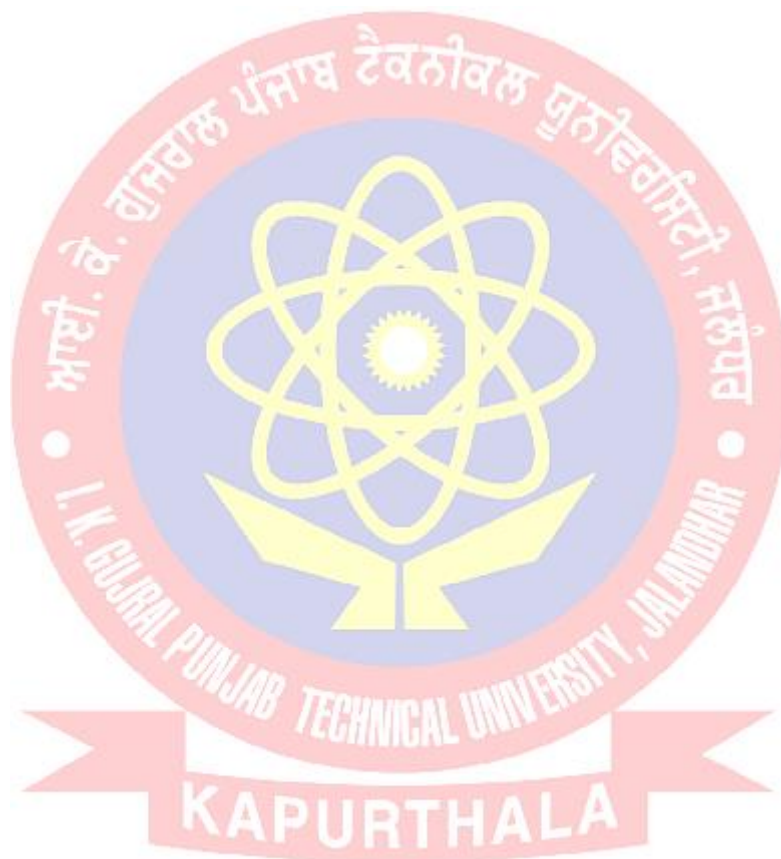


6.5.2

Conferences, Seminars, Workshops conducted on Quality



- 10 -

(10)

I.K.Gujral Punjab Technical University
(Branch: Human Resource Development- Training & Development)

IKGPTU/DR/HRD/TD/NC/03/11

Date: 17/09/18

Dr. Yadwinder Singh Brar,

Director,

IKGPTU Main Campus

Please find below the Training schedule for the month of September 2018. You are requested to depute officials from your department for the training sessions as listed below and nominate other official in case of non availability of the official listed below:-

Sr. No.	Topic	Resource Person	Schedule		
			Day-1 (24.09.2018)	Day-2 (25.09.2018)	Day-3 (26.09.2018)
1.	Training on Noting, Drafting skills, Handling Official Communication, Filing of documents	Sh. Kashbir Lal (Retired District Treasury Officer)	Sh. Amarjit Singh, S.A (Store Purchase) Sh. Harwinder Singh, S.A (Main campus) Ms. Rita, S.A (Electrical Engg.) Ms. Kuldeep Kaur, Clerk (Store Purchase) Sh. Rajinder Singh, O.A (Khunimajra Campus)	Sh. Balkar Singh, S.A (Batala Campus) Sh. Jasbir Singh, S.A (Store Purchase) Sh. Nareish Pwar, S.A (Khunimajra campus) Sh. Jaspal Singh, Clerk (Batala campus) Sh. Gurnee Singh, O.A (Store Purchase)	Sh. Jagdeep Singh, S.A (Store Purchase) Ms. Joginder Kaur, S.A (ECE) Ms. Reena, S.A (Physical Sc.) Sh. Kulwant Singh, Clerk (Store Purchase) Sh. Ramjas Singh, O.A (Motali Campus)
2.	Power of Subconscious Mind	Ms. Salony Sharma, Astrologer, Tarot Card Reader, Moonar Centre, Amritsar	(27.09.2018) Employees from 'B', 'C' & 'D' Category may please be nominated	Nil	Nil

Timing

10:00 am to 10:30am	- Registration
10:30 am to 11:30am	- Training session
11:30am to 11:45 am	- Tea Break
11:45am to 12:45pm	- Training session
12:45pm to 01:00pm	- Question/Answer Session
01:00pm to 02:30pm	- Lunch Break
02:30pm to 03:30pm	- Training session
03:30pm to 03:45pm	- Tea Break
03:45pm to 04:30pm	- Training Session
04:30pm to 04:45pm	- Question/Answer Session

The nomination may please be sent to the office of HRD latest by 20.09.2018 in the following format :-

Sr.No.	Name of the official	Designation	Employee Code
1

The participants are requested to report for registration half an hour before the commencement of the training session.

Dr. Geet
Deputy Registrar (HRD)

Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar

Report

Human Resource Development Branch conducted a three days training on **noting, Drafting, Handling Official Communicating filling of Documents** on dated 24.09.2018 to 26.09.2018. Participants from various departments/branches attended the training. The resource person of the training was Sh. Kashmiri Lal, Retired District Treasury Officer, Faridkot.

The main objective of the above training was to improve the performance and productivity of employees/staff working in the University.


05/12/18
(Tawn Bah)
Sr. Assistant
(Pawan Kumar)
Assistant Registrar (HRD)


Deputy Registrar (HRM)
JK Gujral Punjab Technical University
Jalandhar



Note No. Attachment: Training on ~~NOTING DRAFTING~~ Handling Official Communication, Filing of Documents 24-09-2018 to 26-09-2018_0001 (11/09/2018)

ATTENDANCE SHEET FOR TRAINING PROGRAMME (26.09.2018)

Training on Noting Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
1 ✓	NEELAM RANI	S. TIRLOK SINGH	CLERK	SECRECY	M. N. Singh		
2 ✓	DINESH KUMAR	SH. DEURAJ	O.A	DDE			
3	BALVIR KAUR	S. GURHAIL SINGH	S.A	SECRECY	Balvir Singh		
4	YASH PAL	SH. Balwant Rai	O.A	DDE			
5	Gurmeet	SH. Gurbachan	OH	DDE			
6 ✓	SUKHJINDER SINGH	S. KASHMIR SINGH	S.A.	ESTATE OFFICE			
7	MANJIT KOURA	S. SAGAR SINGH	S.A.	STUDEN WELFARE			
8 ✓	REETA BHARDWAJ	SH. RAVINDER BHARDWAJ	SA	PHD CEO CRDO			
9	KULJEET KAUR	SH. SINGH	CLERIC	HRM			
10	DEE PAKJAM	SH. PAKJAM SHAM LALJAM	SA	FGA			
11	MARESH PAWAR	SH. ASA RAM	S.A.	LEG PU KUTUMBARA CAMP			
12	JASWINDER S. HARBANS KAUR	S. HARBANS SINGH	S.A	SECRECY			
13	RAVINDER PREET KAUR	S. GURCHARAN SINGH	OA	SECRECY			
14	RAJESH KAUR	S. GUERMAIL SINGH	OA	SECRECY			
15	SIMRAN JIT SINGH	S. MANJIT SINGH	CLERK	SECRECY			
16	RAJ PAUL	SARU RAM	CLERK	K.P.R.C			

Deputy Registrar (HRM)

Jt. Gujarat Punjab Jalandhar University

Jalandhar

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (26.09.2018)

Training on Noting Drafting, Handling Official Communication, Filling of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
17	MANOJ KUMAR	DALDEV KUMAR	CLERK	CONSTRUCTION CELL			
18	PAWAN KUMAR	PARKASH CHAND	Sr. Assist	Adoptive			
19	KULWINDER SINGH	S. JAGTAR SINGH	O.A	SECRECY			
20	SATBIR SINGH	S. J. ASWANT SINGH	CLERK	F&A			
21	RAKESH BAHADUR SINGH	A. B. SINGH	Sr. Assist	F&A			
22	KANAL MITTAL	SH. RATTAN CHAND	Senior Assistant	Knowledge Resource Center			
23	SONIL KUMAR	SH. SUDERSHAN LAL	SENIOR ASSISTANT	Research & Development			
24	MITTAR DEV	SH. HARISH CHANDER	SENIOR ASSISTANT	Academy			
25	BALWANT SINGH	S. GURMOKH SINGH	Sr. Asst	COLLEGE DEVELOPMENT			
26	NARENDER KUMAR	SH. JAI. NAND	SR. ASSISTANT	ACADEMIC			
27	BALWANT SINGH	SH. JAGIR SINGH	SA	College Development			
28	PREVIL KUMAR SINGH	SH. B. SINGH	Sr. Asst	Girls Hostel			
29	NARENDER KUMAR	SH. NARAJ RAM	SA	Hostel			
30	RITA	Vikas GURU	CLERK	Academy			
31	DEEPTI KUMAR	SH. DEEPTI KUMAR	SA	Account			

Deputy Registrar (HRM)

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar

Note No. Attachment: Training on noting, Drafting, Handling Official Communication, Filing of Documents 24-09-2018 to 26-09-2018_0001 (1).pdf
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (26.09.2018)

Training on Noting Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
32	SEEMA BHALLA	W/o. Sh. JATINDER PAL SINGH (SA)	✓	SH. VIKRAM BHALLA R.T.D.	Present	Present	
33	Manish Kumar	Sh. Bal Kishan	(SA)	ITS	Present	Present	
34	DAASVIR KAUR	Sh. MAKHAH SINGH	S.A	Academic Branch	Present	Present	
35	YADWINDER SINGH	S. KESAR SINGH	SA	Culture & Development	26/9/18	Present	
36	Deepak Gurbachan Lal		O.A	Academic	26/9/18	Present	
37	Kulwinder Singh	S. Shamsher Singh	4	VC Office	26/9/18	Present	
38	HARINDER SINGH	S. PRITAM SINGH	SA	Student Welfare	26/9/18	Present	
39	Roop Singh	Lab. S. Karan Singh	GA	Academic	Present	Present	
40	RAVI KUMAR	Sh. Mohan Lal	O.A	PUBLIC RELATIONS OFFICE	Present	Present	
41	MANJIT Kaur	S. HUKHTAR SINGH	S.A	JMC	Present	Present	
42	Gagandeep Singh	Sh. Ramesh Singh	S.A	RTI	Present	Present	
43	Rakesh Kumar	Sh. Shiv Dhyal	S.A	Academic	Present	Present	
44	CHARANJIT Kaur	AMRIK SINGH	S.A	Degree Section	Present	Present	
45	MARAT	Sh. S. Preet Singh	S.A	Registration	Present	Present	

Deputy Registrar (HRM)

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
Jalandhar

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (26.09.2018)

Training on Noting Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
47	Vijay Kumar	Sh. KARAM CHAND	S.A.	Academic	Vijay	Vijay	
48	MARANDAY SH. PARAS NATH TIWARI		OA	EXAMINATION (CONFIDENTIAL)	PAR	PAR	
49	RANJIT Kaur	LL. Sh. Jothhi Singh	S.A.	HRM	RP	RP	
50	JAGDEV Singh	Pratim Singh	O.A.	P.E.D	PR	PR	
51	Meenakshi	Abhishek Dune	SA	Maternity allowance	PR	PR	
52	ANARDEE SINGH	SH. KARNAIL SINGH	SA	SOP (MC)	AP	AP	
53	JAGDEEP SINGH	S. JASWIR SINGH	SA	SOP	PR	PR	
53	VITAY KUMAR	SARDARI LAL	Clear	HRM	PR	PR	
54	Vinay	Sardar Lal	S.A.	HRM	PR	PR	
55							
56							
57							

Deputy Registrar (HRM)
I.K. Gujral Punjab Technical University
Jalandhar

Note No. Attachment: Training on noting, Drafting Official Communication, Filing of Documents 24-09-2018 to 26-09-2018_0001 (A).pdf

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (25.09.2018)

Training on Noting Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature	
					Morning	Evening
1	Amandeep Singh	Sh. Parshon Singh	O.A.	RIT	Amandeep S.	Amandeep S.
2	Amandeep Kaur	Sh. Achher Singh	S.A.	SW		
3	Sanjeev Kumar Uniyal	Sh. Dinesh Prasad	S.A.	DDE		
4	Sumeet Kumar	Sh. Shiv OM	S.H.	DDE	Sumeet Kumar	Sumeet Kumar
5	Pandeep Kumar	Sh. Ramesh Lal	O.A.	DDE	Pandeep	Pandeep
6	Baldeep	S. Suchan	O.A.	SW		
7	Sukhpreet Singh	Sh. Ram Singh	O.A.	Academic	Sukhpreet	Sukhpreet
8	Harpal Singh	S. Chander Singh	S.A.	Academic	Harpal	Harpal

Deputy Registrar (HRM)
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Jalandhar

Note No. Attachment: Training log noting, Drafting, Handling Official Communication, Filing of Documents 24-09-2018 to 26-09-2018_0001 (1).pdf

				Designation	Department	Morning	Evening
9	Vachaspati	Sh. Tej Ram	Sh. Assistant	RDO	Sh. D.	Present	Present
10	Gurveer Ram	Sh. Kulvir Singh	clerk	P&P	Plan	Other	Other
11	Harnandan	Harninder Singh	High Clerk	RID	Sh.	Sh.	Sh.
12	Ravinder	Krishan Choudhary	O/A	P&P	Sh.	Sh.	Sh.
13	R.S. Dhanrao	S. Jagvir Singh	SA	P&P	Bhagat Choudhary, Bhagat	Sh.	Sh.
14	Harninder Kan.	S. Balbir Singh	SA	P&P	Sh.	Sh.	Sh.
15	Amit Goyal	Ramesh Lal Goyal	SA	C&D	Goyal	Goyal	Goyal
16	Jaswant Singh	Ajit Ram	OA	C&D	Sh.	Sh.	Sh.
17	Rajbir Kaur	S. Harjit Singh	SA	C&D	Sh.	Sh.	Sh.
18	Anand Singh	Sh. Dhanraj Singh	SA	Cont. Cell	Sh.	Sh.	Sh.
19	Tamara Suman	S. Jyoti Kaur	SA	PRC Office	Tamara Suman	Tamara Suman	Tamara Suman

Deputy Registrar (HRM)
JK Gujral Punjab Technical University
Jalandhar

Note No. Attachment: Training on noting, Drafting Handling Official Communication, Filing of Documents 24-09-2018 to 26-09-2018_0001 (4).pdf

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Deputy Registrar (HRM)
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Recd.	Sh. Baldev Krishan.	Sr. Asstt.	Physician sci	Recd.	Recd.
20					
21	Sarwan Singh	Sr. Asstt	Academics		
22	Rohit Wadwa Tilak Raj	Clerk			
23	Vijay Anand LAL	S.A	Secracy		
24	Arjun Singh Sh. Swarn Singh	S.A			
25	Varinder Singh S. Surjit Singh	S.A	Director (main campus)		
26	Saroj Bala Chanda Rani	Sh. Mahan Singh Sh. Dharamvir S.A.	Central Library		
27					
28					
29					
30					

Note No. Attachment: Training on noting, Drafting,

Author	Name	Designation	Department

Morning

Evening

Deputy Registrar (HRM)
JK Gujral Punjab Technical University
Jalandhar

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (26.09.2018)

Training on Noting Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
1 ^P	Sh. Bhagwant Singh <i>Balwinder Singh</i>	Sh. Jagir Singh	Senior Assistant	College & Development		26/9/18	
2 ^P	Sh. Rohit Wadwa	Mr. Tilak Raj	Clerk	College & Development	<i>Present on date</i>	25/9/18	
3 ^P	Ms. Vinna	Sh. Sardari Lal	Senior Assistant	HRM	26/9/18		
4 ^A	Sh. Jaswinder Kumar	Mr. Krishan Chand	Clerk	HRM			
5 ^P	Sh. Sukhinder Singh	Sh. Kashmir Singh	Senior Assistant	Estate Office (CB-III)	<i>on date</i>	26/9/18	
6 ^P	Sh. Manoj Kumar Kad	Mr. Baldev Kumar	Clerk	Construction Cell	<i>on date</i>	26/9/18	
7 ^D	Sh. Rajinder Singh	Sh. Sardara Singh	Office Assistant	Construction Cell	<i>duty at SDM office</i>	<i>on date 26/9/18</i>	
8 ^A	Sh. Harpreet Singh	Sh. Harcharan Singh	Senior Assistant	Examination (Reg.)	<i>Attend next time.</i>		
9 ^P	Sh. Manish Kumar	Sh. Bal Krishan	Senior Assistant	ITS		26/9/18	
10 ^P	Sh. Kulwinder Singh	Sh. Shamsheer Singh	Office Assistant	VC Office		26/9/18	
11 ^A	Sh. Balvir Singh	Sh. Mohinder Singh	Office Assistant	Examination (Reg.)			

