CB/TRU/FOR – ${year} - ${month} Date: ${today}

Chairman

General Manager

Cop. AGM (Consultancy)

Cop. AGM (EPC)

**${program\_title}**

The above-mentioned program which was notified by the ${notified\_by} via letter to the Bureau initiated by Department of External Resources, dated on ${start\_date} is scheduled to be held for the year ${start\_date\_year}.

As per the instructions given by the CECB Management, relevant AGMs were informed to send their nominations and the name of the applied candidate is attached herewith for your approval.

Eng. L C K Karunaratne

Training Manager

**${program\_title}**

* Duration of the Course : - ${duration}
* Name of the Institute : - ${organised\_by\_id}
* Target group of applicants : - ${target\_group}
* No. of nominations : - ${employee\_count}

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Name, Designation & Grade of the officer** | **Date of Joined (CECB)** | **Date of appointment**  **(Permanent)** | **Experience in CECB**  (as per ${today}) | **Recommendation** | **Remarks on relevancy to the program** | **Details of**  **Foreign Trainings participated** | **Details of Foreign Field visits** |
| ${no} | ${name}  ${designation}  ${grade} | ${joined\_date} | ${appointment\_date} | ${experience} | ${recommendation} |  | ${foreign\_training\_details} | ${foreign\_training\_visit\_details} |

Comments:

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Chairman General Manger Corp. AGM (Consultancy) Corp. AGM (EPC) Training Manager