



# Training Programme on Working with MS-Excel 12th -14th Febraury, 2019



## Duration of Training:

The duration of Training is of three days, schedule from 12- 14 Febraury, 2019

## Eligibility

This training programme is open for administrative staff **working in ICAR institute**. Having working knowledge of computer operation and some exposure to MS-Office. The maximum number of participants will be twenty (20 Nos).

## TA/DA, Boarding and Lodging

The training expenditures like TA/DA, accommodation, food charges have to be borne by the sponsoring institute of the participants. The accommodation and food facility will be provided at our Guest House on payment basis.

*Note: Please do not bring your spouse or family member during the course as there is limited space in guest house.*

The selected candidate are advised to send their detail travel plan in advance through email [yashpal.singh1@icar.gov.in](mailto:yashpal.singh1@icar.gov.in); [ypivri@gmail.com](mailto:ypivri@gmail.com)

## Application Procedure

Application form attached with this brochure can be photo copied or it can be downloaded from institute website [www.ivri.nic.in](http://www.ivri.nic.in). The duly filled application may please be send to Sh. Yash Pal, Scientist (SS) & Course Coordinator, ARIS Cell, ICAR-Indian Veterinary Research Institute, Izatnagar, Bareilly- 243 122 (U.P), **latest by 09 Febraury, 2019.**

## Venue of Training:

- On-Line Examination Centre, ICAR-IVRI Izatnagar

## Programme Director

**Dr. Sanjay Kumar,**  
Principal Scientist,  
Incharge  
ARIS Cell,  
ICAR-IVRI, Izatnagar

## Programme Coordinators

**Sh. Yash Pal,**  
Scientist (SS),  
ARIS Cell,  
ICAR-IVRI, Izatnagar

**Sh. Ajay Shukla,**  
CTO,  
Divn. of LES & IT,  
ICAR-IVRI, Izatnagar



**Application form**  
**Training Programme on**  
**Working with MS-Excel**  
**12th -14th Febraury, 2019**



1. Full Name (in block letters): .....
2. Designation:.....
3. Division/Section: .....
4. E-mail: .....5. Mobile: .....
6. Date of birth: ..... 7. Gender: .....
7. Work experience (years): .....

Degree	University	Year of Passing
Graduation		
Post graduation		
Doctorate		

**Signature of the applicant**

**Place:**

**Date:**

**Recommendation of the Forwarding Institution**

**Name & Designation**

**Signature and Seal**

**Date:**

**Note:** Duly filled application form may please be submitted to Sh. Yash Pal Scientist (SS) & Course Coordinator, ARIS Cell, E- mail: yashpal.singh1@icar.gov.in; ypivri@gmail.com, ICAR-Indian Veterinary Research Institute, Izatnagar, Bareilly -243 122 (UP) on or before 09th Febraury, 2019