Deputy Registrar (HRM)
IK. Gujral Punjab Technical University
Jalandhar

12 P	Sh. Harjinder Singh	Sh. Pritam Singh	Senior Assistant	Student Welfare	26/9/18	
13 P	Sh. Naresh Kumar	Sh. Hari Ram	Senior Assistant	F & A	26/9/18	
14 P	Sh. Pawan Kumar	Sh. Parkash Chand	Senior Assistant	F & A	26/9/18	
15 A	Sh. Narinder Kaur	Sh. Atma Singh	Senior Assistant	F & A		
16 P	Sh. Satbir Singh	Mr. Jaswant Singh	Clerk	F & A	26/9/18	
17 A	Sh. Arvinder Kumar	Sh. Banarsi Lal	Office Assistant	F & A		
18 P	Ravi Kumar	Sh. Mohan Lal	Office Assistant	PRO	26/9/18	
19 P	Ms. Balvir Kaur	Sh. Gurmail Singh	Senior Assistant	Secrecy (Regular)	26/9/18	
20 A	Ajai Pal Singh	Sh. Daljit Singh	Office Assistant	Secrecy (Regular)		
21 P	Jasvir Kaur	Sh. Makhan Singh	S.A.	Academics	26/9/18	
22 P	Deepak	Mr. Gurbachan Lal	Office Assistant	Academics	26/9/18	
23 P	Sanjeev Kumar Uniyal	Sh. Dinesh Parsad	S.A.	DDE Branch	on date 25/9/18	
24 P	Gurmeet Singh	Mr. Gurbachan Singh	Office Assistant	DDE Branch	26/9/18	
25 A	Neeraj Bala	Sh. Subhash Chander	S.A.	Registrar Office		
26 P	Kamal Mittal	Sh. Rattan Chand	S.A.	Central Library	26/9/18	

28	Ram Paul	Mr. Saru Ram	Clerk	Central Library	26/9/18	
28	Reeta Bhardwaj	Sh. Ravinder Bhardwaj	S.A.	R & D	26/9/18	
28	Jagdeep Singh	Sh. Jasvir Singh	S.A.	Store & Purchase	26/9/18	
28	Joginder Kaur	Sh. Bachan Singh	S.A.	E.C.E.		
28	Reena	Sh. Baldev Krishan	S.A.	Physical Sciences	on date 25/9/18	
32	Kulwant Singh	Mr. Malkit Singh	Clerk	IKGPTU Academic Building		
33	Ranjias Singh	Sh. Nazar Singh	Office Assistant	IKGPTU Campus Mohali		
34	Manjeet Kaur	Sh. Hans Raj	Office Assistant	Legal Cell	on date 24/9/18	
35	Amandeep Singh	Sh. Parshan Singh	Office Assistant	RTI	on date 25/9/18	

Deputy Registrar (HRM)
JK Gujral Punjab Technical University
Jalandhar

Note No. Attachment: Training on notting, Drafting-Handling Official Communication, Filing of Documents 24-09-2018 to 26-09-2018_0001(1).pdf

14 ✓	Sh. Ajit Singh	Sh. Nek Singh	Senior Assistant	Finance & Accounts	24/9	24/9
15 ✓	Sh. Anand Sharma	Sh. Ram Saran Dass	Senior Assistant	Finance & Accounts		
16 ✓	Sh. Baljinder Singh	Sh. Bhajan Singh	Senior Assistant	Finance & Accounts		
17 ✓	Ms. Alka Joshi	W/o Sanjeev Joshi	Clerk	Finance & Accounts	24/9/18	24/9/18
18 ✓	Ms. Preeti Rani	Sh. Nehal Chand	Office Assistant	Finance & Accounts	24/9/18	24/9/18
19 ✓	Sh. Tehal Singh	Sh. Jeon Singh	Senior Assistant	PRO	on date	25/9/18
20 ✓	Sh. Bikramjit Singh	Sh. Ram Lubhaya	Office Assistant	GA	24/9	24/9
21 ✓	Harjinder Singh VirK	Sh. Darshan Singh	S.A.	Secrecy (Regular)	24/9	24/9
22 ✓	Sh. Bhagwan Singh	Mr. Malkit Singh	Clerk	Secrecy (Regular)	24/9	24/9
23 ✓	Sh. Ashok Kumar	Sh. Baldev Singh	Office Assistant	Conduct & Confidential	24/9	24/9
24 ✓	Sh. Diceraj Kumar	Sh. Naresh Kumar	Senior Assistant	Academics	24/9	24/9
25 ✓	Sh. Rajinder Singh	Mr. Krishan Lal	Clerk	Academics	24/9	24/9
26 ✓	Sh. B.S. Dhanaula	Sh. Jangir Singh	Senior Assistant	P&EP	24/9	24/9
27 ✓	Sh. Rajdeep Singh	Sh. Gurdev Singh	Office Assistant	P&EP	24/9	24/9
28 ✓	Ms. Harpreet Kaur	Sh. Avtar Singh	Senior Assistant	DDE	24/9	24/9
29 ✓	Sh. Baljinder Singh	Mr. Piara Singh	Clerk	DDE (Secrecy)	24/9	24/9
30 ✓	Ms. Beena	Sh. Kartara	Office Assistant	DDE	24/9	24/9

Deputy Registrar (HRM)

JK Group of Institutions

Jalandhar

31	Sh. Amit Dhinda	Sh. Suresh Chander	Senior Assistant	Registrar	Sh. Suresh Chander
32	Sh. Suresh Prasad	Sh. Jagdish Prasad	Office Assistant	Registrar	Sh. Suresh Chander
33	Ms. Chanda Rani	Sh. Dharamvir Bali	Senior Assistant	Central Library	Chanda Rani
34	Sh. Sanjay Kumar	Mr. Jagdish Lal Anand	Clerk	Central Library	Sh. Suresh Chander
35	Mr. Vachaspati Sharma	Sh. Tej Ram	Senior Assistant	R&D	Sh. Suresh Chander
36	Ms. Harmandan Kaur	Sh. Harminder Singh	Clerk	R&D	Sh. Suresh Chander
37	Sh. Amarjit Singh	Sh. Karnail Singh	Senior Assistant	Store & Purchase	Sh. Suresh Chander
38	Sh. Harwinder Singh	Sh. Surjit Singh	Senior Assistant	Main Campus	Sh. Suresh Chander
39	Ms. Rita Rani	Sh. Mohinder Singh	Senior Assistant	Electrical Engg.	Sh. Suresh Chander
40	Ms. Kuldeep Kaur	Mr. Balwant Singh	Clerk	Store & Purchase	Sh. Suresh Chander
41	Sh. Rajinder Singh	Mr. Ram Kishan	Office Assistant	Khannimajra Campus	Sh. Suresh Chander
42	Sh. Gagandeep Singh	Sh. Ramesh Singh	Senior Assistant	RTI	Sh. Suresh Chander
43	Sh. Sarabjit Singh	Mr. Gurmeet Singh	Clerk	Legal Cell	Sh. Suresh Chander
44	Ms. Tarun Bala	Sh. Harbhajan Singh	Senior Assistant	HRD	Sh. Suresh Chander

45 Dr. Greet

Sh. Y.P. Mehta

Deputy Registrar HRD

Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (25.09.2018)

Training on Noting Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature	Remarks
1	Sh. Angrej Singh	Sh. Ragbir Singh	Senior Assistant	College & Development		
2	Ms. Rekha Rani	Sh. Kewal Singh	Office Assistant	College & Development		
3	Ms. Anita Sharma	Sh. Vinod K. Sharma	Senior Assistant	HRM		
4	Ms. Harminder Kaur	Mr. Baldev Singh	Clerk	HRM		
5	Sh. Rakesh Sood	Sh. Kishori Lal Sood	Senior Assistant	Horticulture Deptt.		
6	Sh. Jaswinder Singh	Mr. Gian Singh	Clerk	Estate Office		
7	Sh. Balbir Singh Virk	Mr. Tarsem Singh Virk	Office Assistant	Construction Cell		
8	Ms. Charanjit Kaur	Sh. Anrik Singh	Senior Assistant	Examination (Reg.) (Degree Section)		
9	Sh. Jatinderbir Singh	Sh. Suba Singh	Senior Assistant	ITS		
10	Sh. Parveen Pahuja	Sh. R.K. Pahuja	Senior Assistant	VC Office		
11	Sh. Ashwani Kumar	Sh. Hans Raj	Office Assistant	Examination (Reg.) (Result Section)		
12	Sh. Davinderpal Singh	Sh. Baldev Raj	Senior Assistant	Sports & Cultural Activities		
13	Sh. Ranjit Singh	Sh. Bant Singh	Office Assistant	Sports & Cultural Activities		

Deputy Registrar (HRM)
I.K. Gujral Punjab Technical University

1. Harpreet Singh
2. Deepak Satija
3. Jasdeep Singh

29


Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar

L.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (24.09.2018)

Training on Noting Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
1 P	Sh. Amit Goyal	Sh. Ramesh Lal Goyal	Senior Assistant	College & Development		on date 25/9/18	
2 P	Sh. Jaswant Singh	Sh. Ajit Ram	Office Assistant	College & Development		on date 25/9/18	
A-3	Ms. Monika Sharma	Sh. Jugal Kishore	Senior Assistant	HRM			
4 P	Sh. Vijay Kumar	Mr. Sardari Lal	Clerk	HRM		26/9/18	
5 P	Sh. Amandeep Singh	Sh. Davinder Singh	Senior Assistant	Construction Cell		on date 25/9/18	
A-6	Ms. Balwinder Kaur	Late Shri Sukhdev Singh	Clerk	Maintenance (Estate Office)			
7 P	Sh. Ram Kishan	Sh. Vijay Kumar	Office Assistant	Maintenance Estate			
8 P	Sh. Amrinder Singh	Sh. Dilraj Singh	Senior Assistant	COE			
9 P	Sh. Raghav Talwar	Sh. Rajinder K. Talwar	Senior Assistant	ITS			
10 P	Ms. Arshinder Kaur	Sh. Ominder Singh	Senior Assistant	VC Office			
11 P	Sh. Ajay Kumar	Sh. Mohinder Pal	Office Assistant	Examination (Reg.) (Result Section)			
12 P	Ms. Amandeep Kaur	Sh. Achher Singh	Senior Assistant	Student Welfare		on date 25/9/18	
13 P	Sh. Kuldeep Singh	Mr. Sucha Singh	Office Assistant	SFC		on date 25/9/18	

Name	Designation	Branch	Signature
✓ Manjit Kaur D/o Hans Raj (Gurpreet Singh)	O.A.	Legal cell	(M) (K)
✗ Seetaram Kaur			
✗ Ajay Ratna S/o Jawaharlal Ratna	S.A.	Confidential Exam	En Ajay Ratna 24/9/18
✗ Deepak Chand S/o Sh. Nanda Ballabh	O.A.	DDE	Deepak Chand 24/9/18
✗ Mohinder Singh S/o Sh. Shamsher Singh	O.A.	Conduct	B - B
✗ Rajwinder Singh S/o S. Gurdial Singh	S.A.	Conduct	Q - Q
✗ Surjit Singh S/o Sh. Balwinder Singh	S.A.	Examination	Surjit
✗ Lakhbir Singh S/o Sh. Jagad Singh	S.A.	Examination	Lakhbir Singh
✗ Rajinder Kumar S/o Sh. Mohan Lal	O.A.	Secretary	Rajinder Kumar
✗ Baljinder Kaur D/o Sh. Jaswant Singh	O.A.	Academics	Balginder Kaur
✗ Rajwinder Kaur D/o Sh. Onkar	S.A.	DDE	Present

Deputy Registrar (HRM)
IK Gujrat Punjab Technical University
Jalandhar

14	Sh. Bharat Bhushan	Sh. Tarsem Chand	Senior Assistant	Finance & Accounts		
15	Sh. Deepak Jain	Sh. Sham Lal	Senior Assistant	Finance & Accounts		
16	Ms. Daljit Kaur	Sh. Mohinder Singh	Senior Assistant	Finance & Accounts		
17	Sh. Girdhari Lal	Mr. Balhshi Ram	Clerk	Finance & Accounts		
18	Sh. Arvind Kumar	Sh. Son Parkash	Office Assistant	Finance & Accounts		
19	Sh. Gurpreet Singh	Sh. Jasbir Singh	Senior Assistant	G/A		
20	Sh. Deepak Kumar	Sh. Bhagwan Dass	Senior Assistant	Secrecy (Regular)		
21	Ms. Neelam Rani	Mr. Tirkok Singh	Clerk	Secrecy (Regular)		
22	Sh. Mahinder Singh	Sh. Shamsher Singh	Office Assistant	Conduct & Confidential		
23	Sh. Harpal Singh	Sh. Chanchal Singh	Senior Assistant	Academics		
24	Ms. Bajinder Kaur <i>Sakshi Singh</i>	Sh. Jaswant Singh	Office Assistant	Academics		
25	Sh. Sukhvir Singh Maan	Sh. Major Singh Maan	Senior Assistant	P&EP		
26	Ms. Rajwinder Kaur	Sh. Onkar Singh	Senior Assistant	DDE		
27	Sh. Deepak Chand	Sh. Nanda Ballabh	Office Assistant	DDE		
28	Ms. Hardeep Kaur	Sh. Tarlok Singh	Senior Assistant	Registrar		
29	Sh. Surinder Singh	Sh. Meet Singh	Senior Assistant	Library		

Note No. Attachment: Training on noting, Drafting Handling Official Communication, Filing of Documents 24-09-2018 to 26-09-2018_0001(11).pdf

30	Sh. Dharminder Kumar	Sh. Sita Ram	Office Assistant	Library			
31	Sh. Sanjeev Sharma	Sh. Bansil Lal	Senior Assistant	R&D			
32	Sh. Jagdev Singh	Sh. Priyam Singh	Office Assistant	R&D P&EP			
33	Sh. Balkar Singh	Sh. Priyam Singh	Senior Assistant	Batala Campus	✓		
34	Sh. Jasbir Singh	Sh. Balwant Singh	Senior Assistant	Store & Purchase	✓		
35	Sh. Nareesh Pawar	Sh. Asa Ram	Senior Assistant	Khannanajra Campus	✓		
36	Sh. Jaspal Singh	Mr. Mela Singh	Clerk	Batala campus	✓		
37	Sh. Gurneet Singh	Sh. Narain Singh	Office Assistant	Store & Purchase	✓		
38	Ms. Swaran Kaur	Sh. Mohinder Singh	Senior Assistant	RTI			
39	Sh. Gurpreet Singh	Mr. Baldev Singh	Clerk	Legal Cell			

Deputy Registrar (HRM)
 IIT Gurukul Kangri Technical University
 Dehra Dun

✓

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (25.09.2018)

Training on Noting Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
1	Sh. Angrej Singh	Sh. Ragbir Singh	Senior Assistant	College & Development	Angrej S/S	Angrej S/S	
2	Ms. Rekha Rani	Sh. Kewal Singh	Office Assistant	College & Development	Rekha	Rekha	
3	Ms. Anita Sharma	Sh. Vinod K. Sharma	Senior Assistant	HRM	Anita	Anita	
4	Ms. Harinder Kaur	Mr. Baldev Singh	Clerk	HRM			
5	Sh. Rakesh Sood	Sh. Kishori Lal Sood	Senior Assistant	Horticulture Dept.	Rakesh	Rakesh	
6	Sh. Jaswinder Singh	Mr. Gian Singh	Clerk	Estate Office	Jaswinder	Jaswinder	
7	Sh. Balbir Singh Virk	Mr. Tarsem Singh Virk	Office Assistant	Construction Cell			
8	Ms. Charanjit Kaur	Sh. Amrik Singh	Senior Assistant	Examination (Reg.) (Degree Section)	26/9/18		
9	Sh. Jatinder Singh Rajkour Talwara	Sh. Suba Singh Rajkour Talwara	Senior Assistant	ITS	Jatinder	Jatinder	
10	Sh. Parveen Pahuja	Sh. R.K. Pahuja	Senior Assistant	VC Office	Parveen	Parveen	
11	Sh. Ashwani Kumar	Sh. Hans Raj	Office Assistant	Examination (Reg.) (Result Section)			
12	Sh. Davinderpal Singh	Sh. Baldev Raj	Senior Assistant	Sports & Cultural Activities	D.V.	D.V.	
13	Sh. Ranjit Singh	Sh. Bani Singh	Office Assistant	Sports & Cultural Activities	Ranjit S/S	Ranjit S/S	

14	Sh. Bharat Bhushan	Sh. Tersem Chand	Senior Assistant	Finance & Accounts	26/9/18	24/9/18	on date 24/9/18
15	Sh. Deepak Jain	Sh. Sharn Lal	Senior Assistant	Finance & Accounts	26/9/18		
16	Ms. Daljit Kaur	Sh. Mohinder Singh	Senior Assistant	Finance & Accounts	26/9/18		
17	Sh. Gurchari Lal	Mr. Bakhshi Ram	Clerk	Finance & Accounts	26/9/18		
18	Sh. Arvind Kumar	Sh. Som Parkash	Office Assistant	Finance & Accounts	26/9/18		
19	Sh. Gurpreet Singh	Sh. Jasbir Singh	Senior Assistant	GA	25/9/18	25/9/18	
20	Sh. Deepak Kumar	Sh. Bhagwan Dass	Senior Assistant	Secrecy (Regular)			
21	Ms. Neelam Rani	Mr. Tarlok Singh	Clerk	Secrecy (Regular)	26/9/18		on date 24/9/18
22	Sh. Mahinder Singh	Sh. Shamsher Singh	Office Assistant	Conduct & Confidential			
23	Sh. Harpal Singh	Sh. Chanchal Singh	Senior Assistant	Academics	26/9/18		
24	Ms. Rajinder Kaur	Sh. Jaswant Singh	Office Assistant	Academics	26/9/18		
25	Sh. Sukhvir Singh	Sh. Major Singh	Senior Assistant	P&EP	26/9/18		
26	Ms. Rajwinder Kaur	Sh. Onkar Singh	Senior Assistant	DDE	26/9/18		
27	Sh. Deepak Chand	Sh. Nanda Ballabh	Office Assistant	DDE	26/9/18		on date 24/9/18
28	Ms. Hardeep Kaur	Sh. Tarlok Singh	Senior Assistant	Registrar	26/9/18		on date 24/9/18
29	Sh. Surinder Singh	Sh. Meet Singh	Senior Assistant	Library	26/9/18		

30	Sh. Dhaminder Kumar	Sh. Sita Ram	Office Assistant	Library	25/09/18	25/09/18	25/09/18
31	Sh. Sanjeev Sharma	Sh. Bansil Lal	Senior Assistant	R&D	25/09/2018	25/09/2018	25/09/18
32	Sh. Jagdev Singh	Sh. Pritam Singh	Office Assistant	R&D	26/09/18		
33	Sh. Balkar Singh	Sh. Pritam Singh	Senior Assistant	Batala Campus			
34	Sh. Jasbir Singh	Sh. Balwant Singh	Senior Assistant	Store & Purchase	26/09/18	26/09/18	
35	Sh. Naresh Pawar	Sh. Asa Ram	Senior Assistant	Khummatnagar Campus	26/09/18		
36	Sh. Jaspal Singh	Mr. Mela Singh	Clerk	Batala campus	26/09/18		
37	Sh. Gurneer Singh	Sh. Narain Singh	Office Assistant	Store & Purchase			
38	Ms. Swaran Kaur	Sh. Mohinder Singh	Senior Assistant	RTI			
39	Sh. Gurpreet Singh	Mr. Baldev Singh	Clerk	Legal Cell	26/09/18	26/09/18	on date 24/09/18

Deputy Registrar (HRM)
 JK Gujral Punjab Technical University
 Jalandhar

10/8

ATTENDANCE SHEET FOR TRAINING PROGRAMME (26.09.2018)

Training on Noting Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
1 ✓	NEELAM RANI	S. TILLOK SINGH	CLERK	SECRECY	M. Singh	M. Singh	
2 ✓	DINESH KUMAR	Sh. DEORA	O.A	DOE	Sh	Sh	
3	BALVIR KAUR	S. GUHAAIL SINGH	S.A	SECRECY	Balvir bans	Balvir bans	
4	YASH PAL	Sh. Baldev Rai	O.A	DOE	Sh	Sh	
5	Gurmeet	Sh. Gurbae	OH	DOE	Sh	Sh	
6 ✓	SOHANINDER SINGH	S. KASHMIR SINGH	S.A.	ESTIMATE OFFICE	Sh	Sh	
7	MANOJ KUMAR	S. SANGH SINGH	S.A.	STUDY WELFARE	Sh	Sh	
8 ✓	DEEPA BHARDWAJ	Sh. RAUNINDER BHARDWAJ	S.A	PH.D. Cell	Sh	Sh	
9	KULJEET KAUR	SANDEEP SINGH	CLERK	HRM	Sh	Sh	
10	DEEPAK JAIN	Sh. DEEPA SHANU JAIN	S.A	FGA	Sh	Sh	
11	MADESH KUMAR	Sh. ASA RAM	S.A.	14.00 PM	Sh	Sh	
12	JASWINDER KAUR	S. HARBAHS SINGH	S.A	SECRECY	Sh	Sh	
13	RAUNINDER REET	S. GUHAAIL SINGH	OH	SECRECY	Sh	Sh	
14	RAJESH KUMAR	S. GUHAAIL SINGH	OH	SECRECY	Sh	Sh	
15	SIMRAN JIT SINGH	S. MANOJ SINGH	CLERK	CLERK	Sh	Sh	
16	RAJAN KUMAR	S. RAJAN KUMAR	CLERK	K.R.C	Sh	Sh	

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Note No. #9 Attachment: Training on netting, Drafting, Handling Official Communication, Filing of Documents 24-09-2018 to 26-09-2018_0004.pdf

