

Training proposal format for HRC's review
National Environment Commission Secretariat (NECS)

Meeting No./Date:.....

1. Program details:

Programme/Course :
Organization/Agency :
Institution/Venue :
Proposed date of start :
Total Duration :
Target agencies :
Number of Participants :
Source of funding :

ii. Programme Content:

- a. Objectives of the proposed programme:
- b. Expected Outcomes of the programme:
- c. Training review date (post training):

i. General criteria for Nomination/s:

- 1.
- 2.
- 3.
- 4.

ii. Nomination List:

Sl.no	Name	Designation	Organization (Div/ Dept)	Specific justifications for nomination
1				
2				

iii. Programme Cost Details:

Particular	Rate (US\$/ Nu)	Amount	Total in Nu.
Course Fee			
DSA			
Air Ticket			
Total Expenditure			

Note: DSA Entitlement for transit halts during ex-country travels is as per existing rules.

vi. Focal person in the Ministry for the group/ training (or group leader):

Prepared by (Signature)
(Name & Designation)
Date:

Confirmed by (Signature & office Seal):
(Head of Agency/ Deptt./ Div)

Note: Post training documents include:

- i. Joining letter,
- ii. Training report,
- iii. Feedback form, duly completed & signed,
- iv. Certificate from the training institute.
- v. Outcome of the meeting (for meetings/ workshop etc)