

—: अनौपचारिक टिप्पणी :-

विषय : Project Management from September 6-10, 2011 at Mussoorie & December 6-10, 2011 at Goa Developing Executive Secretary, PA, PS & Office Staff for Effective Office Management from September 20-24, 2011 at Jaipur and December 13-17, 2011 at Udaipur.

सन्दर्भ : Director- I/c, National Productivity Council, SB-96, JLN Marg, Bapu Nagar, Jaipur vide letter no. 2011/9 dated 11-07-11

उपरोक्त विषयान्तर्गत प्राप्त सन्दर्भित पत्र की छाया प्रति इस पत्र के साथ संलग्न कर लेख हैं उक्त पत्र को विभाग की वैबसाइट पर डलवाने की व्यवस्था करें।

संलग्न : उपरोक्तानुसार।

अति० निदेशक (राजपत्रित)
चिकित्सा एवं स्वास्थ्य सेवायें
राजस्थान जयपुर।

प्रभारी,
कम्प्यूटर सर्वर रूम, मुख्यालय।

अनौ०टि० क्रमांक : राजपत्रित / सामान्य / प-58 / 2011 / 739
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Dated... 29/7/11

राष्ट्रीय उत्पादकता परिषद
(याचिन्तय एवं ज्ञानेन। मन्त्रालये। भारत सरकार के अन्तर्गत)
क्षेत्रीय निदेशालय
एस.बी.-96, जवाहर लाल नेहरू मार्ग,
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No.2011/9
11/07/2011

27 JUL 2011
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Principal Secretary
Medical, Health & Family Welfare Department
Govt. Of Rajasthan
Secretariat
Jaipur-0

O/PA/D...
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Div. PH

26 JUL 2011

Dear Sir,
27 JUL 2011

National Productivity Council (NPC) Jaipur is pleased to announce its Training Programme on **Project Management** from September 6-10, 2011 at Mussoorie & December 6-10, 2011 at Goa
Developing Executive Secretary, PA, PS & Office Staff for Effective Office Management from September 20-24, 2011 at Jaipur and December 13-17, 2011 at Udaipur.

We do realize that the all level of employees in organisation needs to develop new competencies to keep up with the changing times. Keeping above in view, the programme on **Project Management** aims at providing an insight to the participants about this useful managerial tool for increasing effectiveness of planning and decision making process & to learn tools and techniques of Project Management, so as to control the project within the schedule and resource.

The training programme on **Project Management** has been designed for **Senior and middle level executives/managers/officers of various functions** from central and state govt. department, PSUs, private sectors, corporations, banks etc dealing with various schemes and projects.

The programme on **Developing Executive Secretary, PA, PS & Office Staff for Effective Office Management** aims to equip executive secretaries, PA, PS & Office Staff for future to come up to the expectations of senior executives and enrich them for better office management.

The brochure giving programme objectives, coverage, participants profile, faculty, dates, venue, fee, methodology and registration procedure is enclosed for your kind perusal. The Programme fee of **Rs.33000/- + 10.3% Service Tax (Rs.Thirty Three Thousand Only + 10.3% Service Tax)** for Mussoorie, Udaipur & Jaipur programme for residential participants and **Rs. 37000/- + 10.3% Service Tax (Rs. Thirty Seven Thousand Only + 10.3% Service Tax)** for Goa Programme is inclusive of boarding and lodging arrangement for the participants during the programme (4 nights), course material kit and professional charges etc. or **Rs.20000/- + 10.3% Service Tax (Rs.Twenty Thousand Only + 10.3% Service Tax)** for non-residential participants is inclusive of breakfast, lunch, course material kit, and professional charges.

We are sure that you would take advantage of this and nominate a few officials from your organisation. The detailed brochure is also available on web: www.npcindia.gov.in

Kindly feel free to write/call to us on Phone: 0141-2703573, 9414387196 in case any further clarification is required. We look forward to your continued support and an early response.

PS: Mr.C.M.Khurana has superannuated from council on 31/03/10. NPC bears no resemblance or association with similar communication sent by Mr.C.M.Khurana Director, JPC, whose legal status is not known to anyone

Thanking you

Yours sincerely

(Mukesh Singh)
Director

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Guwahati, Hyderabad, Kanpur, Kolkata, Mumbai, Patna, Training Institute: Chennai Web: www.npcindia.gov