

Date:

To,
The Principal,
Government Engineering College,
Valsad.

Subject: Application to attend Short term training program.

Respected Sir,

I would like to attend the training program as per the details given below.

Name of Faculty : _____

Designation & Department : _____

Title of Training Program : _____

Duration of training : (a) From _____ to _____ (___ Week)
(b) Training taken till date _____ Weeks

Purpose of training : _____
(3 Sentences) _____

Expected outcome of training: _____
(2 Sentences) _____

Kindly permit me to attend the above said training and grant on-duty leave for the same.

Signature of Faculty:

Recommendation of Head : _____

Alt. arrangement done : _____

Signature of Head of department

Permitted/Not Permitted

Signature of Principal