



# कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MS&ME, Govt. of India)

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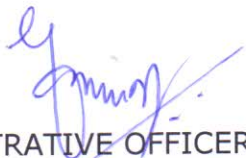
## C I R C U L A R

**Sub: Guidelines for entering training certificates etc. in the  
Service Records – regarding.**

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The Board has been receiving a large number of requests from the staff side for entering the details of different trainings/executive development programmes etc. attended to, by them in their service records. In most of the cases, the trainings/other programmes would be of very short duration and not meriting entry in the service records and also would not have much impact in the career advancement of the employee concerned. Hence, in the larger interest of execution of works more promptly, it has been decided by the Competent Authority that the certificates on account of undergoing different trainings/programmes by the officers and staff with a duration of three months or less shall not be entered in the service records, henceforth.

This issues with the approval of Chairman, Coir Board.

  
ADMINISTRATIVE OFFICER

To

All Concerned.