



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka Delhi - 110078

STAFF DEVELOPMENT CELL

NOTICE

Staff Development Cell is organizing “One-Day Workshop on “Noting, Drafting and Office Procedures” on 05th July, 2022. The details of the proposed Workshop are given below:

S.No.	Date and Time	Details	Proposed no. of participants
1.	05 th July, 2022 Timing 9.00 am to 5.30 pm	Noting & Drafting, Management of Dak, File Management, Forms and Procedures of Communication, Drafting of Communication, File Numbering System	Maximum 40 participants on first come first serve basis (Target Group : The workshop is open to all employees of the University)

The workshop will end with the valedictory session and distribution of certificates to the participants.

Interested participants should fill up the attached form and send it through proper channel at the following address by 29th June, 2022

**The Chairperson,
Staff Development Cell,
Room number: 206,
E Block, GGSIP University**

Applicants are also requested to fill the form in Google link i.e.
<https://forms.gle/biRWSSJ45Wr8m7BK7>

**-Sd-
Prof Arvinder Kaur
Chairperson (SDC Cell)**

Copy to:

1. All Deans/Directors/Branch Heads/Librarian of GGSIPU.
2. AR to Hon'ble Vice Chancellor for kind information of the Hon'ble Vice Chancellor.
3. AR to Registrar for kind information of the Registrar.
4. In-Charge UITs with a request to upload this notice on the University website.

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka Delhi - 110078

STAFF DEVELOPMENT CELL,

(Application Form)

One-day Workshop on

“NOTING, DRAFTING AND OFFICE PROCEDURE”



Name of the Employee	
Designation	
Department/School	
Employee Code	
Date of Birth	
Employee Type (Regular/ Contractual/ Adhoc)	
Date of Joining in the University	
Mobile Number	
Email Id:	

**Signature of the employee
(Name & Designation)**

The candidate will be permitted to attend the above course, if selected.

**Signature of the forwarding authority
(Name and Designation)**