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No. EDN-H (21) B (15) 47/2019-All Type Training-

Directorate of Higher Education

Himachal Pradesh, Shimla-1

Telephone Number: 0177-2653120, 2653386, Extension: 234 Fax: 0177-2812882

E-mail: dhe-sml-hp@gov.in

E-mail: genbr@rediffmail.com

To Dated: Shimla-171001 the February, 2020

All the Deputy Director of Higher Education
Himachal Pradesh.

- Subject: -
- 1 Regarding Training Programmes "Managing Finance for Improving Organization Performance and Effective Cost Management" at Puri during 17th to 21st February, 2020.
 - 2 "Project Planning, Implementation, Monitoring & Evaluation" at Goa 24th to 28th February, 2020.
 - 3 "Improving Effectiveness of Private Secretaries/Personal Assistants" at Jaisalmer, Rajasthan during 04th to 08th March, 2020.
 - 4 "Effective Office Management" CCS Rules, Drafting and Vigilance Management" at Kanyakumari, Tamil Nadu during 11th to 15th March, 2020.

Memo;

The National Productivity Council, Regional Office, A/7, Suryanagar, Bhubneshwer, 751003 Odisha is going to organize (04) four training programmes during the month of February, 2020 and March, 2020 and requested to nominate a few executives for above said programmes at the earliest, as accommodation is limited and nominations will be accepted on a first-come-first-serve basis, only.

You are, therefore directed to make wide publicity amongst the field functionaries for above said training programmes. The willing candidates may apply for the same at their own cost on voluntary & self-training basis. Further, it is informed that information related to training programmes is available on website: www.npcindia.gov.in.

The nomination may be send through post/E-mail by providing participants' name, designation, contact number and e-mail ID alongwith Demand Draft in favour of "National Productivity Council, New-Delhi payable at New-Delhi (Photocopy enclosed for ready reference). The participation fee is to be paid in advance on before commencement of the Program. The nomination form can be downloaded for above said website.

Jt. Director of Higher Education
Himachal Pradesh, Shimla-I
Phone No. 0177-2650797
E-mail: dhe-sml-hp@gov.in
February, 2020


Endst. No. Eve Dated: Shimla-171001 the

Copy for information and necessary action to:-

- 1 The Principal Secretary (Education) to the Government of Himachal Pradesh, Shimla-2 w.r.t. his letter Number-EDN-A-Kha (15) 1/2019-dated: 31st January, 2020.
- 2 The Regional Director, National Productivity Council, Regional Office, A/7, Suryanagar, Bhubneshwer, 751003 Odisha with reference to his Reference No. 4047:19-20-dated: 20/12/2019.
- 3 The Superintendent (Computer/IT Cell) Directorate of Higher Education, Himachal Pradesh, Shimla-1 to upload the same on departmental website.
- 4 Guard file.

शिक्षा निदेशालय उच्चतर

06 FEB 2020


Jt. Director of Higher Education
Himachal Pradesh

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DATE	01 FEB 2020
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No. EDN-A-Kha (15)1/2019.
 Government of Himachal Pradesh
 Department of Higher Education

From

The Pr. Secretary (Education) to the,
 Government of Himachal Pradesh, Shimla-2

To

Director of Higher Education,
 Himachal Pradesh Shimla-171001.

Dated, Shimla-2 the 31st January, 2020.

Subject:-

Regarding Training Programmes "Managing Finance for improving organizational performance and Effective Cost Management" at Puri during 17th -21st February, 2020, "Project Planning, Implementation, Monitoring & Evaluation" at Goa 24th -28th February, 2020, "Improving Effectiveness of Private Secretaries/Personnel Assistants" at Jaisalmer, Rajasthan during 4th to 8th March, 2020 & "Effective Office Management, CCS Rules, Drafting and vigilance Management" at Kanyakumari, Tamil Nadu during 11th to 15th March, 2020.

Sir,

I am directed to enclose herewith a photocopy of letter No. 4047:19-20 dated: 20.12.2020 (along-with its enclosures), received from Sh. G. Saravanan, Regional Director, National Productivity Council, Ministry of Commerce & Indutry, Govt. of India, Regional Office A/7, Surya Nagar, Bhubaneswar, Odisha on the subject cited above and to request you to look into the matter and take further necessary action accordingly.

