



**National Institute of Technical Teachers' Training and Research Bhopal  
EXTENSION CENTRE PUNE.**

(Under Ministry of Human Resource Development, Govt. of India)

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No.NITTTTR/EC/P/2009/AT- 11863

Date – 14<sup>th</sup> November, 2009

To  
The Joint Directors,  
Regional Offices of Directorate of Technical Education,  
Pune/Mumbai/Nashik/Aurangabad/Amaravati/Nagpur

Subject : Training Programme on "Accounts and Administrative Training "

Sir,

The following training programme is arranged at NITTTTR Extension Centre Pune.  
Programme details are as under --

S_no	MS 25 / 09-10
Title	Accounts and Administrative Training
Dates	1 - 6 February 2010
Aim	To develop abilities and skills in Accounts & Administrative related matter.
Participants	Accounts and Administrative Staff of Technical Institutions including teaching faculty
Venue	NITTTTR Ext. Center 412/D, GF of GPDL, Opposite Om Super market, Pune.
Coordinator	Prof.V.D.Patil
Faculty	Experts

TAVDA to the participants from Govt. & Govt. aided institutions will be paid by NITTTTR, Bhopal as per NITTTTR norms. There is no course fee for the participants from Govt. & Govt. aided institutions. However, participants from unaided institutes will have to pay course fee of Rs. 3000/- per head in the form of DD drawn in favour of 'Director', NITTTTR Bhopal payable at Bhopal or in cash at the time of registration. TAVDA to the participants from unaided institutes will have to be borne by respective institute.

I therefore appeal you to depute the eligible staff members to this Programme at an early date & thereby oblige.

Thanking you,

आस्था  
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20/11/09

तंत्रशिक्षण विभागीय कार्यालय  
पुणे.  
17 NOV 2009

Yours faithfully,

(Prof.V.D.Patil)  
Coordinator

NITTTTR, Extension Centre Pune

जा.क्र.विकापु/आस्था- (ब)/प्रशिक्षण/२००९/११५४८

तंत्रशिक्षण विभागीय कार्यालय, पुणे  
दिनांक

10 DEC 2009

प्रत - या कार्यालयातील प्रोग्रॅमर, संगणक कक्ष यांना माहिती व पुढील कार्यवाहीसाठी.  
सदर पत्र या कार्यालयाच्या Web Site वर प्रदर्शित करणे.

(डी. एन. शिंगाडे)

प्र.सहसंचालक,

तंत्रशिक्षण विभागीय कार्यालय, पुणे