



DEPARTMENT OF COMMERCE

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

Osmania University

HYDERABAD - 500 007. TELANGANA STATE, INDIA.

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Lr.No: 100 /HoD/Coms/2018.

Date: 06.07.2018

To
The Principal

Sir / Madam,

The Department of Commerce, OU is conducting a Two-Day Workshop on 20-21 July 2018 at the Department of Commerce, OU in Collaboration with Tally for the Teachers teaching 'Computerized Accounting' 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 jointly by the Department of Commerce and Tally. 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 'Computerized Accounting' paper to attend the workshop. They have to register their names confirming their participation by 16-07-2018. Only those teachers who register will be allowed to participate. The exact date & 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,

HEAD

Head

**Department of Commerce
Osmania University
Hyderabad-500 007.**