Yours faithfully,

[Signature]
 Deputy Secretary (Hr. Edu.) to the
 Government of Himachal Pradesh.

[Signature]
 23/20

एनपीसी उत्पादकता परिषद

(बिरोल और उद्योग मन्त्रालय, भारत सरकार के अन्तर्गत)

क्षेत्रीय कार्यालय :

A/7 सूर्यनगर,

भुवनेश्वर - 751 003, ओडिशा

दूरभाष : (0674) 2397381, 2397326

फैक्स (0674) 2397380



NATIONAL PRODUCTIVITY COUNCIL

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt.

Regional Office :

A/7, SURYA NAGAR,

BHUBANESWAR - 751 003, ODISHA

Phone : (0674) 2397381, 2397326

Fax : (0674) 2397380

E-mail : npcbbbs@bsnl.in

SPECIAL SECRETARY
EDUCATION & ADULT EDUCATION
GOVT OF HIMACHAL PRADESH
SHIMLA
HIMACHAL PRADESH-171002

54958971
31/12/2020

Ref. No.4047:19-20

Date: 20.12.2019

Dear Sir/ Madam

Sub.: Training Programmes on

1. "Managing Finance For Improving Organizational Performance and Effective Cost Management" at Puri, Odisha during 17th -21st February, 2020
2. "Project Planning ,Implementation, Monitoring & Evaluation" at Goa during 24th -28th February, 2020
3. "Improving Effectiveness Of Private Secretaries/ Personal Assistants" at Jaiselmer, Rajasthan during 4th to 8th March, 2020
4. "Effective Office Management, CCS Rules, Drafting and Vigilance Management" at Kanyakumari, Tamil Nadu during 11th to 15th March, 2020

National Productivity Council (NPC), is a premier techno-managerial consultancy and training organization under Ministry of Commerce and Industry, Government of India, has the distinction of conducting focused, interactive techno-managerial training programmes.

We are glad to announce the following four different Training Programmes in the month of February & March 2020.

Sl. No	Programme Name	Date	Venue
1	Managing Finance For Improving Organizational Performance and Effective Cost Management	17 th -21 st February, 2020	Puri
2	Project Planning ,Implementation, Monitoring & Evaluation	24 th -28 th February, 2020	Goa
3	Improving Effectiveness Of Private Secretaries/ Personal Assistants	4 th to 8 th March, 2020	Jaiselmer
4	Effective Office Management, CCS Rules, Drafting and Vigilance Management	11 th to 15 th March , 2020	Kanyakumari

The programmes would be highly interactive in nature.

Organizations may nominate a few of your executives at the earliest, as accommodation is limited and nominations will be accepted on a first-come-first-serve basis, only.

(Please Note: All programmes are separate and not related with each other)

Thanking You,

Encl: Programme Brochure

Visit us at : www.npcindia.gov.in

Yours Sincerely,


(G Saravanan)

Regional Director

परिषद्

के अन्तर्गत)
कीय कार्यालय :



NATIONAL PRODUCTIVITY

(Under Ministry of Commerce & Industry)
Regional Office :
A/7, SURYA NAGAR,

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Training Programmes on

**3. IMPROVING EFFECTIVENESS OF
PRIVATE SECRETARIES/
PERSONAL ASSISTANTS**

at

**Jaiselmer, Rajasthan
4th to 8th March, 2020**

**4. EFFECTIVE OFFICE MANAGEMENT,
'CCS RULES, DRAFTING AND
VIGILANCE MANAGEMENT**

at

**Kanyakumari, Tamilnadu
11th to 15th March, 2020**

Dear Sir

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National Productivity Council

(Under Department for Promotion of Industry and Internal Trade
Ministry of Commerce & Industry, Govt. of India)

A/7, Surya Nagar, Bhubaneswar -751 003

Visit us: www.npcindia.gov.in

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Thanking

Encl: Programme Brochure

Visit us at : www.npcindia.gov.in