

Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka,, New Delhi-110078

Office of Dy. Registrar, Staff Development Cell

CIRCULAR

Dated: 04.10.2012

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:

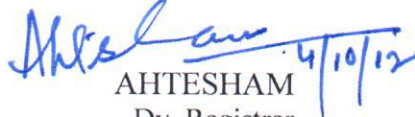
S.NO	TOPIC OF THE TRAINING SESSION	TARGET BENEFICIARIES	DURATION	LAST DATE FOR NOMINATIONS
1.	Positive Attitude and Personality Development	All lower/middle level functionaries	18-10-2012 To 19-10-2012	11-10-2012
2.	Time Management, Work-Life Balance and Personality Development	All lower/middle level functionaries	25-10-2012 To 26-10-2012	18-10-2012
3.	Citizen's Responsibility and Governance	All middle/higher level functionaries	30-10-2012 To 31-10-2012	15-10-2012

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	TARGET BENEFICIARIES	DURATION	LAST DATE FOR NOMINATIONS
1.	Disaster Management	All officers/officials to give them working knowledge of disasters and mitigation.	17-10-12 To 19-10-2012	10-10-2012
2.	Contract Management		31-10-12 To 02-11-2012	24-10-2012

The Centre for Training and Social Research has designed a Technical Workshop on 'Establishment Rules and Administrative Matters' from dated: 21-11-2012 to 23-11-2012. The next session for the same would be from dated: 13-02-2013 to 15-02-2013.

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:

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.