

G7 Application Form



HUMAN RESOURCE DEVELOPMENT COUNCIL

HRDC, 4th Floor, NG Tower, Ebene Cybercity. Tel No: 454 4009. Fax No: 454

6220/6260 Website: www.hrdc.mu

FORM G7

APPLICATION FORM FOR REFUND UNDER TNA SCHEME

SECTION 1: EMPLOYER DETAILS

- 1.1 Name of Enterprise:
- 1.2 Address:
- 1.3 Tel: Fax:
- 1.4 E-mail address (For all future correspondences from HRDC):

SECTION 2: TNA DETAILS

- 2.1 Name of internal resource person /external consultant /consultancy firm who conducted the TNA:
.....
- 2.2 Total Cost (Rs):
(Note: An approved date would be convened for the presentation of the TNA report)

SECTION 3: BANK DETAILS

- 3.1 Name of Bank:
- 3.2 Branch:
- 3.3 Account Name:
- 3.4 Account Number:



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SECTION 4: DECLARATIONS

We declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distorted any material fact. We also declare that we have not benefited from this scheme for the last three years.

We understand that if we obtain the grant by false or misleading statements, the HRDC may, at its discretion

- 1 Withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.
- 2 Take any other action deemed necessary.

.....
Name

.....
Designation

.....
Signature

.....
Date

SECTION 5: DOCUMENTS TO BE SUBMITTED

Documents enclosed (please tick as appropriate)	
1.	Original invoice and receipt duly signed by external consultant/consultancy firm /evidence of payment if TNA has been conducted by an internal resource person
2.	Training plan for period of 6 months per category of employee
3.	Duly signed copy of TNA Report (Confidential information can be excluded)
4	Attendance sheets for the training(s) that has/have already been completed as per the training plan submitted.

Please note that all sections of the application must be completed and accompanied with the above documents or else application would not be considered.