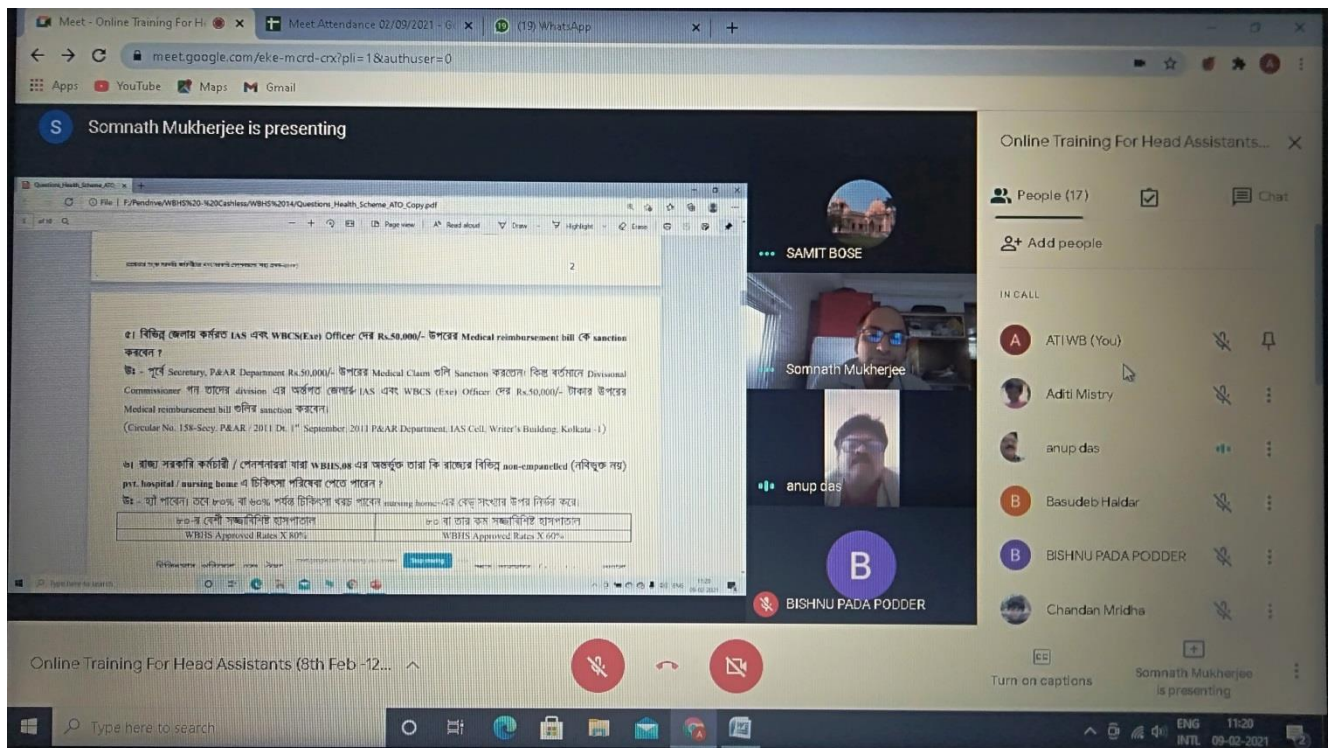


## Online Training for Head Assistants during 08.02.2021 – 12.02.2021

Online training for the Head Assistants of various Departments is being conducted from the 8<sup>th</sup> of February to the 12<sup>th</sup> of February, 2021.

The topics being taken up for deliberation are the ones that the trainees would have to tackle in their day to day functions such as establishment functions, Financial Functions, e-office, HRMS, IFMS, WBHS, Death cum Retirement Benefits, Purchase Policies etc.

Communicative English will also be taught by the British Council. The course is designed to enhance both the skills and the attitude of the trainees. Hence session on management and Behavioral Science has also been included.



A session is in progress