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No. EDN-II(2) 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

At the request of Director, 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 Jaipur, Rajasthan during 04th to 08th March, 2020.
 - 4 "Effective Office Management" CCS Rules, Drafting and Vigilance Management" at Shimla during 11th to 15th March, 2020.

Memo;

The National Productivity Council, Regional Office, A/7, Suryanagar, Bhuvneshwer, 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 self-candidates may apply for the same at their own cost on voluntary & self-training basis. Further, it is intimated 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-1
Phone No. 0177-2650797
E-mail: dhe-sml-hp@gov.in

February 2020

Endst No: EDN - U - G II / Training / Misc - 2018 16186 dated 12-2-2020

Office of the Dy. Director of Higher Education, Una, Distt Una, HP.

Copy forwarded to :

All the Concerned Heads of Govt Sr. Sec. Schools of Una, Distt Una, for information and necessary action.

[Signature]
Deputy Director of Higher Education
Una District Una (H.P.)
12/2/20