



दिल्ली सरकार  
कार्यालय प्रमुख अभियंता, लोनिवि,  
12वां तल, बहु-मंजिला भवन, इंदरप्रस्थ संपदा, नई दिल्ली: 110002  
☎ 23490260, 23724560, 23311293 फैक्स 23319021  
Toll Free Complaint No. 1800 11 0093  
वैबसाइट: <http://pwd.delhigovt.nic.in>  
ई-मेल: [pwdhqdelhi@gmail.com](mailto:pwdhqdelhi@gmail.com)/[dppwdhqdelhi@gmail.com](mailto:dppwdhqdelhi@gmail.com)



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 25-9-2018 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 ।

प्रतिलिपि:-लोनिवि वैबसाइट ।

  
(सुभाषिणी)

सहायक प्रशासनिक अधिकारी

17/7/18

**जयपुर उत्पादकता केन्द्र**

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



**Jaipur Productivity Centre**

41, Income Tax Colony - 2, P.O. Malviya Nagar,  
Jagatpura Road, Jaipur - 302 017  
Fax : 0141-2750473 Ph.: 09414271490, 09610111392  
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 अभियन्ता

आवृत्ति सं. 8483

दिनांक 11/7/18

प्रमुख अभियन्ता

PWD SECRETARIAT

Govt. of NCT of Delhi

5th Level, 'B' Wing

Dy No. PWD/2018/117468

Date 05/07/2018

विशेष (कार्य एवं रक्षा)  
निर्माण (निष्पन्न)  
उप-निर्माण अधिकारी  
उपनिर्माण (कार्य/रक्षा/सु/जग स अदि)

00/0

GA  
16/7  
17/7

Dear Sir / Madam,

You would be glad to know that Jaipur Productivity Centre, Jaipur is organising its 107<sup>th</sup> 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,

9/10

Yours sincerely

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