

**Outside Training Form (Updated on 05.01.2021)**

***(In case of online filling, press Ctrl+S to save and no need to sign)***

**Sections 1- To be initiated by HR Department:**

Date: .....

Employee's Name: ..... Designation: .....

Program: ..... Amount: .....

Remark (if any): .....

- Please forward this form to Section 2.

**Section 2- HR Head:**

Approved                      Disapproved

Name: ..... Signature: ..... Date: .....

Remark (if any): .....

- If disapproved then send it back to Head-HR.
- If approved then forward it to Section 3.

**Section 3- Accounts Department:**

- Transfer the approved amount in Training Organization's bank account.
- Intimate the Head-HR regarding payment transfer with proof.

Name: ..... Designation: .....

Signature: ..... Date: .....

Remark (if any): .....

- Please forward this form to Section 4.

**Section 4- HR Senior Executive:**

- Check at Training Organizations about the payment and inform them about the staff coming for Program.
- Inform the employee to start the course.

Name: ..... Signature: ..... Date: .....

- File this form in employee record.

----- **End of Form** -----