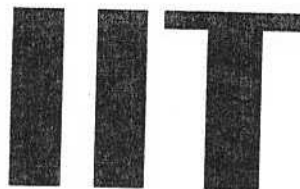




भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

☎ : (0542) 6702068, 2307004 (D.R.); 6702076, 2307005 (Office); FAX : 91-542-2368428; e-mail : [administration@itbhu.ac.in](mailto:administration@itbhu.ac.in)

कुलसचिव कार्यालय  
(प्रशासन)

Office of the Registrar  
(Administration)

Ref. No. IIT(BHU)/GAD/3(23)/Trg. Prog. (M&T)/Gen./ 11831


Dated: 11.11.2016

NOTICE

In continuation to this office Notice No. IIT(BHU)/GAD/3(23)/Trg. Prog.(M&T)/Gen.9985 dated 05/06.10.2016, this is to convey all concerned that a training programme on the topic "**Office Procedure (general overview of office practices, rules and regulations/Do's and Don'ts)**" will be conducted by Dr. S.P. Mathur, Registrar of the Institute for all Junior Assistants (regular/contractual/fixed remuneration) and Skilled Daily Wager/Contractual staff assigned with office work of the Institute, on **26.11.2016 (Saturday)** from **03.00 p.m. to 05.00 p.m. in the Annie Besant Lecture Theatre (ABLT), IIT(BHU).**

The programme is mandatory for all Junior Assistants and Skilled Daily Wager/Contractual Ministerial Staff of the Institute.

All Junior Assistants (regular/contractual/fixed remuneration) and Skilled Daily Wager/Contractual staff assigned with office work of the Institute are requested to attend the said training programme, accordingly.

  
Assistant Registrar(Admin.)-II

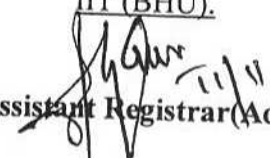
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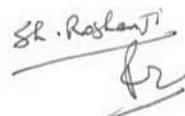
Dated: 11.11.2016

Copy forwarded to the following for information and necessary action:

1. All the Deans.
2. All the Heads of Departments/Coordinator of Schools.
3. The Coordinators/Incharge of Units/Centers/Offices.
4. All the Professor In charges.
5. The Chief Councillor, Gymkhana.
6. The Chairman, Institute Works Committee.
7. The Chairman, Senate Library Committee.
8. The Chairman, IIT (BHU)-Cafeteria Committee.
9. The Chairman, Council of Wardens.
10. The Chairman, Class Monitoring Committee, Part-I.
11. The Chairman, Web Management & E-mail Services Committee.
12. The Coordinator, GTAC.
13. The Incharge, 1st Year Computer Lab.
14. The Deputy Chief Proctor.
15. All Admin. Wardens/Wardens, IIT(BHU)-Hostels.
16. The Joint Registrar, (Admin.)
17. All the Deputy Registrars.
18. All the Assistant Registrars.
19. P.S. to the Director.
20. P.A. to the Registrar.

IIT (BHU).

  
Assistant Registrar(Admin.)-II

  
Sh. Roshanji