Government of the People’s Republic of Bangladesh

Ministry of Planning

Planning Division

PT Section

*www.plandiv.gov.bd*

**Study Tour Completion Report**

|  |  |  |
| --- | --- | --- |
| Participant’s Name:ID:Designation:Posting Place:Telephone/Mobile: |  | Study Tour Destination:Duration: From…………….. to……Sponsoring Organization:Fund Source: GoB/PA/DPG.O. Memo & Date: |

1. Training Program:

 a. Title of the Program:

 b. Institution:

 c. Duration:

 d. Summary of contents:

 e. Method of training:

2. Learning point(s):

|  |  |
| --- | --- |
| Innovation/Best Practice(s) | Relevance to Bangladesh |
| In General | Project Specific |
|  |  |  |

3. Action Plan for implementing learning:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Learning Point(s) | Activity | Time Limit | Deliverable (s) | Indicator(s) |
|  |  |  |  |  |

4. Other observation(s) (if any)

Participant’s Signature with Date:

…………………………………..