



कार्यालय रक्षा लेखा प्रधान नियंत्रक
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CIRCULAR

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To
The Officer I/c
All Sections in Main Office
All Sub Offices Local & outstation.

Sub:- LIVE Online Workshop for the month of October-2020 by RTC, Bangalore.

RTC (SR) Bangalore vide their Course Calendar for 2020-21, intimated that a **Workshop on Time Management** will be conducted **ONLINE on Cisco Webex Meeting application** on **22.10.2020 from 10.30 Hrs. to 12.30 Hrs.** Maximum employees may be encouraged to participate in the workshop on **Time Management**. The link and ID to access Cisco Webex Meetings platform are given below:

Link: <https://regionaltraining.webex.com/meet/rtc-banglr.cgda>

ID : 1662218979

Nominations for Workshop on Time Management may be sent to this section Email id – pcdabroandm.dad@hub.nic.in , in the below mentioned format, on or before 16.10.2020, for onward transmission to RTC, Bangalore.

S.No.	Participant Name, Designation & Account No.	Office of Posting	Participant e-mail*

* Note: Please mention e-mail address created on Govt. domain (@gov.in, @nic.in, @hub.nic.in). In case no official e-mail address is created for the participant, his personal e-mail address may be mentioned.

The online course will be organised at Sanskriti Hall for the participants from Main Office. Sub Offices have been requested to organise the course at their office at a suitable place duly following **Social Distancing, Wearing Mask** and other guidelines related to COVID-19 as prescribed by the Govt. of India.

-sd/-

Sr. Accounts Officer (O&M)

Copy to:

The Office I/c
EDP, Local

- For uploading on PCDA website.

Sumit
Sr. Accounts Officer (O&M)