

**PROFORMA FOR TRAINING REQUEST OF DC (MSME) OFFICERS for IN-COUNTRY TRAINING
(2011-12)**

1.1	Name							
1.2	Designation (Trade)							
1.3	Place of Posting/ Contact No.							
2	Category (SC/ ST/ Others)							
3	Scale of Pay / Present Basic Pay & Grade Pay							
4	Educational Qualifications							
5	Date of Birth							
6.1	Date of Entry in MSME with Grade							
6.2	Date of appointment in the present grade							
7	Brief Description of assigned duties							
8	In-Country Training undergone during last three years							
Sl. No.	Subject of training	Date (S) & Duration	Name of the training institute	Sponsored by Hqrs. / Director MSME-Di/ TC/ TS	Feed back on training			
8.1								
8.2								
8.3								
9	Details of In-Country Training request for the year 2011-12 (in order of preference)							
Sl. No.	Name of the training programme & venue	Name & Address of Training institute	Date & Duration of Training programme	Course Fees payable	TA/ DA involved (Approx)	Reason for Selection of Training Programme	How training programme will be used in your job	Remarks
9.1								
9.2								
9.3								

(If the space is not sufficient, the above details of request may be submitted in a separate sheet in the said Performa, mentioning the same in the remarks column in this page)

Signature of the Officer

**Signature of Head of the Institute/ Division
with Seal**

Note: Head of the Institute / Division should ensure that form is complete in all respect.