

ATTENDANCE SHEETDATE:     /     /                   TIME:   TO  
VENUE:   SUBJECT OF TRAINING / MEETING : TRAINING/MEETING CONDUCTED BY:  
NO.EMPLOYEECARD NO.NAME OF NO.EMPLOYEECARD NO.NAME OF  
EMPLOYEEDEPARTMENTSIGNATUREPrepared byAsst. MRApproved byHODIssued by  
Management Representative { MR }Status