

**PROCEEDINGS OF THE DIRECTOR OF COLLEGIATE EDUCATION
AP::HYDERABAD**

Rc. No. 3/AC-3/Trg./2005

Dated: 26 / 10/2005

**Sub: Department of Collegiate Education – Refresher program for
non-teaching staff working in Government Degree Colleges in
the State at the O/o DCE – reg.,**

The non-teaching staff working in Government Degree Colleges discharge a variety of duties related to Administrative and Financial matters. In continuation to the programs conducted in 2003-2004, 5- day Refresher programs on Administrative and Financial matters shall be conducted for Non-teaching Staff in batches starting from September, 2005 onwards.

The topics for the program include Office Procedures, Fundamental rules, financial management, audit objections, State and Subordinate rules, pension rules and general topics also.

Sri/Smt..... Working as Sr.Asst. in..... is selected for the Refresher program to be held from 07.11.2005 to 11.11.2005 at Committee Hall, O/o DCE, Hyderabad. The RJDCE/Principal is requested to relieve the above officer with instructions to report at the venue at 10.00 AM. The participants have to make their own arrangements for their stay in Hyderabad. Tea and working lunch will be provided by the Department. TA & DA is to be claimed at their respective colleges from the budget allotted to the college. In case of any shortage, necessary budget will be provided by the Directorate.

The officers shall attend the program without fail. In case of any genuine request for exemption from this batch he/she shall take prior permission of the DCE through the Head of the College. Otherwise action will be initiated against both the Principal and the officer concerned. They are requested to contact AGO of this office for any information regarding this matter.

Sd/- Dr K Lakshminarayana

DIRECTOR OF COLLEGIATE EDUCATION

Academic Guidance Officer

To:

The Principal/RJDCE