



**འཇམ་ལོ་རྒྱུད་ལྷན་ཁག་གི་**  
**HUMAN RESOURCE SERVICES**  
**MINISTRY OF ECONOMIC AFFAIRS**  
**Thimphu**



**NOMINATION & APPROVAL FORM - SHORT TERM INFORMAL TRAINING**

**(Meetings, Conferences, Seminars, Symposiums)**

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 SHORT TERM INFORMAL TRAINING:**

1. Title:.....
2. Commencement Date ..... Duration.....
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. 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) .....

.....

**Signature (Nominating Authority)**



**IXG<sup>\*</sup>h,Zd,wj< - vR ab vd**  
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**VI. Documents to be submitted**

1. Security Clearance Certificate:.....Dated.....
2. Audit Clearance Certificate:.....Dated.....
3. Citizenship ID No(copy enclosed):.....

(Note: If you have submitted the original copies to the HRS, then you need not submit it again)

**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				
v.				

*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)**

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**VERIFIED BY:**

Signature:  
Head of the Department/Division:

Signature  
HRO (Concerned Dept.)

**APPROVING AUTHORITY:**

**(Hon'ble Secretary)**  
**Ministry of Economic Affairs**