



भारत सरकार
GOVERNMENT OF INDIA
भारतीय भूवैज्ञानिक सर्वेक्षण प्रशिक्षण संस्थान
GEOLOGICAL SURVEY OF INDIA
TRAINING INSTITUTE



ANNOUNCEMENT /उद्घोषणा

TRAINING COURSE ON OFFICE PROCEDURE, ADMINISTRATION, FINANCE AND VIGILANCE FOR GROUP-B & GROUP-C OFFICIALS OF GSI, SR

Regional Training Division, SR, Hyderabad is going to conduct a "Training Course on office procedure, administration, finance and vigilance for group-B & group-C officials of GSI, SR" from **21/05/2019 to 23/05/2019** at GSITI, Hyderabad.

Objective of the course is to equip and update the ministerial staffs with recent changes in office administration, finance and vigilance related matters for the smooth functioning and skill upgradation to the employees. The course content of the program is as follows:

Course Content

- Office Management
- Office Procedures
- File Management
- Noting
- Drafting
- General Conditions of Service
- GFR
- Vigilance and Disciplinary Action
- CCS Rules and Conduct in office

Total no. of Participants: 15 -20(max)

HoD, SR, GSI and Dy. Director General, Head, Mission-V are requested kindly to nominate suitable candidates to participate in the training programme.

The nominations may be sent to The Dy. Director General, GSITI, GSI Complex, Bandlaguda, (Near Nagole) Hyderabad-500068. (Ph-040-24225004, Fax: 040-24225029) e-mail: hod.gsiti@gsi.gov.in, rtisrgsiti@gmail.com. Hostel facility is available in the GSITI campus subject to prior intimation.

Last date for receiving nominations: 10th May, 2019

Contact Persons:

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B. K. Chakraborty
25.4.19

Director, RTD, SR
for Dy. Director General,
GSITI, Hyderabad

भा-भू-स-प्र-सं, बंदलगुड़ा, हैदराबाद-५०००६८; GSITI, Bandlaguda, Hyderabad- 500068.

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