



ASSAM UNIVERSITY: SILCHAR

CIRCULAR

It is hereby notified for information of all concerned that an in house "5 Day Workshop cum Training Programme" on **Effective Office Management**" is being organised for newly inducted Non-Teaching staff of the University. The programme of training will commence from **January 17-21, 2022** in the PMG Hall of the Raja Rammohan Roy Administrative building and all newly joined staff irrespective of category will participate in the programme mandatorily.

All employees concerned are hereby directed to register their names for training programme through proper channel in prescribed forms. The last date of submission of registration form is 7<sup>th</sup> January, 2022 and the same is to be submitted to the Convenor of the programme – Dr. Pulak Dhar, Assistant Registrar (Recruitment & Training) [drpulakdhar@gmail.com](mailto:drpulakdhar@gmail.com) .

The detailed schedule and shortlist, and instructions pertains to Workshop cum Training Programme will be notified in due course of time.

Registrar

No 104/7/2018-RECT/2195

December, 2021

21 DEC 2021

Copy to:

1. The Pro Vice Chancellor, Diphu Campus, Diphu-782460 for information and necessary action for nomination/registration of employees.
2. Director, IQAC, AUS for information and with a request to extend all possible cooperation.
3. All HOD'/Head of Sections for information and with a request to circulate amongst staff members of his/her Department/Sections and send the recommendations for registration.
4. The Finance Officer/CoE/Director, CDC/Librarian / Chairperson Training Organising Committee of the University for Information and necessary action.
5. Director, Computer Centre, AUS with a request to upload the circular in the University web site.
6. The Deputy Registrar Diphu Campus for information and necessary action.
7. Assistant Registrar (Estate) /Section Officer (Estate) for information and booking of the PMG Hall from January 17-21, 2022.
8. PS to VC for information of the Vice Chancellor.
9. The Section Officer (Establishment-I) with a request to forward a list of Non-teaching (group-B & C) employee who have joined during the year 2021 to the Recruitment Section for record.
10. File.

Registrar



# Assam University, Silchar

## REGISTRATION FORMAT

### 5 Day Workshop cum Training Programme

on

### Effective Office Management

17<sup>th</sup> – 21<sup>st</sup> January, 2022

1. Name in Block letters :
2. Designation :
3. Date of Birth :
4. Date of entry in University service :
5. Department/Section where posted :
6. Mobile No. :
7. E-mail Id :
- Alternate e-mail :
8. Whether any such programme Attended earlier :
9. Whether working in Diphu Campus : Yes [ ] No [ ] put  $\surd$  mark
10. Whether Guest House accommodation is required ? : Yes [ ] No [ ] put  $\surd$  mark

I would like to register for participation in the above mentioned 5 day Training Programme and the particulars given above are true to the best of my knowledge and belief.

Date:

Signature of the applicant

### Recommendation

Sri/Smt.....is recommended for participation in the above mentioned Training Programme.

Signature of Controlling Officer

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*For Office Use*

Registrar