

RDRS Bangladesh

Staff Development/ Training Request Form

Name of E Code of employee:			
Job Title:	Date of joining:	At this grade/ position since:	
Sector/ Unit:		Duty Station:	
Training Received (✓/ ✗): In-house <input type="checkbox"/> In country <input type="checkbox"/> Abroad <input type="checkbox"/>			
Abroad Certificate/ Diploma/ Degree obtained (most recent)*	Duration (from-to)	Place	Country
1			
2			
3			
4			
In country Conference/ Workshop/ Seminar attended (most recent)*			
1			
2			
3			
4			
RECOMMENDATION FOR STAFF DEVELOPMENT/ TRAINING*			
Name of the Institution/ School	Name of the Programme	Duration	Certificate/ Diploma/ Degree
		From:	
		To:	
Approximate cost involved: US\$/ £/ €/Rs./ Tk.			
Scope and potential for further skill development in following fields (please justify keeping in mind the organizational objectives):			
Possible source of funding (✓/ ✗): Core <input type="checkbox"/> BLP <input type="checkbox"/> Scholarship <input type="checkbox"/> Others <input type="checkbox"/>			
Bond to be signed for rendering continuous service RDRS Bangladesh, on return.	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, for.....yrs..... months.....days		
<u>APPROVAL</u>			
Sector/ Unit Head	Finance	Respective Director/ Head	Executive Director
Review/ Comments of HRM			