



IN-SERVICE TRAINING FORM

(Note: All sections in this form are compulsory)

I. Particulars of Candidate:

- a. Name :
- b. Employee ID No. :
- c. Position Title and Level :
- d. Citizenship ID No. :
- e. Date of Birth (dd/mm/yyyy) :
- f. Agency & Work Location :
- g. Contact No. :
- h. Permanent Address :
- i. Quote Reference No. & Date of :
 - i. Security Clearance Certificate :
 - ii. Audit Clearance Certificate :
 - iii. Medical Fitness Certificate :
- j. Qualification :
- k. Date of Initial Appointment :
- l. Present Job Description
 - 1
 - 2
 - 3

II. Details of Training

- a. Planned (quote slot number)/Ad hoc :
 - b. Course Title :
 - c. Institute/City/Country :
 - d. Commencement Date and Duration
 - e. Training Category :short orlong
 - f. Source of funding
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ཀེསར་རྒྱལ་པོ་གསོའི་གསུལ་ལག་སློབ་ལྟེ་

Khesar Gyalpo University of Medical Sciences of Bhutan
Royal Government of Bhutan
Thimphu: Bhutan



III. Details of all Past Professional Training (formal and informal). (if the space provided is not sufficient, use a separate sheet). Please start with the last Training.

Course Title	Institute/City / Country	Start Date (dd/mm/yyyy)	Duration (months)	Source of Funding

I, hereby certify that the above information is correct to the best of my knowledge. I understand that I am liable to be subjected to disciplinary actions by appropriate authorities in the event that they find the above information incomplete and/or incorrect.

Date: (Signature of the Candidate)

Official use only

IV. Approval of the HR Committee (attach copy.)



གཤམ་རྒྱལ་པོ་གསོ་རིག་གཞུག་ལག་སློབ་མེ།
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V. Verification: The officials countersigning this form shall be accountable and liable for disciplinary action in case information provided is incomplete and/or incorrect.

Signature

Name of HR Officer

Date:

Department/Division

Signature

Name & Position Title

Seal of the Head of

Date:

Signature

Name & Position Title

Seal of the Head of

Agency Date:

** For in-country short-term Training, candidates are not required to produce the documents.*

For ex-country short-term Trainings, the original documents are to be retained with Agencies.

For long-term Trainings, original documents and a copy of Citizenship Identity Card are to be submitted to the University.