

**To**  
**National Jute Board**  
**(Office under whose jurisdiction the training is held)**

Sub : Reporting Confirmation

Re : Basic Training / Advance Training /Design Training

**(SEPARATE CONFIRMATION TO BE SENT FOR EACH TRAINING)**

Dear Sir,

I Sri/Smt.....have reported at ..... (Address of the training site) for conduction of Basic Training /Advance /Design training from ..... to .....on ..... (productline) as per appointment letter issued by M/s ....., a copy of which is enclosed. A copy of PFMS form is also enclosed.

Signature of the Master Trainer/Designer

Certified that the Master Trainer/Designer- Sri/Smt..... has reported at the training site on ..... for conduction of training from ..... to ..... as per approved Action Plan submitted to NJB, a copy of which is enclosed.

Signature with seal of the JIDS Agency

Signature of Recommending Official of NJB