

## Training policy

- 1) Request date: 1st May.
- 2) From the date of request, minimum days for training to start:  
1 day.
- 3) From the date of request, maximum days for training to start:  
3 days
- 4) no. of training sessions/ hours: 4-5 sessions/ 10-12 hours
- 5) Training to be done by AU.
- 6) Test to be taken by- SO.
- 7) Authorization date should be before 15th may.