



**RRDS GOVERNMENT DEGREE COLLEGE  
BHIMAVARAM - 534 202, W.G.Dt., A.P.,**



Phone : 08816 223458

E-mail : [gdcbhimavaram.jkc@gmail.com](mailto:gdcbhimavaram.jkc@gmail.com)

**WORKSHOP ON E-OFFICE-29.11.2018**



Organised by

IQAC

**RRDS GOVT DEGREE COLLEGE**

**Bhimavaram**



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To  
The Coordinator  
IQAC  
RRDS Govt. Degree College  
Bhimavaram.

Sub: Participation of College in **WORKSHOP ON E-OFFICE** – Permission  
accorded

As a part of extension activities of our college, permission is  
accorded to IQAC, RRDS Govt Degree College, Bhimavaram to conduct the  
Workshop on “E-Office Procedure-The challenges before the Teaching and Non  
Teaching Employees in the Office Administration and Governance” at Vishnu  
College Computer Lab, Bhimavaram on 29.11.2018

Date: 28.11.2018



*J. Sawji*

**Principal**  
R.R.D.S. Govt. Degree College  
BHIMAVARAM-534 202



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**Notice**

All the teaching and non teaching members of the college are here by informed that there will be a Workshop on E-Office Procedure at Computer Lab of Vishnu College, Bhimavaram on 29.11.2018 organised by our college. The faculty and non teaching employees are advised to extend their services at the programme as required. All the teaching and non teaching members are requested to participate in the programme.

Date: 28.11.2018

Coordinator

**IQAC**  
**IQAC**

RRDS Govt. Degree College  
BHIMAVARAM.

Circulated to staff

K. Suman

Sat. Suman

Rn. S. Suman

## BRIEF REPORT OF THE ACTIVITY

For the benefit of all the non-teaching staff working in the Government Degree Colleges of West Godavari district, a workshop on 'E-office Procedure' was organized by the college in the Computer Lab of the nearby Vishnu College, Bhimavaram on 29.11.2018. Experts from District Treasury Office were invited as resource persons. They explained the procedure practically and interacted with the staff on many queries raised. Forty-five teaching and non-teaching personnel attended in the workshop



Coordinator  
IQAC



Principal  
PRINCIPAL  
R.R.D.S. Govt. Degree College  
BHIMAVARAM-534 202.



## Photos





**RRDS GOVERNMENT DEGREE COLLEGE**

**Bhimavaram**

**Workshop on E-office**

**Attendance Sheet**

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Name of the Programme : **Workshop on E-office Procedure**

Occasion : **Skill Enhancement**

Date & Time : **29.11.2018**

S.No	Name of the Employee	Designation	Signature
1	C.H.S.R. MURTHY	Senior Assistant	[Signature]
2	SAURJ Kalyan	Junior Assistant	[Signature]
3	P. Chandra Rao	Record Assistant	[Signature]
4	N.S.S. KRISHNA	OFFICE SUBORDINATE	[Signature]
5	K.K.PHANI DHAR	OFFICE SUBORDINATE	[Signature]
6	K.V. Subba Raju	Senior Assistant	K.V. Subba Raju
7	K. Mauli	Junior Assistant	K. Mauli
8	Y. Abishek.	Junior Assistant	Y. Abishek
9	K. Satya Kumari	Typist	K. Satya Kumari
10	Bh.M.K. Rao	Jr. Asst	[Signature]
11	K. Ranga Rao	S.A	[Signature]
12	A. Vijaya Kumar	S.A	[Signature]
13	M. Durga Prasad	R.A	[Signature]
14	V. SURESH BABU	J.A	[Signature]
15	P.N.V. Subba Rao	Record Asst	P.N.V. Subba Rao
16	K.V. Ganapathi Rao	Record Asst	[Signature]
17	A. Vijaya Kumar	Rec AMV	[Signature]
18	M. Srinandam	Rec AMV	[Signature]
19	V. Babu	Rec Asst	[Signature]
20	N. Ravi Kumar	Jr. Asst	[Signature]
21	S. Ashok	Jr. Asst	[Signature]
22	P. Ramesh	Rec Asst	[Signature]
23	P. HANUMA	SRIN Keesa	[Signature]
24	G. Bhaskar Rao	office Subordinate	[Signature]
25	G. ANISHA	office Subordinate	[Signature]
26	P. VENKATESWARA RAO	Jr. Asst.	[Signature]
27	Ch. Venkateswara Rao	office Subordinate	[Signature]
28	G. Deevanamma	Record Assistant	[Signature]
29	P. Naja Lalitha	Record Assistant	[Signature]
30	S. Anuradha	Senior Assistant	[Signature]
31	K. Deva	Junior Asst	[Signature]
32	P. Satyameera	Record Assistant	[Signature]
33	Ch. Padma	office Subordinate	[Signature]
34	M. Manjula Kani	Senior Assistant	[Signature]
35	P. Kumari	Record Asst	[Signature]

36	Ch. Vamsi Krishna	Office Subord.	Ch. Vamsi
37	K. Preberd.	Recd Admin	K. Preberd.
38	K. Srinivasa Rao	Superintendent	K. Srinivasa Rao
39	P. Sathana	Senior Admin	P. Sathana
40	P. Raju	Junior Admin	P. Raju
41	T. Adinarayan	Lab Assistant	T. Adinarayan
42	K. Naga Raju	Junior Assistant	K. Naga Raju
43	P. Vignesh	Lab Assn	P. Vignesh
44	G. Ganesh Kumar	Junior Assistant	G. Ganesh Kumar
45	R. Chaitanya	Junior Admin	R. Chaitanya



Signature of the In-charge




PRINCIPAL

R.R.D.S. Govt. Degree College  
BHIMAVARAM-534 202.