

From

Director,
Human Resource Management
CCS HAU, Hisar

To

1. The Registrar, CCS HAU, Hisar
2. The Director of Research, CCS HAU, Hisar
3. Secretary to Vice-Chancellor, CCS HAU, Hisar
4. The Dean, COAE&T, CCS HAU, Hisar
5. The Dean, COFS, CCS HAU, Hisar
6. The Sr. Coordinator, KVK, Panchkula.
7. The Director (S&P), CCS HAU, Hisar
8. The Prof. & Head, Deptt. of Horticulture, CCS HAU, Hisar
9. The Principal, Campus School, CCS HAU, Hisar

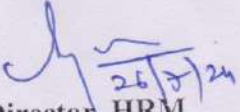
Memo No. DHRM/2024/907-17

Dated: 26/7/24

**Subject: Promotion to the post of Personal Assistant/grant of ACP pay structure-
Basic Level Computer Appreciation course-Training/Test thereof.**

With reference to the Registrar office Memo No. Admn.E.2/2024/13247 dated 08.07.2024, it is to inform that a training for Basic Level Computer Appreciation course will be imparted from **05.08.2024 to 14.08.2024 (09.00 a.m. to 04.30 p.m.)** in **Computer Section of COBS&H** and thereafter a test will be held on **21.08.2024 at 03.00 p.m.** in respect of those Sr. Scale Stenographers who have applied for appearing in the aforesaid test. It is also informed that only those employees will be allowed to appear in the aforesaid departmental test who attend the training and complete 75% or more attendance during training as per instructions circulated vide this office Memo No. Admn.E.1/G-93/2017/36870-36989 dated 14.11.2017.

You are therefore requested to bring it to the notice of all concerned employees to attend the above training in the Computer Section of College of Basic Science & Humanities as per training programme. List of candidates (at overleaf) is sent herewith.

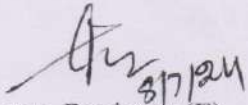

26/7/24
Director, HRM

CC

1. The Incharge Computer Section, COBS&H, CCS HAU, Hisar
2. The Registrar, CCS HAU, Hisar
3. Assistant-1 (Internal)

List of Sr. Scale Stenographers

Sr. No.	Name S/Sh./Smt./Ms.	Deptt./Office
1	Seema Rani D/o Sh. Radha Krishan	Director of Research (working in Campus School)
2.	Surender S/o Balwant Singh	Director of Research (working in VC's Secretariat)
3.	Parul D/o Sh. Ashwani Kumar	Director Students' Welfare (working in O/o Dean, COFS)
4.	Sunil Kumar S/o Sh. Baru Ram	Director (S&P)
5.	Sunder Singh S/o Sh. Prithvi Singh	Director of Research
6.	Rajender Kumar S/o Dalu Ram	KVK, Panchkula
7.	Anita Kumari D/o Sh. Bhag Singh	Deptt. of Horticulture (working in Deptt. of Business Management)
8.	Umang S/o Sh. Krishan Kumar	Registrar
9.	Anu Bala S/o Sh. Prabhu Dayal	Director, HRM
10.	Mukesh Kumar S/o Sh. Balwant Singh	Dean, COAE&T
11.	Rishi Kesh S/o Sh. Krishan Kumar	Registrar


31/12/24
Asstt. Registrar (E)
for Registrar