



བསྐྱོན་གྱིས་ལྷན་ཁག། མི་སྣོབས་ལས་ཚན།

HUMAN RESOURCE SERVICES
MINISTRY OF ECONOMIC AFFAIRS
Thimphu



NOMINATION & APPROVAL FORM FOR LONG TERM TRAINING

Date:.....

I. DETAILS OF THE NOMINEE:

1. Name:.....EID No.....
2. Position Title:.....Qualification.....
3. Department/Division:.....
4. Email:.....Phone(O).....Fax.....

II. DETAILS OF THE LONG TERM TRAINING:

1. Title of the Training:.....
2. Commencement dateDuration.....
3. Venue (Institute).....City.....Country.....
4. Funding Agency(s):.....
5. Planned (YES/NO) (Slot No. if planned).....

III. NOMINATED BY:

1. Name:.....
2. Position Title:.....
3. Department/Division:.....

IV. PRESENT JOB DESCRIPTION OF THE NOMINEE:

- 1.
- 2.
- 3.

V. RELEVANCE TO THE NOMINEE: (The nominating authority shall be held accountable for the relevance of the training to the nominee, in case of discrepancies)

- 1)
- 2)
- 3)



བསྐྱོན་གྱིས་ལྷན་ཁག། མི་སྤྱོད་ལས་འཛན།

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VI. Documents to be submitted in Original Copies:

1. Security Clearance Certificate: YES / NO
2. Audit Clearance Certificate: YES / NO
3. Copy of Citizenship Identity Card YES / NO

VII. Details of past trainings for the last two years (Including Meeting/Seminars/Study tours/Workshop/Certificate/Diploma/ Bachelors/PG Certificate/Diploma/Masters/PhD)

Course Title	Institute & Location	Date	Duration	Funding Agency
i				
ii				
iii				
iv				

I, hereby certify that above information is correct and, I understand that I am liable for disciplinary actions by the appropriate authorities in the event that they find the above information incomplete or incorrect.

(Signature of the nominee)

APPROVAL FROM HR COMMITTEE MEMBERS:

1. **Director General**
Dept. of Energy

2. **Director General**
DGM



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MINISTRY OF ECONOMIC AFFAIRS**
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3. Director
Dept. of Industry

4. Director
IPD

5. Director
Dept. of Trade

6. Chief Admin. Officer
AFD

7. Chief Planning Officer
PPD

8. Chief HR Officer
HRS

APPROVAL:

**Hon'ble Secretary,
Ministry of Economic Affairs**
