

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:

| S.NO | TOPIC OF THE TRAINING SESSION | DURATION | LAST DATE FOR NOMINATIONS |
|------|---|--------------------------|---------------------------|
| 1. | Technical Workshop on "Effective Office Management" | 01-11-2012 To 03-11-2012 | 30-10-2012 |
| 2. | Technical Workshop on "Accounts and Administration" | 06-12-2012 To 08-12-2012 | 26-11-2012 |

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 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.