L.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (26.09.2018)

Training on Noting Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
17	MANOJ KUMAR	BALDEV KUMAR	CLERK	CONSTRUCTION CELL			
18	PAWAN KUMAR	PAKASH CHAND	Sr. Assist	ALCOHOL & DRUGS			
19	KULWINDER KAUR	S. JAGDIP SINGH	O.A	SECURITY			
20	SATBIR SINGH	S. J AGRAWAL SINGH	CLERK	F & A			
21	PAKASH BAHADUR SINGH	A.B. SINGH	Sr. Assist	F & A			
22	KAMAL MITTAL	SH. RATTAN CHAND	Senior Assistant	Knowledge Resource Centre			
23	SENIL KUMAR	SH. SUDERSHAN LAL	SENIOR ASSISTANT	Research & Development			
24	MITAR DEV	SH. HARIHAR CHANDER	SENIOR ASSISTANT	Academy			
25	BALWANT SINGH	S. GORDHAN SINGH	Sp. Distt	College Development			
26	NARENDER KUMAR	SH. JAI NAND	SR. ASSISTANT	ACADEMICS			
27	BALWANT SINGH	SH. JAGIR SINGH	SA	College Development			
28	SHRIVE KUMAR	SH. BIR SINGH	SA	Girls Hostel			
29	ASHISH KUMAR	SH. RAJA RAM	SA	Hostel			
30	RTA	VRAS GUPTA	CICER	Academics			
31	Deljit Kaur	Deljit Kaur	SA	Account			

Deputy Registrar (HRD)
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L.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (26.09.2018)

Training on Noting Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
32	SEEMA BHALLA	Sh. VIKRAM BHALLA	SA	R.D.	Present	Present	
33	Manish Kumar	Sh. Bal Kishan	(SA)	ITS	Present	Present	
34	DRSVIR KACR	Sh. PRAKASHAN SINGH	S.A	Academic Branch	Present	Present	
35	YADWINDER SINGH	S. KESAR SINGH	SA	College Development	Present	Present	
36	Deepak	Gurubachan Lal	O.A	Academic	Present	Present	
37	Kulwinder Singh	Sh. Shamshun Singh	SA	Academic	Present	Present	
38	MAHINDER SINGH	S. PRITAM SINGH	SA	Student Welfare	Present	Present	
39	Rudh Singh	Lat. S. Karmajit Singh	GA	Academic	Present	Present	
40	Ravi Kumar	Sh. Mohan Lal	O.A	Public Relations Office	Present	Present	
41	MANJIT Kaur	S. MOHTAR SINGH	S.A	JMC	Present	Present	
42	Loganath Singh	Sh. Ramesh Singh	S.A	RTI	Present	Present	
43	Rakesh						
44	RAKESH KUMAR	Sh. Shiv Dhyal	S.A	Academic	Present	Present	
45	CHARANJIT Kaur	AMRIT SINGH	S.A	Degree Section	Present	Present	
46	Harpreet	KATE S. PANGAT SINGH	SA	Registration	Present	Present	

Note No. #9 Attachment: Training on noting, Drafting, Handling Official Communication, Filing of Documents-24-09-2018 to 26-09-2018_0001.pdf

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (26.09.2018)

Training on Noting, Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
47	Vijay Kumar	S. KARANAM CHAND	S. A.	Academic			
48	MARKANDBAY S. PARAS NATH TIWARI	TIWARI	OA	EXAMINATION (CONFIDENTIAL)			
49	RANJIT KUMAR	Dr. Sh. Jathar Singh	SA	HRM			
50	Shalini Singh	Pratim Singh	O.A.	P&D			
51	Meenakshi	Abhishek Kumar	SA	Academic			
52	ANAND SINGH	S. KARNAL SINGH	SA	SEC (MC)			
53	JAGDEEP SINGH	S. JASWIR SINGH	SA	SOP			
54	Vijay Kumar	S. PARAS NATH	OA	HRM			
55	Vijay Kumar	S. A.	S. A.	HRM			
56							
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Deputy Registrar (HRM)

I.K. Gujral Punjab Technical University

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I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (24.09.2018)

Training on Noting, Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature	
					Morning	Evening
✓	Amandeep Singh	Sh. Parsham Singh	O.A.	RPT	Amandeep S	Harmandir S
✓	Amandeep Kaur	Sh. Akher Singh	S.A.	Sec	(Signature)	(Signature)
✓	Sanjeev Kumar Unigal	Sa. Divesh Prasad	S.A.	DDPE	(Signature)	(Signature)
✓	Sumet Kumar	Sh. Shiv DSI	S.A.	DDPE	Sumet Kumar	Sumet Kumar
✓	Randeep Kumar	Sh. Ramesh Lal	O.A.	DDPE	Randeep	Randeep
✓	Kuldeep	S. Sucklaan	O.A.	Sec	km	km
✓	Sukhpreet Singh	Al. Ram Singh	O.A.	Academic	(Signature)	(Signature)
✓	Harpal Singh	S. Chanchal Singh	S.A.	Academic	(Signature)	(Signature)

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Deputy Registrar (HRM)

IK Gujral Punjab Technical University
Jalandhar

			St. Assistant	RD		
9	Vachaspati	St. Tej Kame	Assistant	RD	St. Tej Kame	Present
10	Gurdev Pan	St. Kulvir Singh	Clerk	RD	St. Kulvir Singh	Present
11	Harmandar	Harmandar Singh	Clerk	RD	St. Kulvir Singh	Present
12	Ravinder	Krishan Choudhary	O/A	RD	St. Kulvir Singh	Present
13	R.S. Dhanraj	S. Jagdeep Singh	SA	RD	St. Kulvir Singh	Present
14	Harinder Kaur	S. Balbir Singh	SA	RD	St. Kulvir Singh	Present
15	Ankit Gargal	Ramesh Choudhary	SA	RD	St. Kulvir Singh	Present
16	Jaswant Singh	Ajit Ram	SA	RD	St. Kulvir Singh	Present
17	Rajbir Kaur	S. Harjit Singh	SA	RD	St. Kulvir Singh	Present
18	Anand Singh	S. Dhanraj Singh	SA	RD	St. Kulvir Singh	Present
19	Tarun Singh	S. Dhanraj Singh	SA	RD	St. Kulvir Singh	Present

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20	Ree	Sh. Baldev Kumaran.	Sr. Asstt	Physician	Ree 25/9	Ree 25/9
21	Sarwan Singh	S. Bada Singh	Sr. Asstt	Academics	Ree 25/9	Ree 25/9
22	Rohit Kumar	Tilak Rao	Asstt	Secy	Ree 25/9	Ree 25/9
23	Vijay Anand	S. J. N. D. S. N. LAL	S. A.	Secy	Ree 25/9	Ree 25/9
24	Ankur S.	Sh. SWAPNASHILIN	S. A.	Secy	Ree 25/9	Ree 25/9
25	Vandana Singh	S. Singh	S. A.	Director (Main Campus)	Ree 25/9	Ree 25/9
26	Saraj Bala	Sh. Akhlesh Singh	S. A.	Secy	Ree 25/9	Ree 25/9
27	Chanda Ravi	Sh. Dharmendra Bali	S. A.	Central Library	Ree 25/9	Ree 25/9
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Deputy Registrar (HRM)
JK Gujral Purnod Technical University
Jalandhar

(Signature)

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (26.09.2018)

Training on Noting Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
1	Sh. Bhagwant Singh <i>Expenditure</i>	Sh. Jagir Singh	Senior Assistant	College & Development		26/9/18	
2	Sh. Rohit Wadwa	Mr. Tilak Raj	Clerk	College & Development	<i>Present on date</i>	25/9/18	
3	Ms. Vinna	Sh. Sardari Lal	Senior Assistant	HRM	26/9/18		
4	Sh. Jaswinder Kumar	Mr. Krishan Chand	Clerk	HRM			
5	Sh. Sukhjinder Singh	Sh. Kastmir Singh	Senior Assistant	Estate Office (C.B.-III)	on date	26/9/18	
6	Sh. Manoj Kumar Kad	Mr. Baldev Kumar	Clerk	Construction Cell	—	on date 26/9/18	
7	Sh. Rajinder Singh	Sh. Sardara Singh	Office Assistant	Construction Cell	absent	SDM office	
8	Sh. Harpreet Singh	Sh. Harcharan Singh	Senior Assistant	Examination (Reg.)	absent	Next time.	
9	Sh. Manish Kumar	Sh. Bal Krishan	Senior Assistant	ITS	26/9/18		
10	Sh. Kulwinder Singh	Sh. Shamsher Singh	Office Assistant	VC Office	26/9/18		
11	Sh. Balvir Singh	Sh. Mohinder Singh	Office Assistant	Examination (Reg.)			

Note No. #9 Attachment: Training on noting, Drafting and Handling Official Communication, Filing of Documents 24-09-2018 to 26-09-2018, 9001.pdf

12	Sh. Harjinder Singh	Sh. Priyam Singh	Senior Assistant	Student Welfare	26/9/18	
13	Sh. Nareesh Kumar	Sh. Hari Ram	Senior Assistant	F & A	26/9/18	
14	Sh. Pawan Kumar	Sh. Parkash Chand	Senior Assistant	F & A	26/9/18	
15	Sh. Narinder Kaur	Sh. Atma Singh	Senior Assistant	F & A		
16	Sh. Satbir Singh	Mr. Jaswant Singh	Clerk	F & A	26/9/18	
17	Sh. Arvinder Kumar	Sh. Banarsi Lal	Office Assistant	F & A		
18	Ravi Kumar	Sh. Mohan Lal	Office Assistant	PRO	26/9/18	
19	Ms. Balvir Kaur	Sh. Gurnail Singh	Senior Assistant	Secrecy (Regular)	26/9/18	
20	Ajai Pal Singh	Sh. Daljit Singh	Office Assistant	Secrecy (Regular)		
21	Jasvir Kaur	Sh. Makhan Singh	S.A.	Academics	26/9/18	
22	Deepak	Mr. Gurbachan Lal	Office Assistant	Academics	26/9/18	
23	Sanjeev Kumar	Sh. Dinesh Parsad	S.A.	DDE Branch	on date	25/9/18
24	Gurnee Singh	Mr. Gurbachan Singh	Office Assistant	DDE Branch	—	26/9/18
25	Neeraj Bala	Sh. Subhash Chander	S.A.	Registrar Office		
26	Kamal Mittal	Sh. Ratan Chand	S.A.	Central Library	26/9/18	

Note No. #9 Attachment: Training on noting, Drafting, Handling Official Communication, Filing Documents 24-09-2018 to 26-09-2018_0001.pdf

27	Ram Paul	Mr. Saru Ram	Clerk	Central Library		26/9/18	
28	Reeta Bhardwaj	Sh. Ravinder Bhardwaj	S.A.	R & D		26/9/18	
29	Jagdeep Singh	Sh. Jasvir Singh	S.A.	Store & Purchase		26/9/18	
30	Joginder Kaur	Sh. Bachan Singh	S.A.	E.C.E.			
31	Reena	Sh. Baldev Krishan	S.A.	Physical Sciences	on	date 25/9/18	
32	Kulwant Singh	Mr. Malik Singh	Clerk	IKCPTU Academic Building			
33	Ranjias Singh	Sh. Nazar Singh	Office Assistant	IKCPTU Campus Mohali			
34	Manjeet Kaur	Sh. Hans Raj	Office Assistant	Legal Cell			on date 24/9/18
35	Amandeep Singh	Sh. Parsham Singh	Office Assistant	RTI			on date 25/9/18

Deputy Registrar (HRM)
 IKG Punjab Technical University
 Jalandhar

1. Harpreet Singh
2. Deepak Satija
3. Jyotsna Singh

-40-

Deputy Registrar (HRM)
JK Gujral Punjab Technical University
Jalandhar

Note No. #9 Attachment: Training on noting, Drafting, Handling Official Communication, Filing of Documents 24-09-2018 to 26-09-2018, 0001.pdf

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (24.09.2018)

Training on Noting, Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/V/o	Designation	Department	Signature			Remarks
					Morning	Evening		
1	Sh. Amit Goyal	Sh. Ramesh Lal Goyal	Senior Assistant	College & Development	on date 25/9/18			
2	Sh. Jaswant Singh	Sh. Ajit Ram	Office Assistant	College & Development	on date 25/9/18			
3	Ms. Monika Sharma	Sh. Jugal Kishore	Senior Assistant	HRM				
4	Sh. Vijay Kumar	Mr. Sardari Lal	Clerk	HRM	26/9/18			
5	Sh. Armandeep Singh	Sh. Davinder Singh	Senior Assistant	Construction Cell	on date 25/9/18			
6	Ms. Balwinder Kaur	Late Shri Sukhdev Singh	Clerk	Maintenance (Estate Office)				
7	Sh. Ram Kishan	Sh. Vijay Kumar	Office Assistant	Maintenance Estate	26			
8	Sh. Anvinder Singh	Sh. Dilraj Singh	Senior Assistant	COE	26			
9	Sh. Raghu Talwar	Sh. Rajinder K. Talwar	Senior Assistant	ITS	26			
10	Ms. Arshinder Kaur	Sh. Ominder Singh	Senior Assistant	VC Office	26			
11	Sh. Ajay Kumar	Sh. Mohinder Pal	Office Assistant	Examination (Reg.) (Result Section)	26			
12	Ms. Armandeep Kaur	Sh. Achher Singh	Senior Assistant	Student Welfare	on date 25/9/18			
13	Sh. Kuldeep Singh	Mr. Sucha Singh	Office Assistant	SFC	on date 25/9/18			

Note No. #9 Attachment: Training on noting, Drafting, Handling Official Communication, Filing of Documents 24-09-2018 to 26-09-2018. 0001.pdf

14 ✓	Sh. Ajit Singh	Sh. Nek Singh	Senior Assistant	Finance & Accounts	24/9/18	24/9/18
15 ✓	Sh. Anand Sharma	Sh. Ram Saran Dass	Senior Assistant	Finance & Accounts		
16 ✓	Sh. Baljinder Singh	Sh. Bhajan Singh	Senior Assistant	Finance & Accounts		
17 ✓	Ms. Alka Joshi	W/o Sanjeev Joshi	Clerk	Finance & Accounts	24/9/18	24/9/18
18 ✓	Ms. Preeti Rani	Sh. Nehal Chand	Office Assistant	Finance & Accounts	24/9/18	24/9/18
19 ✓	Sh. Tejal Singh	Sh. Jeon Singh	Senior Assistant	PRO	on date	25/9/18
20 ✓	Sh. Bikanjit Singh	Sh. Ram Lubhaya	Office Assistant	G/A	24/9/18	24/9/18
21 ✓	Harjinder Singh Virk	Sh. Darshan Singh	S.A.	Secrecy (Regular)	24/9/18	24/9/18
22 ✓	Sh. Bhagwan Singh	Mr. Malkit Singh	Clerk	Secrecy (Regular)	24/9/18	24/9/18
23 ✓	Sh. Ashok Kumar	Sh. Baldev Singh	Office Assistant	Conduct & Confidential	24/9/18	24/9/18
24 ✓	Sh. Dharej Kumar	Sh. Naresh Kumar	Senior Assistant	Academics	24/9/18	24/9/18
25 ✓	Sh. Rajinder Singh	Mr. Krishan Lal	Clerk	Academics	24/9/18	24/9/18
26 ✓	Sh. B.S. Dhanaula	Sh. Jangir Singh	Senior Assistant	P&EP	on date	25/9/18
27 ✓	Sh. Rajdeep Singh	Sh. Gurdev Singh	Office Assistant	P&EP	24/9/18	24/9/18
28 ✓	Ms. Harpreet Kaur	Sh. Avtar Singh	Senior Assistant	DDE	24/9/18	24/9/18
29 ✓	Sh. Baljinder Singh	Mr. Piana Singh	Clerk	DDE (Secrecy)		
30 ✓	Ms. Beena	Sh. Kartara	Office Assistant	DDE	24/9/18	24/9/18

Note No. #9 Attachment: Training on noting, Drafting, Handling Official Communication, Filing of Documents 24-09-2018 to 26-09-2018 0001.pdf

31	Sh. Anni Dhinda	Sh. Suresh Chander	Senior Assistant	Registrar			
32	Sh. Suresh Prasad	Sh. Jagdish Prasad	Office Assistant	Registrar			
33	Ms. Chanda Rani	Sh. Dharamvir Bali	Senior Assistant	Central Library			
34	Sh. Sanjay Kumar	Mr. Jagdish Lal Anand	Clerk	Central Library			
35	Sh. Vachaspati Sharma	Sh. Tej Ram	Senior Assistant	R&D			
36	Ms. Harmandan Kaur	Sh. Harmander Singh	Clerk	R&D			
37	Sh. Amarjit Singh	Sh. Kartail Singh	Senior Assistant	Store & Purchase			
38	Sh. Harwinder Singh	Sh. Surjit Singh	Senior Assistant	Main Campus			
39	Ms. Rita Rani	Sh. Mohinder Singh	Senior Assistant	Electrical Engg.			
40	Ms. Kuldeep Kaur	Mr. Balwant Singh	Clerk	Store & Purchase			
41	Sh. Rajinder Singh	Mr. Ram Kishan	Office Assistant	Khumunajra Campus			
42	Sh. Gagandeep Singh	Sh. Ramesh Singh	Senior Assistant	RTI			
43	Sh. Sarabjit Singh	Mr. Gurmeet Singh	Clerk	Legal Cell			
44	Ms. Tarun Bala	Sh. Harbhajan Singh	Senior Assistant	HRD			

Dr. Greet

Sh. Y.P. Mehta

Deputy Registrar HRD

Deputy Registrar (HRM)

16 August Punjab Technical University
Jalandhar

Name	Designation	Branch	Signature
Manjit Kaur (coupled Singh) D/o Harb Raj	O.A.	Legal cell	(M)
Swarn Kaur			
Ajay Ratna S/o Jawaharlal Ratna	S.A.	Confidential Exam	24/9/18 24/9/18
Deepak Chav S/o. Wanda Ballabh	O.A.	DBE	24/9/18 24/9/18
Mehar Singh S/o sh. sharmar singh	O.A.	Conduct	B-13
Rajwinder Singh S.A.		Conduct	(P)
Slo s. Gurdial Singh S.A.		Examination	Singh
Lakshvir Singh S.A.		Examinator	24/9/18
Slo sh. Jagat Singh S.A.		Secretary	24/9/18
Rajinder Kumar Slo sh. Mohan Lal O.A.		Academics	24/9/18
Balinder Kaur O.A.		DBE	24/9/18
Rajwinder Kaur S.A.		Present	24/9/18
D/o sh. onkar			

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDENCE SHEET FOR TRAINING PROGRAMME (25.09.2018)

