

# Request for Computer Training at DULS

In pursuance of EC Resolution No. 76 dated 20<sup>th</sup> 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 (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:.....