

Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-110078

Office of Dy. Registrar, Staff Development Cell

CIRCULAR

Dated: 29.11.2013

The Integrated Training and Policy Research is organising Technical workshops on the below mentioned topics aimed at improving the skills and knowledge of Officers/Officials at various levels.

The training schedule is mentioned as follows:

S.NO	TOPIC OF THE TRAINING SESSION	DURATION	LAST DATE FOR NOMINATIONS
	<ul style="list-style-type: none">Financial Management, for Non-Financial Officers and Staff.	12-12-13 To 14-12-13	07-12-13
	<ul style="list-style-type: none">Management of Office and Office Procedure.	19-12-13 To 21-12-13	10-12-13

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.