. :
 - (3) FAX No. (With STD Code) :
 - (4) E mail ID :
7.
 - (1) Office to which the incumbent belongs :
 - (2) Year of Appointment/ Allotment :
 - (3) Present Post :
 - (4) Date from which the present post held :
 - (5) Details of previous posts held :
 - (6) Details of the posts held which are relevant to the course. :
8. Relevance of the course to the candidate :
9. List of training courses attended outside the state

Sl. No.	Dates & Duration of Training	Subject/Title of Training	Name of the Training Institution

10. List of the In-house Trainings attended

Sl.No.	Dates & Duration of Training	Subject/Title of Training	Name of the Training Institution

Note: - Additional information if any other than in the proforma may also be furnished.

Place:

Date :

Signature of the Candidate

Recommendation of the Controlling Officer