**Training proposal format for HRC’s review**

**Ministry of Labour & Human Resources**

Meeting No./Date:…………………………………………………….

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| ***1.Program details:***  Programme/Course :  Organization/Agency :  Institution/Venue :  Proposed date of start :  Total Duration :  Target agencies :  Number of Participants :  Source of funding :  ***ii. Programme Content****:*   * 1. Objectives of the proposed programme:   2. Expected Outcomes of the programme:   3. Training review date (post training):      1. ***General criteria for Nomination/s:***      2. ***Nomination List:***  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Sl.no** | **Name** | **Designation** | **Organization (Div/ Dept)** | **Specific justifications for nomination** | | 1 |  |  |  |  | | 2 |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  * + 1. ***Programme Cost Details:***  |  |  |  |  | | --- | --- | --- | --- | | Particular | Rate (US&/ Nu) | Amount | Total in Nu. | | Course Fee |  |  |  | | DSA |  |  |  | | Air Ticket |  |  |  | | Total Expenditure | | |  |   **Note**: *DSA Entitlement for transit halts during ex-country travels is as per existing rules.*  vi. Focal person in the Ministry for the group/ training (or group leader):  Prepared by (Signature)  *(Name & Designation)*  *Date:*  Confirmed by (Signature & office Seal):  *(Head of Agency/ Deptt./ Div)* |

**Note: Post training documents include:**

1. Joining letter,
2. Training report,
3. Feedback form, duly completed & signed,
4. Certificate from the training institute.
5. Outcome of the meeting (for meetings/ workshop etc)