Training on Noting Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/V/o	Designation	Department	Signature	Remarks
1	Sh. Angrej Singh	Sh. Ragbir Singh	Senior Assistant	College & Development		
2	Ms. Rekha Rani	Sh. Kewal Singh	Office Assistant	College & Development		
3	Ms. Anita Sharma	Sh. Vinod K. Sharma	Senior Assistant	HRM		
4	Ms. Harmander Kaur	Mr. Baldev Singh	Clerk	HRM		
5	Sh. Rakesh Sood	Sh. Kishori Lal Sood	Senior Assistant	Horticulture Deptt.		
6	Sh. Jaswinder Singh	Mr. Gian Singh	Clerk	Estate Office		
7	Sh. Balbir Singh Virk	Mr. Tarsem Singh Virk	Office Assistant	Construction Cell		
8	Ms. Charanjit Kaur	Sh. Amrik Singh	Senior Assistant	Examination (Reg.) (Degree Section)		
9	Sh. Jatinderbir Singh	Sh. Suba Singh	Senior Assistant	ITS		
10	Sh. Parveen Pahuja	Sh. R.K. Pahuja	Senior Assistant	VC Office		
11	Sh. Ashwani Kumar	Sh. Hans Raj	Office Assistant	Examination (Reg.) (Result Section)		
12	Sh. Davinderpal Singh	Sh. Baldev Raj	Senior Assistant	Sports & Cultural Activities		
13	Sh. Ranjit Singh	Sh. Bant Singh	Office Assistant	Sports & Cultural Activities		

-45-

Deputy Registrar (HRM)
 I.K. Gujral Punjab Technical University

14	Sh. Bharat Bhushan	Sh. Tarsem Chand	Senior Assistant	Finance & Accounts		
15	Sh. Deepak Jain	Sh. Sharm Lal	Senior Assistant	Finance & Accounts		
16	Ms. Daljit Kaur	Sh. Mohinder Singh	Senior Assistant	Finance & Accounts		
17	Sh. Girdhari Lal	Mr. Bakhshi Ram	Clerk	Finance & Accounts		
18	Sh. Arvind Kumar	Sh. Som Parkash	Office Assistant	Finance & Accounts		
19	Sh. Gurpreet Singh	Sh. Jasbir Singh	Senior Assistant	GA		
20	Sh. Deepak Kumar	Sh. Bhagwan Dass	Senior Assistant	Secrecy (Regular)		
21	Ms. Neelam Rani	Mr. Turlak Singh	Clerk	Secrecy (Regular)		
22	Sh. Mahinder Singh	Sh. Shamsher Singh	Office Assistant	Conduct & Confidential		
23	Sh. Harpal Singh	Sh. Chanchal Singh	Senior Assistant	Academics		
24	Ms. Baljinder Kaur <i>Sukhvir Singh</i>	Sh. Jaswant Singh	Office Assistant	Academics		
25	Sh. Sukhvir Singh Maan	Sh. Major Singh Maan	Senior Assistant	P&EP		
26	Ms. Rajwinder Kaur	Sh. Onkar Singh	Senior Assistant	DDE		
27	Sh. Deepak Chand	Sh. Nanda Ballabh	Office Assistant	DDE		
28	Ms. Hardeep Kaur	Sh. Tarlok Singh	Senior Assistant	Registrar		
29	Sh. Surinder Singh	Sh. Meet Singh	Senior Assistant	Library		

Deputy Registrar (HRM)
 JK Gujral Punjab Technical University
 Jalandhar

Note No. #9 Attachment: Training on noting, Drafting Handling Official Communication, Filing of Documents 24-09-2018 to 26-09-2018_0001.pdf

30	Sh. Dharminder Kumar	Sh. Sita Ram	Office Assistant	Library	✓		
31	Sh. Sanjeev Sharma	Sh. Bansil Lal	Senior Assistant	R&D			
32	Sh. Jagdev Singh	Sh. Priyam Singh	Office Assistant	R&D P&EP			
33	Sh. Balkar Singh	Sh. Priyam Singh	Senior Assistant	Batala Campus	✓		
34	Sh. Jasbir Singh	Sh. Balwant Singh	Senior Assistant	Store & Purchase	✓		
35	Sh. Naresh Pawar	Sh. Asa Ram	Senior Assistant	Khannimajra Campus	✓		
36	Sh. Jaspal Singh	Mr. Mela Singh	Clerk	Batala campus	✓		
37	Sh. Gurmeet Singh	Sh. Narain Singh	Office Assistant	Store & Purchase	✓		
38	Ms. Swaran Kaur	Sh. Mohinder Singh	Senior Assistant	RTI			
39	Sh. Gurpreet Singh	Mr. Baldev Singh	Clerk	Legal Cell			

-47-

Deputy Registrar (HR&M)
 Pk Gurnal Punjab Technical University

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT - TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (25.09.2018)

Training on Noting Drafting, Handling Official Communication, Filing of Documents

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
1	Sh. Angrej Singh	Sh. Ragbir Singh	Senior Assistant	College & Development	Angrej S/S	Angrej S/S	
2	Ms. Rekha Rani	Sh. Kewal Singh	Office Assistant	College & Development	Rekha	Rekha	
3	Ms. Amita Sharma	Sh. Vinod K. Sharma	Senior Assistant	HRM	Amita	Amita	
4	Ms. Harinder Kaur	Mr. Baldev Singh	Clerk	HRM			
5	Sh. Rakesh Sood	Sh. Kishori Lal Sood	Senior Assistant	Horticulture Dept.	Rakesh	Rakesh	
6	Sh. Jaswinder Singh	Mr. Gian Singh	Clerk	Estate Office	Jaswinder	Jaswinder	
7	Sh. Bathir Singh Virk	Mr. Tarsem Singh Virk	Office Assistant	Construction Cell	Bathir	Bathir	
8	Ms. Charanjit Kaur	Sh. Amrik Singh	Senior Assistant	Examination (Reg.) (Degree Section)	Charanjit	Charanjit	
9	Sh. Jatinder Singh	Sh. Sukh Singh	Senior Assistant	ITS	Jatinder	Jatinder	
10	Sh. Parveen Pahuja	Sh. R.K. Pahuja	Senior Assistant	VC Office	Parveen	Parveen	
11	Sh. Ashwani Kumar	Sh. Hans Raj	Office Assistant	Examination (Reg.) (Result Section)	Ashwani	Ashwani	
12	Sh. Davinderpal Singh	Sh. Baldev Raj	Senior Assistant	Sports & Cultural Activities	Davinder	Davinder	
13	Sh. Ranjit Singh	Sh. Bant Singh	Office Assistant	Sports & Cultural Activities	Ranjit	Ranjit	

Note No. #9 Attachment: Training on noting, Drafting, Handling Official Communication, Filing of Documents 24-09-2018 to 26-09-2018_0001.pdf

14	Sh. Bharat Bhushan	Sh. Tejseem Chand	Senior Assistant	Finance & Accounts	(B) [Signature]	Present	
15	Sh. Deepak Jain	Sh. Sham Lal	Senior Assistant	Finance & Accounts	26/9/18		
16	Ms. Daljit Kaur	Sh. Mohinder Singh	Senior Assistant	Finance & Accounts	26/9/18		
17	Sh. Girdhari Lal	Mr. Bakshi Ram	Clerk	Finance & Accounts	[Signature]	[Signature]	
18	Sh. Arvind Kumar	Sh. Som Parkash	Office Assistant	Finance & Accounts	[Signature]	[Signature]	
19	Sh. Gurpreet Singh	Sh. Jasbir Singh	Senior Assistant	GA	25/9/18	25/9/18	
20	Sh. Deepak Kumar	Sh. Bhagwan Dass	Senior Assistant	Secrecy (Regular)			
21	Ms. Neelam Rani	Mr. Tirthk Singh	Clerk	Secrecy (Regular)	26/9/18		
22	Sh. Mahinder Singh	Sh. Shamsher Singh	Office Assistant	Conduct & Confidential			on date 24/9/18
23	Sh. Harpal Singh	Sh. Chanchal Singh	Senior Assistant	Academics			
24	Ms. Bajinder Kaur	Sh. Jaswant Singh	Office Assistant	Academics			Present on 25/9/18
25	Sh. Sukhvir Singh Maan	Sh. Major Singh Maan	Senior Assistant	P&EP	[Signature]	[Signature]	
26	Ms. Rajwinder Kaur	Sh. Onkar Singh	Senior Assistant	BDE	Registrar		on date 24/9/18
27	Sh. Deepak Chand	Sh. Nanda Balbabb	Office Assistant	DDE			on date 24/9/18
28	Ms. Hardeep Kaur	Sh. Tarlok Singh	Senior Assistant	Registrar	[Signature]	[Signature]	
29	Sh. Surinder Singh	Sh. Meel Singh	Senior Assistant	Library	[Signature]	[Signature]	

30	Sh. Dharmender Kumar	Sh. Sita Ram	Office Assistant	Library				
31	Sh. Sanjeev Sharma	Sh. Bansil Lal	Senior Assistant	R&D				
32	Sh. Jagdev Singh	Sh. Priyam Singh	Office Assistant	R&D				
33	Sh. Balkar Singh	Sh. Priyam Singh	Senior Assistant	Batala Campus				
34	Sh. Jasbir Singh	Sh. Balwant Singh	Senior Assistant	Store & Purchase				
35	Sh. Nareesh Pawar	Sh. Asa Ram	Senior Assistant	Khannunajra Campus				
36	Sh. Jaspal Singh	Mr. Mela Singh	Clerk	Batala campus				
37	Sh. Gurneet Singh	Sh. Nartain Singh	Office Assistant	Store & Purchase				
38	Ms. Swaran Kaur	Sh. Mohinder Singh	Senior Assistant	RTI				
39	Sh. Gurpreet Singh	Mr. Baldev Singh	Clerk	Legal Cell				

Deputy Registrar (11/12/18)
 I.K. Gujral Punjab Technical University
 Jalandhar


Report


Human Resource Development Branch conducted one day training on **Power of subconscious mind** on dated 27.09.2018. Participants from various departments/branches attended the same. The resource person of the training was Ms. Saloney Sharma, Astrologer.

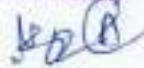
The main objective of the above training was to improve the presence of mind for better performance of employees/staff working in the University.


(Pawan Kumar)

Assistant Registrar (HRD)


05/12/18
(Tawon Bala)
Sr. Assistant


Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar



Note No. #9

Attachment: Power of Subconscious Mind 27-09-2018_0001.pdf

L.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT
ATTENDENCE SHEET FOR TRAINING PROGRAMME (27.09.2018)

Power Of Subconscious Mind

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
1.	ANITA SHARMA	SH. VINOD KUMAR SHARMA	Sr. Asst. Insp.	HRM	<i>Anita</i>		
2.	VINMA	SH. SARDARI LAL	Sr. Asst.	HRM	<i>V</i>		
3.	KULJEET KAUR	G. SANDEEP SINGH	Clerk	HRM	<i>K</i>		
4.	Pamul Kalle	L. LAKHDEVSINGH	Sr. Asst.	HRM	<i>P</i>		
5.	Charanjit Kaur	S. Anshik Singh	S.A.	Deputy Secy	<i>CP</i>		
6.	Sonia Rani	Sh. TARSEM LAL	D.F.O	Deputy Secy	<i>S</i>		
7.	MAMTA DEVI	S. GURJEET SINGH	CLERK	Deputy Secy	<i>M</i>		
8.	Parmat Singh	NARAIN SINGH	Asst.	ST-2, 9, 10, 11	<i>P.S</i>		
9.	Jasvinder Kaur	H. KRISHAN CHAND	CLERK	HRM	<i>Jasvinder</i>		
10.	TEJINDER SINGH	GURMAY SINGH	PHARMACEUT	SCW	<i>Tej</i>		
11.	KIRAN SHARMA	SH. DARGHAN LAL	SA	Exam	<i>K</i>		
12.	BALWINDER Kaur	SH. SUKHADEV GYAN	CLERK	Estab	<i>B</i>		
13.	KAMAL MITTAL	SH. RATTAN CHAND	SENIOR ASSISTANT	KNOWLEDGE RESOURCE CENTER	<i>K</i>		
14.	HIKARJEET KALIR	S. GUTAR SINGH	SENIOR ASSISTANT	ODL DISTANCE LEARNING	<i>H</i>		
15.	Ajgindra Singh	Sh. Mohinder Singh	Sr. Asst.	HRM	<i>A</i>		
16.	SUMEET KUMAR	SH. SHIV OM	Sr. Asst.	ODL	<i>S</i>		

Deputy Registrar (HRM)

JK Gujral Punjab Technical University
Jalandhar

**HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT
ATTENDANCE SHEET FOR TRAINING PROGRAMME (27.09.2018)**

Power Of Subconscious Mind

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
17.	Maninder Kaur	Adeevir Singh	Clerk	Accounts	Maninder Kaur		A-Defr
18.	Sanjeev Kumar	Subhash Dhillon	SP-1	Accounts			
19.	KANU PRIYA	SUBHASH DHIMAN	CLERK	Accounts	Kanu Priya		
20.	PACHAN KUMAR	PARKASH CHAND	Sr. Asst.	Finance	Pachan Kumar		
21.	ALKA JOSHI	Sanjeev Joshi	Clerk	"			
22.	Sanjeev Sharma	Dharampal	Youth Office	SW	Sanjeev Sharma		
23.	ANGREJ SINGH	RAGHUR SINGH	Sr. Asst.	College Development	Angrej Singh		
24.	BALLANT SINGH	GURMUKH SINGH	Sr. Asst.	C.D.	B.S.		
25.	RAJAN DUTT	VISHNU DUTT	Sr. Asst.	Acad.	Rajan Dutt		
26.	GURPREET KAUR	SH. KISHAN SINGH	CLERK	HRD	Gurpreet Kaur		
27.	SINGHAR SINGH	SH. MANJIT SINGH	CLERK	HRD	Singh		
28.	Preeti Bhambhani	Sh. Ravinder Bhambhani	SA	CR&D	Preeti		
29.	HARPREET KAUR	SH. TEJINDER SINGH	CLERK	HRD	Harpreet Kaur		
30.	Vikas Patel	SH. Tej Rana	Sr. Asst.	R&D	Vikas Patel		
31.	SH. P. J.	SH. SURESH SINGH	CLERK	HRD	Sh. P. J.		

Deputy Registrar (HRM)

IK Gujral Punjab Technical University
Jalandhar

Attachment: Power of Subconscious Mind 27-09-2018_0001.pdf
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

**HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT
 ATTENDANCE SHEET FOR TRAINING PROGRAMME (27.09.2018)**
Power Of Subconscious Mind

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
41	Deepak Sidhu	Sh. Balbir Sidhu	Programmer	ITS			
42	Prateek Kaur	S. SOHAN SINGH	Clerk	F&A			
43	Darshit Kaur	Mohinder Singh	SH	F&A			
44	Sukhinder Singh	S. Kashmira Singh	SA	EO			
45	Rohit Kumar	Sh. Sheer Singh	OSO	HRD			
46	Ravi Kumar	Sh. MOHAN LAL	A.P	P.R.O			
47	TENAL SINGH	SH. JEEAN SINGH	SA	P.R.O			
50	SARWAN SINGH	S. BUTA SINGH	SA	Acad			
51	TARUN BALA	HARSHADAN SINGH	SA	HRD			
52	Chandans Kaur	Sh. Chandan Kaur	TA	HRD			

Deputy Registrar (HRM)
 I.K. Gujral Punjab Technical University
 Jalandhar

(Branch: Human Resource Development)

No. IKGPTU/DR/HRD/10/03/57

Date: 05/10/18

Circular

Subject: Awareness Programme on "Breast Cancer & its Prevention" for the female employees & students.

An awareness programme on "Breast Cancer & its Prevention" is going to be held for the female employees/students of the University from 08.10.2018 from 3:00 pm to 4:30 pm in Seminar Hall, Ground Floor, Main Campus.

Dr. Shikha Chawla, M.B.B.S., D.N.B (Radiation Oncology) HOD, Department of Radiation Oncology, Patel Hospital, Jalandhar is the Resource Person.

Motive of the Programme:

For awareness among female staff/students about Breast Cancer, its early detection, prevention and treatment.

All female employees/students of the University are requested to attend the same.


Dr. Geet
Deputy Registrar (HRD)

CC to:

Incharge VC Secretariat : For information of Vice-Chancellor

Registrar : For information please.

All Head of the Departments (Teaching and Non-Teaching) : For information of all the female Employees and students.

Notice Board

Concerned File



Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar


-56-


Report

Human Resource Development Branch conducted one day awareness programme on **Breast Cancer and its preventions** on dated 08.10.2018. Female staff and students from departments/ branches attended the same. The resource person of the training was Dr. Shikha Chawla, Doctor, Patel Hospital, Jalandhar.

The main objective of the above training was to aware the female employees/staff and students regarding Breast related issues.


(Pawan Kumar)
Assistant Registrar (HRD)


08/12/18
(Tarun Bala)
Sr. Assistant


Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar



-204-

ਆਈ.ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

(ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ - ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਸੈਲ)

ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ/ਡਿ.ਰਜਿ./ਮ.ਸ.ਵਿ./ਟੀ.ਐਡ.ਡੀ./ਸਰਕੁਲਰ/03/60

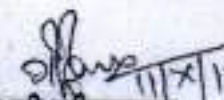
ਮਿਤੀ: 11/10/18

ਸਰਕੁਲਰ

ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ ਬਾਰੇ ਦੇ ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਸੈਲ ਵਲੋਂ ਵੱਖ-ਵੱਖ ਪੱਤਰਾਂ ਰਾਹੀਂ ਮਿਤੀ 09.10.2018 ਤੋਂ 10.10.2018 ਅਤੇ 11.10.2018 ਤੋਂ 12.10.2018 ਤੱਕ "Service Rules & regulations" ਵਿਸ਼ੇ ਤੇ ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਸੰਬੰਧੀ ਜਾਣਕਾਰੀ ਦਿੱਤੀ ਗਈ ਸੀ। ਇਨ੍ਹਾਂ ਪੱਤਰਾਂ ਦੀ ਲਗਾਤਾਰਤਾ ਵਿੱਚ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਮਿਤੀ 10.10.2018 ਨੂੰ ਮਹਾਰਾਜ ਅਗਰਸੈਨ ਜਯੰਤੀ ਦੀ ਗਜ਼ਟਿਡ ਛੁੱਟੀ ਹੋਣ ਕਾਰਨ ਉਕਤ ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਦੇ ਡਿਡਿਊਲ ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਤਬਦੀਲੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-

ਲੜੀ ਨੰ.	ਗਰੁੱਪ	ਟ੍ਰੇਨਿੰਗ ਦੀ ਮਿਤੀ
1.	ਗਰੁੱਪ-I	09.10.2018 ਅਤੇ 12.10.2018
2.	ਗਰੁੱਪ-II	11.10.2018 ਤੋਂ 12.10.2018


ਸਾਰੇ ਸੰਬੰਧਤ ਨੋਟ ਕਰ ਲੈਣ ਜੀ।


ਡਿਪਟੀ ਰਜਿਸਟਰਾਰ
(ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ)

ਉਤਰਾ:-

ਇੰਚਾਰਜ ਉਪਕੁਲਪਤੀ ਸਕੱਤਰੇਤ : ਜਾਣਕਾਰੀ ਹਿੱਤ

ਸਾਰੇ ਸੰਬੰਧਤ ਵਿਭਾਗ ਮੁਖੀ : ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਲਈ ਨਾਮਜ਼ਦ ਕੀਤੇ ਗਏ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਜਾਣੂ ਕਰਵਾਉਣ ਸੰਬੰਧੀ।


Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar


-99-


-58-


Report

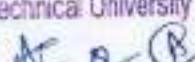
Human Resource Development Branch conducted a three days training on **Service rules and regulations** dated 09.10.2018, 11.10.2018 and 12.10.2018. Participants from various departments/branches attended the same. The resource person of the training programme was Sh. Ramesh Mittal, Retired DFO.

