

**FORM-A**



**BHARAT HEAVY ELECTRICALS LIMITED**  
**RAMACHANDRAPURAM, HYDERABAD – 32**  
**HUMAN RESOURCE DEVELOPMENT CENTRE**  
**APPLICATION FORM FOR STUDENTS' PROJECT WORK**  
**(To be processed by the employee)**



Affix one recent colour passport size photograph of the student

Head, HRDC,  
BHEL, Hyderabad

PT Registration Details (To be given by HRDC)	E/M			
Employee Dependent <input type="checkbox"/>	Amount		Date	/ /
Transaction ID (To be given by Student)				

***SUB: REQUEST FOR PROVIDING PROJECT WORK TRAINING***

<b>REGULAR EMPLOYEE</b>	<p>I request you to provide training to the student, whose details are given below.</p> <p>Name : Department :                  Staff no. : Dept. No : Internal no. :                  Designation : Mobile no. :</p> <ol style="list-style-type: none"> <li>The original college request letter is issued by the institute is attached and the college is AICTE/UGC/AIU approved.</li> <li>The student has attached 3 passport size photographs, and a copy of student's college ID proof. The student must carry the original college ID during training.</li> <li>The student will not claim for refund of fees paid to BHEL and I will be responsible for any issue that arises.</li> <li>I shall be held responsible for proper conduct of the student during the training in BHEL.</li> <li>BHEL shall not pay stipend and do not provide Boarding / Lodging / Transport facility to the students.</li> </ol> <p>I have read and understood all the above 5-point guidelines for the project work and I ensure the student shall abide by them.</p> <p align="right"><i>(SIGNATURE OF EMPLOYEE)</i></p>		
<b>STUDENT DETAILS</b>	<p>Name of Student : Student's college roll number:                  Student's mobile Number : Student's E-Mail id:                  College / Institute :                  Course Studying In College : Engineering/MCA/Management _____ year, Branch _____                  Period of Training : _____ days (from ____/____/____ to ____/____/____)                  Father's Name : Occupation: Mobile no:                  Permanent Address :</p> <ol style="list-style-type: none"> <li>I will not visit unauthorized area / workplace and any kind of deviation will lead to the <i>TERMINATION</i> of training.</li> <li>I agree to come in formal dress, safety helmet and shoes inside the Factory and follow the prescribed safety rules. BHEL will not be responsible for payment of any compensation for any injury that may arise out of the training.</li> <li>I understand the property of BHEL including drawings/documents/tools shall not be used/taken or copied by me without the permission of the guide. I will keep all the information collected by me as confidential &amp; will use for academic purpose only.</li> <li>I understand being vacation trainee, BHEL doesn't entitle the trainee to have any kind of preference / weightage for any recruitment in the company and on completion of training; I must return the CISF gate pass.</li> <li>I understand that the training period can't be extended and I will not be absent, during the period of training.</li> <li>I understand fee once paid will not be refunded and I ensure all the stationary required in connection with the project work shall be arranged by me.</li> </ol> <p>I have read and understood all the above 6-point guidelines for the project work and I shall abide by them.</p> <p align="right"><i>(SIGNATURE OF STUDENT)</i></p>		
<b>HR CELL</b>	<p><b><i>For fee waiver of BHEL, R.C. Puram Employee (Regular / Retired / VRS) / BLCCS / GVSS / LWC / Contract Labour / CISF's dependent, the certification from HR Department is MUST.</i></b></p> <p>_____ is dependant of Mr./Mrs _____                  _____ Staff No _____ Department _____                  The student's date of birth, as per our records is ____/____/____ and is dependent.</p> <p align="right"><i>(HR EXECUTIVE)</i></p>		
<b>GUIDE/ATC/HOD</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">                 Guide Name :                  Staff no :                  Designation :                  Phone no :                    (Only E2 and above)             </td> <td style="width: 50%;">                 ATC Name :                  Staff no. :                  Designation :                  Phone no. :                    SIGNATURE &amp; SEAL             </td> </tr> </table> <p align="right"><i>SIGNATURE &amp; SEAL OF GM/HEAD OF DIVISION</i></p>	Guide Name : Staff no : Designation : Phone no :  (Only E2 and above)	ATC Name : Staff no. : Designation : Phone no. :  SIGNATURE & SEAL
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<b>HRDC</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> <input type="checkbox"/> Paid  <input type="checkbox"/> Recommended             </td> <td style="width: 50%;"> <input type="checkbox"/> Dependent  <input type="checkbox"/> Not recommended             </td> </tr> </table> <p align="center"><i>PROJECT TRAINING IN-CHARGE</i></p> <p align="right"><i>HEAD / HRDC</i></p>	<input type="checkbox"/> Paid <input type="checkbox"/> Recommended	<input type="checkbox"/> Dependent <input type="checkbox"/> Not recommended
<input type="checkbox"/> Paid <input type="checkbox"/> Recommended	<input type="checkbox"/> Dependent <input type="checkbox"/> Not recommended		

