CIRCULAR Dated: 17.10.2013

The Centre for Training and Social Research engaged in undertaking training programmes for various level of officers/officials in the areas of administration has identified various subjects of training for the betterment of the participants. A workshop is being conducted by the same, details as follows:

<table>
<thead>
<tr>
<th>S.NO</th>
<th>TOPIC OF THE TRAINING SESSION</th>
<th>DURATION</th>
<th>LAST DATE FOR NOMINATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Technical Workshop on “Vigilance in Govt Offices Departmental Proceedings For Disciplinary Authorities and Those Assisting Disciplinary Authorities and In Handling Such Cases and functions of Io/Po, Mock Enquiry”</td>
<td>21-11-13 To 23-11-13</td>
<td>15-11-13</td>
</tr>
<tr>
<td>2</td>
<td>Next Programme on the Subject</td>
<td>13-02-14 To 15-02-14</td>
<td></td>
</tr>
</tbody>
</table>

All the HOD/Branch Heads are requested to nominate the names along with the bio-data of the officials willing to attend the aforementioned training programmes before 2 days of the Last Date for nominations so as to enable further transmission.

AHTESHAM
Dy. Registrar
Staff Development Cell

Copy to:

- Prof. Arvinder Kaur, Chairman, SDC.
- P.S to VC for kind information of the Hon’ble VC.
- P.S to Registrar for kind information to the Registrar.
- Public Relations Officer.
- All the Deans/HODs/Branch Incharges.