



RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
Related Edition No.	Vol 17	Related Edition Date	April 2016
Issued By	QA Department	To	All staff subsidiaries

NOTIFICATION DETAILS		
1	Document Name	ATTENDANCE SHEET FOR INTERNS
	File Name	CBS_F_CD_06_Attendance_Sheet_for_Interns_1.0
	Latest Version	1.0
	Description	<p>This sheet is used for registering attendance of students undergoing internship in TCG and subsidiaries. The attendance is tracked on a daily basis.</p> <p>This form can be accessed by all employees and will be maintained under corporate Department Folder.</p>
	Location	Storage Centre\CBH Templates Prod\ Corporate Department Folder\ Forms Folder

NOTIFICATION GUIDELINE	
<ol style="list-style-type: none"> 1. This is the latest version and all staff is instructed hence forth to use these templates. Please discard any previous versions of the template or form and if you see any colleague of yours using it, inform them. 2. All Templates and Forms will be available for use from the following path: \\Server\Storage Centre\CBS Templates Prod 3. If you have any clarifications or comments, please email at: swapna.gopinathan@cbs-uae.ae 	