The main objective of the above training was to aware employees/staff working in the University regarding service rules and regulations.


(Pawan Kumar)
Assistant Registrar (HRD)


05/12/18 -
(Tarun Bala)
Sr. Assistant


Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar



L.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (09.10.2018) 12-10-18

TRAINING ON SERVICE RULES & REGULATIONS

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature (09.10.2018)		Signature (12.10.2018)		Remarks
					Morning	Evening	Morning	Evening	
1	BALKAR SINGH	PRITAM SINGH	SENIOR ASSISTANT	IKG PTU BATALA CAMPUS	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
2	TASDEEP SINGH	SH. PIARA LAL	SENIOR ASSISTANT	IKG PTU Main Campus	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
3	ANVIKA SHARMA	SH. JUGAL KISHORE SHARMA	SENIOR ASSISTANT	HRM	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
4	REENIA	BALDEV KRISHAN	Senior Assistant	Senior Assistant Pky. Sec	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
5	MANJEET KARR	SAGAR SINGH	STUDENT WELFARE	STUDENT - SW	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
6	SARAJ BAL SINGH	MAKHAN SINGH	SENIOR ASSISTANT	MAIN CAMPUS	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
7	GAGANDEEP SINGH	SH. RAMESH SINGH	SENIOR ASSISTANT	RTI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
8	GURPREET SINGH	S. JASRIR SINGH	SENIOR ASSISTANT	RTI	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
9	SAREJITSINGH	S. HARPAL SINGH	OA	STATE OFFICE	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
10	HARPREET KAUR DHALIWAL	S. AVTAR SINGH	S. A	ODL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	

She will attend on 11/10/18

Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY							
HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT							
ATTENDANCE SHEET FOR TRAINING PROGRAMME (09.10.2018)							
TRAINING ON SERVICE RULES & REGULATIONS							
Sr.	Name of the	Father's	Designation	Department	Signature (09.10.2018)	Signature (12.10.2018)	Remarks
11	AMARDEEP Kaur	Sh. Achmer Singh	S.A	S.W			
12	TEJAL SINGH	Sh. DEEPA SINGH	SA	PR office			
13	Gurpreet Singh	S. Balbir Singh	Clerk	Bhithwind Cantt.			
14	Harpal	S. Chander Singh	S.A.	Academic			
15	JASVIR KAUR	Sh. MAKHAN SINGH	S.A	Academic			
16	Varinder Singh	Surjit Singh	SA	Director's office motor camp			
17	Bukhinder Singh	S. Kishan Singh	SA	Estates office			
18	Vijay	Sr. Sudeep Singh	SA	HRM			
19	Arjun Singh	Singh Singh	S.A	Secy			
20	Vikas Singh	Taj Ram	S.A	R & A			
21	TARUN KALIA	HARSHAN SINGH	SA	HRD			

Note No. #9

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (09.10.2018)

TRAINING ON SERVICE RULES & REGULATIONS

Sr.	Name of the	Father's	Designation	Department	Signature (09.10.2018)	Signature (12.10.2018)	Remarks
22	Suresh Kumar	Sh. Sh. V. D.	Sr. Asst. H.	PDE		—	—
23	Alber Singh	Sh. Suresh V.	clerk	Account		—	—
24	Sneh Lata	Sh. Bhagwati S.A.	S.A	Account		—	—
25	CHANDAN	Sh. Dharam Singh	S.A	Account			12/10/18
26	Nasir Singh	Sh. Suresh Singh	SA	Accounts			12/10/18
27	Sandeep Kumar	Sh. Suresh Singh	SA	Accounts		—	12/10/18
28	Sandeep Kumar	Sh. Suresh Singh	clerk	Accounts		—	12/10/18
29	Sandeep Kumar	Sh. Suresh Singh	O.A	HRD			12/10/18
30	RASHMI KUMAR	Sh. Suresh Singh	O.A	HRD		—	12/10/18
31	SASVI SAJA	Sh. Suresh Singh	SA	Accounts		—	12/10/18
32	Sandeep Kumar	Sh. Suresh Singh	SA	Accounts		—	12/10/18

Deputy Registrar (Training)

I.K. Gujral Punjab Technical University

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (09.10.2018)

TRAINING ON SERVICE RULES & REGULATIONS

Sr.	Name of the	Father's	Designation	Department	Signature (09.10.2018)	Signature (12.10.2018)	Rem
33	KULJEET KUMAR KAUR	ANAND SINGH	Clerk	HRM			—
34	RISHIKUMAR S/O RULDIPAM	PH	Finance			—	—
35	ANANDIA S/O S/O LATE SH. VERMA	PH	Finance			—	—
36	BHARTI SHARMA	D/O SH. RAVI KOMAR SHARMA	CLERK	SECURITY		—	—
37	PREETI	D/O SH. RAM SAROP	CLERK	SECURITY		—	—
38	JASVIR Kaur	D/O JASWANT S.	SA	SECURITY		—	—
39	JASBIR SINGH	S. BALWANT SINGH	SA	NC-SAP			—
40	MANISHA SHARMA	W/O PARKAS SHARMA	CLERK	SECURITY		—	—
41	Gondar	Sharma Sandeep	ATUL	SECURITY			—
42	Sukhwinder	Nachhatar Singh	Clerk	SECURITY		—	—
43	Rishy KUMAR	SANDEEP KUMAR	D.F.O	SECURITY			—

L.K. GUJRAT PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (09.10.2018)

TRAINING ON SERVICE RULES & REGULATIONS

Sr.	Name of the	Father's	Designation	Department	Signature (09.10.2018)	Signature (12.10.2018)	
44	Sonia Rani	Sh. Tarinder	D.E.O	Regu Secy.			
45	Mande Dahi	GURJEET SINGH	CLERK	"			
46	RAJ KUMAR	SH. SHEER SINGH	DEO	HAD			
47	Subjit	Prabinder Singh	OA	MC EXP			
48	Rita Rani	U. Nohinder Singh	SA	Elect. Engrg			
49	Vesha Rani	Sh. Parkash Singh	S.A	MJCSE			
50	Joginder Singh	Sh. Bechar Singh	S.A.	ECE Dept			

Deputy Registrar (HRM)
JK Gujarat Punjab Technical University
Jalandhar

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY									
HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT									
ATTENDANCE SHEET FOR TRAINING PROGRAMME (11.10.2018 to 12.10.2018)									
Training on <i>Service Rules & Regulations</i>									
Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature (11.10.2018)		Signature (12.10.2018)		
					Morning	Evening	Morning	Evening	
1	HARPREET KAUR DHALWAL	S. AVTAR SINGH	S.A	ODL	10:00	10:00	10:00	10:00	
2	RAJWINDER KALUR	S. ONKAR SINGH	S.A	ODL	10:00	10:00	10:00	10:00	
3	Chande Rani	Sh. Dharam Singh Bali	SA	Accounts	11:10	11:10	11:10	11:10	
4	Nasinder Kaur	W/o S. Gurdev Singh	S.A	Accounts	11:10	11:10	11:10	11:10	
5	AMARJIT SINGH	S/o S. SARDOL SINGH	CLERK	IKGPTU AMRITSAR CAMPUS	11:10	11:10	11:10	11:10	
6	TARSEM LAL SHARMA	W/o GIAN CHAND	SA	PIT Hoshiarpur	11:10	11:10	11:10	11:10	
7	JASVIR KAUR	Sh. MAKHAN SINGH	S.A	Academic	11:10	11:10	11:10	11:10	
8	JASVIR KAUR	Sh. JASWANT SINGH	SA	SECURITY	11:10	11:10	11:10	11:10	

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (11.10.2018 to 12.10.2018)

Training on Service Rules & Regulations

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature (11.10.2018)		Signature (12.10.2018)	
					Morning	Evening	Morning	Evening
9	Fulbary Chander	Sh. Bishan Dass	OA	Bhagwan				
10	HARWINDER SINGH	SURJIT SINGH	SA	MAIN CAMPUS IKGPTO				
11	Deepak Satija	Bhim Sain	SA	Conduct (Exam)				
12	Daljit Kaur	Mohinder Singh	SA	Finance & A/c.				
13	Monika Sharma	Rajal Kishore Sharma	SA	HRM				
14	AMITA SHARMA	Sh. Vinod Kumar Sharma	SA	HRM				
15	SUHEET KURAR	Sh. Shiv Kumar	SA	HRM				
16	SWARAN KAUR	Sh. Mohinder Singh	6	RTI				

-66-

L.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (11.10.2018 to 12.10.2018)

Training on Service Rules & Regulations

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature (11.10.2018)		Signature (12.10.2018)	
					Morning	Evening	Morning	Evening
17	RAVI KUMAR	SH. MEHAN LAL	O.A	P.R.O.F.F.E				
18	DEEPAK CHAND	SH. NANDA BALLABH	O.A	D.D.E				
19	PAWAN KUMAR	SH. PARKASH CHAND	B.A	ACCD				
20	RAM MOHAN	SH. AMRIT LAL	S.A	F&A				
21	Bhazrat Bhushan	Sh. Tarsem Chand	S.A.	F + A				
22	B.S. DHANNA VLA	S. JANAKI SINGH	SA	PAEP				
23	Sanil Kumar	Sh. Sudarshan Lal	Sr. Asst.	RAD				
24	Gasandeep K.	Sh. Shingara Singh	O.A	R.C.C.I				

Deputy Registrar (HRM)
JK Gujral Punjab Technical University
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I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (11.10.2018 to 12.10.2018)

Training on Service Rules & Regulations

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature (11.10.2018)		Signature (12.10.2018)	
					Morning	Evening	Morning	Evening
25	SEEMA SHARMA	SH. KRISHAN KUMAR	S. A	HRM	Secma	Secma	—	—
26	RAJAN DUTT	SH. VISHNU DUTT	SA	ACB	Rajan	Rajan	—	—
27	MANISH KUMAR	SH. NIRMAL SINGH	DEO	HRD	Manish	Manish	Manish	Manish
28	JOSINDR SINGH	MUHAMMAD SINGH	GR. ASST.	HRM	Josindr	Josindr	Josindr	Josindr
29	Vachaspath	SH. Tej Ram	SA. ASST.	R & D	Vachaspath	Vachaspath	Vachaspath	Vachaspath
30	Beena	Sh. Kartar Singh	O. A	D. DE	Beena	Beena	Beena	Beena
31	BALVIR KUMAR	SH. Balvinder Singh	SA	KG-DU (n.c)	Beena	Beena	Beena	Beena
32	BALJINDER KHUR	S. JASWANT SINGH	O A	Dean Acad.	Beena	Beena	Beena	Beena

Deputy Registrar (HRM)
IK Gujral Punjab Technical University
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I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (11.10.2018 to 12.10.2018)

Training on Service Rules & Regulations

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature (11.10.2018)		Signature (12.10.2018)	
					Morning	Evening	Morning	Evening
33	Heminder Kaur	Sh. Baldev Singh	clerk	HRM	Heminder Kaur 11/10/18	Heminder Kaur 11/10/18	Heminder Kaur 12/10/18	Heminder Kaur 12/10/18
34	Labia Sharma	Lt. Sh. Jasbir Kameshwar	clerk	FTTE	Rabibram 11/10/18	—	Rabibram 12/10/18	—
35	Rajeev Kaur She	Sh. S.P. Jhe	S.A.	HRD	UC	UC	UC	—
36	Vijay Kumar	Sh. S.P. Jhe	clerk	HRM	S	S	S	—
37	Vijay Kumar	Sh. Sukhinder Lal	OA	HRM	Vijay	Vijay	Vijay	Sukhinder
38	Rupinder Singh	Sh. Baldev Singh	clerk	Legal Cell	RS	RS	RS	RS
39	Kuldeep Kumar	Hans Raj	SA	SCP	Hans	Hans	Hans	Hans
40	Satish Singh	Sh. Harinder Singh	Clerk	HRD	Satish	Satish	—	—

Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (11.10.2018 to 12.10.2018)

Training on Service Rules & Regulations

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature (11.10.2018)		Signature (12.10.2018)	
					Morning	Evening	Morning	Evening
41	Seema Bhatta	W/O S.M. VIKRAM BHALLA	Senior Assistant	R+D	Seema 11/10/18	Seema 11/10/18	Seema 12/10/18	Seema 12/10/18
42	REETA BHARADWAJ	Sh. Ravinder Bhargava	"	"	Reeta 11/10/18	Reeta 11/10/18	—	—
43	Anand Shrivastava	Sh. Ram Singh	"	FAA	Anand 11/10/18	Anand 11/10/18	—	—
44	Narvik Kumar	Sh. Navin Kumar	"	"	Narvik 11/10/18	Narvik 11/10/18	—	—
45	Chetanjit Kaur	S. Anand Singh	S.A.	Degree Section	CP 11/10/18	CP 11/10/18	CP 12/10/18	CP 12/10/18
46	Pardeep Kaur	S. Sohni Singh	Sr. Assistant	IKGPNL (Exam) Mohali Campus	CP 11/10/18	CP 11/10/18	CP 12/10/18	CP 12/10/18
47	Priya Bala	S. Tara Choudhary	clerk	R. cell	P 11/10/18	P 11/10/18	—	—
48	Anshu Dhillon	Suresh Chander	SA	Rep. cell	—	—	—	—

Deputy Registrar (HRM)
I.K. Gujral Punjab Technical University
Jalandhar

- 11 - ਆਈ.ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

(ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ - ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਸੈਲ)

ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ./ਡਿ.ਰਜਿ./ਮ.ਸ.ਵਿ./ਟੀ.ਐਡ.ਡੀ./ਸਰਕੂਲਰ/03/66

ਮਿਤੀ: 22/10/18

ਸਰਕੂਲਰ

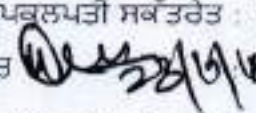
ਸਾਰੇ ਵਿਭਾਗ ਮੁਖੀਆਂ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ ਬ੍ਰਾਂਚ ਦੇ ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਸੈਲ ਵਲੋਂ ਮਿਤੀ 29.10.2018 ਤੋਂ 31.10.2018 ਤੱਕ "Income Tax return" ਵਿਸ਼ੇ 'ਤੇ ਕਰਵਾਏ ਜਾ ਰਹੇ ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਦੇ ਸਡਿਊਲ ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਤਬਦੀਲੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-


Date	29.10.2018 (One Day)
Venue	Seminar Hall, Ground Floor, Main Campus
Timing	10:00am to 4:00pm

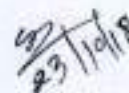
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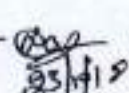

 22/10/18
 ਸਹਾਇਕ ਰਜਿਸਟਰਾਰ
 (ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ)

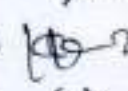
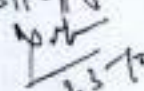
ਉਤਾਰ:-

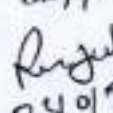
1. ਵਿੱਚਾਰਜ ਉਪਕੁਲਪਤੀ ਸਕੱਤਰੇਤ : ਉਪਕੁਲਪਤੀ ਜੀ ਦੀ ਜਾਣਕਾਰੀ ਹਿੱਤ।
2. ਰਜਿਸਟਰਾਰ  : ਜਾਣਕਾਰੀ ਹਿੱਤ
3. ਸਾਰੇ ਸੰਬੰਧਤ ਵਿਭਾਗ ਮੁਖੀ : ਟ੍ਰੇਨਿੰਗ ਪ੍ਰੋਗਰਾਮ ਲਈ ਨਾਮਜ਼ਦ ਕੀਤੇ ਗਏ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਜਾਣੂ ਕਰਵਾਉਣ ਸੰਬੰਧੀ।
4. ਨੋਟਿਸ ਬੋਰਡ
5. ਸੰਬੰਧਤ ਫਾਇਲ

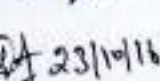

 Deputy Registrar (HRM)
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 Jalandhar

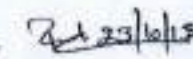
HRM  23/10/18

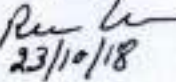
201 -  23/10/18

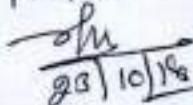
DPO  23/10/18
AR SA  23/10

Xen  24/10/18

DCA -  23/10/18

EO -  23/10/18


Adm - Rashmi KRC -  23/10/18

Deen  23/10/18 - 71-

Report

Human Resource Development Branch conducted one day training on **Income Tax Return** on 29.10.2018. Participants from various departments/branches attended the same. The resource person of the training was Sh. Nitin Gandhi, Chartered Accountant.

The main objective of the above training was to aware employees/staff working in the University regarding how to filed the ITR and manage ITR account.


