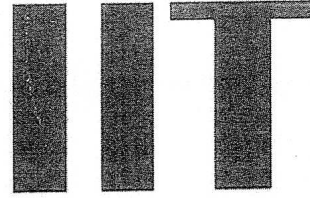


भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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कुलसचिव कार्यालय
(प्रशासन)

Office of the Registrar
(Administration)

Ref. No. IIT(BHU)/GAD/3(23)/Trg. Prog. (M&T)/Gen./ 9985

Dated-05.10.2016
6

NOTICE

This is to convey the approval of the Director for the training programmes for Non-Faculty Staff of the Institute scheduled to be organized on 4th Saturday of every month from 4.00 pm. to 6.00 pm. in the Annie Besant Lecture Theatre (ABLT).

A tentative schedule of the training programmes is detailed below:

Tentative Schedule

Month	Topic	Participants	Tentative Date
First	"Being Helpful" by Dr. Amarendra Kumar, Associate Professor, Department of Mining Engineering, IIT(BHU).	All the ministerial staff of the Institute.	22.10.2016
Second	Office Procedure (general overview of office practices, rules and regulations/Dos and Don'ts/).	All Junior Assistants (regular/contractual/fixed remuneration) and Skilled daily wagers/contractual staff assigned with office work.	26.11.2016
Third	i. Filing System prevailing in the Institute, ii. Disposal of inward Dak/letters, iii. Communication and interpersonal interaction	All Junior Assistants (regular/contractual/fixed remuneration) and Skilled daily wagers/contractual staff assigned with office work.	24.12.2016
Fourth	Purchase procedure and processing of Bills.	Staff posted in Trade Bill Section, Purchase Section and the staff posted in Departments dealing with these areas.	28.01.2017
	Disciplinary matters.	Administration Section, Vigilance Unit.	
Fifth	RTI related issues.	All Assistant Registrars, Junior Superintendents and Junior Assistants.	25.02.2017
	Leave and LTC.		

Accordingly, all the concerned staff members are requested to ensure to attend the above training programmes. It is mandatory for all the ministerial staff of the Institute to attend the first training programme on the topic "Being Helpful" to be held on 22.10.2016.

In case of Holiday on the proposed dates, suitable adjustments will be made and notified.


Asstt. Registrar(Admin.)-II

Ref. No. IIT(BHU)/GAD/3(23)/Trg. Prog. (M&T)/Gen./ 9985 Dated-05.10.2016

Copy forwarded to the following for the information and necessary action: 6

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 Incharges.
5. The Chief Councilor, 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 Coordinator, GTAC.
11. The Chairman, Web Management & E-mail Services Committee.
12. The Incharge, 1st Year Computer Lab.
13. The Deputy Chief Proctor.
14. Dr. Amarendra Kumar, Associate Professor, Department of Mining Engineering.
15. The Joint Registrar.
16. All the Deputy Registrars.
17. All the Assistant Registrars.
18. All the Section Officers.
19. All the Junior Superintendents.
20. P.S. to the Director.
21. P.A. to the Registrar.

Indian Institute of Technology(Banaras Hindu University).


Asstt. Registrar(Admin.)-II