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**Delhi Technological University  
Human Resource Development Centre  
(HRDC)**

Dated: 22-02-2021

F. No DTU/HRDC/Training/Staff/2021/21

**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 26<sup>th</sup> to 27<sup>th</sup> 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.

  
Prof. S. Anbukumar

Director, HRDC-DTU

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. COF, DTU
5. COE, DTU
6. All the Heads of Academic Department
7. Director, IQAC
8. Librarian, DTU
9. OIC, Hostel Office | AR | Estt
10. OIC, Stores and Purchase
11. Planning and Statistical cell
12. Head (CC)- with a request to upload in the university website

Details of contractual staff

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