

TRAINING REPORT FORM (to be attached with Joining Report Form  
Annexure 9/13) - both LTT & STT

Chief/Sr./HR Officer

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Ref: Letter of Award No:

Date:

I have completed the training as per details below:

1. Course Title :
2. Location (Institute, City, Country) :
3. Commencement Date & Duration :
4. Completion Date :

- I. Describe courses/ subjects covered during the training (please use extra pages if required).
  
- II. Propose how the knowledge and skills gained from the course can be utilised to further improve the effective delivery of services of the Agencies.

Signature and date:

EID No.

Name:

Position Title:

Agency: