

## REPORT

I was sponsored for two week interactive live training program on "Administrative Management" w.e.f. 02.09.2020 to 15.09.2020. I was provided day-to-day material in advance for the next day training. Experts and trainers were from various fields and they have delivered very detailed lectures on their expertise. In this training, I have learnt procedure and rules regarding recruitment, service rules, pay fixation, promotions, seniority & RTI etc.

This training was really beneficial for me.

*Harpreet Singh Saluja*

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SSS

Establishment Branch