Guru Gobind Singh Indraprastha University
Sector 16 C, Dwarka, New Delhi-110078
Office of Dy. Registrar, Staff Development Cell

CIRCULAR

Dated: 05.11.2012

The Directorate of Training: Union Territories Civil Services, Govt Of NCT of Delhi, Shahdara, Delhi -110032, entrusted with the responsibility of conducting 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.

The training schedule is mentioned as follows:

<table>
<thead>
<tr>
<th>S.NO</th>
<th>TOPIC OF THE TRAINING SESSION</th>
<th>TARGET BENEFICIARIES</th>
<th>DURATION</th>
<th>LAST DATE FOR NOMINATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Personality Development (Package Course)</td>
<td>All lower/middle level functionaries</td>
<td>19-11-2012 To 23-11-2012</td>
<td>08-11-2012</td>
</tr>
<tr>
<td>2.</td>
<td>Basic Functional Efficiency in Establishment/Service Matters</td>
<td>All lower/middle level functionaries</td>
<td>19-11-2012 To 21-11-2012</td>
<td>08-11-2012</td>
</tr>
<tr>
<td>3.</td>
<td>PPP Projects (Sensitisation Course)</td>
<td>Officials with no prior PPP experience</td>
<td>21-11-2012 To 22-11-2012</td>
<td>10-11-2012</td>
</tr>
<tr>
<td>4.</td>
<td>Basic Functional Efficiency for Personal Secretary/Assistants</td>
<td>Those working as Personal Secretary/Assistant</td>
<td>26-11-2012 To 27-11-2012</td>
<td>15-11-2012</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:
1. Prof. P.C Sharma, Chairman, SDC.
2. P.S to VC for kind information of the Hon’ble VC.
3. P.S to Registrar for kind information to the Registrar.
4. Public Relations Officer.
5. All the Deans/HODs/Branch Incharges.