



DEPARTMENT OF COMMERCE

(Accredited by NAAC with the rating of A+ Grade and an university with potential for Excellence)

Osmania University

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Lr.No: 199 /HoD/Coms/2018.

Date: 05.01.2019

To
The Principal

Sir / Madam,

The Department of Commerce, OU is conducting a Two-Day Workshop on 28-30 Jan, 2019 at the Department of Commerce, OU in Collaboration with Indian Institute of Insurance for the Teachers teaching "**Insurance Regulations**" (VI Sem) Paper. This programme is conducted in two batches (for each batch the Training Programme is for one day). The Teachers attending the Programme will be given a Participation Certificate issued by the Department of Commerce. To meet the incidental expenditure such as Lunch, Tea, Snacks etc., the Department is charging a token participation fee of Rs.500/- per participant.

You are requested to nominate the teachers, teaching the "**Insurance Regulations**" paper to attend the workshop. They have to register their names confirming their participation by 20.01.2019. Only those teachers who register will be allowed to participate. The exact date and time of training program for teachers of your college will be intimated at the time of registration. The participation fee can be paid either in the form of Cash or DD drawn in favour of the Head, Department of Commerce, OU.

With regards
Yours sincerely,

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