



### INDUCTION TRAINING RECORD

ACE/HR/F/35  
Rev. No: 00  
Eff. Date: 01-01-2021  
Deptt:  
Designation

Name of Employee:  
Date of Joining:  
Training Given by:

S.No.	Induction Training	Time		Points to be covered	Remarks
		From	To		
1					
2					
3					
4					
5					
6					

Signature of Candidate

Signature of HR Head