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| --- | --- | --- | --- | --- | --- | --- |
| **……… GRAM PANCHAYAT**  **………..DISTRICT** | | | | | **Ref: ISO 9001: 2015**  **Doc. ISO/TR/01** | |
| **TRAINING NEED ANALYSIS** | | | | | | |
| **SL No.** | **Name & Phone No.** | **Designation** | **Section Handling** | | | **Training needed** |
|  | Anu P | Accountant | A1- Accounts | | | Office Management |
|  | Siju K | Senior Clerk | A2- Pensions | | | Right to service Act 2012 |
|  |  | Clerk | A3- Building Permit & Numbering | | | Record Management |
|  |  | Clerk | A3- Building Permit & Numbering | | | E Gramaswaraj Portal, RTI 2005 |
|  |  | Clerk | A4- Civil Registration | | | ISO Induction Training |
|  |  |  |  | | |  |
|  |  |  |  | | |  |
| **Prepared by:** | | | | **Approved by:** | | |