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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:** |