# PROFORMA FOR FEED BACK REPORT ON IN-COUNTRY TRAINING

## (Please tick the appropriate boxes wherever applicable)

### (2011-12)

**Training Sponsored by:**
- Headquarters
- Director, MSME-DI/ TC/ TS

### Details of Officer (Trainee) & Training

1.1 Name of the Officer (Trainee): 
1.2 Designation (with Trade): 
1.3 Place of Posting: 
1.4 Name of the Training Institute: 
1.5 Title of the Training attended: 
1.6 Date & Duration of the Training: 
1.7 Venue of the Training: 

### Feed Back on Training Programme

2.1 A Brief note on Training Programme attended: 

2.2 Expenditure Incurred* towards TA/DA: 
2.3 Length of the Training: Short ☐ Adequate ☐ Long ☐ Very Long ☐ 
2.4 Quality of the Training: Poor ☐ Satisfactory ☐ Good ☐ Very Good ☐ 
2.5 Usefulness of the Training to Present Job requirements: Not Useful ☐ Useful ☐ Very Useful ☐ Extremely Useful ☐ 
2.6 Usefulness of the Training to Future Job requirements: Not Useful ☐ Useful ☐ Very Useful ☐ Extremely Useful ☐ 
2.7 Course Material: Not Relevant ☐ Relevant ☐ Extremely Relevant ☐ 
2.8 Presentation: Poor ☐ Good ☐ Very Good ☐ Extremely Good ☐ 
2.9 Faculty: Average ☐ Experienced ☐ Very Exp. ☐ Extremely Exp. ☐ 
3.0 Level of Officers Who should be sent for this training (may tick more than one box): Inv ☐ AD ☐ DD ☐ Director ☐ JDC & ADC ☐ 
4.0 Discipline(s) of Officer to be sent: 

* (Actual/ Tentative Information must be submitted along with this report)

**Date:**

**Signature of the Officer (Trainee):**