



STAFF TRAINING ACADEMY (STA) STEVTA



REQUISITION FORM

Name of the Organization		Name of the concerned officer	
CNIC		Department / Wing	
Designation		Topic of Training/Awareness program	
Duration		Date of Training /Awareness program	

Please select the category of the Organization:

- Federal Government
 Semi Government
 Authority
 Automatus Body
 Private organization
 International Organization
 or any other, please mention below

Please select from below as per requirement of Program:

Training Halls <input type="checkbox"/>	Training classes <input type="checkbox"/>	Auditorium <input type="checkbox"/>	Conference Hall <input type="checkbox"/>
1. Seating arrangement		80-100 <input type="checkbox"/>	60-80 <input type="checkbox"/>
			60-40 <input type="checkbox"/>
2. Shape of seating arrangements		L-Shape <input type="checkbox"/>	U-Shape <input type="checkbox"/>
			Class room –shape <input type="checkbox"/>
3. Multimedia projector		Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Audio –Visual Equipment		Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Technical Staff		Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Supporting Staff		Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Photocopy Service		Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Pick & Drop Service		Yes <input type="checkbox"/>	No <input type="checkbox"/>



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Hostel Accommodation

1. No of Executive room with AC & room fridge		No <input type="checkbox"/>
2. No of Executive room with AC		No <input type="checkbox"/>
3. No of single room for two person		No <input type="checkbox"/>
4. Internet service	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Multimedia projector	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Audio –Visual Equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any other Requirements:

Signature _____

TERMS & CONDITIONS:

- All charges will be applicable as per approved SOPs.
(all applicable taxes will be charge as per Government policy)
- Menu can be arrange to meet our clients requirements.
- All the payments made in advance.
- Standard training timings: 9:00 am to 4:00 pm (Full Day)
- Free Wi-fi Internet Service available.
- For any query feel free to **Email: -Staff Training Academy@gmail.Com**
Or contact on 021-36988803.



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