

## **Training Circular No. 1 of 2003**

**No.3-TR(52)/2002**

**Dated: January 6, 2003**

**Sub: Proforma "A" & Proforma "B"**

Proforma A and proforma B are returns used by workshops and training Institutes to indicate the number of candidates who are being admitted to the course. This practice is in existence for the last 20 years or so and is both a check and facility for Issuance of CDC and Certificate.

Proforma A should carry the tentative list of candidates along with supporting documents to verify the qualification, mark, age and other eligibility criteria and is to be sent to the Asstt. Director General of Shipping (Training) one month before commencement of course. Proforma B should consists of the final list and is to be sent to the Asstt. Director General of Shipping (Training) within two weeks of commencement of course. Approval of Proforma A and Proforma B is considered manadatory for any candidate's legitimate completion of training relating to Engineering courses.

It has been observed that many institutes and workshops are not sending Proforma A and B on time or are sending incomplete information and without proper documents to verify