

## Guidelines for the Nomination Process

- Nomination form to be duly filled and submitted to Training Co-ordinator by 19<sup>th</sup> July 2011
- The employees of cadres [CE, SE, EE, AE, JE, Sr. AO, AO, OA Grade I & II, ALM, LM,LH, TA] should nominate to at least one training programme as per the training calendar
- Training details for all the remaining cadre employee shall be published later on Company's website
- The list of confirmed participants for the training programme shall be uploaded on Company's Website by 26<sup>th</sup> July 2011
- Once confirmed the participants should attend the training. No exclusions shall be entertained
- The dates for each external training programmes shall be published and communicated before one month of commencement of such training
- Every participant is expected to consult the respective training co-ordinator before 15 days of the date of training programme for venue and location details