



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
(A State University Established By the Govt. Of NCT of Delhi)
SECTOR-16 C, DWARKA, NEW DELHI-110078

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No.F.1(6)(8)/2022/Pers.-II/4583

Dated the 03 October, 2023

ORDER

The Competent Authority, GGSIP University has nominated the following Officers/Officials for training in the subject against their name in pursuance to communication no. 5/01/07/2021-22/UTCS/TS-1/7408-7558 dated 18.09.2023 of Directorate of Training, Union Territories of Civil Services, Govt. of NCT of Delhi, Institutional Area, Behind Karkardooma Courts, Delhi. All the nominated Officers/Officials of the University are hereby directed to attend the Refresher Training Programme at the Directorate of Training, Union Territories of Civil Services, Govt. of NCT of Delhi, Institutional Area, Behind Karkardooma Courts, Delhi as per details and schedule given as under:

S. No.	Course Name	Date of Training	Name of Officer/officials
1.	Public Procurement under GFR-2017 including e-Procurement and GeM	04.10.2023 (Wednesday) 05.10.2023 (Thursday)	1. Sh. Devendra Singh, SO, F & A 2. Sh Thanedar Meena, TA, Purchase Branch
2.	E-Office	04.10.2023 (Wednesday)	1. Sh Pushendra Mishra, System Administrator
3.	Sevottam: Uttam Seva /delivering of excellent service to the public	04.10.2023(Wednesday)	1. Sh. Bal Vijay Pandit, LA-II, UWD
4.	Retirement planning	05.10.2023 (Thursday)	1. Sh. Yogender Singh, Assistant, Examination
5.	Interpersonal Skills: Creating Leaders	05.10.2023 (Thursday)- 06.10.2023 (Friday)	1. Sh. Sarvesh Kumar Mishra, SO, O/o Director Development
6.	Sensitisation for Prevention of Sexual Harassment at work place.	06.10.2023 (Friday)	1. Ms. Poonam, Sr. Steno, Examination
7.	Project Management	09.10.2023(Monday) 11.10.2023(Wednesday)	1. Ms. Kanika Tuteja, GA,O/o Director R & I
8.	Personnel & establishment Matters (Including Reservation, MACP,DPC, APAR,LTC & Medical Rules)	09.10.2023 (Monday) 12.10.2023(Thursday)	1. Sh. Raju Sah, JA, Personnel-I 2. Sh. Sachin Kr. Vats, JA, Admission
9.	RTI Act-Capacity Building	10.10.2023 (Tuesday) 11.10.2023(Wednesday)	1. Sh. Ravi Prakash, JA, Legal
10.	Crash Programme Focused on Redressal of Public Grievances	10.10.2023 (Tuesday)	1. Sh. Neeraj Pant,SO, DSW
11.	Sensitisation Programme regarding North East India	12.10.2023 (Thursday) 13.10.2023(Friday)	1. Sh. Mahesh Chand, TA, USBT

This issues with prior approval of the Competent Authority.

(Signature)
03/10/2023

(NAVEEN KR. BUDHIRAJA)
ASSTT. REGISTRAR (PERSONNEL-II)

Copy forwarded to the following for information & necessary action:

1. Sh. Aseem Kr. Goel, Asstt. Director (Training), Directorate of Training : Union Territories of Civil Services, Govt. of NCT of Delhi, Institutional Area, Behind Karkardooma Courts, Shahdara, Delhi-110032.
2. Asstt. Registrar, Vice Chancellor Secretariat, GGSIP University.
3. Asstt. Registrar, O/o Registrar, GGSIP University.
4. Head, UITS, with the request to upload the order on University's website.
5. Officers/ Officials concerned with the request to fill the nomination form attached with this order (for any query, please contact Sh. Aseem Kr. Goel, Asstt. Director (Training), Contact no. 9811337577).
6. Guard file.

(Signature)
03/10/2023

(NAVEEN KR. BUDHIRAJA)
ASSTT. REGISTRAR (PERSONNEL-II)