



CENTRAL POLLUTION CONTROL BOARD
Parivesh Bhawan, East Arjun Nagar, Delhi-110 032
Central Laboratory

TRAINING NEED IDENTIFICATION

Duration of Training	Days	Probable Month / Year of Training:	
Name of the Official		Designation:	
Qualification		Laboratory Name:	
Total Experience		Experience in Present Position:	
Reporting To (Name of Officer with Designation):			
Nature of present Job			
Previous Trainings Attended during last three years			

(A) Technical (Lab. officials/Scientists)

S. No.	Topic(s)	Suggested Institute	Reason(s) for Training	Benefit(s) from Training To Organization
1.				
2.				

(B) General (Non-Technical, i.e. DEO, Attendant / Field Attendant)

S. No.	Topic(s)	Reason(s) for Training	Benefit(s) from Training To Organization
1.			

Sign. of the Employee

Reporting Officer

Incharge Laboratory

To

Quality Manager / In-charge, ETU – for organizing Training and required necessary action please.

Central Pollution Control Board, Delhi				
DOC: CB/CL/5.2	Issue No. 01	Issue Date: 30/06/2014	Amend No.:	Amend Date:
Prepared & Recommended by: Dr. C. S. Sharma, Technical Manager Dr. S. K. Tyagi, Scientist D & Quality Manager			Approved by: Technical Manager	Issued By: Quality Manager



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TRAINING EVALUATION / ASSESSMENT

Name of the Training (Attach copy of Certificate)			
Name of Institute / Organization where training has been imparted			
Duration of Training	Days	Dates of Training	
Name of the Official		Designation:	
Qualification		Laboratory Name	
Nature of Training	1.	Related to Sampling / Analysis/ Testing of	
	2.	Related to calibration / QA/QC	
	3.	Operation & Maintenance of instruments / equipment / Cleanliness & Maintaining lab ware & equipment	
	4.	Related to Data Management	
	5.	Related to Uncertainty / PT / Internal Auditing	
	6.	ISO 17025 / IS 18001 / ISO 9001 / Lead Assessor	
	7.	Related to Lab. Management	
	8.	Prediction / Modeling / AQI	
	9.	Impact Assessment	
	10.	Other Induction Training /Refreshers training/	
	11.	Other training	
	12.		

Training(s) Evaluation / Assessment

S. No.	Method of Evaluation / Assessment	Total Marks (10)	Marks Obtained	Assessed by	Remarks of Reporting Officer
1.	Presentation by Trainee				
2.	Questionnaire based Test				
3.	Lab. based Skill Test, if applicable				
4.	Performance Evaluation by concerned Training Institute, if any				

Reporting Officer

Incharge Laboratory

To

Quality Manager

- For record please.

Central Pollution Control Board, Delhi				
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