

No. PME/IISR/11(04)09

31st October 2016

**CIRCULAR**

As per the decision taken in the HRD & IDC meeting held on 3rd October 2016, a one page report along with copy of certificate has to be submitted to HRD by those employees who are attending the training/workshop. The details are to be submitted within one month of completion of programme in the enclosed proforma.

The employees attending the training programme are also required to present the training report in the ensuing study circle.

(D. Prasath)  
Member Secretary, HRD & IDC

## TRAINING REPORT

1. Name & Designation of the employee	
2. Title of the training/workshop	
3. Name of the organizing institute	
4. Venue	
5. Duration	
6. Brief description about training/workshop:	

I hereby declare that I have entered the above training programme in the ERP system of ICAR.

Name & Signature of employee

Date:

Note: Please enclose copy of training certificate.