



University of Management & Technology

Training Requisition Form		
Name: _____	Emp Code : _____	
Designation: _____	School/Inst/Office: _____	
DOJ: _____		
Training Program Detail:		
Training Workshop Title: _____		
Name of Training Organization: _____ Date of Training: _____		
Venue / Location of Training: _____ Training Fee: _____		
Brief Trainer's Profile: _____		
<i>(Please attach training brochure)</i>		
Major Contents of the Training Workshop:		
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
This Training Workshop will be adding value in my Competencies / Skills Set related to:		
Knowledge	Skill(s)	Behavior
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
After this Training Workshop I will be able to contribute to my Department / Organization:		
1. _____		
2. _____		
3. _____		
4. _____		
Please mention the last three trainings received through UMT Inhouse <input type="checkbox"/> External <input type="checkbox"/>		
1. Training Name: _____ Organizing Body: _____		
Location of Training: _____ Date of Training: _____		

2. Training Name: _____ Organizing Body: _____		
Location of Training: _____ Date of Training: _____		

3. Training Name: _____ Organizing Body: _____		
Location of Training: _____ Date of Training: _____		

Signature of the Applicant:	Comments / Approval of HOD / Domain Head:	
Comments by T&D	Comments / Approval of Director OPD	
Note: Approval from worthy rector is required for Training fees having amount equal to or greater than PKR 50,000.		