**Annexure 6/4**

**CHECK-LIST FOR VERYFYING DOCUMENTS AND ELIGIBILITY OF STAFF FOR PROFESSIONAL DEVELOPMENT PROGRAMMES**

Name:………………………SID number:………………… Position Title:…………………………

Position Level…………………………Name of College/OVC:…………………………………….

Course Title:

|  |  |  |
| --- | --- | --- |
|  | 1. Professional Development Proposal from the Division/Section
2. In-service Professional Development Form
3. Copy of Citizenship ID Card
4. A copy of Audit Clearance Certificate
5. A copy of Security Clearance Certificate
6. Acceptance/Invitation Letter from Institute
 | (Yes No)\* |
|  |  |
| **Forms** |  |
|  | 1. Fulfillment of Minimum Years of Service
2. Relevance of Professional Development programme
 |  |
| **Rules and** | 1. HRD Master Plan/Ad hoc:
 |  |
| **Procedures** | 1. Planned
2. Ad hoc
 |  |
| **Past Professional Development Record** | Number of Professional Development Availed: |  |
| 1. Long-term
 |
| 1. Short-term
 |
| **Decision of the HR Committee** | 1. If approved, copy attached
 |  |
| 1. Not approved
 |  |

Processed by HRO:

**Signature and date:**

**Name:**