Annexure 9/13

Joining Report Upon Completion of Training

Chief/Sr./HR Officer

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Sir/Madam,

As per the Letter of Award ..... dated ....., the undersigned has successfully completed the training and hereby would like to report to the college/OVC on ..... The following documents are attached herewith:

1. Training Report;
2. Feedback Form; and
3. Certificate from the Institute.

Yours faithfully/sincerely,

Signature & date:

Name:

EID No.:

Position Title:

College/OVC:

Annexure 9/14

TRAINING REPORT FORM (to be attached with Joining Report Form)

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 utilized to further improve the effective delivery of services of the college/OVC.

Signature and date:

Name:

Position Title:

College/OVC: