

Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi-110078

Office of Dy. Registrar, Staff Development Cell

CIRCULAR

Dated: 26.12.2012

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 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.	PPP Projects (Basic Course)	Officials who have prior exposure to PPP projects.	09-01-13 To 12-01-13	04-01-13
2.	Event Management	Officials associated with events.	16-01-13 To 17-01-13	04-01-13
3.	Budget Planning and Monitoring	Senior/Middle level managers involved in planning and budgeting.	23-01-13 To 24-01-13	10-01-13
4.	Basic Functional Efficiency in Vigilance Matters.	Officers associated with dealing/processing vigilance/corruption cases.	14-01-13 To 16-01-13	10-01-13
5.	Basic Functional Efficiency in Establishment/Service Matters.	Officers associated with duties of dealing/processing/deciding Establishment/Service matters.	21-01-13 To 23-01-13	10-01-13
6.	Basic Functional Efficiency in Accounts Matters.	Officers associated with duties of dealing/processing/deciding Accounting matters.	28-01-13 To 30-01-13	15-01-13

The Centre for Training and Social Research have designed Technical Workshops on:

S.No	TOPIC OF THE TRAINING SESSION	DURATION	LAST DATE FOR NOMINATIONS
1.	Managing Office and Staff Development	16-01-13 To 18-01-13	10-01-13
2.	Challenges in Human Resource Management	23-01-13 To 25-01-13	17-01-13
3.	Enhancing Efficiency and Behavioral Skills of Personal Assistants/ Stenographer/ Private Secretaries and Office Staff	06-02-13 To 08-02-13	25-01-13

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

Copy to:

Staff Development Cell

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.