

PRASAR BHARTI
(INDIA'S PUBLIC SERVICE BROADCASTER),
CCW, TRAINING INSTITUTE

Civil Construction Wing: All India Radio,

O/O Superintending Engineer(Trg.)
1st Floor, Soochna Bhawan, CGO Complex,
Lodhi Road, New Delhi - 110 003.

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E-mail: eetrainingccw@yahoo.co.in

No. 09/32/EE(T)/2017-18 / 941

Dated : 08/12/2017

Sub : Two days Training Course from 17/01/2018 to 18/01/2018 on "Administration, Establishment & Office Management" for EA/ AE(Admn.)/ Section Officer/ Assistant/ UDC & LDC.

Two days Training Course on above cited subject is to be Scheduled to be held in the Training Institute of Civil Construction Wing, All India Radio, 2nd Floor, Soochna Bawan, New Delhi from 17/01/2018 to 18/01/2018 as per enclosed schedule.

The confirmation of nomination of officials may be sent by 12.01.2018. The Officials without nomination/ permission may not attend.

Out-station candidates will take the approval from concerned tour approving authority.

The Course particulars are as under.

S. No.	DATE	TIME		PARTICULARS
		FROM	TO	
1.	17-01-2018 (Wednesday)	09:30 AM	10:00 AM	Registration.
		10:00 AM	12:45 PM	- Overview of "Manual of Office Procedure, Duties of LDC/ UDC/ Assistant/ S.O/ Branch Officer". - File System, Records Management, Procedure of Communication.
		1:00 PM	2:00 PM	Lunch
		02:00 PM	04:45 PM	Checks on Delays, Inspections, Office automation
2.	18-01-2018 (Thursday)	10:00 AM	12:45 PM	Office Management, Leave Rules, Dealing with cases of absenteeism, FR 17A
		1:00 PM	2:00 PM	Lunch
		02:00 PM	04:45 PM	CCS Conduct Rules
		05:00 Pm	05:30 PM	Valedictory Session & Certificate Distribution


A.K. Gupta

Executive Engineer(Trg.)

Copy to:

1. The Chief Engineer, CCW, AIR, New Delhi for information please.
2. All SEs(C)/SSWs/SA/ SE(E) at CCW,AIR. (All Circles)
3. F.O. to CE(C), at CCW, AIR, New Delhi.
4. All EEs(Civil/ Electrical), CCW, AIR. (All Divisions)
5. EE(C) Vig./ QC,EO-I,EO-II, CCW,AIR, New Delhi.
6. CCW :AIR Website.