



State Level Workshop on Duties and Responsibilities in Office Management, Promotion & Pension for Non-teaching Staff

Date: 20th September, 2022 (Tuesday), **Time:** 10 am onwards

Venue: Conference Hall, Kaliachak College, Malda, WB, India

Those who are working under any higher educational institute (HEI) as supporting staff or non-teaching staff can participate in this “State Level Workshop.” The aim of this (offline) workshop is to upgrade the professional skills of participants, with the gracious presence and active knowledge sharing of eminent resource persons. The prime objective of this day-long program is to revive the working system and problem solving skills, regarding duties and responsibilities in office management, promotion and pension related issues.

Registration Fees

On-spot payment Rs. 200/-

Resource Persons

Mr. Prabir Ghosh Roy

Ex-Joint DPI (Retd), Education Directorate,
Bikash Bhawan, Salt Lake, Kolkata-91

Mr. Uttam Mandal

Dealing Officer, DPI Office,
Govt. of West Bengal, Education Directorate,
Bikash Bhawan, Kolkata-91

Mr. Partha Bandyopadhyay

Dealing Officer, DPI Office,
Govt. of West Bengal, Education Directorate,
Bikash Bhawan, Kolkata-91

President

Dr Nazibar Rahaman

Principal, Kaliachak College
Sultanganj, Kaliachak, Malda

Convenor

Mr. Pulak Saha

Typist, Kaliachak College
Sultanganj, Kaliachak, Malda

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