

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited "A" Grade by NAAC)

Establishment & Recruitment Section -II



No. MANUU/ER-II/EF.42/2017-18/879

23rd August 2017

OFFICE ORDER

Sub: MANUU – ER-II Section – Conduct of Training Programme for regular Non-teaching staff on administrative matters – Reg.

Ref: Approval dated 23.08.2017.


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Consequent upon approval of the Competent Authority, all the non-teaching regular staff members (Headquarters) are hereby informed that a Lecture on **Administrative Matters** by **Mr. Awadhesh Kumar Sinha**, Consultant (Admn. & Finance) is scheduled to be conducted as per the following schedule:

Sl.No.	Designation	Date & Time	Venue
01	Assistant Registrar & Section Officer	24.08.2017 4.00 pm to 5.00 p m	Conference Hall Administrative Building,
02	Assistant, UDC & LDC	24.08.2017 2.30 p m to 3.30 p m	Saiyid Hamid Library Auditorium

The Heads of the Departments/ Sections are hereby requested to permit the regular non-teaching staff to attend the above lecture without fail.

By Order


Assistant Registrar
(ER-II section)

To

All Heads of the Dept./Section

Copy to:

1. Mr. Awadhesh Kumar Sinha, Consultant (Admn. & Finance)
2. Joint Director, Centre for information Technology
3. Offices of the VC/PVC/Registrar
4. Concerned file

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