

# TOOL ROOM & TRAINING CENTER, GUWAHATI

## Registration Form for Short Term Training Course

1. Name in full (Block Letter) : .....
2. Present Address : .....
- Pin code.....phone no .....
3. Name of the Course : .....
4. Commencement of Course : .....Duration .....
5. Course Fees : Rs. ....
- Less Discount (if any) : Rs. ....
- Net Course fees : Rs. ....

### Rule and Regulation for Short Term Training Course

1. Prescribed Registration Form must be filled up, signed & submitted by the applicant with 2 copies of passport size photographs.
2. Course Fees once deposited for any short term training course will not refunded even if
  - i) Applicant does not joint the training course.
  - ii) Applicant discontinues during any training course.
3. Applicant should be attend the training course in time fixed by TRTC, Guwahati.
4. Applicant should maintain strict discipline during his/her stay in the TRTC, Guwahati.
5. Holidays will be as per TRTC holiday list & the specific holidays for specific course.
6. For any clarification on any matter (other then the training course) applicant should report to the project Manager/Deputy Manager.
7. TRTC, Guwahati reserve the right to terminate any trainee during training course for any acts of the trainee, which may cause damage to TRTC `s image.
8. TRTC, Guwahati has the right to introduce New Rules or modify/amend the existing rules at any time, which are to followed by the trainees.

I have studied the above stated Rules & Regulation of TRTC, Guwahati and do hereby confirm that I shall abide by the Rules & Regulation prescribed by TRTC, Guwahati.

Date :

(Signature of candidate)

### **For Office Use**

Enrolment No : ..... Course completion date : .....

Net course fees : Rs .....

Received vide Cash/DD the following amount from the trainee :

SI. No.	Purpose	Amount	Cash/DD no.	MR. No. &date .	Signature of Course Coordinator
01	Booking Amount				
02	1 <sup>st</sup> Instalment				
03	2 <sup>nd</sup> Instalment				
04	3 <sup>rd</sup> instalment				
05	4 <sup>th</sup> instalment				