Delhi Technological University
Human Resource Development Centre
(HRDC)

Dated: 22-02-2021

Notice

Subject: Two days Training program on "Effective Office Management" for Ministerial Staff of DTU"

Human Resource Development Centre, DTU is organizing "Effective Office Management" for Ministerial Staff of DTU", from 26-02-2021 to 27-02-2021". It is appropriate to enhance skills of ministerial staff by imparting training suitable to for their day today functioning in the University. It is essential for them to know the noting and drafting procedures, preparation of service books, opening maintenance and closing of files and consigning the files to the record room, CCS CCA conduct rules and CCS CCA apparel rules.

The Training program will be held from 26th to 27th February 2021 (10.00 AM to 5.00 PM) at SPS-13, DTU.

All the officials (List attached) are hereby informed to attend the above said Training Program.

Copy to:

1. PA to VC for kind information of the Hon’ble Vice Chancellor
2. Registrar, DTU
3. All the Deans(IRD,UG,PG,OEA)
4. COE,DTU
5. COE,DTU
6. All the Heads of Academic Department
7. Director, IQAC
8. Librarian, DTU
9. OIC, Hostel Office
10. OIC, Stores and Purchase
11. Planning and Statistical cell
12. Head (CC)- with a request to upload in the university website

Prof. S. Ambukumar
Director, HRDC-DTU
## Details of Contractual Staff

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name</th>
<th>Designation</th>
<th>Dept.</th>
<th>Email ID</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mahabir Singh Atri</td>
<td>SO</td>
<td>Hostel Office</td>
<td><a href="mailto:mstr2012@yahoo.in">mstr2012@yahoo.in</a></td>
<td>9650887334</td>
</tr>
<tr>
<td>2</td>
<td>Om Prakash Gaur</td>
<td>PS to VC</td>
<td>Dean, OEA</td>
<td><a href="mailto:opg_gaur@yahoo.in">opg_gaur@yahoo.in</a></td>
<td>9811831020</td>
</tr>
<tr>
<td>3</td>
<td>Sunila Dhiman</td>
<td>Senographer</td>
<td>Pr. Branch of Registrar</td>
<td><a href="mailto:suniladhiman@gmail.com">suniladhiman@gmail.com</a></td>
<td>9873995602</td>
</tr>
<tr>
<td>4</td>
<td>Manoj Kumar Bhatt</td>
<td>SOA</td>
<td>Establishment</td>
<td><a href="mailto:manojbhattpr79@gmail.com">manojbhattpr79@gmail.com</a></td>
<td>9899077871</td>
</tr>
<tr>
<td>5</td>
<td>Neelima Mittal</td>
<td>SOA</td>
<td>Examination Branch</td>
<td><a href="mailto:neelimamittal@gmail.com">neelimamittal@gmail.com</a></td>
<td>971836387</td>
</tr>
<tr>
<td>6</td>
<td>Manoj Kumar Khatri</td>
<td>OA</td>
<td>Elect. Engg.</td>
<td><a href="mailto:manoj.khatri96@gmail.com">manoj.khatri96@gmail.com</a></td>
<td>8882013003</td>
</tr>
<tr>
<td>7</td>
<td>Urmila Rani</td>
<td>OA</td>
<td>Establishment</td>
<td><a href="mailto:urmi10rani@gmail.com">urmi10rani@gmail.com</a></td>
<td>9911144612</td>
</tr>
<tr>
<td>8</td>
<td>Devender Kumar Kaushik</td>
<td>JOA</td>
<td>Exam Branch</td>
<td><a href="mailto:dkey2009@gmail.com">dkey2009@gmail.com</a></td>
<td>9268950141</td>
</tr>
<tr>
<td>9</td>
<td>Ashish Gaur</td>
<td>JOA</td>
<td>Mech. Engg</td>
<td><a href="mailto:ashishgaur41@yahoo.co.in">ashishgaur41@yahoo.co.in</a></td>
