



# भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर Indian Institute of Technology Bhubaneswar

## Application for Participation in Training Programme

1.	Name & Employee Code	
2.	Designation & Section	
3.	Date of Joining IIT Bhubaneswar	
4.	Current Pay level and Pay	Rs. _____ Pay Level _____

5. Educational & Professional Qualification possessed (Graduation onwards)			
Sl.	Year of passing	Name of the Degree	Name of the Institution

6. Training/Workshop attended so far:				
Sl.	Name of the Course	Duration	Year	Name of the Institution

7. Details of the Training/Workshop proposed to attend. Attach complete brochure of the course highlighting the below mentioned points mentioned in the brochure:							
Name of the Course	From	To	Name of the Institution	Details of Course Fee & payable to whom	Eligibility for pursuing the course	Mode (online / off line)	Venue for the Course

8. Outcomes of the Training/Workshop proposed to be attended:	
How the proposed Course will benefit you in discharging your assigned responsibilities efficiently?	How the Institute will benefit from you by permitting you to undergo the proposed Course?

9.	Details of estimated Financial support required from the Institute (if any): (a) Course fee (If any) : Rs. _____ (b) Estimated TA/DA (if any) : Rs. _____ (as per entitlement) (c) Others (if any) : Rs. _____ (d) Total : Rs. _____ (Rupees _____ only)
10.	Amount of Advance required (if any) : Rs. _____ (Rupees _____ only)
11.	Period of Absence from Headquarters: From: _____ (AM / PM) To: _____ (AM / PM) Duration: _____ Days. (ODT to be applied through ERP for record)

I hereby undertake that on completion of Training, proof of attending the training program/copy of Participation Certificate along with Joining Report are to be submitted to Establishment section for updation of records and I will conduct a session for the concerned employees to disseminate the important takeaways from the aforesaid training programme.

Date:

**Signature of the employee**

**HoD's Recommendations/Remarks:**

**Signature of HoD**

Date:

**(For the Use of Establishment Section)**

The particulars given by the applicant have been verified and found correct \_\_\_\_\_ / incorrect \_\_\_\_\_.  
If incorrect, mention the deviations \_\_\_\_\_.

Jr. Asst.(Estt.)/ Jr. Supt.(Estt.)

AR/DR (Estt.)

**Recommended / Not Recommended**

**Registrar**

Date:

**Approved / Not Approved**

**Director**

Date:

**Forwarded to Establishment Section for further necessary action.**

**Approval process flow:**

Applicant  $\rightleftarrows$  HoD  $\rightleftarrows$  Establishment Section  $\rightleftarrows$  Registrar  $\rightleftarrows$  Director  $\rightleftarrows$  Establishment Section  $\rightleftarrows$  F&A section & concerned employee