Guru Gobind Singh Indraprastha University
Sector 16 C, Dwarka,, New Delhi-110078

Office of Dy. Registrar, Staff Development Cell

Dated: 23.10.2012

CIRCULAR

The Integrated Training and Policy Research, West Patel Nagar, Delhi-08, specialized in training of Human Resource is organising two training programmes at Delhi.

The training details are 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 “Effective Office Management”</td>
<td>01-11-2012 To 03-11-2012</td>
<td>30-10-2012</td>
</tr>
<tr>
<td>2.</td>
<td>Technical Workshop on “Accounts and Administration”</td>
<td>06-12-2012 To 08-12-2012</td>
<td>26-11-2012</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 the last date for nomination 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.