



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16-C, DWARKA, NEW DELHI -110 078

Tel: 011- 25302240 website: ipu.ac.in

Staff Development Cell

F.No. GGSIPU/SDC/2014/45

Dated: 04/04/2014

NOTICE

Sub:- Two Days Workshop on Service Matters – CCS Conduct Rules.

The Staff Development Cell of GGS IP University is organizing a two day workshop on **Service Matters – CCS Conduct Rules for General Assistant, Assistant & Junior Assistant** of the University to impart the knowledge, skill, to enhance the performance and to prepare the officials for higher level roles and responsibility. The workshop is being organized in the University campus on **24th & 25th April 2014**.

The workshop will be held from 9.00 A.M to 4.30 P.M on both days (i.e. 24th & 25th April 2014) in Seminar Hall Administrative Block of The University.

All Deans, Directors, Branch Heads are requested to nominate the officials from their respective Branch's/Deptt/Schools for attending the above mentioned workshop.

The Nominations should reach the office of the Staff Development Cell at the earliest and latest by 18th April 2014. The participation will be on first come first basis and if number of applicants exceeds 40, Staff Development Cell will try to accommodate applicants in subsequent training programme.

The group of participants is only limited to 40 for this workshop.

This issues with the approval of the Competent Authority.

Arvinder Kaur
7/4/14
Prof. Arvinder Kaur
Chairperson, SDC

Copy to:

1. All Deans- (USBAS, USBT, USCT, USEM, USET, USHSS, USICT, USLLS, USMC, USMS and USMPMHS).
2. All Directors- DAA, DIA, DRC, DSW, Director Development, Director CDMS, and Director CPT and Director Governance.
3. Prof. in charge USAP and Faculty in charge USE.
4. COF, COE (Planning), COE (Operations), Librarian, All Branch Heads and all other University cells.
5. Chairman UCITIM with request to upload the notice on University website.
6. AR VC Sectt. for information of Hon'ble VC
7. AR Registrar Sectt. for information to the Registrar.

Kushpreet Singh Chhatwal
Kushpreet Singh Chhatwal 07/04/14
Assistant Registrar, SDC





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Staff Development Cell

**FORMAT FOR NOMINATION OF FACULTY/STAFF MEMBERS IN WORKSHOP
BEING ORGANIZED IN UNIVERSITY**

1. School/Department : _____
2. Programme: _____
3. Dated: _____

S.No	Name	Designation	Email Id	Contact No.

The above nominated persons have been informed to attend the workshop

(Signature of Dean / HOD)

To,
Staff Development Cell
GGSIPU