(Pawan Kumar)
Assistant Registrar (HRD)
05/12/18
(Tarun Bala)
Sr. Assistant


Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar



I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR TRAINING PROGRAMME (29.10.2018)

TRAINING ON INCOME TAX RETURN




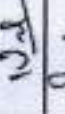
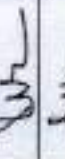

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature (29.10.2018)		Remarks
					Morning	Evening	
1	Hardeep Kaur	S. Sukhinder	S.A.	Registration			
2	Minakshi	Vipin Kumar	S.A.	Education			
3	Ranjana	Subhinder Kumar	S.A.	Examination			
4	Nandeep Kaur	S. Sital Singh	S.A.	Examination			
5	Anshika Kaur	S. Ominder Singh	S.A.	V.C. Office			
6	Neeraj Kumar	Sandeep Kumar	S.A.	Reg. Office			
7	Sambhinder	S. Nishal Singh	SA	Examination			
8	Harjinder S.	S. Darshee S.	S.A.	Sec			
9	GURPREET SINGH	S. HARJEET SINGH	CLERK (RG)	P&EP			
10	JAGDEVI SINGH	S. PRITAM SINGH	DA	P&EP			
11	Subhinder Chander	S. Nishal Singh	DA	(L.S.)			
12	Balbir Singh	S. Tejinder Singh	u	Const. Cell			
13	Sukhinder Singh	S. Karam Singh	SA	EO			
14	Rajinder Singh	S. Krishan Chander	DA	P&EP			
15	Minakshi	S. Nishal Singh	SA	IC&A			
16	Ram Saroj	S. Tejinder Singh	S.A.	Secrery			
17	Rita Rani	S. Nishal Singh	SA	EE			

HUMAN RESOURCE DEVELOPMENT - TRAINING & DEVELOPMENT									
ATTENDANCE SHEET FOR TRAINING PROGRAMME (29.10.2018)									
TRAINING ON INCOME TAX RETURN									
Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature (29.10.2018)		Remarks		
					Morning	Evening			
18	Amandeep Kaur	Sh. Achhar Singh	S.A.	Sw.					
19	JASPAL SINGH	MELO SINGH	CLERK	BATAGA CAMPUS					
20	Ashok Kumar	Baldev Singh	C.A	Conduct					
21	Rajinder Singh	S. Paria Singh	Clerk	Supply					
22	Rakesh Singh	Sh. K.L. Sood	SA	Land Survey					
23	Charanjit Kaur	S. Arvink Singh	S.A.	Revenue Section					
24	Tynder Singh	S.G. Gurnam Singh	Harmonist	SW / (Exam)					
25	Balbir Singh	S. Gurnam Singh	SA	Const Cell					
26	JASDEEP SINGH	Sh. Paria Lal	SA	Conduct					
27	Rajeev Thakur	Sh. Shyam Singh	S.A	HRD					
28	Prem Singh	Sh. R.K. Singh	SA	Ucalitic					
29	Simil Singh	Sh. Kaur Dev	SA	Supply					
30	Alka	W/o Sangeeta	clerk	Account					
31	SNCH	W/o Haham	S.A	Account					
32	Hajit Kaur	W/o Kulvir Singh	SA	Dom					
33	Usha Rani	Debi Prakash Choudhary	S.A	CSE					
34	Harpinder Kaur	Sh. Baldev Singh	S.A	ECE					

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY									
HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT									
ATTENDANCE SHEET FOR TRAINING PROGRAMME (29.10.2018)									
TRAINING ON INCOME TAX RETURN									
Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature (29.10.2018)		Remarks		
					Morning	Evening			
35	Rajesh Kumar	Sh. Preet Singh	SA	ACCT					
36	Harinder Kaur	S. Balbir Singh	S.A.	PAID					
37	KAMAL MITTAL	S. RATTAN CHAND	S.A.	Knowledge Resource Center					
38	RAJ KUMAR	SH. SHEER SINGH	CEO	HRD					
39	Sneha	Sh. Preet Singh	clerk	Accounts					
40	Harjinder Singh	S. Preet Singh	SA	SW					
41	Vishal Singh	U.S. Singh	SA	Registrar					
42	Harjit Singh	U.S. Singh	S/O						
43									
44									
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To be Cont. - 4 ->

-84-

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT									
ATTENDANCE SHEET FOR TRAINING PROGRAMME (29.10.2018)									
TRAINING ON INCOME TAX RETURN									
Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature (29.10.2018)		Remarks		
					Morning	Evening			
43	Harpinder Kaur	Sh. Baldev Singh	Clerk	HRM					
44	ANITA SHARMA	Sh. VINOD KUMAR SHARMA	Sr. Assistant	HRM					
45	Chande Ravi	Sh. Dharanvir Bajaj	Sr. A	Accounts					
46	Narinder Kaur	Sh. Gurdeep Singh	SA	Accounts					
47	Sarwan Singh	S. Bude Singh	SA	Acad.					
48	Sukhinder Kaur	S. Kaur Singh	ORA	Acad.					
49									
50									
51									
52									
53									
54									
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56									
57									
58									

-700-

ਆਈ.ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

(ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ - ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਸੈਲ)

ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ/ਡਿ.ਰਜਿ./ਮ.ਸ.ਵਿ./ਟੀ.ਐਂਡ.ਡੀ./ ਸਰਕੂਲਰ/03/68

ਮਿਤੀ: 29/10/18

ਸਰਕੂਲਰ

ਰਜਿਸਟਰਾਰ ਦੀ ਪ੍ਰਵਾਣਗੀ ਮਿਤੀ 25.10.2018 ਅਨੁਸਾਰ ਸਾਰੇ ਵਿਭਾਗ ਮੁਖੀਆਂ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ ਦੇ ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਸੈਲ ਵਲੋਂ ਹੇਠ ਲਿਖੇ ਵੇਰਵੇ ਅਨੁਸਾਰ ਦੰਦਾ ਦੀ ਦੇਖਭਾਲ ਸੰਬੰਧੀ ਅਵੇਅਰਨੈਸ ਪ੍ਰੋਗਰਾਮ ਆਯੋਜਿਤ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ :-

ਮਿਤੀ : 31.10.2018
 ਸਥਾਨ : ਸੈਮੀਨਾਰ ਹਾਲ, ਗਰਾਊਂਡ ਫਲੋਰ, ਮੇਨ ਕੈਂਪਸ
 ਸਮਾਂ : 10:00 ਤੋਂ 01:00
 ਰਿਵੇਸਮੈਂਟ ਦਾ ਸਮਾਂ : 11:00 ਤੋਂ 11:15

ਇਸ ਅਵੇਅਰਨੈਸ ਪ੍ਰੋਗਰਾਮ ਰਾਹੀਂ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਦੰਦਾ ਦੀਆਂ ਸਮੱਸਿਆਵਾਂ, ਦੇਖਭਾਲ, ਸੰਭਾਲ ਬਾਰੇ ਜਾਣੂ ਕਰਵਾਇਆ ਜਾਵੇਗਾ। ਇਸ ਪ੍ਰੋਗਰਾਮ ਦੇ ਮਾਹਿਰ ਵਜੋਂ ਡਾ. ਗੁਰਦੇਵ ਸਿੰਘ ਭੱਟੀ, ਸਿਵਲ ਹਸਪਤਾਲ, ਕਪੂਰਥਲਾ ਨੂੰ ਬੁਲਾਇਆ ਜਾਵੇਗਾ।

ਸਾਰੇ ਸੰਬੰਧਤ ਨੋਟ ਕਰ ਲੈਣ ਜੀ।

29/10/18

29/10/18
(ਪਵਨ ਕੁਮਾਰ)

ਸਹਾਇਕ ਰਜਿਸਟਰਾਰ (ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ)

29/10/18

ਉਤਰਾ:-

1. ਇੰਚਾਰਜ ਉਪਕੁਲਪਤੀ ਸਕੱਤਰੇਤ:- ਉਪਕੁਲਪਤੀ ਜੀ ਦੀ ਜਾਣਕਾਰੀ ਹਿੱਤ।
2. ਰਜਿਸਟਰਾਰ:- ਜਾਣਕਾਰੀ ਹਿੱਤ।
3. ਸਾਰੇ ਵਿਭਾਗ ਮੁਖੀ : ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਜਾਣੂ ਕਰਵਾਉਣ ਹਿੱਤ।
4. ਨੋਟਿਸ ਬੋਰਡ
5. ਸੰਬੰਧਤ ਫਾਇਲ

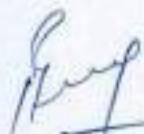
25/10/18

Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar

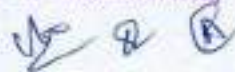
Report

Human Resource Development Branch conducted one day **Oro Dental Awareness Programme** on 31.10.2018. Participants from various departments/branches attended the same. The resource person of the training was Dr. Gurdev Singh Bhatti, Dental Doctor Civil Hospital, Kapurthala.

The main objective of the above training was to aware employees/staff working in the University regarding Dental related issues.


05/12/18
(Tarun Bala)
Sr. Assistant
(Pawan Kumar)
Assistant Registrar (HRD)


Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar





HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT						
ATTENDANCE SHEET FOR TRAINING PROGRAMME (31.10.2018)						
AWARENESS PROGRAM ON DENTAL CARE						
Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature (31.10.2018)	
					Morning	Evening
1	AMARJIT SINGH	S. SARDUL SINGH	CLERK	JKAPTU AMARJIT SINGH	<i>[Signature]</i>	↑
2	GURSEWAK SINGH	S. BALBIR SINGH	CLERK	JKAPTU SHINWIND CANT	<i>[Signature]</i>	
3	HARMINDER KAUR	SH. BALDEV SINGH	CLERK	HRM	<i>[Signature]</i>	
4	Monika Sharma	Sh. Jugal Kishore	SA	HRM	<i>[Signature]</i>	
5	AMITA SHARMA	SH. VINOD KUMAR SHARMA	SA	HRM	<i>[Signature]</i>	
6	Ranjit Kaur	SH. Lakshmi Singh	SA	HRM	<i>[Signature]</i>	
7	Ram Singh	SH. MOHAN SINGH	Electrician	ESTATE OFFICE	<i>[Signature]</i>	
8	AGARWAL CHAND	SH. ANAGRAM	ATTEND	ESTATE OFFICE	<i>[Signature]</i>	
9	Subpal Singh	SH. Harbhajan Singh	CLERK	HRD	<i>[Signature]</i>	
10	Narajit Kaur	S. K. Kaur	Staff Nurse	SH. D. well and	<i>[Signature]</i>	
11	Haritha	Amrajit Singh	Staff Nurse	SH. D. well and	<i>[Signature]</i>	
12	Sara	SH. D. well and	CLERK	HRD	<i>[Signature]</i>	
13	Rita Bala	SH. TARA CHAND	CLERK	R. cell	<i>[Signature]</i>	
14	Mamish Kumar	SH. Nirmal Singh	DEO	R. cell	<i>[Signature]</i>	
15	Harpreet Kaur	SH. Hardeep Singh	DEO	HAD	<i>[Signature]</i>	
16	Harjit Kaur	SH. Kulvir Singh	SA	DEM	<i>[Signature]</i>	
17	Rita Bala	SH. TARA CHAND	CLERK	HRD	<i>[Signature]</i>	↓

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT							
ATTENDANCE SHEET FOR TRAINING PROGRAMME (31.10.2018)							
AWARENESS PROGRAM ON DENTAL CARE							
Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature (31.10.2018)		Remarks
					Morning	Evening	
18	Yash PAL	Sh. Balwant R.	OA	DDE			
19	Sandeep Kumar	Sh. Shiv Om	Sr. Asst. M.	DDE			
20	Deepak Dhillon	Sh. Dinesh Singh	SA	DDE			
21	Harpal Singh	S. Anwar Singh	SA	DDE			
22	Rajinder Kumar	S. Anwar Singh	SA	DDE			
23	Beena	Sh. Karan Singh	OA	DDE			
24	Neeta	Sh. Pooja Singh	CLERK	DDE			
25	Deepak Singh	Sh. Rajiv Singh	Programmer	ITS			
26	Ankur Singh	Sh. Gaurav Singh	S.A.	Sec.			
27	Hardeep	S. Tarlok Singh	S.A.	Registration			
28	Ashwinder Kumar	S. Anwar Singh	SA	Registration			
29	Sandeep Kumar	Sh. Sandeep Singh	S.A.	Reg			
30	Rupinder Singh	Sh. S. Kumar	S.A.	Acc.			
31	Rajeev Kumar	Sh. Shweta Singh	S.A.	HRD			
32							
33							
34							

ਆਈ.ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

(ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ - ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਸੈਲ)

ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ/ਡਿ.ਹਿਜ./ਮ.ਸ.ਵਿ./ਟੀ.ਐਡ.ਡੀ./ਸਰਕੂਲਰ/03/71

ਮਿਤੀ: 30/10/18

ਸਰਕੂਲਰ

ਰਜਿਸਟਰਾਰ ਦੀ ਪ੍ਰਵਾਣਗੀ ਮਿਤੀ 26.10.2018 ਅਨੁਸਾਰ ਸਾਰੇ ਵਿਭਾਗ ਮੁਖੀਆਂ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਮੈਨੇਜਮੈਂਟ ਵਿਭਾਗ ਦੇ ਸਹਿਯੋਗ ਨਾਲ ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ ਦੇ ਟ੍ਰੇਨਿੰਗ ਅਤੇ ਡਿਵੈਲਪਮੈਂਟ ਸੈਲ ਵਲੋਂ ਹੇਠ ਲਿਖੇ ਵੇਰਵੇ ਅਨੁਸਾਰ **"Drug De-addiction"** ਸੰਬੰਧੀ ਅਵੇਅਰਨੈਸ ਪ੍ਰੋਗਰਾਮ ਆਯੋਜਿਤ ਕੀਤਾ ਜਾ ਰਿਹਾ ਹੈ :-

ਮਿਤੀ : 01 ਨਵੰਬਰ 2018
ਸਥਾਨ : ਨੈਸ਼ੀਨਲ ਹਾਲ, ਗਰਾਊਂਡ ਫਲੋਰ, ਜੀ-3 ਬਿਲਡਿੰਗ
ਸਮਾਂ : 11:00 ਵਜੇ (ਸਵੇਰੇ)

ਇਸ ਪ੍ਰੋਗਰਾਮ ਦੇ ਮਾਹਿਰ ਵਜੋਂ **ਡਾ. ਡੀ.ਐਸ. ਭੁੱਲਰ, ਸਹਾਇਕ ਪ੍ਰੋਫੈਸਰ** (Forensic Medicine, Govt. Medical College Patiala) ਨੂੰ ਬੁਲਾਇਆ ਜਾ ਰਿਹਾ ਹੈ।

ਸਾਰੇ ਵਿਭਾਗ ਮੁਖੀਆਂ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਆਪਣੇ ਅਧੀਨ ਆਉਂਦੇ ਵਿਦਿਆਰਥੀਆਂ ਅਤੇ ਕਰਮਚਾਰੀਆਂ ਦੀ ਵੱਧ ਤੋਂ ਵੱਧ ਹਾਜ਼ਰੀ ਨੂੰ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਸਾਰੇ ਸੰਬੰਧਤ ਨੋਟ ਕਰ ਲੈਣ ਜੀ।


10/10/18
(ਪਵਨ ਕੁਮਾਰ)

ਸਹਾਇਕ ਰਜਿਸਟਰਾਰ (ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ)

ਗੁਰਮੀਤ

ਉਤਰਾ:-

1. ਇੰਚਾਰਜ ਉਪਕੁਲਪਤੀ ਸਕੱਤਰੇਤ:- ਉਪਕੁਲਪਤੀ ਜੀ ਦੀ ਜਾਣਕਾਰੀ ਹਿੱਤ।
2. ਰਜਿਸਟਰਾਰ:- ਜਾਣਕਾਰੀ ਹਿੱਤ।
3. ਸਾਰੇ ਵਿਭਾਗ ਮੁਖੀ (ਟੀਚਿੰਗ ਅਤੇ ਨਾਨ-ਟੀਚਿੰਗ): ਕਰਮਚਾਰੀਆਂ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਜਾਣੂ ਕਰਵਾਉਣ ਹਿੱਤ।
4. ਡਿਪਟੀ ਰਜਿਸਟਰਾਰ (ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ)
5. ਨੋਟਿਸ ਬੋਰਡ
6. ਸੰਬੰਧਤ ਫਾਇਲ



Deputy Registrar (HRM)
Gujral Punjab Technical University
Ludhiana

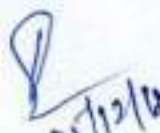
100-81-

Report

Human Resource Development Branch conducted one day **Drug De-Addiction Camp** on 01.11.2018. Participants from various departments/branches attended the same. The resource person of the training was Dr. D.S. Bhullar, Associate Professor, Govt. Medical College, Patiala.

The main objective of the above training was to aware employees/staff working in the University to promote awareness and collective initiative towards the prevention of alcoholism and substance.


(Pawan Kumar)
Assistant Registrar (HRD)


05/12/18
(Tarun Bala)
Sr. Assistant


Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar



I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY						
HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT						
ATTENDANCE SHEET FOR TRAINING PROGRAMME (01.11.2018)						
AWARENESS PROGRAM ON "Drug De-addiction"						
Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature Morning	Remarks
1	Zona	Rohit Paul	clerk	HRD	Sona	
2	Harpreet Kaur	Hardeep Singh	DEO	HRD	Hardeep	
3	Ram Bala	Manginder Singh	DEO	HRD	Ram	
4	Gurpreet Kaur	Sh. Kishan Singh	clerk	HRD	Gurpreet	
5	Gagandeep Kaur	S. Shingara Singh	O.A	HRD	SK	
6	Harleen Kaur	S. Jaspal Singh	clerk	HRD	Harleen	
7	Manish Kumar	Sh. Nirmal Singh	DEO	HRD	Manish	
8	Chandran Kumar	S. Chandan Kumar	Tech. Asst	HRD	Chandran	
9	Deepak Singh	S/Nirmal Singh	S.A.	Examination	Deepak	
10	Singhinder Singh	Singhinder Singh	S.A	Exam	Singhinder	
11	Prun Bala	Prunesh Kumar	S.A	HRD	Prun	
12	RAJ KUMAR	Sh. Shee Singh	DEO	HRD	RAJ	
13	Sandeep Kumar	Sh. Roshan Singh	O.A	HRD	Sandeep	
14	Harjit Kaur	Harjit Singh	SA	Exam	Harjit	
15	Sanjay Bala	Makhan Singh	S.A	Exam	Sanjay	
16						
17						

183-

Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar

Note No. #9

I.K. Gujral Punjab Technical University, Main Campus, Kapurthala

Department of Management

Expert Lecture on Drug De-addiction

Attendance Sheet for Students

S.No.	Name	Class	Department	Contact No.	E-mail ID
1	Abhishek Kumar	MBA 3rd Semester	Management	9883599232	abhishek.kumar@gmail.com
2	Shivanshi Sharma	MBA 3rd Semester	Management	838641313	shivanshi107@gmail.com
3	Abhijit Singh	MBA 2nd Sem	Management	9780379699	abhishek2954148@gmail.com
4	Purneet Kaur	MBA 3rd Sem	Management	7087211230	Purneetkaur9@gmail.com
5	Nandesh Daur	MBA 1st Sem	Management	7087211230	nandeshdaur315@gmail.com
6	Amranchi Hane	MBA 1st Sem	Management	9878449323	amranchi.hane@gmail.com
7	Shivani	MBA 1st Sem	Management	9780709548	Shivani608@gmail.com
8	Shikharshi Sangha	MBA 1st Sem	Management	7716642977	shikharshi.sangha@gmail.com
9	Anid Kumar	MBA 1st Sem	Management	953664669	anidkumar@gmail.com
10	Salisham	MBA 1st Sem	Management	7528066077	salisham03@gmail.com
11	Aravind Kumar	B.Tech 2nd Year	PTU (EE)	930439405	aravindkumar@gmail.com
12	Rajinder Singh	B.Tech 2nd Year	PTU (EE)	8962450122	rajinder.singh@gmail.com
13	Pankaj	B.Tech 2nd Year	PTU (EE)	765316449	pankaj1977@gmail.com
14	Vishwas	B.Tech 3rd Year	PTU (EE)	8366709159	vishwas09@gmail.com
15	Shikhar	B.Tech 3rd Year	PTU (EE)	987841184	shikhar097@gmail.com
16	Anuradha Gupta	MBA 1st year	HMNIT, Jalandhar	814658956	anuradha.gupta@gmail.com
17	Hardeep Kaur	"	HMNIT, Jalandhar	623945487	hardeepkaur@gmail.com
18	Shilpa	"	HMNIT, Jalandhar	905643281	shilpa987@gmail.com

