



**Power HR Forum Overseas Program through AOTS on -
The Advancement of Power Plant Technology for India**
[Feb 27 - Mar 6, 2012 at Yokohama, Japan]

Annexure

1. Calculation towards Program Cost, per Participant:

[Please refer Program Outline & Participation Requirements [Table 1] Estimate of the Participation Fee]

Participation Fee (Contribution from Participant):	141,700 Japanese Yen <i>Para 1 of [Table 1]</i>
Add: Contribution to AOTS's Administration Costs:	<u>18,000 Japanese Yen</u> <i>Para 4 of [Table 1]</i>
Total program cost:	159,700 Japanese Yen
Less: International Travel Expenses Subsidy	<u>102,600 Japanese Yen</u> <i>Para 3 of [Table 1]</i>
Effective Program Cost per participant:	57,100 Japanese Yen or ₹36500

Note:

- 1 Japanese Yen = ₹0.6381 (as on Sep 28, 2011)
- International Travel Subsidy 102,600 Japanese Yen, applicable only if the participant travels from Delhi
- For participants travelling from other places in India, please see **Program Outline & Participation Requirements** [Table 2]
- In case actual Airfare is lesser than the International Travel Subsidy, the lesser amount shall be reimbursed by AOTS
- Participants shall also be paid a nominal 8000 Japanese Yen towards Personal Allowance for their entire duration of stay by AOTS at Japan (which the organization may adjust from the Daily Allowance), please see **Program Outline & Participation Requirements** Para 3, [Table 1]

2. Application Procedure:

Applicants may apply to AOTS by submitting the following documents (hard copy) to reach Power HR Forum Secretariat by no later than **November 4, 2011**:

- AOTS Training Application Form, Applicant's Personal Record and Medical Check Sheet (AOTS official form) (It is preferred the forms may be typed, please avoid hand written forms):
 - Only head of HR / Personnel of the organization [i.e. Director (HR)] is to sign as representative of the Company
 - In the 'Home Address', Contact No. (Mobile No. is preferred) and E-mail id of the applicant is must.
 - Figures need to be given in million/billion and US Dollars (\$). Terms like Lakh/Crore/Rupee to be avoided.
 - No abbreviation are to be used
- 2 copies of photo (4 cm×3 cm) (Please write down the applicant's name on the back)
- Brochure of the applicant's company/organization
- Photocopy of a passport, relevant pages containing, in Roman letters, the applicant's name in full, a photo of the applicant and his/her date of birth
- Pre-Training Report and Questionnaire
- Overseas Travel Insurance Consent Form
- About the handling of Personal Information Concerning Trainees (AOTS official form). The applicant himself or herself is required to submit a form bearing his or her own signature. Either in the absence of agreement, or non-submittance, course participation will not be granted.
- Enquiry into Travel Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises.)
- "About the Benefits of Management Training Program" (AOTS official form). This Form may be filled in principle, by the representative of the applicant's company/organization

Note: Soft copies of all the Forms and program details are available in www.powerhrforum.org

For further information / clarification, please contact:

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