1. All officials/ staff of RUSA Assam will apply for that course to the Mission Director in the following format :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name & designation of the applicant** | **Name of the course** | **Duration and Dates** | **Name of the training institute** | **Whether received the same training earlier (Yes/No)** | **How the training will improve your job performance (with detail justification)** | **Approval of Mission Director (Approved/ Not approved** |
|  |  |  |  | **If Yes when** | **How it has benefited your service performance (in detail)** |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Within a month of receiving a particular training the official/ staff will submit a report to Mission Director RUSA Assam on improvement on his job performance in the following format:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Official/ staff** | **Training Course** | **Duration and dates** | **Training Institute** | **How the training has benefited in improvement of your job performance** |
|  |  |  |  |  |
|  |  |  |  |  |