184

Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar

I.K. Gujral Punjab Technical University, Main Campus, Kapurthala

Department of Management

Expert Lecture on Drug De-addiction

Attendance Sheet for Students

S.No.	Name	Class	Department	Contact No.	E-mail ID
19	Pooja	MBA (3rd Sem)	Management	8437971584	boojadhuan06207@gmail.com
20	Rajat	MBA (1st Sem)	Management	7986559899	Rajadclhinnam915@gmail.com
21	Amarjit Singh	MBA (1st Sem)	Management	9509-15613	amarjit15613@gmail.com
22	Harinderpal Singh	MBA (1st Sem)	Management	9815492670	Harinderpal37@gmail.com
23	Sunil Kumar Dhanwal	MBA (1st Sem)	Management	8558934547	SunilK4197@gmail.com
24	Ankur Kumar	MBA (3rd Sem)	Management	7807526556	thakurankur2494@gmail.com
25	Chiranjeev	MBA (3rd Sem)	Management	9857250997	Chiranjeev1326@gmail.com
26	Rishabh Kumar	B.Tech (5th Sem)	Electrical	9978752246	mittli_m143@gmail.com
27	Chiranjeev	MBA (1st Sem)	Management	8847283057	Chiranjeev27@gmail.com
28	Harpreet Kaur	MBA (1st Sem)	Management	9855170471	harpreetkaur0995@gmail.com
29	Sushil Kumar	B.Tech (5th Sem)	Electrical	7004874789	72096622kumar@gmail.com
30	Neelam	MBA 1st	Management	8437123133	neelam.nand707@gmail.com
31	Prinanka	"	"	9817372604	PrinankaPrinanka100@gmail.com
32	Diksha	"	"	9817600063	aditi_har62@gmail.com
33	Aditi	"	"	8627911846	diksha.sharma@gmail.com
34	Mankirat	"	"	9888112477	mankirat16@gmail.com
35	Kiran	"	"	9914798322	Kiran09916@gmail.com
36	Ashwanya	"	"	987782471	Ashwanya060627@gmail.com

Deputy Registrar (HRM)

I.K. Gujral Punjab Technical University

Jalandhar

Note No. #9

I.K. Gujral Punjab Technical University, Main Campus, Kapurthala

Department of Management

Expert Lecture on Drug De-addiction

Attendance Sheet for Students

S.No.	Name	Class	Department	Contact No.	E-mail ID
37	TAPASYA BANI	MBA 3rd Sem	MANAGEMENT	9198084200	TAPASYA SE @ GMAIL.COM
38	AKANKSHA MISRA	MBA 3rd Sem	MANAGEMENT	9149893661	akanksha1996@gmail.com
39	SHOBHAN MAHAPATRA	MBA 3rd Sem	MANAGEMENT	9797450242	Sammatajan 566@gmail.com
40	Sahil Sharma	MBA 1st Sem	Management	9501735641	Sahil950 Sharma@gmail.com
41	VIKAS CHAND	MBA 1st Sem	Management	9793570538	V Chand 3235@gmail.com
42	Simran Bhatnagar	MBA 3rd Sem	Management	9877147481	Simranbhatnagar1996@gmail.com
43	Neha	MBA 3rd Sem	Management	8260084289	Nehakantani 98206@gmail.com
44	Shafali	B.Tech EE	Electrical	8264718060	Shafali_kun02@gmail.com
45	Vikas Kumar	B.Tech EE	Electrical	9888493027	1998kumarv@gmail.com
46	Subhanshu	B.Tech EE	Electrical	9465971950	Subhanshu@gmail.com
47	Ananddeep Singh	B.Tech EE	Electrical	98828-92409	Anandstark 786@gmail.com
48	Anshu Garg	B.Tech EE	Electrical	8520181202	Anshugarg 207@gmail.com
49	Shikhar Sharma	B.Tech EE	Electrical	7707849777	Shikharsharma 75@gmail.com
50	Kavita Pathak	B.Tech EE	Electrical	9877419501	Kpatriat1889@gmail.com
51	Nandini Singh	B.Tech EE	Electrical	9772089671	inadeep 76@gmail.com
52	Gurpreet Kaur	B.Tech EE	Electrical	9781217055	gagan.tak 48564@gmail.com
53	Rafiq Siddiqui	MBA 1st	Management	9646303248	rafiqueem.1994@gmail.com
54	Navininder Kumar	MBA 1st Year	Management	9781813457	Navinderkumar001@gmail.com

Deputy Registrar (HRM)

I.K. Gujral Punjab Technical University

Jalandhar

I.K. Gujral Punjab Technical University, Main Campus, Kapurthala

Department of Management

Expert Lecture on Drug De-addiction

Attendance Sheet for Students

S.No.	Name	Class	Department	Contact No.	E-mail ID
55	Arshdeep Singh	MBA 1st	MANAGEMENT	898873923	ovishka_29998@gmail.com
56	Harjit Singh	MBA 1st	MANAGEMENT	7088373741	harjit05503741@gmail.com
57	Rajit Devi	MBA 1st	Management	9855378816	Rajit.Sharma243@gmail.com
58	Adhinar Mishra	MBA 1st	Management	9558949278	ADHINAR1514RA0708@gmail.com
59	Shonayrup Kan	MBA 1st		9709034653	shonayrupkan@gmail.com
60	Vivek Shograt	B.Tech (EE)	Electrical	9877318171	V60429305@gmail.com
61	Manish Kumar	B.Tech (EE)	Electrical	9467147097	Manishkumar8895@gmail.com
62	Shivam Chohan	B.Tech (EE)	Electrical	8005789682	Shivam.support0092@gmail.com
63	Gaurav Bhattacharya	B.Tech (EE)	Electrical	9915630886	Bhattacharya.gaurav@gmail.com
64	Gaurav Sanga	B.Tech (EE)	Electrical	7528890441	gaurav99sanga@gmail.com
65	Saurav Verma	B.Tech (EE)	(Electrical)	7355330555	P598889218012@gmail.com
66	Rakaj Kumar	B.Tech (EE)	Electrical	289218032	PK2950191563@gmail.com
67	Kumar Anshu	B.Tech (EE)	Electrical	9837920817	Anshika.kumar926@gmail.com
68	Akshat Verma	"	"	9882800104	akshatverma0072@gmail.com
69	Puneet Sekhri	"	"	9805865897	Puneet.Sekhri2000@gmail.com
70	Archit Sharma	"	"	9882934782	architsharma948@gmail.com
71	Sporth	BBA 4th	Management	7089253570	Sporth.chakraborty733@gmail.com
72	Mayank Kumar	BBA 1st	Management	9780949228	Mayank.gullick@gmail.com
73	Rinku	BBA 1st	Management	9876783354	Kauri.Jashanpreet619@gmail.com

Deputy Registrar (HRM)

IK Gujral Punjab Technical University

Jalandhar

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT						
ATTENDANCE SHEET FOR TRAINING PROGRAMME (01.11.2018)						
AWARENESS PROGRAM ON "Drug De-addiction"						
Sr. No.	Name of the Trainee	Father's Name/AY/o	Study Dept Designation	Department	Signature	Contact No.
					Morning	
74	Albinandan	MBA - 3	H & M	vestibular56@gmail.com	8872001027	
75	Kapil	MBA - 3	H & M	Chauhan K909@gmail.com	988107797	
76	Bubneet	MBA - 3	H & M	Bubneet K909@gmail.com	9501029192	
77	Enayt	MBA - 3	H & M	Jaspreet K909@gmail.com	836065644	
78	Shelvi	MBA - 3	H & M	Shelvi K909@gmail.com	9056744980	
79	Udoheli	MBA - 3	H & M	Udoheli K909@gmail.com	984374717	
80	Amritpal Singh	MBA = Ind Year	Management	palis815@gmail.com	9883145501	
81	Davinder Kaur	Ph.D (JRF)	Management	Kaur.davinder708@gmail.com	(9781312504)	
82	HARJEN PABLA	RESEARCH SCHOLAR	Management	harjencaur71@gmail.com	7696458570	
83	Verna	Phd Comm	Mgmt.	komplaw77@gmail.com	9915101521	
84	Deepdeep	Phd	Mgmt.	deepdeep77@gmail.com	819600990	
85	Shruthi	Phd	Ph.D	Shruthi K909@gmail.com	9012808788	
86	Milika	B.Tech ECE (5 th sem)	B.Tech	Milika K909@gmail.com	9210066551	
87	Kimani	B.Tech ECE (5 th sem)	B.Tech	Kimani K909@gmail.com	991940535	
89	Vishal Kumar	B.Tech EE (3 rd sem)	B.Tech	Vishal K909@gmail.com	987686188	
90	Md. Reji	B.Tech EE (3 rd sem)	EE	Md. Reji K909@gmail.com	987686188	
91	Paras	B.Tech EE (3 rd sem)	EE	Paras K909@gmail.com	8894874290	
92	Anshu	B.Tech EE (3 rd sem)	EE	Anshu K909@gmail.com	9418913081	

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT						
ATTENDANCE SHEET FOR TRAINING PROGRAMME (01.11.2018)						
AWARENESS PROGRAM ON "Drug De-addiction"						
Sr. No.	Name of the Trainee	Qualification	Deptt. / Institution	Email / Department	Signature / Name	Remarks
93	Mandole Priti	P.D. Scholar	Management	m.g.d.20e@gmail.com	[Signature]	998928180
94	Hawale	Phd "	"	102267000@gmail.com	[Signature]	9417715467
95	Shinde Rakesh	PHD "	"	shinde.rakesh@gmail.com	[Signature]	922920875
96	Zaverkar Varun	B.Tech (ECE)	ECE	zaverkar.varun@gmail.com	[Signature]	90230-29816
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Deputy Registrar (HRM)
JK Gujral Punjab Technical University
Jalandhar

I.K. Gujral Punjab Technical University, Main Campus, Kapurthala

Department of Management

Expert Lecture on Drug De-addiction
Attendance Sheet for Employees

Faculty Members:-

[illegible]

Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar

Deputy Registrar, HRD
Diary No. 843
Dated 17/11/18

I.K.Gujral Punjab Technical University
(Branch: Human Resource Development- Training & Development)

IKGPTU/DR/HRD/TD/NC/03/87

Date: 15/11/18

Dr. Dinesh Juneja,
Deputy Registrar (Audit Section)

Please find below the workshop schedule to be held on 20.11.2018. You are requested to depute officials from your department for the workshop sessions and nominate other official in case of non availability of the official listed below:-

Sr. No.	Topic	Resource Person	Schedule	
			Name of the employee	Timing
1.	Legal and RTI issues pertaining to service matter	Sh. Sayam Lal, Retired Joint Secretary, Punjab Civil Secretariat, Chandigarh	Sh. Anand Sharma, S.A.	09:30 am to 10:30am - Registration 10:30 am to 11:30am - workshop session 11:30am to 11:45 am - Tea Break 11:45am to 12:45pm - workshop session 12:45pm to 01:00pm - Question/Answer Session 01:00pm to 02:30pm - Lunch Break 02:30pm to 03:30pm - workshop session 03:30pm to 03:45pm - Tea Break 03:45pm to 04:30pm - workshop Session 04:30pm to 04:45pm - Question/Answer Session

The nomination may please be sent to the office of HRD latest by 19.11.2018 in the following format :-

Sr.No.	Name of the official	Designation	Employee Code
1	No official is available		

The participants are requested to report for registration half an hour before the commencement of the workshop session.

[Signature]
15/11/18

Pawan Kumar
Assistant Registrar (HRD)

Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar

AR (HRD) 19/11/18

Office of The Deputy Registrar Audit
Receipt/Despatch No. 5750
Dated 16/11/18 sent to

Tanveer

I.K.Gujral Punjab Technical University
(Branch: Human Resource Development- Training & Development)

IKGPTU/DR/HRD/TD/NC/03/90

Date: 15/11/18

Dr. Rajneesh Kumar Sachdeva,
Director (Open & Distance Learning)


Please find below the workshop schedule to be held on 20.11.2018. You are requested to depute officials from your department for the workshop sessions and nominate other official in case of non availability of the official listed below:-


Sr. No.	Topic	Resource Person	Schedule	
			Name of the employee	Timing
1.	Legal and RTI issues pertaining to service matter	Sh. Shyam Lal, Retired Joint Secretary, Punjab Civil Secretariat, Chandigarh	Sh. Sanjeev Kumar Uniyal, S.A Ms. Rajwinder Kaur, S.A Sh. Baljinder Singh, Clerk Sh. Gurmeet Singh, O.A	09:30 am to 10:30am - Registration 10:30 am to 11:30am - workshop session 11:30am to 11:45 am - Tea Break 11:45am to 12:45pm - workshop session 12:45pm to 01:00pm - Question/Answer Session 01:00pm to 02:30pm - Lunch Break 02:30pm to 03:30pm - workshop session 03:30pm to 03:45pm - Tea Break 03:45pm to 04:30pm - workshop Session 04:30pm to 04:45pm - Question/Answer Session

The nomination may please be sent to the office of HRD latest by 19.11.2018 in the following format :-

Sr.No.	Name of the official	Designation	Employee Code
1

The participants are requested to report for registration half an hour before the commencement of the workshop session.


Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar


Pawan Kumar
Assistant Registrar (HRD)
14/11/18

Report

Human Resource Development Branch conducted one day training on **Legal and RTI issues** on 20.11.2018. Participants from various departments/branches attended the same. The resource person of the training was Sh. Shyam Lal, Retired Under Secy, Punjab Govt. Chandigarh.

The main objective of the above training was to aware the employees/staff of the University regarding work related to Legal and RTI for improving their performance.



(Pawan Kumar)

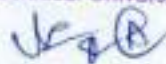
Assistant Registrar (HRD)


05/12/18

(Tarun Bala)
Sr. Assistant



Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Chandigarh



I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR Workshop (20.11.2018)

Legal & RTI Issues Pertaining to Service Rules

Sr. No.	Name of the Trainee	Father's Name/W/o	Designation	Department	Signature		Remarks
					Morning	Evening	
1	Kuldeep Singh	S. Sucha Singh	O/A	SW			
2	Hazrat Singh	Sh. Jemal Singh	SA	IKGPTV Campus Bahala			
3	Ajay Kumar	Sh. Hans Raj	O/A	Security			
4	Bhagyawan Singh	Sh. Makhi Singh	Clerk	Security			
5	Tarsem Lal Sharma	Sh. Guran Chand	SA	PIT Workshop			
6	Suninder Singh	S. Meek Singh	S.A.	K.R.C			
7	Kamal mittal	Sh. Rattan Chand	Senior Assistant	Knowledge Resource Centre			
8	RAM PAUL	SH SARU RAM	CLERK	Knowledge Resource Centre			
9	RATINDER SINGH	SH. KRISHAN LAL	CLERK	ACAD.			
10	DHARMENDER KUMAR	SH. SITA RAM	O.A	K.R.C			
11	DHEERAJ KUMAR	S. NARESH KUMAR DHUNNA	Sr. Asst.	Academics			
12	HARTINDER SINGH	S. PRITAM SINGH	Sr. Asst.	SW			

Deputy Registrar (HRM)

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Jalandhar

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT

ATTENDANCE SHEET FOR Workshop (20.11.2018)

Sl. No.	Legal & RTI Issues Pertaining to Service Rules				
	NAME of TRAINEE	FATHER'S NAME	DESIGNATION	DEPART.	RTI. if Eve.
13.	Neeraj Vohra	Sandeep Vohra	SA	Reg. office	W-10-11-18
14	SARWAN SINGH	S. BUITA SINGH	SA	Acad.	W-10-11-18
15	RANAN TALWAR	RAJINDER KRISHAN	S.A.	ITS	W-10-11-18
16	GAGANDEEP SINGH	SH. RAMESH SINGH	S.A.	RTI	W-10-11-18
17	Manjeet Kaur	SH. HANS RAJ	SA	Legal cell	W-10-11-18
18	Hardeep Kaur	S. SOKHINDER SINGH	S.A.	Reg. office	W-10-11-18
19	Ravi KUMAR	S. S. S. S. S. S.	S.A.	PRO	W-10-11-18
20	Rajinder Kaur	Krishan Chaudhary	SA	W&EP	W-10-11-18
21	Sumeet Kumar	SH. SHIV OM	SA	DDE	W-10-11-18
22	MANJIT KAUR	S. MUKHTIAR SINGH	SA	JMC	W-10-11-18
23	KULWINDER KAUR	BALWANT SINGH	SA	DMS	W-10-11-18
24	SUCHJINDER Kaur	MOHINDER SINGH	SA	Exam	W-10-11-18
25	BALBIR SINGH	S. GURDEV SINGH	SA	Construction cell	W-10-11-18

Deputy Registrar (HRM)

IK Gujral Punjab Technical University

Jalandhar

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT
ATTENDANCE SHEET FOR Workshop (20.11.2018)

S.No.	Legal & RTI Issues Pertaining to Service Rules					REMARKS
	NAME	D.O.	DESIGNATION	DEPT.	MOR.	
26	Sunder Singh	KARTAR SINGH	O.A	Chem. Sci.	Sw	
27	MANINDER SINGH	MANJIT SINGH	S.A.	Acad.	cdn	
28	HARAL SINGH	S. CHAN CHALEKH	S.A.	ACAD.	Rich	
29	Raminder Singh	S/O Sh. Surjit Singh	S.A	M.E	lg	
30	Amardeep Singh	S. Roshan Lal	O.A	RTI	RD	
31	RAJ KUMAR	Sh. SHER SINGH	DEO	HRD	LD	
32	Sandeep Kumar	Sh. Roshan Lal	O.A	HRD	GRD	
33	HARWINDER SINGH	SURJITSINGH	SA	main campus	HRD	
34	Mohit Kaur	S. Armit	SA	matrs	RD	
35	Jasvirk Kaur	S. JASWANT SINGH	SA	SECRETARY	JD	
36	JASWINDER Kaur	HARBANS SINGH	SA	SECRETARY	JD	
37	SARABJIT KAUR	Mohinder Singh	O.A	S. Maina	SPAN	
38	Harjet Kaur	Sh. Kulvinder Singh	SA	Dom	AP	

Dputy Registrar (HRM)


IK Gujral Punjab Technical University

Jalandhar

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT
ATTENDANCE SHEET FOR Workshop (20.11.2018)

Legal & RTI Issues Pertaining to Service Rules

SR. No.	NAME OF TRAINEE	No. DO. S/O	DESIGNATION	DEPT.	MOR.	RE.	REMARKS.
39.	KULDEEP KUMAR	HANS RAI	SA	SEP	Spec		
40	RAHEEN KUMAR	S.P. Jha	S.A	HRD	dec		
41	RAMESH KUMAR KAKKAR		S.A	HRD	10-10-18		
42	Harcharan Singh	S/O Armet Singh	O A	FoodTech	tel		
43	Margit Lal	S/O Margit Lal	SA	Registrar	18		
44	Reena	S/O Baldev Kumar	SA	Registrar	18		
45							
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 Deputy Registrar (HRM)
 I.K. Gujral Punjab Technical University
 Jalandhar

I.K.Gujral Punjab Technical University
(Branch: Human Resource Development- Training & Development)

IKGPTU/DR/HRD/TD/NC/09/134

Date: 27/12/18

Dr. Monika Sachdeva

Associate Professor/HOD (CSE) and

Incharge, IKGPTU Mohali Campus


Please find below the workshop schedule to be held on 10.01.2019. You are requested to depute officials from your department for the workshop sessions and nominate other official in case of non availability of the official listed below:-


Sr. No.	Topic	Resource Person	Schedule	
			Name of the employee	Timing
1.	Conduct & Disciplinary Rules and Procedure to conduct enquiry	Sh. Ramesh Mittal, (Retired Deputy Controller Finance & Accounts, Finance Dept. Punjab)	Sh. Jasbir Singh, S.A.	09:30 am to 10:30am - Registration 10:30 am to 11:30am - wkshp session 11:30am to 11:45 am - Tea Break 11:45am to 12:45pm - wrkshp session 12:45pm to 01:00pm - Q/Ans Session 01:00pm to 02:30pm - Lunch Break 02:30pm to 03:30pm - wkshp session 03:30pm to 03:45pm - Tea Break 03:45pm to 04:30pm - wrkshp Session 04:30pm to 04:45pm - Q/Ans Session

The nomination may please be sent to the office of HRD latest by 07.01.2019 in the following format

Sr.No.	Name of the official	Designation	Employee Code
1

The participants are requested to report for registration half an hour before the commencement of the workshop session.


Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar


27/12/18
Dr. Pawan Kumar
Assistant Registrar (HRD)

Regarding upcoming workshop on "Conduct & Disciplinary Rules and Procedure to conduct enquiry" to be held on 09.01.2018 and 10.01.2018.

HRD

Fri 28/12/2018 11:02

To: Monika Sachdeva <monika@ptu.ac.in>;

2 attachments (1 MB)

Monika Sachdeva 1.jpg; Monika Sachdeva 2.jpg;

Kindly notice the date of the workshop is 09.01.2019 and 10.01.2019.

From: HRD

Sent: 28 December 2018 10:36

To: Monika Sachdeva


Subject: Regarding upcoming workshop on "Conduct & Disciplinary Rules and Procedure to conduct enquiry" to be held on 09.01.2018 and 10.01.2018.

Respected Mam,

Good Morning!!

With reference to the subject cited above, kindly find the letters attached herewith.


With Regards


Deputy Registrar (HRM)
J.K. Gujral Punjab Technical University
Jalandhar


Report

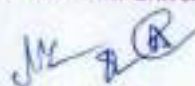
Human Resource Development Branch conducted two days training on **Conduct and Disciplinary Rules and procedure to conduct enquiry** from 09.01.2019 to 10.01.2019. Category of Group-A and B participants from various departments/branches attended the same. The resource person of the training was Sh. Ramesh Mittal, Retired Deputy Controller Finance & Accounts, Finance Department, Punjab.

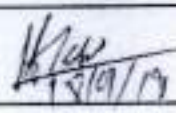

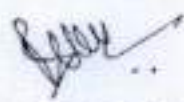

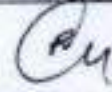

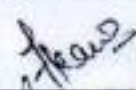

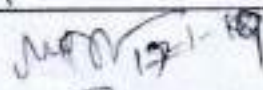

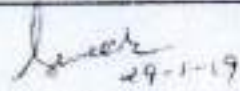

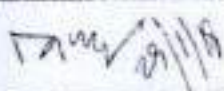
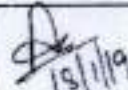
The main objective of the above training was to aware the employees/staff of the University regarding Conduct and Disciplinary Rules and how to proceed the conduct enquiry.


(Pawan Kumar)
Assistant Registrar (HRD)


05/12/18
(Tarun Bala)
Sr. Assistant


Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar



L.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY				
HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT Cell				
ATTENDENCE SHEET FOR Workshop (09.01.2019)				
Topic: Conduct & Disciplinary Rules and Procedure to Conduct Enquiry				
Sr. No.	Name of the Officer	Designation	Department	Signature
1	Sh. Ankit Kapila	Programmer	CSE	
2	Sh. Naresh Kumar	Assistant Registrar	R&D	
3	Sh. Rajneesh Kumar Sharma	Public Relation Officer & AR (GA)	PRO.GA	
4	Sh. Vishal Beri	Estate Officer	Estate Office	
5	Sh. Rajinder Kumar	Assistant Registrar	College & Development	
6	Sh. Parvesh Kumar Aspal	Assistant Registrar	Human Resource Management	
7	Ms. Jasleen Kaur	Assistant Registrar	F&A	
8	Mr. Kishore Luthra	Assistant Registrar	F&A	
9	Er. Mohit Kumar Jain	Database Administrator	IRC-UHVE, Registrar Office	
10	Sh. Joginder Singh	Assistant Registrar	DDE	
11	Sh. Sumeer Sharma	Assistant Director	Sports YOUTH AFFAIRS	
12	Sh. Paramjit Singh Gill	Assistant Registrar	Student Welfare	
13	Sh. Dinesh Juneja	Deputy Registrar	Main Campus	
14	Dr. Sandeep Mehmi	Assistant Registrar	Director Main Campus	
15	Sh. Tarun Kanodia	Programmer	Amritsar Campus	

Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY				
HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT Cell				
ATTENDANCE SHEET FOR Workshop (09.01.2019)				
Topic: Conduct & Disciplinary Rules and Procedure to Conduct Enquiry				
Sr. No.	Name of the Officer	Designation	Department	Signature
16	Sh. Jiwan Lal	Secretary to VC	Academics	Jiwan 17-1-19
17	Ms. Madhu Midha	Deputy Librarian	KRC	Madhu 12/1/19
18	Dr. Vaneeta Bala	Assistant Registrar	Secrecy	Vaneeta 17/1/19
19	Sh. Hardeep Singh	Assistant Registrar	Examination	Hardeep 17/1/19
20	Sh. Ashish Sharma	Programmer	ITS	Ashish
21	Sh. Deepak Sidana	Programmer	ITS	Deepak
22	Sh. Sukhwinder Singh	Senior Assistant	Finance & Accounts	Sukhwinder
23	Sh. Deepak Jain	Senior Assistant	Finance & Accounts	Deepak
24	Sh. Pawan Kumar	Senior Assistant	Finance & Accounts	Pawan
25	Sh. Naresh Kumar	Senior Assistant	Finance & Accounts	Naresh
26	Ms. Chanda Rani	Senior Assistant	Finance & Accounts	Chanda 09/01/2019
27	Sh. Ajit Singh	Senior Assistant	Secrecy	Ajit
28	Sh. Arjun Singh	Senior Assistant	Secrecy	Arjun
29	Sh. Sumeet Kumar	Senior Assistant	DDE	Sumeet 09/01/19
30	Dr. Greet	Deputy Registrar	HRD	Greet 09/01/19

Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar

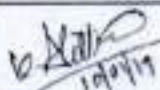
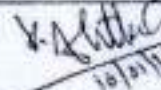
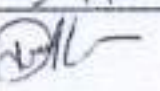
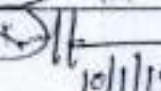
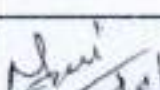
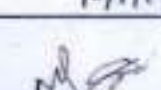
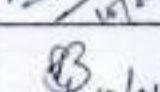
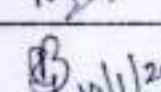
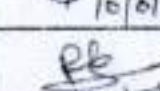
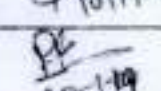
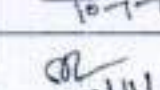
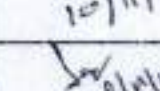
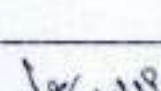
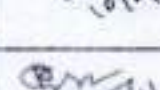
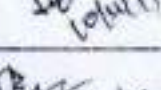
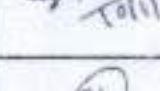
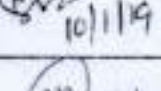
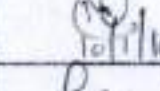
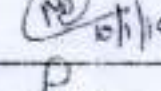
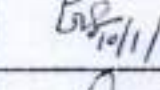
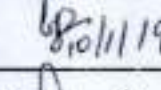
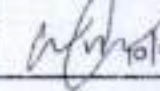
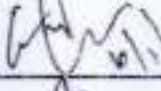
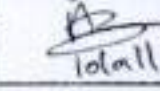
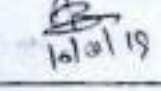
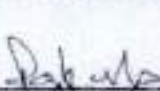
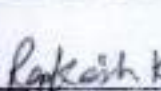

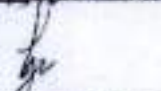
-102-

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT Cell

ATTENDANCE SHEET FOR Workshop (10.01.2019)

Topic: Conduct & Disciplinary Rules and Procedure to Conduct Enquiry

Sr. No.	Name	Designation	Department	Signature	
				Morning	Evening
1	KAMAL MITTAL	Senior Assistant	Knowledge Resource Centre	 10/01/19	 10/01/19
2	DEEPAK KUMAR	"	Secrecy	 10/01/19	 10/01/19
3	NEELAM RANI	Clerk	"	 10/01/19	 10/01/19
4	BALVIR KAUR	S.A	"	 10/01/19	 10/01/2019
5	RAJWINDER Kaur	S.A	open & Distance learning	 10-1-19	 10-1-19
6	Maninder Singh	S.A	Academic	 10/01/19	
7	Rakesh Kumar	S.A.	Academic	 10/01/19	 10/01/19
8	Ranj Singh	O.A	Academic	 10/01/19	 10/01/19
9	Manjot Kaur	O.A	Legal cell	 10/01/19	 10/01/19
10	Imprant Singh	clerk	Legal cell	 10/01/19	 10/01/19
11	Bikramjit Singh	OA	GA	 10/01/19	 10/01/19
12	Amandeep Singh	OA	R.T-I	 10/01/19	 10/01/19
13	Rakesh Kumar	O.A	Acad	 10/01/19	 10/01/19
14	Ramandeep Singh	OA	SSP	 10/01/19	 10/01/19
15	Ashob Kumar	OA	Conduct	 10/01/19	 10/01/19

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY					
HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT Cell					
ATTENDANCE SHEET FOR Workshop (10.01.2019)					
Topic: Conduct & Disciplinary Rules and Procedure to Conduct Enquiry					
Sr. No.	Name of the Employee	Designation	Department	Signature	
				Morning	Evening
16	Harinder Singh	SA	I.K.G.P.T.U. Bathinda Campus		
17	Pari Kumar	O.A	PRO		
18	Sanjeev Sharma	SA	R+D		
19	Raminder Kumar	O.A	P&EP		
20	JAGDEEP SINGH	O.A	P&EP		
21	Swinder Singh	O.A	C.Science		
22	Preetinder Singh	Clerk	F&A		
23	Laksh Bahadur Singh	S.A	F&A		
24	Pam Mahender Singh	S.A	P&A		
25	SATBIR SINGH	Clerk	F&A		
26	Narinder Singh	GA	K.R.C		
27	Sandeep Kumar	Clerk	K.R.C		
28	Raminder Singh (RAMINDER SINGH)	Sen. Asst.	M.E.		
29	Vijay Kumar	GA	H.R.M		
30	TARUN BALA	SA	HRD		

32. VIJAY KUMAR Clerk HRM

Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar

L.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY					
HUMAN RESOURCE DEVELOPMENT- TRAINING & DEVELOPMENT Cell					
ATTENDANCE SHEET FOR Workshop (10.01.2019)					
Topic: Conduct & Disciplinary Rules and Procedure to Conduct Enquiry					
Sr. No.	Name of the Employee	Designation	Department	Signature	
				Morning	Evening
31	Mehar Ch. S.	O/N	Conduct	✓	✓
32	Bharat Bhushan	Sr Asst.	F+A	(Bz)	(Bz)
33	Anand Sharma	Sr Asst.	F+A	Sh	Sh
34	JASPA L	O.A	HRM	Sh	Sh
35	Sandeep Kumar	OA	HRD	Sh	Sh
36	Jaswinder kaur	S.A	Secrecy	Sh	Sh
37	Jasvire kaur	SA	Secrecy	Sh	Sh
38	Alka Joshi	clerk	Account	Sh	Sh
39	Sneh	S.A.	Accounts	Sh	Sh
40	Kuldeep kaur	clerk	MC S&P	Sh	Sh
41	Gurmeet Singh	OA	MC S & P	Balbir	Gurmeet
42	Balbir Singh	SA	Instruction Cell	Balbir Singh	Balbir Singh
43	Amandeep Kaur	SA.	S.W.	Sh	Sh
44	Shyama Prasad Jha	Dy Cont	F+A	Sh	
45	Rajesh Kumar	S.A	HRD	Sh	Sh

S/O Shyama Prasad Jha

Sh

-105-

Deputy Registrar (HRM)
 LK Gujral Punjab Technical University
 Jalandhar

-7-

(30)

L.K.Gujral Punjab Technical University
(Branch: Human Resource Development- Training & Development Cell)

IKGPTU/DR/HRD/TD/NC/10/158

Date: 6/2/19

Dr. S.S. Walia,
Registrar


Please find below the workshop schedule to be held on 12.02.2019. You are requested to depute officers from your department for the workshop sessions and nominate other official in case of non availability of the official listed below:-

Sr. No	Topic	Resource Person	Schedule	
			Name of the employee	Timing
1.	Vigilance & Discipline Management and Departmental Inquiries	Sh. Bankey Bihari (Retired Punjab Secretariat Personnel Chandigarh)	Dr. Eikonkar Singh (D.R.) Er. Mohit Kumar Jain (Database Administrator) Sh. Gaganjot Singh (A.R.)	09:30 am to 10:30am - Registration 10:30 am to 11:30am - workshop session 11:30am to 11:45 am - Tea Break 11:45am to 12:45pm - workshop session 12:45pm to 01:00pm - Question/Answer Session 01:00pm to 02:30pm - Lunch Break 02:30pm to 03:30pm - workshop session 03:30pm to 03:45pm - Tea Break 03:45pm to 04:30pm - workshop Session 04:30pm to 04:45pm - Question/Answer Session


The nomination may please be sent to the office of HRD latest by 07.02.2019 in the following format :-

Sr.No.	Name of the official	Designation	Employee Code
1

The participants are requested to report for registration half an hour before the commencement of the workshop session.


 (Dr. Pawan Kumar)
 Assistant Registrar (HRD)

CC to:
Concerned Officer
File



 Deputy Registrar (HRM)
 IK Gujral Punjab Technical University
 Jalandhar

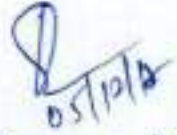
-103-
-106


Report

Human Resource Development Branch conducted two days training on **Vigilance & Discipline Management and Development inquiries** from 12.01.2019 to 13.01.2019. Category of Group A and B participants from various departments/branches attended the same. The resource person of the training was Sh. Bankey Bihari Retired Punjab Secretariat Personnel Chandigarh.

The main objective of the above training was to aware the employees/staff of the University regarding Vigilance & Discipline Management and Development inquiries.


(Pawan Kumar)
Assistant Registrar (HRD)


(Tarun Bala)
Sr. Assistant


Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar



I.K.Gujral Punjab Technical University	
Human Resource Development-Training & Development Cell	
Attendance Sheet for Workshop (12.02.2019)	
Topic : Vigilance & Discipline Management and Departmental Inquiries	

Sr. No.	Name of the Officer	Father's Name	Designation	Department	Signature	
					Morning	Evening
01.	Geet	Sh. Y. P. Mehra	Deputy Reg.	HRD		
02.	Deepak	Sh. Babji Sidhu	Programmer	ITS		
03.	ASHISH	Sh. R. K. Sharma	Programmer	ITS		
04.	Devinder Kumar	MR. Bhatia	DR	VCOFFICE		
05.	Rajinder Duggal	Sh. Balbir	DR	Academi		
06.	Anshul Kaur	Sh. Vijay K. Kaur	Programmer	CSE (MC)		
07.	Pawan Kumar	Sh. Nagesh Raj	AR	HRD		
08.	Gopijot	G. S. Chandel	AR	Reg		
09.	Vandana	Rakesh Sharma	AR	Examination		
10.	Vinay	Sh. Ajit Kumar	WMA Admin	SFC		
11.	Kuldeep	Sh. Jazal Singh	AR	Accounts		
12.	RISHI GUPTA	ASHU K. GUPTA	A.R	PTIP		
13.	Hardeep Singh	S. Sudev Singh	A.R	Exam		
14.	Paramjit Singh	S. HASAR Singh	DCOE	EXAM		
15.	SANDEEP MEHMI	SH. LEMBER RAM	A.R	MAIN CAMPUS		
16.	Swarn	Sh. Suresh Kumar	A.R	Academi		
17.	Vivek Talwar	Dharmvir Talwar	AR	Regm		
18.	Rajnish	Sh. K. N. Sharma	PRO	VCOFFICE		
19.	Vishal Beri	Sh. Ashok Kumar Beri	E.O	E.O Office		
20.	Sumeet Singh	Sh. Kaur Singh	A.D	Youth Affairs		
21.	Jasinder Singh	Sh. Tardak Singh	AR	PDE		
22.	Pameth K Aspal	Sh. Raj Kumar	AR	HRM		

Sr. No.	Name of the Officer	Father's Name	Designation	Department	Signature	
					Morning	Evening
23	Mohit Kumar	Sh. Vinod Kumar	DBA	TRC UKE A. Education		
24	Madhu Mishra	Sh. Kailash Mishra	Dy Lib	Dean Academics		
25	Paramjit Singh Gill	Sh. KEWAL SINGH	A.R.	SFC		
26	Anwar	Sr. Swain	Sr. AK	Academics		

Deputy Registrar (HRM)
 J.K. Gujral Punjab Technical University
 Jalandhar

Deputy Registrar (HRM)
K. Gurpreet Punjab Technical University
Jalandhar

I.K.Gujral Punjab Technical University
Human Resource Development-Training & Development Cell
Attendance Sheet for Workshop (13.02.2019)
Topic : Vigilance & Discipline Management and Departmental Inquiries

Sr. No.	Name of the Employee	Father's Name	Designation	Department	Signature	
					Morning	Evening
1	Vinma	Sh. Sarda Singh	Sr. Asstt.	HRM		
2	Harinder Kaur	S. Baldev Singh	Clerk	HRM		
3	Monika Sharma	Sh. Jugal Kishore Sharma	S.A.	HRM		
4	Amrita Sharma	Sh. Vinod Kumar Sharma	S.A.	HRM		
5	Surinder Singh	S. Meel Singh	S.A.	KRC		
6	Ram Paul	Sh. Saran Ram	Clerk	KRC		
7	Dharmender Kumar	Sh. Sita Ram	O.A.	K.R.C		
8	Jarvil	S. JAGAL SINGH	S.A.	DEPUTY HRD		
9	TARUN Kaur	KANESH K. Kaur	S.A.	HRD		
10	Kuldeep Singh	S. Sucha Singh	O/A	SW		
11	Kulwinder Singh	S. Sharan Singh	O/A	V.C. & R.		
12	B.S. Dhannu	S. Jagan Singh	SA	PZEP		
13	Harinder Kaur	Balbir Singh	SA	PZEP		
14	Rajinder Kaur	Karnam Chand	O.A.	ISCP		
15	Kuldeep Singh	S. Tarlok Singh	S.A.	Registrar		
16	Harjit Singh	L.C. Mangal Singh	S.A.	Registrar		
17	Sandeep Singh	S. Nirmal Singh	S.A.	Examinator		
18	Kuldeep Singh	Sh. Darsan Lal	SA	IR (Sw)		
19	Rajender Kaur	Sh. Suresh Singh	S.A.	HRD		
20	Sukhpal Singh	Sh. Harshraj Singh	Clerk	HRD		
21	Rajender Kaur	Parkash Chand	SA	ALCOE		
22	Sandeep Singh	Sh. Shobh Singh	SA	PDE		



Rasulpur Brahmanan, Punjab, India
Kapurthala - Jalandhar Rd, Rasulpur
Brahmanan, Punjab 144623, India
Lat 31.352395°
Long 75.45862°
19/10/21 02:13 PM



GPS Map Camera



Rasulpur Brahmanan, Punjab, India
Kapurthala - Jalandhar Rd, Rasulpur
Brahmanan, Punjab 144623, India
Lat 31.352399°
Long 75.458622°
19/10/21 02:14 PM