RLS Global Smart Learning Institute (RLSGSLI), An Initiative for Capacity Building
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Regd. MSME No. UDYAM-HR-08-0003613 | GSTIN - 06AYZPR2049B1Z5.

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No: **RLSGSLI/TRG/11/2025** **Date: 06/11/2025**

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 Sunday, 16 November 2025:

Titles of Online Training Courses – 16th November – Sunday

RTI in Practice: Lawful Denial of Information under RTI Act (7:30 am to 8:30 am)
Mastering Accounting Principles: Understanding Debit and Credit in Maintaining Ledgers (9:15 am to 10:15 am)
Smart Documentation: Computer Applications and AI Tools for Mastering MS Word Skills (11:00 am to 12:00 pm)
Conduct Rules and Their Implications on Service (12:45 pm to 1:45 pm)
e-Tendering in Government: Transparent Procurement of Goods through Online Systems (2:30 pm to 3:30 pm)
Audit Proof Payments in Government – Checks in Vouchers & Procedure (4:15 pm to 5:15 pm)
Loans and Advances Rules: Calculation of Installments including Interest (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.

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

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