

Request for Computer Training at DULS

In pursuance of EC Resolution No. 76 dated 20th August 2007

To
The university Librarian
Central Library, University of Delhi
Delhi-110007

DULS-CLSD/CompTrg/20...../.....

Sir

I intend to attend the (first/second)..... Computer Training Programme of a duration of (One/Two).....week(s) as (LA/JLIA/SPA)..... My particulars along with the recommendation of the Principal of my college are given below :

1. Name.....
2. Designation.....
3. Date of Appointment.....
4. Status (Permanent/Temporary).....
5. Qualification.....
6. Computer Training(s) attended on the present post, if any

S.No.	Duration (Days)	Dates		Title of the Training	Institution
		From	To		

7. Any other request / information.....

Signature of the Librarian
Name:
Tel. No. :
E-mail :

Signature of the Applicant
Date :
Tel. No. :
E-mail :

Recommendation

Smt/Shri is a Permanent / Temporary employee of the college. She/He is being nominated to attend the training programme at Delhi University Library System.

Name of the College
.....
Tel. No. :
Date :

Signature & Seal of the Principal
Tel. No. :
E-mail :