

# Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-110078

Office of Dy. Registrar, Staff Development Cell

Dated: 30.11.2012

## CIRCULAR

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.	Good Governance and Transparency – Citizens' Charter (Sevottam)	All lower/middle level functionaries	18-12-2012 To 19-12-2012	03-12-2012

The Directorate Of Training has also developed training programmes for **Officers** under the 'Managerial Competence' category as detailed below:

S.NO	TOPIC OF THE TRAINING SESSION	DURATION	LAST DATE FOR NOMINATIONS
1.	Project Management	12-12-2012 To 14-12-2012	04-12-2012
2.	Educational Planning and Management	19-12-2012 To 21-12-2012	09-12-2012
3.	Criminal Prosecution (For Public Prosecutors)	26-12-2012 To 28-12-2012	15-12-2012

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 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.