

**CHECKLIST FOR ATTENDING
ORIENTATION COURSE / REFRESHER COURSES BY LECTURER**

1. Name & Designation :
2. Date of Birth :
3. Academic Qualification :
4. Service Particulars of Lecturer :
- From To
- From To
5. Date of conferment of senior Scale, :
if any with G.O. No. and date of sanction
(Enclose copy)
6. Details of Refresher & Orientation Course:
attended previously (Furnish name of the
Course, Period, Institution)
7. When will be the next Career Advancement :
due fall on
8. Name of the Course : Orientation / Refresher Course
9. Period of Course : From To
10. Name of the Conducting University / :
Institution
11. No. of Refresher / Orientation Course :
required for career advancement
12. Whether alternative arrangements :
will be made to handle the classes
13. Whether all the seniors to the applicants have :
been offered opportunities to attend such course
14. Recommendation of the Director / Principal : Recommended / Not Recommended
15. Any other remarks if any

Signature of the Principal

Enclosures needed: