



केन्द्रीय माध्यमिक शिक्षा बोर्ड
(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



CBSE/DIR./SE./TRNG./2021

19.02.2021

NOTIFICATION

Online Training Programmes for Teachers teaching the skill subject 'Office Procedures & Practices (Class XI-XII)'

In order to create Awareness on Office Procedures & Practices (Class XI-XII) and also for Capacity Building of the teachers teaching this subject in schools, the Board has planned to conduct the following programme:

S. No.	TOPIC	DATE & TIMINGS	LINK FOR REGISTRATION
1	Online Capacity Building Programme for teachers Office Procedures & Practices Skill Subject (Class XI-XII)	23 rd and 24 th February, 2021 10:30 AM to 4:00 PM	http://bit.ly/3qA0XQT

Please Note that:

1. There is no fee for attending this programme.
2. Teachers teaching 'Office Procedures & Practices' as a skill subject in a CBSE affiliated school can register for attending above-mentioned training programme using the above mentioned link.
3. Limited seats are available. Selection of participants shall be on first come-first serve basis.
4. The invitation link for the respective webinar shall be emailed to the selected teachers one day prior to the programme on the email id provided at the time of registration.

For more queries and feedback, the schools may email to cbsekilltraining@gmail.com

Biswajit Saha
(Dr. Biswajit Saha)

Director (Skill Education and Training)



'शिक्षा सदन', 17 राऊज एवेन्यू, इंस्टीटूशनल एरिया, नई दिल्ली-110002
'ShikshaSadan', 17, Rouse Avenue, Institutional Area, New Delhi – 110002





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Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida – 201309
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-54
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sec-9, Chandigarh – 160017
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim –737101
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111
7. The Director of Education, Govt. of A&N Islands, Port Blair - 744101
8. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sec- 3, Rohini
9. The Director (Edu.) of all states.
10. The Secretary (School Edu.) of all states
11. *Sh. P. K. Sahoo*, Under Secretary to the Govt. of India, Ministry of Tribal Affairs, EMRS Division
12. The Additional Director General of Army Education, A-Wing, Sena Bhawan, DHQ, PO, New Delhi-01
13. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010.
14. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions
15. All Heads/ In-Charges, COEs of the Board with request to disseminate the information
16. The Joint Secretary (Training) / Joint Secretary (Academics)
17. All Joint Secretary/Deputy Secretary/Assistant Secretary, CBSE
18. In charge IT Unit with the request to put this circular on the CBSE Academic website
19. The Public Relations Officer, CBSE
20. PS to Chairperson, CBSE
21. SPS to Secretary, CBSE
22. SPS to Controller of Examinations, CBSE
23. SPS to Director (Information Technology), CBSE
24. SPS to Director (JAB), CBSE
25. SPS to Director (CTET), CBSE
26. SPS to Director (EDUSAT), CBSE
27. SPS to Director (Academics), CBSE
28. SPS to Director (Skill Education & Training), CBSE

Director (Skill Education and Training)



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