

-: अनौपचारिक टिप्पणी :-

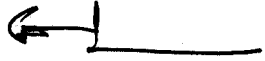
विषय : NPC announces the following 2 Residential Programmes on:
1. Stress & Time Management at Goa from Dec. 19-23, 2011
(P.O. No. HRM/T/14/2011-12)
2. HR & IT Tools for Developing Skills of Executive Secretaries, Jan. 02-06, 2012 at Tirupati (P.O. No. HRM/T/15/2011-12)

सन्दर्भ : Residential Programme on "Effective Office Administration & Management" during November 22-24, 2011 at Puri (Orissa)
Director & Group Head (HRM), National Productivity Council, Utpadakta Bhawan, Lodi Road, New Delhi vide letter dated 14-09-11
Programme Director, National Productivity Council, 133, First Floor, Surya Nagar, Bhubaneswar (Orissa) vide letter dated 20-09-11

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उपरोक्त विषयान्तर्गत प्राप्त सन्दर्भित पत्रों की छाया प्रतियां इस पत्र के साथ संलग्न कर लेख है कि उक्त पत्रों को विभाग की वैबसाइट पर आज ही डलवाने की व्यवस्था करावें।

संलग्न : उपरोक्तानुसार (दो)

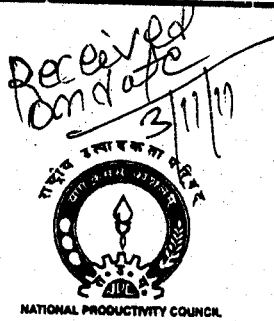

अति० निदेशक (राजपत्रित)
चिकित्सा एवं स्वास्थ्य सेवार्ये,
राजस्थान जयपुर।

प्रभारी,
कम्प्यूटर सर्वर रूम,
मुख्यालय।

अनौ०टि० क्रमांक :- राजपत्रित/सामान्य/प-58/2011/934
दिनांक : 17/11/2011

राष्ट्रीय उत्पादकता परिषद्
(अभिव्यक्ति और उद्योग मंत्रालय सरकार के अन्तर्गत)

क्षेत्रीय कार्यालय :
133, (पहली मंजिल), सुर्यनगर,
भुवनेश्वर - 751003, उड़ीसा
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(प-58)
NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Govt. of India)

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14 00
THE SECRETARY
DEPT. OF HEALTH & FAMILY WELFARE
GOVT. OF RAJASTHAN
JAIPUR

Ref. No. 4005
Date : 20/09/2011

Sub :

Add. (R.K.)

Residential Programme on
"Effective Office Administration & Management"
during

10083

3 OCT 2011

22-24, Nov. 2011 at Puri, Orissa

Dear Sir,

We are pleased to inform you that National Productivity Council (NPC), Bhubaneswar is organising a programme on "Effective Office Administration & Management" during 22-24, Nov 2011 at Puri, Orissa.

The programme has been designed specifically for a limited group of Middle & Junior Level Executives from Government Department, Public Sectors, etc. The practical exposure and knowledge sharing among the participants would be an added advantage to the delegates.

You are requested to sponsor a team of participants from your organisation to attend this most rewarding programme. The Residential programme fee will be Rs. 24,000/- + applicable service tax (10.3% at present) per participant. Accommodation will be provided to the participants on twin sharing AP basis. 35 participants on first-cum-first basis will be accommodated in this programme. A brochure containing the details of the programme is attached herewith for your kind perusal

Thanking you,

Yours faithfully,

Encl : As above

(R.K. Pathy)
Programme Director

visit us at : www.npcindia.gov.in

राष्ट्रीय उत्पादकता परिषद्

उत्पादकता भवन, लोधी रोड,
नई दिल्ली-110003



NATIONAL PRODUCTIVITY COUNCIL

NATIONAL PRODUCTIVITY COUNCIL

Utpadakta Bhawan, Lodi Road,
New Delhi-110 003

No. HRM/T/14/2011-12
No. HRM/T/15/2011-12
14th Sep, 2011

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PRINCIPAL SECRETARY
MEDICAL & HEALTH DEPARTMENT & UNFPA PROJECT
GOVERNMENT OF RAJASTHAN
JAIPUR 5
RAJASTHAN

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3/11

3 OCT 2011

Subject : NPC announces the following 2 Residential Programmes on :

1. Stress & Time Management at Goa from Dec. 19 - 23, 2011 (P.O.No. HRM/T/14/2011-12)

2. HR & IT Tools for Developing Skills of Executive Secretaries, Jan. 2-6, 2012 at Tirupati (P.O.No.HRM/T/15/2011-12).

Dear Madam / Sir (s),

NPC has continuously endeavoured to upgrade and assist the organisations in enhancing their efficiency & effectiveness through active learning imbibed in its training courses aimed at benefiting both the employers as well as employees.

Thus, once again with the multifold objectives of gaining further insights and knowledge we have designed two residential programmes on Stress & Time Management at Goa from Dec. 19-23, 2011 & HR & IT Tools for Developing Skills of Executive Secretaries, at Tirupati Jan. 2-6, 2012 wherein we invite your active participation. The accompanying brochure provides further details about both the programmes.

We are sure the programme will be very useful. You may like to sponsor some of your officials to participate in this programme. Seats are very limited therefore you may like to send your nominations at the earliest.

Looking forward to your early response.

Yours faithfully

(Siddharth Sharma)
Director & Group Head (HRM)

Encl : Programme Brochure