

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 Head – HR:

Date:
Employee's Name: Designation:
Program: Amount:
Remark (if any):

- Please forward this form to Section 2.

Section 2- Management (MD/JMD):

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 Scientology 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- Head – HR:

- Check at Scientology 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 -----

