

SF 5.1E1: Summary of staff deployed at the training centre

Sl. No.	Name of the trade	Name	Highest qualification	Total years of experience	Date of joining	Whether ToT completed (yes/no)
1	Centre in charge					
2	MIS in charge					
Trainers detail						
3	IT skills					
4	Soft skills					
5	English skills					
6	Domain 1					
7	Domain 2					
8	Domain 3					
9	Domain 4					
Other staff						
1	Other staff (provide designation)					
2	Other staff					

STANDARD FORM OF SOP

Sl. No.	Name of the trade	Name	Highest qualification	Total years of experience	Date of joining	Whether ToT completed (yes/no)
	(provide designation)					
3	Other staff (provide designation)					