

Jawaharlal Nehru University
Communication and Information Services


JNU/CIS-DO/2018/eOffice/1664

Dated: 9/1/2018

CIS is organizing hands-on training programme on eOffice from 15th to 19th January 2018 for the University faculty members and staff. The training programme has been scheduled in the Library Computer Room (Opposite to Library Committee Room, Mezzanine Floor). This special hands-on training programme has been organized for the staff and faculty members as per the directions of the Vice Chancellor. The participants wise training programme schedule is given below:-

S.No	Participants	Date	Time
1	Deans and Chairpersons	15 th January 2018	10:30 to 12:30 AM
2	Faculty members	16 th January 2018	10:30 to 12:30 AM
3	Faculty members	17 th January 2018	10:30 to 12:30 AM
4	Registrar, Joint Registrars, Deputy Registrars, Assistant Registrars, Administrative Officers, DFOs, AFOs, ALs, DLs,	18 th January 2018	10:30 to 12:30 AM
5	SOs, Sr. Asstt. and Other Staff Members	19 th January 2018	10:30 to 12:30 AM

It is requested to send the nominations of the participants(staff/faculty members) of your School/Centre/Department at email id eofficesupport@mail.jnu.ac.in, sanjeev@mail.jnu.ac.in latest by 11/01/2018. Further, if any query regarding the training programme, you may please contact to eOffice Support Team PABX 4080 or email id at eofficesupport@mail.jnu.ac.in.


Director (CIS)

To,

1. Rector I
2. Rector II
3. Rector III
4. Registrar, JNU
5. Finance Officer, JNU
6. CoE
7. DoA
8. Librarian, JNU
9. Dean SAA
10. Dean SES
11. Dean SIS
12. Dean SSS
13. Dean SLS
14. Dean SC&SS
15. Dean SPS
16. Dean, SSIS
17. Dean, SSIS
18. Dean, SC & IS
19. Chairperson, SCDR
20. Chairperson, SCMM
21. Chairperson, CSLG
22. Chairperson, SCNS
23. Dean of Students
24. OSD
25. Director, ASC, CIS,USIC, JNIAS, AIRF, NEISP, IQAC
26. PRO/CSO/Asstt. Director, Physical Education
27. Incharge (Engineering)