**NOTE:** For further details please visit HRDC intranet portal. (Please do not print back to back for correctness of processing.)



**BHARAT HEAVY ELECTRICALS LIMITED**  
**RAMACHANDRAPURAM, HYDERABAD – 32**  
**HUMAN RESOURCE DEVELOPMENT CENTRE**



**TRAINING COMPLETION REPORT**

PT Regn. No	E/M	
Date:	/	/

**To be filled by Student**

Name of Student	Course Studying	Name of the Institution	Period of Training
			From: To:
Name of Regular Employee	Staff No.	Department	Phone No.
Name of Training Guide	Designation	Department	Phone No.

*Project Training In-charge (HRDC)*

**(HRDC copy to be filled by Training Guide After Completion of Training)**

This is to inform that Mr/Ms \_\_\_\_\_ of \_\_\_\_\_  
 \_\_\_\_\_ college / university Pursuing \_\_\_\_\_ course  
 and having College Roll No \_\_\_\_\_ has completed project training from  
 \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_. He/she was absent for a period of \_\_\_\_ days. The title  
 of his/her project is \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Signature & Seal of Guide*

**NOTE:** Before signing Project Training Completion Report, the guide must ensure that the student returns all the journals, documents, books, tools, drawings etc. Guide has to necessarily ensure that date findings/ study is in the interest of the organization and any kind of information, which is detrimental to company's business, is not shared at all. The guide must not sign the Project Training Completion Report before the due date of completion.



### Inter Office Memorandum

*From:*  
**Project Training In-charge, HRDC**

*To:*  
**Assistant Commandant (CISF)**

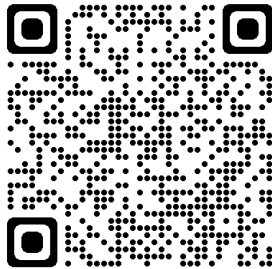
Affix one recent colour passport size photograph of the student.

Carry one more to J - gate for the CISF gate pass

<b>Registration ID Number</b>	
<b>Date</b>	/ /

**STUDENT DETAILS AND UNDERTAKING**

1. Name of the student : \_\_\_\_\_
2. Name of institute / college : \_\_\_\_\_
3. Father / guardian's name : \_\_\_\_\_
4. Present address : \_\_\_\_\_  
\_\_\_\_\_
5. Visible identity marks : \_\_\_\_\_
6. Phone no. / Mobile no. : \_\_\_\_\_



1. I will not visit unauthorized area / workplace and any such deviation will lead to the TERMINATION of training.
2. I agree to come in formal dress, safety helmet and shoes inside the Factory and follow the prescribed safety rules. I will not wear dress or ornaments that are loose and that may get entangled with the moving/rotating equipment.
3. I understand the property of BHEL including drawings/documents/tools shall not be used/taken or copied by me without the permission of the guide. I will keep all the information collected by me as confidential & will use for academic purpose only.
4. I will not carry mobile phone / electronic devices and I will not take any photographs/videos inside the plant.
5. I will use footpath (between yellow lines) while moving inside the shop floors and maintain safe distance from equipment, hazardous work areas and moving vehicles.
6. I will look out and maintain safe distance from the equipment / parts / jobs being transported by overhead cranes and I will not walk below such cranes.

**I have read, gone through the video (QR above) and understood the safety guidelines for the project work and I shall abide by the rules and regulations of BHEL.**

*(Signature of Student)*

**HRDC**

Period of training : \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Area of movement : Factory area / Administrative building

Timings : 12:30 – 3:30 PM / 9 AM – 4 PM

*(Signature & Seal of PT in-charge)*