

(In the Letter Head of the Company)

Date:

Information provided to CLE for sharing with Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, Government of India

**SKILL UPGRADATION OF EXISTING WORKFORCE IN SHOP FLOOR  
TRAINING REQUIREMENTS  
under HRD Scheme of IFLADP 2017-2020**

Name of the company	
Name of the Proprietor / CEO / Director	
E mail:	
Mobile:	

Product Segment:	
Number of employees to be trained	
Their existing Job Roles	
Type of skill upgradation training to be given (mention details from curriculum perspective)	
Location of the Factory in which manpower would be trained	1. Address: Name of Factory Manager / competent authority: Designation: Email: Mobile Phone:  2. 3.

Signature  
Name of the Authorised Signatory:  
Designation:  
Mobile:  
Email:  
Seal of the company

NB:

1. Please give above details for each product segment you require manpower for.
2. For different categories of employees, different job roles would be there and also, they may require different skill upgradation trainings in furtherance to their job roles. These may be mentioned suitably, by giving details separately as per format above.
3. In case several factory locations, please mention details, serial number wise.