



RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH

F. No. RGU/REG-55/EST(NT)/21

Dated: 31.03.2023

CIRCULAR

This is to inform all concerned that a training programme on various issues related to DoPT is being organized on 03.04.2023 (Monday) in the Mini Auditorium. Shri K.G. Verma, former Joint Secretary, DoPT, Govt. of India, New Delhi will be the resource person.

Schedule of Training

Branches/Offices	Content of Training	Time
Establishment (Teaching and Non-teaching), Administration, RTI Cell	MACP, RTI, Pay fixation, reservation roster, seniority, recruitments, service conditions, disciplinary, etc.	11:00 a.m. to 1:00 p.m.
Finance Section, Project Cell an Store Section	Finance and Accounting, financial rules, etc.	2:30 p.m. to 4:30 p.m.

All the employees of above mentioned branches are requested to join the training programme without fail.

This is issued with the approval of the Vice Chancellor.

Sd/-
Registrar

Copy to:

1. PS to Vice Chancellor for information.
2. PS to Registrar / Finance Officer for information.
3. Joint Registrar (Finance) for information and wide circulation.
4. Shri K.G. Verma, former Joint Secretary, DoPT, New Delhi for information.
5. Deputy Registrar (A&E) for information and wide circulation. He is requested to arrange refreshment during the training programme.
6. Assistant Registrar (Project / DDO) for information and wide circulation.
7. Section Officers (Teaching, Administration, Project, Audit, Accounts, Bill, Non-teaching) for information and wide circulation.
8. Estate Officer for information with a directive to book the Mini Auditorium on 03.04.2023 for the said purpose.
9. Office copy.

(Dr. N.T. Rikam)
Registrar