CB/TRU/FOR – 2019 - ${month} Date:${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}

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **${col\_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#1} | ${name#1}  ${designation#1}  ${grade#1} | ${joined\_date#1} | ${appointment\_date#1} | ${experience#1} | ${recommendation#1} |  | ${foreign\_training\_details#1} | ${foreign\_training\_visit\_details#1} |
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| ${no#94} | ${name#94}  ${designation#94}  ${grade#94} | ${joined\_date#94} | ${appointment\_date#94} | ${experience#94} | ${recommendation#94} |  | ${foreign\_training\_details#94} | ${foreign\_training\_visit\_details#94} |
| ${no#95} | ${name#95}  ${designation#95}  ${grade#95} | ${joined\_date#95} | ${appointment\_date#95} | ${experience#95} | ${recommendation#95} |  | ${foreign\_training\_details#95} | ${foreign\_training\_visit\_details#95} |
| ${no#96} | ${name#96}  ${designation#96}  ${grade#96} | ${joined\_date#96} | ${appointment\_date#96} | ${experience#96} | ${recommendation#96} |  | ${foreign\_training\_details#96} | ${foreign\_training\_visit\_details#96} |
| ${no#97} | ${name#97}  ${designation#97}  ${grade#97} | ${joined\_date#97} | ${appointment\_date#97} | ${experience#97} | ${recommendation#97} |  | ${foreign\_training\_details#97} | ${foreign\_training\_visit\_details#97} |
| ${no#98} | ${name#98}  ${designation#98}  ${grade#98} | ${joined\_date#98} | ${appointment\_date#98} | ${experience#98} | ${recommendation#98} |  | ${foreign\_training\_details#98} | ${foreign\_training\_visit\_details#98} |
| ${no#99} | ${name#99}  ${designation#99}  ${grade#99} | ${joined\_date#99} | ${appointment\_date#99} | ${experience#99} | ${recommendation#99} |  | ${foreign\_training\_details#99} | ${foreign\_training\_visit\_details#99} |
| ${no#100} | ${name#100}  ${designation#100}  ${grade#100} | ${joined\_date#100} | ${appointment\_date#100} | ${experience#100} | ${recommendation#100} |  | ${foreign\_training\_details#100} | ${foreign\_training\_visit\_details#100} |

Comments:

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