

Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-110078

Office of Dy. Registrar, Staff Development Cell

CIRCULAR

Dated: 29.11.2013

The Directorate of Training: Union Territories Civil Services, Govt Of NCT of Delhi, Shahdara, Delhi-32, entrusted with the responsibility of conducting training programmes for various level of officers/officials is conducting a three-day training course aiming to provide a brief overview of Systematic Approach to Training(SAT).

The training schedule is mentioned as follows:

S.NO	TOPIC OF THE TRAINING SESSION	TARGET BENEFICIARIES	DURATION	LAST DATE FOR NOMINATIONS
•	Introduction of SAT courses	Training managers/Middle level Officers/HRD personnel	07-01-14 To 09-01-14	20-12-13

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:

- Prof. Arvinder Kaur, Chairman, SDC.
- P.S to VC for kind information of the Hon'ble VC.
- P.S to Registrar for kind information to the Registrar.
- Public Relations Officer.
- All the Deans/HODs/Branch Incharges.