



दिल्ली सरकार
कार्यालय प्रमुख अभियंता, लो0नि0वि0,
12वां तल, बहु-मंजिला भवन, इंद्रप्रस्थ संपदा, नई दिल्ली: 110002
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Toll Free Complaint No. 1800 11 0093
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संख्या:10(1)/प्रमुख अभि./निदेशक/लोनिवि/2018/ 4528 दिनांक 17.07.2018

सेवा में

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

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

विषय:— Residential Development programme for office
Secretaries personal Assistants & office staff focus e-
Age from September 05-9-2018 at Hotel Lapaz Gardens, Vasco da Gama
(Goa).
संदर्भ:—

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

संलग्न:उपरोक्तानुसार ।


(सुभाषनी)

सहायक प्रशासनिक अधिकारी

प्रतिलिपि:—लोनिवि वेबसाईट ।

न/क
17/7/18

जयपुर उत्पादकता केन्द्र

41, इन्कम टैक्स कॉलोनी-2,
पोस्ट मालवीय नगर,
जगतपुरा रोड़, जयपुर- 302 017



Jaipur Productivity Centre

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Website : www.jpcjaipur.org
E-mail : jpcjaipur@rediffmail.com

No.2018 / 107 G
June 27, 2018

PRINCIPAL SECRETARY
PUBLIC WORKS DEPARTMENT
GOVERNMENT OF NCT OF DELHI
PWD SECRETARIAT, 5th LEVEL, 'B' WING
DELHI SECRETARIAT, I.P.ESTATE
NEW DELHI- 110002
NCT OF DELHI

प्रमुख अभियंता

आवृत्ति सं. 8483

दिनांक 11/7/18

प्रमुख अभियंता

प्रमुख अभियंता (निर्माण एवं रक्षा)

निर्माण (संरचनात्मक)

उप-प्रमुख अभियंता

उप-प्रमुख अभियंता (निर्माण/रक्षा/सु/जल स. अधि.)

PWD SECRETARIAT
Govt. of NCT of Delhi
5th Level, 'B' Wing

Dy No. PWD/2018/117468
Date 05/07/2018

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.jpcjaipur.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,

C.M.Khurana
(C.M.Khurana)
Director

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