



Office of the Registrar
DIBRUGARH UNIVERSITY
Dibrugarh | PIN-786 004 | Assam

NOTIFICATION

This is for the information of all concerned that, the Training & Placement Cell, DU is going to organize a few training programs for orientation of the Non-Teaching Employees of the University as per the schedule stated hereunder:

Sl. No.	Programme details	Dates	Participants	Time	Venue	Resource Person details
1	IT Tools and Applications	16 th & 17 th November, 2023	Office Assistant / LDA / UDA / SS	09:30 AM To 05:00 PM	Indira Miri Conference Hall & Digital Lounge	Mr. Ujjal Goswami, Senior Trainer, Bizcoach Trendsetters Learnpro Pvt. Ltd., New Delhi
2	Maintenance of Office Record, File Management & File Noting etc.	29 th & 30 th November, 2023	Office Assistant / LDA / UDA / SS	09:30 AM To 05:00 PM	Indira Miri Conference	Mr. S. N. Das (Retd. Joint Secretary, Govt. Of Assam & Consultant Faculty at Assam Administrative Staff College, Guwahati)
3	Financial Accounting and Auditing Best Practices	5 th & 6 th December, 2023	Finance & Accounts employee only	09:30 AM To 05:00 PM	Indira Miri Conference	Mr. Narendra Nath Bora, AFS (Rtd). Faculty Assam Administrative Staff College; Assam Judicial Academy, National Law University.
4	Finance for Non-Finance Functionaries	7 th December, 2023	All Non Finance Officers	09:30 AM To 05:00 PM	Indira Miri Conference	

N.B.: Interested officers may also attend IT Tools and Applications training program

The officers and Grade III employees may attend the training program as per the aforesaid schedule and they will be exempted from regular office work during the period of the training only.

Issued with due Approval


Registrar

Dibrugarh University
Dibrugarh

Date: 09/11/2023

No. : DU/RG/G.01.01/2023/6284

Copy to :

1. The Hon'ble Vice-Chancellor, Dibrugarh University, for kind information.
2. All Head of the Departments / Chairpersons of the Centres for Studies/Director of DODL/DUIET for information and necessary action.
3. The President/ General Secretary, DUOA/DUEA, for information and necessary cooperation.
4. All Officers of the University, for information and necessary action.
5. The Programmer, Dibrugarh University, for uploading a copy of the notification in the University website.
6. Office file.


Registrar

Dibrugarh University