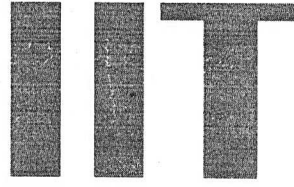




भारतीय
प्रौद्योगिकी
संस्थान

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

कुलसचिव कार्यालय
(प्रशासन)

Office of the Registrar
(Administration)

Ref. No. IIT(BHU)/GAD/3(23)/Trg. Prog. (M&T)/Gen./ 15/23

Dated: 11.01.2017

NOTICE

This is to inform all concerned that a training programme on the topics "(i). Filing System prevailing in the Institute (ii). Disposal of inward Dak/letters (iii). Communication and interpersonal interaction" will be conducted by Dr. Sarvesh K. Tiwari, Joint Registrar (Admin.) II on 13.01.2017 (Friday) from 03.00 p.m. to 05.00 p.m. in the Annie Besant Lecture Theatre (ABLT) of the Institute.

All Junior Assistants (regular/contractual/fixed remuneration) and Skilled Daily Wager/Contractual staffed assigned with office work of the Institute are requested to ensure to attend the said training programme, as per scheduled mentioned above.

Assistant Registrar(Admin.)-II

Ref. No. IIT(BHU)/GAD/3(23)/Trg. Prog. (M&T)/Gen./ 15/23

Dated: 11.01.2017

Copy forwarded to the following for information and necessary action:

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

IIT (BHU).

Assistant Registrar(Admin.)-II