

Western Coalfields Limited

(A Miniratna Cat-1 Govt. of India Undertaking)

CIN : U10100MH1975GOI018626
Website : www.westerncoal.gov.in**Human Resource Development Deptt.**

An ISO 9001:2008 Certified

"Under Jurisdiction of Nagpur Court Only"

**वेस्टर्न कोलफील्ड्स लिमिटेड**

(भारत सरकार का मिनिरात श्रे.-1 सार्वजनिक उपक्रम)

सीआईएन : U10100MH1975GOI018626

मानव संसाधन विकास विभाग

ISO 9001:2008 प्रमाणित

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Tele-fax : 0712-2510869

APPLICATION for TRAINING ON REQUEST**A EMPLOYEE'S INFORMATIONS**

- a NAME OF THE EMPLOYEE
- b DESIGNATION
- c GRADE
- d EIS / NEIS
- e CONTACT NUMBER
- f e-mail ADDRESS
- g PLACE OF POSTING (UNIT & AREA)
- h DEALING AREA

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B REQUESTED FOR**TRAINING / SEMINAR / SYMPOSIUM / WORKSHOP**

(i) TOPIC

(ii) ORGANISER

(iii) VENUE

(iv) DURATION

(v) COURSE FEE

Rs.

(RESI. / NON RESI.)

RELEVANCE OF REQUESTED TRAINING
WITH YOUR JOB PROFILE**C LAST TRAINING ATTENDED**

(i) TOPIC

(ii) ORGANISER

(iii) VENUE

(iv) DURATION

SIGNATURE OF EMPLOYEE

D RECOMMENDATIONS FOR FORWARDING "TRAINING ON REQUEST"

SEAL & SIGN OF FINAL FORWARDING AUTHORITY

FOR OFFICE USE ONLY

TRAINING HISTORY OF THE EMPLOYEE

| | TOPIC | STRT DT | TO | ORGANISER | VENUE |
|---|-------|---------|-------|-----------|-------|
| 1 | ----- | ----- | ----- | ----- | ----- |
| 2 | ----- | ----- | ----- | ----- | ----- |
| 3 | ----- | ----- | ----- | ----- | ----- |

COMMENTS / RECOMMENDATION