



No: RLSGSLI/TRG/11/2025

Date: 20/11/2025

To Whom It May Concern

Sub: Regarding Online Training Courses on Sundays and Holidays.

Respected Sir(s)/Madam(s),

In view of the evolving governance landscape & enforcement of ‘National & State Training Policies’, continuous upskilling of organizational functionaries have become essential to enhance efficiency, accountability, and smart work practices in this age of Information Technology & Artificial Intelligence. To facilitate learning without disrupting official duties, the RLS Global Smart Learning Institute is organizing the following specialized online training courses with doubt clearing, followed by e-Notes and e-Certificate on Sundays, 23rd and 30th November 2025:

Titles of Online Training Courses – 23 rd November – Sunday	
1	Data Protection Essentials: Preventing Data Leaks, Misuse, and Legal Liabilities (9:15 am to 10:15 am)
2	Computation of TDS on Salaries: Accurate Deduction, Employee Inputs & Latest Income Tax Provisions (11:00 am to 12:00 pm)
3	Budget, Sanctions, and Expenditures in Government: Checks & Best Practices (12:45 pm to 1:45 pm)
4	Disciplinary Actions in Government Offices: Minor & Major Penalties (2:30 pm to 3:30 pm)
Titles of Online Training Courses – 30 th November – Sunday	
5	Local Purchases using GeM Portal – DP, L-1, and Payments: Checks & Best Practices (9:15 am to 10:15 am)
6	Duties w.r.t. Income Tax Deductions in Government – Main Provisions (12:45 pm to 1:45 pm)
7	Artificial Intelligence Tools for Noting & Drafting – Best Practices (2:30 pm to 3:30 pm)
8	Sexual Harassment Prevention in Government Offices: Legal Duties, Civil & Criminal Provisions, and Best Practices (5:45 pm to 6:45 pm)

The RLS Global Smart Learning Institute, a registered MSME (UDYAM-HR-08-0003613; GSTIN: 06AYZPR2049B1Z5), conducts interactive, outcome-based online training sessions via Google Meet. Each course is delivered by an expert faculty member (Ph.D., MBA, or CA qualified) with more than 20 years of experience and certified by the Department of Personnel and Training (DoPT), Government of India.

P.T.O.



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Regd. **MSME No.** UDYAM-HR-08-0003613 | **GSTIN** - 06AYZPR2049B1Z5.



The sessions are conducted in bilingual mode (Hindi & English) for better understanding and engagement. Participants receive e-Notes (in simple English) and e-Certificates within two working days of completion.

The participation fee is only Rs. 210 per participant per course, and a GST invoice is available on request. The limited seats are filled on 'First Come First Serve' basis. The payment details are - RLS Global Smart Learning Institute, A/c 0117102100000346 (Current Account), Punjab National Bank, Narwana, IFSC: PUNB0011710, GSTIN - 06AYZPR2049B1Z5, PFMS Vendor ID - GEM00602979 / VAMHMC00039787.

You are kindly requested to encourage your officers and officials to utilize their Sundays and holidays productively by attending these specialized courses. For details of upcoming sessions, please connect through WhatsApp <https://wa.me/919467423458>

With regards,

Yours faithfully,

Rashmi

(Smt. Rashmi)

Chief Executive Officer