

6.3.3

Professional Development / Administrative Training Programmes organized for Teaching and Non-Teaching staff.



I.K. Gujral Punjab Technical University
(Registrar Office)

IKGPTU/REG/00/717

Dated: 29.03.2019

Office Order

Sub: Capability Building Programme on eoffice for the officials of I.K. Gujral Punjab Technical University and its Constituent Campuses.

The University is organizing Capability Building Programme on eoffice for officials of University and its various Constituent Campuses as per schedule given below:

Venue: Computer Centre, 2nd Floor, Knowledge Resource Centre, I.K. Gujral Punjab Technical University.

Time: 9:00 AM to 5:00 PM (100% attendance is must for the workshop).

Sr. No.	Category	Date	Remarks
1	eOffice Project Coordinators	02.04.2019-03.04.2019	Batch No. 01
2	Group 'B' and 'C' Senior Assistant, Clerk and Office Assistant	04.04.2019-05.04.2019	Batch No. 02
		08.04.2019-09.04.2019	Batch No. 03
		10.04.2019-11.04.2019	Batch No. 04
3	Manpower (SIS) Clerk (PG)/Clerk (G)/DEO	15.04.2019-16.04.2019	Batch No. 05
		22.04.2019-23.04.2019	Batch No. 06
		24.04.2019-25.04.2019	Batch No. 07
4	Professor, Associate Professor and Assistant Professor	29.04.2019-30.04.2019	Batch No. 08
		01.05.2019-02.05.2019	Batch No. 09
5	Group 'A' Administrative Officers	03.05.2019	Batch No. 10
6	Manpower (SIS) Clerk (PG)/Clerk (G)/DEO and Others	04.05.2019-05.05.2019	Batch No. 11



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Note: The Department Wise Capacity Building Programme schedules (Batch wise List) are available at the University website link as mention below:

URL: https://ptu.ac.in/eoffice/eOffice_training.aspx

or

<https://ptu.ac.in> → Downloads → eOffice Training(s) Schedule



(Dr. S. S. Walia)
Registrar


Endst. No. IKGPTU/REG/00/718-722

Dated: 29.03.2019

A copy of the above is forwarded to the following for information and necessary action please.

1. I/C Secretariat, o/o Vice Chancellor: For information of Vice Chancellor
2. All HODs (Non-Teaching): To forward all concerned officials under
3. Director (Main Campus): To inform all HODs (Teaching) and Incharge, Constituent Campuses
4. Director (IKGPTU Hoshiarpur Campus): To inform officials under
5. Deputy Controller (IST): For uploading on website


(Dr. S. S. Walia)
Registrar


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