<td>8851954744</td>
</tr>
<tr>
<td>10</td>
<td>Mohd. Ansari</td>
<td>JOA</td>
<td>Establishment</td>
<td><a href="mailto:siddiquiansari@yahoo.com">siddiquiansari@yahoo.com</a></td>
<td>9971892303</td>
</tr>
<tr>
<td>11</td>
<td>Bindu</td>
<td>JOA</td>
<td>Project Office</td>
<td><a href="mailto:home.bindu@gmail.com">home.bindu@gmail.com</a></td>
<td>9311051906</td>
</tr>
<tr>
<td>12</td>
<td>Madan Lal</td>
<td>JOA</td>
<td>VC Office</td>
<td><a href="mailto:madanlalbawana@gmail.com">madanlalbawana@gmail.com</a></td>
<td>9990260309</td>
</tr>
<tr>
<td>13</td>
<td>Praveen Kumar</td>
<td>JOA</td>
<td>Hostel Office</td>
<td><a href="mailto:praveinbansal@gmail.com">praveinbansal@gmail.com</a></td>
<td>9911370377</td>
</tr>
<tr>
<td>14</td>
<td>Harshvardhan</td>
<td>JOA</td>
<td>RTI Cell</td>
<td><a href="mailto:sampark2harsh@gmail.com">sampark2harsh@gmail.com</a></td>
<td>995675278</td>
</tr>
<tr>
<td>15</td>
<td>Sujata</td>
<td>JOA</td>
<td>Account Branch</td>
<td><a href="mailto:sudludce@gmail.com">sudludce@gmail.com</a></td>
<td>9910860743</td>
</tr>
<tr>
<td>16</td>
<td>Shruti Grover</td>
<td>JOA</td>
<td>Result Section</td>
<td><a href="mailto:shrutigrover11@gmail.com">shrutigrover11@gmail.com</a></td>
<td>9910157252</td>
</tr>
<tr>
<td>17</td>
<td>Ravindra Pratap Verma</td>
<td>JOA</td>
<td>DSW Office</td>
<td><a href="mailto:ravindrakumar56iti@gmail.com">ravindrakumar56iti@gmail.com</a></td>
<td>9891138419</td>
</tr>
<tr>
<td>18</td>
<td>Narender Kumar</td>
<td>JOA</td>
<td>Statistical Cell</td>
<td><a href="mailto:narender_kumar1207@yahoo.com">narender_kumar1207@yahoo.com</a></td>
<td>9716830508</td>
</tr>
<tr>
<td>19</td>
<td>Sonia</td>
<td>JOA</td>
<td>Academic PG</td>
<td><a href="mailto:pawarsonia@yahoo.in">pawarsonia@yahoo.in</a></td>
<td>9953749104</td>
</tr>
<tr>
<td>20</td>
<td>Sarla Devi</td>
<td>JOA</td>
<td>Establishment</td>
<td><a href="mailto:ksarla15881@gmail.com">ksarla15881@gmail.com</a></td>
<td>7838784388</td>
</tr>
<tr>
<td>21</td>
<td>Jafruddin</td>
<td>JOA</td>
<td>Establishment</td>
<td><a href="mailto:jafruddin.jd786@gmail.com">jafruddin.jd786@gmail.com</a></td>
<td>9312941447</td>
</tr>
<tr>
<td></td>
<td>Name</td>
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<tr>
<td>22</td>
<td>Sonia Saneja</td>
<td>JOA</td>
<td>IT</td>
<td><a href="mailto:soniasaneja123@gmail.com">soniasaneja123@gmail.com</a></td>
<td>9811543844</td>
</tr>
<tr>
<td>23</td>
<td>Priyanka Rawat</td>
<td>JOA</td>
<td>Project Office</td>
<td><a href="mailto:priyacoolsystem01@gmail.com">priyacoolsystem01@gmail.com</a></td>
<td>8860410853</td>
</tr>
<tr>
<td>24</td>
<td>Lata Rani</td>
<td>JOA</td>
<td>Account Branch</td>
<td><a href="mailto:lata.rani3030@yahoo.co.in">lata.rani3030@yahoo.co.in</a></td>
<td>9718077756</td>
</tr>
<tr>
<td>25</td>
<td>Suneeta Devi</td>
<td>JOA</td>
<td>Pr. Branch of Registrar</td>
<td><a href="mailto:suneetadce@gmail.com">suneetadce@gmail.com</a></td>
<td>9821518151</td>
</tr>
<tr>
<td>26</td>
<td>Afsana</td>
<td>JOA</td>
<td>Academic UG</td>
<td><a href="mailto:afsanaali08@gmail.com">afsanaali08@gmail.com</a></td>
