

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:

S.NO	TOPIC OF THE TRAINING SESSION	TARGET BENEFICIARIES	DURATION	LAST DATE FOR NOMINATIONS
1.	Personality Development (Package Course)	All lower/middle level functionaries	19-11-2012 To 23-11-2012	08-11-2012
2.	Basic Functional Efficiency in Establishment/Service Matters	All lower/middle level functionaries	19-11-2012 To 21-11-2012	08-11-2012
3.	PPP Projects (Sensitisation Course)	Officials with no prior PPP experience	21-11-2012 To 22-11-2012	10-11-2012
4.	Basic Functional Efficiency for Personal Secretary/Assistants	Those working as Personal Secretary/Assistants	26-11-2012 To 27-11-2012	15-11-2012

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.