

PROCEDURE TO BE FOLLOWED FOR ANY TRAINING MATTER

BY YOU AS A TRAINEE (ELECTRICAL ENGG:).

- 1) Obtain (empty) Form. No 1/IET (E) – IT which is generally kept at the front security office.
- 2) Fill the same on both side completely.
- 3) Get the signature of OIC – security office & put the signature “IN” on the daily attendance sheet provided at security office.
- 4) Submit the duly completed complaint form to HOD (E) - IT & put the signature “ IN” on Daily Attendance Register provided at HOD (E) - IT office too.
- 5) Submit your completed “Daily Diary” & “Training matter file” to HOD (E) - IT.
- 6) Obtain the receipt issued by HOD (E) - IT to collect the document you wish to obtain. (You can temporary stay at IET canteen or library until your turn will come)
- 7) At the specified time given to you, please be present at HOD (E) - IT office.
- 8) Obtain your letter & other documents, if any.
- 9) Confirm your data whether it is exactly written in your document/s.
- 10) Put HOD (E) signature & get the rubber stamp of HOD (E) - IT. Obtain necessary copies for you with envelops.
- 11) Collect other documents such as Contract forms (four copies) & “Training schedule” specially for BIT trainees, if requires.
- 12) Your feedback written in the receipt note itself should be submitted to HOD (E) - IT for office use.
- 13) Be sign off in the Daily Attendance Register provided at HOD (E) - IT office.
- 14) Put your signature & time at departure (out) in the same register, you have signed “IN” at the security office too.

- Thanks -

Signed by M.W. Weeraratne - HOD (E) – IT