सख्या:10(1)/प्रमुख अभि. /निदेशक/लोनिवि/2018/4528 
दिनांक 17-07-2018

सेवा में

प्रधान मुख्य अभियंता(अनु.),
लोनिवि, एमएसओ भवन,
नई दिल्ली।

विषय:—Residential development programme for office
Secretaries, personal assistants, office staff, etc.
Age from September 05-09-2018 at Hotel Lopamudra Garden, VSCO (Goa).

संदर्भ:—

उपरोक्त विषय पर ग्राम पत्र की प्रतिलिपि संलग्न की जा रही है। आपसे अनुरोध है कि उपरोक्त प्रशिक्षण हेतु इतने अधिकारियों के नामांकन इस कार्यालय को दिनांक 31-7-2018 तक भेजवाएं।

सलाम-उपरोक्तापुसराँ。

प्रतिलिपि:-लोनिवि वेबसाइट।

(संवादक)

सहायक प्रशासनिक अधिकारी

9/ 17/18
Dear Sir / Madam,

You would be glad to know that Jaipur Productivity Centre, Jaipur is organising its 107th Residential "Development Programme for Office Secretaries, Personal Assistants & Office Staff, Focus: e-Age" from September 05-09, 2018 at Hotel Lapaz Gardens, Vasco-da-Gama (Goa).

The programme aims to enrich the qualities required for office staff to become asset for the organisation and to provide the participants exposure in the areas of computer usefulness in office work as well as prepare them to come up to the highest expectations of senior executives.

The brochure giving programme details and methodology is enclosed for your kind perusal. The participation fee of Rs. 42000/- plus GST @18% per participant (Rs. Forty Two Thousand plus GST @18%) is inclusive of boarding and lodging arrangement, cost of the reading material, stationery etc.

We are sure that you would take advantage of this and nominate a few officials from your organisation. The nomination form is also enclosed with the brochure. The programme is designed for a group size of about 25 and the nominations would be accepted on first-cum-first served basis. The last date of the nomination along with the participation fee is August 22, 2018.

Information about our programmes can also be downloaded from our website www.jpcaipur.org. Kindly feel free to write to us in case any further clarification is required.

Thanking you and looking forward to an early response,

Yours sincerely,

[Signature]

(C.M. Khurana)
Director