**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)