



**IT CELL (C.I.T.I.T.)**  
**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**  
(Established by the State Legislature Act 9 of 2003)

CDLU/ITCell/Webmail/2020/[3326-3357](#)

Dated:06/10/2020

**IMPORTANT**

To

**All the Branch Officers** (as per table below),  
CDLU, Sirsa.

**Sub: 2<sup>nd</sup> TRAINING Schedule for all the staff members regarding usages of Google (G-Suite) services including online meeting tool i.e. GOOGLE MEET, GOOGLE CALENDAR etc.**

Sir/Madam,

In continuation of this office earlier letter issued vide No. CDLU/IT/Webmail/2020/3221 to 3299 dated 30.07.2020, the 2<sup>nd</sup> Training Schedule has been fixed for the remaining branches/offices, to enable to fully utilize the G-Suite services like Google Meet for holding online events/meeting at the branch level and Google Drive, Google Docs etc., as per following **TRAINING SESSIONS** in the University Computer Centre, 2<sup>nd</sup> Floor, Vivekananda Library Building (*by maintaining the social distancing due to COVID-19 pandemic*):

<b>Batch No.</b>	<b>Name of the Departments</b>	<b>Schedule of Training Session</b>
1.	Academic Branch	08.10.2020 at 11:00 AM
	General Branch	
	Registration and Scholarship Branch	
2.	Establishment Branch (T + NT)	09.10.2020 at 11:00 AM
	Accounts Branch	
	Career & Counseling Cell	
3.	Vice-Chancellor Office	12.10.2020 at 11:00 AM
	Registrar Office	
	IQAC	
4.	Construction Branch	13.10.2020 at 11:00 AM
	Health Centre	
	Proctor	
5.	Sports Council	14.10.2020 at 11:00 AM
	DPRO	
	SPIO	
	FAA	
6.	Chief Warden (Girls Wing)	15.10.2020 at 11:00 AM
	Chief Warden (Boys Wing)	
	SC/ST Cell	
7.	CM/PM Window	16.10.2020 at 11:00 AM
	Nodal Officer VC Window	
	NSS	
	Youth Red Cross	
	UGC Coaching Cell	

8.	Security Office	19.10.2020 at 11:00 AM
	Legal Cell	
	Community Radio	
	Transport Office	
9.	Ch. Dalbir Singh Chair	20.10.2020 at 11:00 AM
	AISHE	
	Chief Vigilance Office	
	EDP Cell	

Therefore, you are requested to direct your staff members to attend the training as per schedule mentioned against your branch/office.

In addition to above, if any, official(s) of the branches/offices, who have already got the training during 1<sup>st</sup> session, wants to participate in the training, may forward his/her request through Branch Head, so that the training schedule/sitting plan for such official(s) may organize/settle accordingly in this session.

**Yours faithfully,**

-sd-  
**Incharge (IT CELL)  
for Director(CITIT)**

**Endst. CDLU/IT/Webmail/2020/3358-3362**

**Dated: 06/10/2020**

Copy of the above is forwarded to the following for information and further necessary action:

1. Director, IQAC, CDLU, Sirsa with reference to an e-mail received on 27.09.2020 regarding the subject matter.
2. Dean, Academic Affairs, CDLU, Sirsa.
3. Incharge, University Computer Centre with the request to make arrangement for the said training as per schedule.
4. P.S. to the Vice-Chancellor (for kind information of the Hon'ble Vice-Chancellor), CDLU, Sirsa.
5. P.A. to the Registrar (for kind information of the worthy Registrar), CDLU, Sirsa.

-sd-  
**Incharge (IT CELL)  
for Director(CITIT)**