

Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-110078

Office of Dy. Registrar, Staff Development Cell

Dated: 09.11.2013

CIRCULAR

The directorate of training (UTCS) has developed training/refresher programmes middle and lower level officers under the 'Functional Efficiency' category. Details as follows:

S.No	Topic of the Training Session	Duration	Last date for Nominations
1.	Refresher Course On Service Matters For UDCs/Assistants & Equivalent.	09-12-2013 To 13-12-2013	28-11-2013
2.	Refresher Course On Service Matters For Superintendents And Above.	09-12-2013 To 13-12-2013	28-11-2013
3.	Karyalayeen Hindi Mein Dakshata	23-12-2013 To 24-12-2013	10-12-2013
4.	Refresher Course On Accounts Matters For LDCs And Equivalent	30-12-2013 To 03-01-2014	15-12-2013

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 programme 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. Arvinder Kaur, 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.