

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 Society for Economic Research and Training, engaged in organising Training Programmes on various subjects is organising Technical workshops on the below mentioned topics aimed at upgrading technical standards in the context on human resource development.

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">General Financial Rules & DoFPR for purchase procedure involving CVC Guidelines, Store & Inventory Management, Materials Management	06-02-14 To 08-02-14	20-01-14
	<ul style="list-style-type: none">Management of Office and Improving Efficiency and Effectiveness of Stenographers, Pas/PSs, Important Service Rules, Techniques of Working as Personnel Staff etc.	06-02-14 To 08-02-14	20-01-14
	<ul style="list-style-type: none">The RTI-2005- A focused analysis of the role of Information Officers and Practical Problems in Implementing the Act & Landmark decisions of CIC and Record Management in context of RTI. (Dehradun)	20-02-14 To 21-02-14	25-01-14

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.