



FACULTY AND STAFF DEVELOPMENT TRAINING CENTRE  
GOVERNMENT ENGINEERING COLLEGE, THRISSUR-680009

## SKILL DEVELOPMENT FOR CLERICAL STAFF

Short- Term Training programme from 1st to 5<sup>th</sup> January 2018

Organized by  
Administrative Wing, GEC, Thrissur

### PROGRAMME SCHEDULE

01/01/2018 Monday	9.00 am to 9.15 am	Registration	
	9.15 am	Inauguration	
	9.30am to 12.30 pm	KSR	Surendran ( A. A Agriculture University, Rtd.)
	1.30 pm to 4.30 pm	GST & Return	Presannakumar ( Sales Tax Officer)
02/01/2018 Tuesday	9.30 am to 12.30 pm	Office Management for career prospect	Dr. Balakrishnan Nambiar
	1.30 pm to 4.30 pm	e-governance	Arun K L (Assit. Professor Mechanical Engineering Vidhya Academy )
03/01/2018 Wednesday	9.30 am to 12.30 pm	Income Tax and TDS	Poulson (Income Tax Officer)
	1.30 PM to 4.30PM	DDFS	Soorajkumar
04/01/2018 Thursday	9.30 am to 12.30 pm	KSR	Surendran ( A. A Agriculture University, Rtd. )
	1.30 PM to 4.30PM	KS & SSR	Sri. Moidunny (Additional Secretary to Govt., Rtd.)
05/01/2018 Friday	9.30 am to 12.30 pm	E-Tender	NLC
	1.30 to 3.30 pm	New Purchase Rules	P S Mohankumar (Finance Officer)
	3.30 pm to 4.30 pm	Closing ceremony	