<td>9650531446</td>
</tr>
<tr>
<td>27</td>
<td>Sachin Kumar Singh</td>
<td>JOA</td>
<td>Dept. of Design</td>
<td><a href="mailto:arpitingsh1702@gmail.com">arpitingsh1702@gmail.com</a></td>
<td>9971592380</td>
</tr>
<tr>
<td>28</td>
<td>Rakshitta</td>
<td>JOA</td>
<td>Dean UG</td>
<td><a href="mailto:rakshitta.gupta@gmail.com">rakshitta.gupta@gmail.com</a></td>
<td>9990375123</td>
</tr>
<tr>
<td>29</td>
<td>Nisha Vashishta</td>
<td>JOA</td>
<td>Academic PG</td>
<td><a href="mailto:n_vashishta31@yahoo.com">n_vashishta31@yahoo.com</a></td>
<td>9211202405</td>
</tr>
<tr>
<td>30</td>
<td>Nitin Kumar</td>
<td>JOA</td>
<td>Result Section</td>
<td><a href="mailto:ne3kumar@gmail.com">ne3kumar@gmail.com</a></td>
<td>9808624488</td>
</tr>
<tr>
<td>31</td>
<td>Meena Kumari</td>
<td>JOA</td>
<td>Humanities</td>
<td><a href="mailto:aks1979ku@gmail.com">aks1979ku@gmail.com</a></td>
<td>9953284472</td>
</tr>
<tr>
<td>32</td>
<td>Shivali Chandra</td>
<td>JOA</td>
<td>Civil Engg.</td>
<td><a href="mailto:shally_a@yahoo.com">shally_a@yahoo.com</a></td>
<td>8447099218</td>
</tr>
<tr>
<td>33</td>
<td>Upendra Nath Saraswat</td>
<td>JOA</td>
<td>Establishment</td>
<td><a href="mailto:upendra_sharma9410@rediff.com">upendra_sharma9410@rediff.com</a></td>
<td>9716520774</td>
</tr>
<tr>
<td>34</td>
<td>Swati Pawar</td>
<td>JOA</td>
<td>Academic PG</td>
<td><a href="mailto:swattii.17@gmail.com">swattii.17@gmail.com</a></td>
<td>9999215163</td>
</tr>
<tr>
<td>35</td>
<td>Shyam Lata</td>
<td>JOA</td>
<td>Account Branch</td>
<td><a href="mailto:shyamlata80@yahoo.com">shyamlata80@yahoo.com</a></td>
<td>9958805296</td>
</tr>
<tr>
<td>36</td>
<td>Vinod Toppo</td>
<td>JOA</td>
<td>Account Branch</td>
<td><a href="mailto:vinod_toppo@yahoo.in">vinod_toppo@yahoo.in</a></td>
<td>9990030741</td>
</tr>
<tr>
<td>37</td>
<td>Sh. Ankur Garg</td>
<td>JOA</td>
<td>IQAC Cell</td>
<td><a href="mailto:anky.garg92@gmail.com">anky.garg92@gmail.com</a></td>
<td>9717878271</td>
</tr>
<tr>
<td>38</td>
<td>Lalita</td>
<td>Assistant Librarian</td>
<td>Library</td>
<td><a href="mailto:lalitakumar69@yahoo.com">lalitakumar69@yahoo.com</a></td>
<td>9868238216</td>
</tr>
<tr>
<td>39</td>
<td>Neeru Vig</td>
<td>Counter Assistant</td>
<td>Library</td>
<td><a href="mailto:neeruvig5@gmail.com">neeruvig5@gmail.com</a></td>
<td>9311492887</td>
</tr>
<tr>
<td>40</td>
<td>Abdul Aleem</td>
<td>Counter Assistant</td>
<td>Library</td>
<td><a href="mailto:abdul.mlis1978@gmail.com">abdul.mlis1978@gmail.com</a></td>
<td>8368084572</td>
</tr>
<tr>
<td>41</td>
<td>Dhiraj Sehgal</td>
<td>Assistant Store Keeper</td>
<td>Store</td>
<td><a href="mailto:dhirajdsehgal@yahoo.com">dhirajdsehgal@yahoo.com</a></td>
<td>9868418072</td>
</tr>
<tr>
<td>42</td>
<td>Anuradha</td>
<td>Assistant Store Keeper</td>
<td>Store</td>
<td><a href="mailto:yanu2386@gmail.com">yanu2386@gmail.com</a></td>
<td>9716014946</td>
</tr>
<tr>
<td>43</td>
<td>Geeta Singh</td>
<td>Documentalist</td>
<td>Library</td>
<td><a href="mailto:leon_singh58@gmail.com">leon_singh58@gmail.com</a></td>
<td>9990065219</td>
</tr>
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