Government of West Bengal
Higher Education Department
College Sponsored Branch
Bikash Bhavan, Salt Lake, Kolkata – 700 091

No. 405 - Edn(CS)/10M -95/2014 Dated, Kolkata the 4th April, 2015

From : The Additional Secretary to the Government of West Bengal

To : The Vice Chancellor,
Netaji Subhash Open University
DD-26, Sector-1
Salt Lake
Kolkata – 700 064

Sub.: Training progrmme on e-tender for Govt./Govt.-aided Colleges and State-aided Universities of this State

Sir,

Shri Amitava Bose, Technical Director, NIC, has agreed to conduct training programme on e-tender for Govt./Govt.-aided Colleges and State-aided Universities of this State from 11th May, 2015 to 16th May, 2015.

Principal/Officer-in-Charge/Teacher-in-Charge of each of the Govt./Govt.-aided Colleges, along with one Teacher/Head Clerk/Accountant/Cashier/Clerk of the concerned College will attend the training programme in the Conference Hall of Netaji Subhash Open University, as per schedule (copy enclosed)

In case of the State-aided Universities, the Registrar and the Finance Officer of each of the Universities will attend the training programme.

Shri Debashish Duta, Deputy Finance Advisor, Higher Education Department, will act as the Training Coordinator of this training programme and coordinate with the NIC, Universities, DPI as well as the Higher Education Department.

I am, therefore, directed to request you to spare the Auditorium of your University at DD-26, Sector-1, Salt Lake, Kolkata – 700 064 (near City Centre – 1) from 11/5/2015 to 16/5/2015 for the purpose of training programme on e-tender and arrange for laptop, screen and projector for the purpose of presentation during the training period and also drinking water, tea and snacks for the trainees and the trainers.

Yours faithfully,

Sd /-

Enclo.: Schedule of the training programme

Additional Secretary

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