



# PONDICHERRY UNIVERSITY

(A Central University)

## Directorate of Distance Education

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**PROF.C.K. RAMAIAH**  
Director (i/c)

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### **E-CIRCULAR**

The Directorate of Distance Education, Pondicherry University is conducting a **Workshop on Files Management for Non-Teaching Staff of the Pondicherry University** on **14<sup>th</sup> December 2020** afternoon **2.00 PM to 5.00 PM** in the DDE Building, Pondicherry University.

#### **Topics to be covered in the Workshop**

1. Office System
2. Files Management
3. Disposals and Records Management

The seats are limited and will be on **First Come First Served** basis. The interested staff can register their names on or before **10<sup>th</sup> December 2020**. To register, fill-in the below attached **Registration Form** and handover in the **Director's Secretariat, DDE** on or before 10.12.2020. All the Participants will receive a Certificate.

**Director (i/c), DDE**

**Copy to:** The Systems Manager & Head, Computer Centre.. ..... with a request to float the circular in the university website.

# **PONDICHERRY UNIVERSITY**

## **Directorate of Distance Education**

### **Workshop on Files Management for Non-Teaching Staff**

#### **REGISTRATION FORM**

**Name:**

**Designation:**

**Department/ Section:**

**Type of Employment: Permanent / Contract**

**Educational Qualifications:**

**Working Experience: \_\_\_\_\_ Years**

**Expectations from the Workshop:**

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**Forwarded/ Recommended by:**

**[Signature of HoD / AR]  
[Name with Seal]**

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**For DDE Office use:**

**Received by:**

**Date of receipt:**

**Registration Number:**

**Status:**

**Approved by**

**[Workshop Coordinator]**

**Director (i/c), DDE**