

## APPLICATION FOR TRAINING

SECTION A : Particulars of Course/ Training						
Name of Participant(s): _____						
Types of Training: _____ Courses/ Seminar/ Workshop/ Conference/ Talk/ Briefing/Congress						
Date: _____						
Venue: _____						
Benefits of Training: _____						
Training Record (Current Year) :						
SECTION B : Recommendation by Head of Section						
The request is Supported/ Not Supported with the following reason :						
_____				_____		
<b>Signature</b>				<b>Date</b>		
SECTION C : Financial Implications (To be filled by HR Unit)						
No. of participant(s): _____				<b>Total</b>	<b>Training Fund Available</b>	<b>Balance of Fund</b>
<b>Training Expenses</b>						
<b>Fees</b>	<b>Airfare</b>	<b>Accommodation</b>	<b>Others</b>			
RM	RM	RM	RM	RM	RM	RM
_____				_____		
<b>Signature</b>				<b>Date</b>		
SECTION D : Approval by Controller of Environmental Quality						
I agree/disagree with the above training application.						
_____				_____		
<b>Controller of Environmental Quality</b> <b>Sarawak</b>				<b>Date</b>		
SECTION E : Follow-up Action by HR Unit/ Finance Unit						
<input type="checkbox"/>	Register the participant(s) - PT (HR)					
<input type="checkbox"/>	Do not register the participant(s) For Filling - PT (HR)					
<input type="checkbox"/>	Booking of hotel and transportation - PT(Kew)(Claim)					
<input type="checkbox"/>	Issuance of service order for registration of participant(s) - PT(Kew)(Purchase)					
_____		_____			_____	
<b>Name</b>		<b>Signature</b>			<b>Date</b>	